



SKYLINE on
BRICKTOWN CANAL

Skyline History & Room Options



Skyline on Bricktown Canal is a stunning one-of-kind venue, located on the tip of the Canal in Bricktown in the recently renovated *Case Plow* building, which is on the National Register of Historic Places. The *Case Plow* was constructed in 1898, and is the 2nd oldest building in Oklahoma City and the oldest on the canal.



Skyline on Bricktown Canal offers a variety of gorgeous spaces

- ◇ **Skyline Ballroom and Rooftop Patio** - 3,000 sq. ft. of open ballroom space connected to our Rooftop Patio which is also 3,000 sq. ft. With its historic exposed brick, romantic lighting & pillars combined with the downtown urban feel and breathtaking view of Oklahoma City, this space is perfect for your wedding, reception, private dinner or corporate event!

Capacity: 225 reception style / 175 seated



- ◇ **Parlor/Library** - 1,000 sq. ft. of multi-purpose space on the third floor directly across from the Skyline Ballroom. This space can be rented either as its own space on an hourly basis or add it to your Skyline package on the day of your event!

Capacity: 30 reception style



- ◇ **Skyline Streetcar Lounge** - 1,100 sq. ft. of historic open space. Take advantage of this lovely space for your rehearsal dinner, bridal shower, corporate luncheon or dinner or include it with the Skyline Suite for the day of your wedding!

Capacity: 80 reception style / 60 seated



- ◇ **Skyline Suite** - 500 sq. ft. of rustic yet elegant space for your next special occasion. Enjoy the décor & open floorplan with the elements needed to create a memorable bridal suite or a relaxing private event! Combine this room with the Skyline Streetcar Lounge for a larger group!

Capacity: 20-30 guests



Room Features & Highlights

All Four Skyline Spaces offer:

- * Gorgeous rustic exposed brushed white brick
- * Hardwood floors
- * Open & versatile floor plans
- * Elevator access
- * Sound System & microphone
- * Setup & Teardown
- * Event Attendant present during rental time
- * 3rd Floor Tables ~ 8 ft. Banquet (10); 60 in. Rounds (14); 36 in. Cocktail or Bistro Rounds (10)
- * 1st Floor Tables ~ 54 in. Rounds (5); 30 in. Cocktail or Bistro Rounds (4)
- * Chairs ~ White Padded Garden Chairs (250)



Room Features & Highlights

Streetcar Lounge

- * Open Floor Plan
- * Unique & Elegant Chandeliered Lighting
- * North windows offering views of the Canal and Downtown
- * 1,100 sf accommodates up to 80 for your plated dinner or 100 for your reception style event.



Skyline Suite

- * Unique & Elegant Chandeliered Lighting
- * North windows offering views of the Canal and Downtown
- * 500 sf accommodates 10-30 for your reception, private dinner or bridal party



Skyline Parlor/Library

- * General purpose space can be used as an addition to any event
- * 1,000 sf of open space with multiple private office/rooms which can be used however best suits your event.



Wedding Packages & Pricing

Full Day Package ~ 10am-Midnight

Our **Full Day Packages** include use of the Skyline Ballroom and Rooftop Patio space from 10am until midnight on the day of your event, tables & chairs, and use of our professional sound system with cordless mic for your DJ, playlist or band. If you choose to use Skyline's tables & chairs for your event, we offer room set-up and tear-down. Below you will find pricing for both the Skyline Ballroom and Rooftop Patio, as well as a combination of the Ballroom and other spaces that are available for your special day!



FULL DAY	10am-Midnight	10am-Midnight
<i>Rooms Included</i>	<i>Mon-Thu</i>	<i>Fri-Sun</i>
Ballroom/Rooftop Patio	\$ 3,000.00	\$ 4,500.00
Ballroom/Rooftop Patio + Parlor	\$ 3,250.00	\$ 4,750.00

Hourly Rates

This pricing accommodates private events such as Wedding Rehearsals, Private Parties, Corporate Events, Holiday Celebrations, etc. (Hourly pricing to include decorating time prior to event and removal of personal items after event). Pricing includes tables & chairs, sound system for your DJ, playlist or band. If you choose to use Skyline's tables & chairs for your event, we offer room set-up and tear-down.

