

THE IMPERIAL COURT OF ALL OKLAHOMA

MEETING MINUTES 08/6/2023

Reign XV Combined Meeting

Tulsa County Library Downtown

I. CALL TO ORDER

@ 1:12 pm

A. Quorum – Y

Seated Board Members for Reign XV 2023 – 2024 See attachment 1

1. BoD

- a. Eleven of Eleven (11/11) board members are present or on Zoom.
- b. Seven (7) Good Standing & Can Vote present – (Four (4) positions are none voting)
- c. Required to Conduct Business – Four (4) (50% + 1)

2. Membership

- a. Thirty-Nine (39) Members
- b. Thirty-One (31) members present & on Zoom
- c. Twenty-Eight (28) Good Standing & Can Vote Present
- d. Required to Conduct Business – 15 (50% + 1)

B. Agenda

1. Provided by President

C. Announcements

1. This meeting is being streamed on ZOOM. Please refrain from crosstalk and please speak loudly and clearly.
2. ICAO Members in attendance are asked not to interrupt the meeting with questions until the floor is opened or if they are asked a question.
3. Virtual Meeting attendance is being recorded. Those with the ability to vote were announced on FB Messenger group chat.

II. COURT 101

A. Out of State Court Events/Coronations – Lottie Dah

1. Reigning Monarch(s) - Stand when they pass, bow when other Monarchs pass
2. Queen Mother Nicole – Stand when she enters the room
3. Tipping – Females on the right, Males on the left; Females hand is on top of males with tip below
4. Court Walk to greet stepping down Monarch(s) – Male enters room when announced and walks part way and waits for female to be announced. Male on left side, Female on right until you hit dance floor then Male crosses behind Female to walk up and greet Monarch(s) then move to side of stage you are on. Leave room for our current Monarch(s) to be standing last next to the stepping down Monarch(s)

III. BOARD REPORTS

A. **President** (e) – Vernon “Joey” Scudder-Barfield aka Keri Jo Scudder-Allan

1. Court Website – Webs was bought out by Vista Print and our current site will be completely gone. We will have to recreate our site on a new hosting site. Domaine is staying the same – impcourtok.org. Please report any issues you find when the new site goes live.
2. Photos – Watch who you are taking photos of, not everyone at each event wants their photos taken. Watch what filters etc. you use when posting to Facebook or Snapchat etc.
3. Posters – When making poster for events, make sure to use copyright free images. If needing help, please ask.

B. **Vice President** (e) – Jeff Tarwater aka Morgana Pheeling Tarclure

1. Reaching out to business to get some corporate sponsorships.

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- C. **Secretary (e)** – Steven Dormont aka Scotty
 1. July’s combined meeting minutes approved and posted on the website
 2. Check the P.O. Box – Received a Thank You note from Youth Services of Tulsa, emailed copy to full membership.
 3. Finishing posting all of July upcoming events on social media & website
 4. Tag the court when posting any ICAO photos on personal social media pages.
 5. Requested from Monarchs missing Event Proposal Forms / Posters for History Files, Will be sent after meeting.
 - D. **Treasurer (e)** – Ian Williams
 1. Copy of Bank Statement sent to Board as of 7.31.23
 2. Paid off the “Clogger Bill” Fund Issue
 3. See attachment 1 for Treasures Financial Report as of 8.5.23
 4. A Night at Kennel 54 celebration of Izzy raised \$800.18
 5. Will be traveling to Austin 8/12
 - E. **Member-at-Large (ne)** – Ray Stephens aka Big Pup RazerWulf
 1. Great job at the show last night for Izzy
 - F. **Dean of the College / Dowager Monarchs XIV (ne)**
Emperor XIV – Paul McClure aka Eric’Shun Tarclure and
Empress XIV – Jeff Tarwater aka Morganna Pheeling
 1. (Paul) 1st Quarters Report will be sent out
 - G. **ICP’s (ne)**
Imperial Crown Prince – Triton Scudder Paige
Imperial Crown Princess – Kitty Scudder Quinn
 1. (Kitty) Both traveling to Austin Coronation 8/12
 2. Thanked everyone for a great time at the Comic Boom Show
 3. ICP Ball is in the works
 - H. **Reign Secretary (ne)** – Kilby Duncan aka Ruby Jo Dawn Tarclure
 1. Requested Protocol for Austin be sent in today
 2. Need Protocol for anyone going to Indiana
 - I. **Monarchs XIV (ne)**
Emperor XV – Jim Scudder-Barfield aka Daddy Jim Scudder-Whorez and
Empress XV – Ray Wilkins aka Lottie Dah
 1. (Lottie) Reminded everyone that Jell-O Shots is every 3rd Friday during Country Night at Tulsa Eagle, need volunteers with ABLE liquor license to make Jell-O the day before and 2 Volunteers to be at bar setting things up by 10 pm on Friday.
 2. Congratulated Brooke Lynn Starz on her elevation to Duchess and that more elevations would be coming.
 3. Mentioned that Dayna (Kitty) and Jim (Daddy Jim) are working on open dates later today at Mojitos
- IV. Standing Committees**
- A. PnP – Alex Norris aka Brooke Lynn Starz and
Ray Stephens aka Big Pup RazerWulf
 1. (Razer) mentioned he will get missing items for PnP’s to Brooke Lynn / Keri Jo and then get a new corrected version posted to website.
 2. Meeting set for Aug was postponed, new date in the works
 - B. Owasso Pride
Alex Norris aka Brooke Lynn Starz
 1. Set for Oct 1st, they are needing our 501(c)3 paper work, Scotty will send when he gets home from meeting.
 - C. Coronation – Ball Chairperson

