

**Please read and complete the following:**

- Rental Agreement (sign & return)
- Rental Agreement Addendum (sign & return)
- Liability Agreement (sign & return)
- Event Form (complete & return)

# Round Barn Rental Information Sheet

Upon receipt of the above signed forms and \$100 deposit your event date will be reserved. The balance must be received within 14 days of the Rental Event Date or reservation will be cancelled. Payments are accepted in the form of cash or check (No Out-of-State checks). **Guidelines and Rules are listed on the Rental Agreement—Please make a copy for your reference.**

**Rental Fee:** \$500.00 on Monday—Thursday or \$650 on Friday—Sunday

**Refunds:** None after 14 days prior to event date  
**Full refund** if cancellation is before 14 days prior to event date  
(send email to [info@arcadiaroundbarn.com](mailto:info@arcadiaroundbarn.com) for cancellation)

**Facility:** Arcadia Round Barn , 107 E HW 66, Arcadia, OK 73007

- Round Barn Gift Shop open daily 10am—5pm
- Shaded picnic area with tables
- Restrooms— *very clean*

**Loft Rental (150 max):** Heating—thermostat controlled  
No air conditioning (8 fans)  
No kitchen facility  
Electrical amps (45 amps)  
10 (8 ft tables), 12 (5ft round tables), 140 folding chairs

**Prohibited:** 1) Alcohol, 2) Open flame pits or fires on Round Barn grounds, 3) Running, jumping or stomping in Loft

**Parking:** *S. of Round Barn across HW66 and N. end of Round Barn*  
**Overflow parking:** *On Main street between HW66 and 2nd street (business area)*  
**Stay off “parking lot” east of Main Street and “residential areas”**

**Setup:** After 10am on day of event (**No exceptions**)  
**Check-out time:** Midnight or before  
**Event Pictures:** Email pictures of your event—[info@arcadiaroundbarn.com](mailto:info@arcadiaroundbarn.com)  
(Maybe posted on website)

**Local Caterers:** POPS (*Round Barn Root Beer*) (405) 928-7677  
Subway (405) 396-2754  
Chicken Shack (405) 277-5020

**Emergency #:** Andrea Moon cell # (405) 822-6156

**Note:** *The Round Barn will remain open for public viewing 10am –5pm.  
Decorations left unattended are at your own risk.*

***Please empty trash in outside dumpster and return facility as found. Thank you!***