HOURLY RATES	Mon-Thu 4 hr. min	Fri / Sun 5 hr. min	Saturday 6 hr. min	Full Day 10am-12am
Skyline Ballroom /Rooftop	\$ 200.00	\$ 300.00	\$ 400.00	
Parlor	\$ 75.00	\$ 150.00	\$ 150.00	\$ 1,800.00
First Floor Suite	\$ 75.00	\$ 150.00	\$ 150.00	\$ 1,800.00
Streetcar Lounge + Suite	\$ 150.00	\$ 225.00	\$ 275.00	\$ 2,700.00

Included in your rental, you will have access to the space for one hour the day before your event if the space has not already been booked that day. You will be informed if it is available 2 weeks prior to your event.

Additional Pricing and Packages Available ~Prices are subject to change~



CLEANING FEES

A minimum of \$250 cleaning fee is **collected one week prior to your event**. This fee may vary depending on how many rooms are reserved for your event.

SECURITY

Skyline requires security to be present while alcohol is being served. We work exclusively with Steel Protective Services, LLC and book this for you. One guard for every 75 guests is required. **The fee is \$30 per hour, per guard. This fee is collected one week prior to your event.**

EVENT INSURANCE POLICY

Skyline requires every event host to have Event Insurance. We offer a policy for \$179. You will complete and sign a one page application, and pay through Skyline. **This fee is collected 60 days prior to your event, along with the venue rental fee.**

- ◆ Skyline requires that each client obtain a General Liability Insurance policy, written on an occurrence basis, insuring against all claims for injury to or death of persons or damage to property on or about the Facility. Details for this requirement are included in the *Facility Use Agreement* which must be signed by both the client and agent of DHP Commercial, LLC DBA: Skyline on Bricktown Canal at the time your event is secured, along with your security deposit.

PAYMENT, CANCELLATION & SECURITY DEPOSIT

Payment in full of rental fees and Event Insurance is required 60 days prior to your event. If written cancellation is received within sixty (60) days of your event you will receive a full refund of your Security Deposit and Fees. If written cancellations is received any time within fifteen (15) days of your event date, Security Deposit only will be refunded.

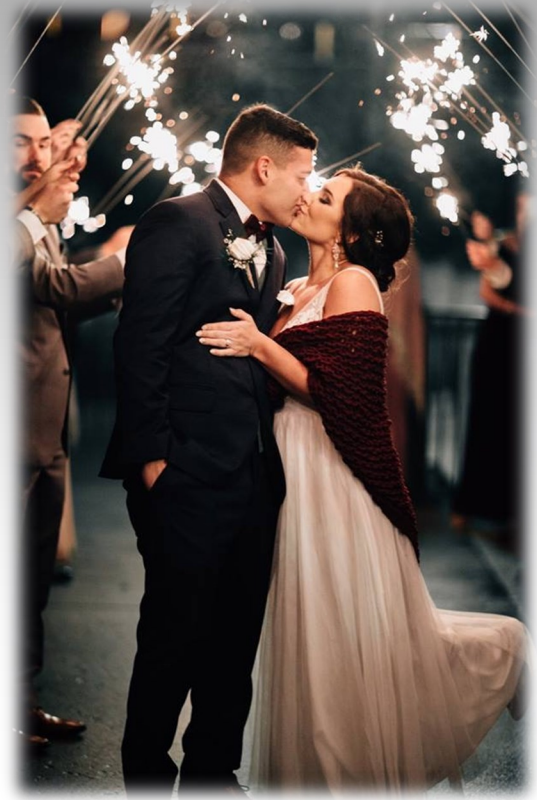
Skyline on Bricktown Canal requires a refundable security deposit and credit card number on file to hold the space for the date of your event. A \$550 deposit is required for the Skyline Ballroom & Rooftop Patio and a \$250 deposit for the Streetcar Lounge, Suite or Parlor when rented individually.

A full refund of your security deposit will be issued to you within fifteen (15) days after your event, less any costs for repairs of the venue identified by Skyline Management as a result of your event as well as any outstanding cleaning or administrative fee still owing.



Venue Amenities

- * Bistro String Lighting (3rd Floor Ballroom)
- * Chandeliers
- * White Padded Garden Chairs (250)
- * 8 ft. Banquet Tables (10)
- * 60 in. Round Tables (14)
- * 36 in. Round Cocktail or Bistro Tables (10)
- * 54 in. Round Tables (5) (1st Floor)
- * 30 in. Round Cocktail or Bistro Tables (4) (1st Floor)
- * Turbosound 2500 Watt Speakers
- * Turbosound 3000 Watt Subwoofer
- * Behringer Premium Mixer
- * Sennheiser Handheld Microphone
- * Rolling 72 in. Presentation TV
- * Indoor & Outdoor Camera System
- * Three guest restrooms including an ADA
- * One private dressing room for the bride's special day
- * Set-up & tear-down of venue when Skyline tables & chairs are used.



Services Provided by Outside Vendors

- * Catering
- * Floral Design & Centerpieces
- * Professional Photography
- * Professional Videography
- * Décor & Design
- * Linens (available through Skyline for an additional fee)
- * DJ/Music Entertainment



Additional Items Available to Rent

* Rustic Wooden Bar ~ Included



* Podium ~ Included



* Farm Tables ~ \$50.00 ea.

4 Available



We also offer black or white table linens as follows:

Rounds: \$12 each

Banquets: \$15 each

Bistro Spandex: \$10 each



Terms of rental: When renting our additional décor, the items will be Included in our setup and breakdown. The items will be made available for the duration of the event. Any damages to rental items will result in additional fees subject to management approval.

Visiting Guest Accommodations

Skyline Visitors Rate

Guests who have booked our stunning venue for their special occasion can enjoy the added feature of a Skyline Rate at the one of Bricktown's newest properties, the STAYBRIDGE SUITES located less than a mile from Skyline on the corner of N. Reno and N. Lincoln.

Staybridge has secured set rates for Skyline guests of \$119 for a King Studio Suite, \$124 for a Two Queen Studio Suite, \$139 & \$149 for One-Bedroom King/Queen Suites. Once you secure your date with Skyline we can supply you with the link for this hotel to send to your family & friends who will be traveling in from around the country to join you on your special day! Staybridge also offers free Shuttle which will be a fantastic benefit to your guests is arriving safely to your event!



Should you require a room block or prefer an alternate location, Skyline does partner with various hotels in Downtown OKC. So please let us know and we'll do our best to connect you with one of our premier hotel partners for the best experience in OKC!



CORPORATE MEETINGS

&

PRIVATE GATHERINGS

*We have the perfect space to accommodate
your next event*



Terms Included in Your Package



Venue Cleaning Service & Vendor Information

Skyline will take care of cleaning up after you and your guests. This includes emptying trash cans, attending to standing liquid messes, tidying the rented space including the rooftop, resetting the restrooms and catering prep area, mopping and resetting the lobby, polishing wood flooring, cleaning mirrors and glass surfaces.

The client's responsibility is to remove all rented and personal items from all occupied rented space by the designated time. Failure to remove rented or personal property within the designated time may result in additional fees.

The Vendor's responsibility is to remove all equipment, tables, chairs, lighting, and other décor by the designated time. If items are to be retrieved at a later date, arrangements must be made with venue management in advance of your event date. Perishable items, including food, cake, floral arrangements or installations, garland, etc. must be removed at the conclusion of the event. **Any items left will be disposed of at the discretion of Skyline management.**

All Vendors must sign and return a “Hold Harmless Agreement” to Skyline management within 15 days prior to the event.



Client's Responsibility

- ◆ Skyline is not responsible for any items brought onto the premises by Clients, Guests, or Vendors, and Management will not tend to items that are lost or left behind.
- ◆ Skyline will not store any goods, rentals, or personal items belonging to Clients, Guests, or Vendors beyond your agreed rental period.
- ◆ Skyline is not liable or responsible for any belongings or property left behind by client or vendor after the contract teardown time. Any property left on the premises which impedes Skyline's ability to conduct business will either be removed at the client's expense or subject to a \$500 per day penalty for each day that the items are not removed.
- ◆ Nothing may be adhered to or affixed to walls, inside or out that will in any way cause damage, whether temporary or permanent, to our historic site.
- ◆ Per Oklahoma City Fire Department regulations, all hallways and exits shall be kept clear and usable at all times. Clients are responsible for ensuring this standard is met by placing rental furnishings and all other décor properly.
- ◆ No open flames are permitted on the premises, with the sole exception of sterno for maintaining buffet-style serving pans and candles in votive holders.
- ◆ Clients, Guests, or Vendors shall not use pyrotechnics inside the Skyline on Bricktown Canal.
- ◆ Clients, Guests, or Vendors hosting or attending events who appear to be intoxicated, disruptive, or demonstrating disruptive or destructive behavior will be removed from the Skyline premises. Security and Management reserve the right to remove any person exhibiting these behaviors.
- ◆ Management will not assume responsibility for the set-up and/or tear-down of any outsourced rentals, ie tables, chairs, lighting, dance floor, etc. Clients or Vendors must remove rentals during their designated rental time.
- ◆ All vendors must sign a Hold Harmless Agreement within 15 days prior to the event date.
- ◆ All activities will be in compliance of laws, regulations, and ordinances of the state of Oklahoma.
- ◆ Non-Rented facilities within the building are off-limits for the safety of all clients and guests. Security or Management reserves the right to remove violators from the property.
- ◆ The Clients and Vendors are responsible for the care of Skyline on Bricktown Canal, its facilities, structure, equipment, and furnishings during the Clients rental period. Any damages sustained or caused by accidental, negligent, or wrongful acts by Client, Guests, or Vendors to Skyline will be noted by Management. The Client agrees to replace, at their own expense, or to reimburse Skyline for all losses, breakage or damage that occur during their rental period.

Client's Responsibility Continued

- ◆ Full payment of rental fee is due no later than 60 days prior to the event. Any remaining balance must be paid one week prior to the event.
- ◆ Upon submitting a refundable Security Deposit and a credit card number, the Client's date is secured on Skyline's event calendar (\$550 for Skyline Ballroom & Rooftop; \$250 for all other rented spaces). A full refund will be offered for all written cancellations received up to sixty (60) days prior to the event. If written cancellation is given sixty (60) days or more prior to the event date, client will receive a full refund of the Security Deposit and Fees. Any written cancellations given at any time within fifteen (15) days of event will receive the Security Deposit only.
- ◆ Skyline requires that each client obtain a General Liability Insurance policy, written on an occurrence basis, insuring against all claims for injury to or death of persons or damage to property on or about the Facility. Details for this requirement are included in the *Facility Use Agreement* which must be signed by both the client and agent of DHP Commercial, LLC DBA: Skyline on Bricktown Canal at the time your event is secured, along with your security deposit.
- ◆ Elevator Policy: In the event that one or both elevators located in 2 or 12 East California Ave. should be caused to stop due to excessive movement or maximum capacity has been exceeded by the Licensee or guests of the Licensee, Licensee will forfeit his/her security deposit and be subject to a \$500.00 fine to cover expenses incurred as a result of such actions.



Vendor Information

Skyline has an “open-catering” policy however we do have vendors that we consider “Preferred”. These partners have had trusted success highlighting their skills and talents here at Skyline on Bricktown Canal and we would be happy to offer any of them to you upon request. We’ve listed our community partners below who we are proud to hold contracts with and support their local businesses as well!

Wedding & Event Planning

Amy Ray Events



Security Services

Steel Protective Services, LLC



Hotel Partners

STAYBRIDGE Suites



Skirvin Hilton Hotel

Hilton Garden Inn, Bricktown

Hampton Inn & Suites, Bricktown

Homewood Suites, Bricktown









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