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1. Joey aka Keri Jo was nominated
2. Motion was made by Scott to approve Joey as Chairperson, 2nd Ray Board Vote - Approved

V. Old Business

- A. None

VI. NEW BUSINESS

- A. Indiana Coronation Ad
 1. Cost for Ad - \$100 due by Aug 6th.
 - a. Motion made by Ray to spend the money; 2nd Jim Board approved
- B. Dallas Ad (virtual only)
 1. Cost for Ad - \$75 due by Aug 31st
 - a. Motion made by Ray to spend the money; 2nd Jim Board approved
- C. Iowa Ad
 1. Cost for Ad - \$125 due by Sept 1st
 - a. Motion made by Ray to spend the money; 2nd Jim Board approved

VII. Membership – Reigning Monarch(s)

- A. Reign XV Updates
 1. (Lottie) Upcoming Travels – Aug: Austin Coronation, Sept: Indiana & Iowa (not New Mexico)
 2. Scotty & Wendle spoke up about making the Jell-o shots on 8/17 @ 5 pm Tulsa Eagle
 3. A recap of the recent shows/ events – Nebraska Coronation, Comic Boom Show, Xmas in July Show, Beach Babez & Bodz Show and KINK Event was given.
 4. Issue of us not being appreciated at Kink Weekend by those in charge was talked about and if we want to go back next year.
 5. Currently taking New Event Proposal Forms for October's Shows
 6. Mojito Bar mentioned the possibility of opening the bar for more dates including Bingo/Karaoke even a great space to do our production number rehearsals or workshops.
 7. Tulsa Driller Baseball Social Sept 1st. \$12 a Ticket deadline is Aug. 28th
 8. Tulsa Eagle now has a donation box for a Stuffies/Book drive

VIII. Events – Reigning Monarch(s)

- A. Upcoming ICAO Events
 1. 8/18 - 80's Show @ Mojito Bar (Brooke Lynn Starz) 8 pm
 2. 8/18 – Daddy Issues @ WipBurn in OKC 11 pm
 3. 8/18 – Jell-O Shots @ Tulsa Eagle 10 pm
 4. 8/20 – Burger Cookout @ Tulsa Eagle 3 pm
 5. 8/25 – Category is @ Tulsa Eagle (Lottie / Keri Jo)
 6. 9/1 – Social Night at Tulsa Drillers Baseball (Brooke Lynn Starz)
 7. 9/2 – Ladies Night Battle of the Sexes Pt 1 @ Mojito Bar 8 pm
 8. 9/9 – PR Ball Twisted Disney @ The County Line OKC 8 pm (Jay / Ruby)
 9. 9/15 – Boys Night Battle of the Sexes Pt 2 @ Mojito Bar 8 pm
 10. 9/15 – Jell-O Shots @ Tulsa Eagle 10 pm
 11. 9/22 – That 50's Show @ Tulsa Eagle 9 pm (Kitty / Ruby)
 12. 10/20 – Jell-O Shots @ Tulsa Eagle 10 pm
 13. 11/11 – USO Military Show @ Tulsa Eagle 9 pm
- B. Open ICAO Event Dates

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1. 10/7 – Mojitos 8 pm
 2. 10/14 – OKC
 3. 10/20 – Mojito
 4. 10/21 - Tulsa Eagle
- C. Upcoming ICS Events
1. 8/12 – Austin Coronation
 2. 9/1 – Indiana Coronation
 3. 9/22 – Iowa Coronation
 4. 10/21 – Georgia Coronation
 5. 10/28 – Dallas Coronation
- D. Non-ICAO/Community Events
1. 8/18-20 WipBurn Weekend OKC (ICAO is the benefactor of the show)
 - a. Mr Hyde contact person – 11 pm – 2 am show on 8/19
 - b. 7 members performing in Show, 3 numbers each, Auction Items and Bossy Bottom Contest

IX. Open Forum

- A. Social Night at Restaurants Monthly (Morganna)
1. Suggested each month we do a fundraiser at a different restaurant celebrating that month's birthdays.
- B. Save the Date Posters (Morganna)
1. Need ICP & PR Ball Posters on social media ASAP to get a larger out of town attendance
- C. Upcoming ICS Events
1. (Keri Jo) Traveling to Georgia's Coronation if anyone is interested in going.
 2. (Eric'Shun / Mogranna) Traveling to the CPR Ball in Fort Worth Sept 23 if anyone is interested in going.
- D. Coronation XIV Committee (Lottie)
1. Need to begin to form the committee as budget is due in Oct.
- E. T-Shirts
1. Get with Lyn if you need a Regin Shirt (\$25) or a Court Shirt (\$25)

X. ADJOURNMENT

- A. Motion made to Adjourned by Jim; 2nd Morganna @ 1:55 pm.
- B. Next Meetings:
1. Sept 10th OKC 1 pm Location TBA following our show on the 9th.
 2. Oct 8th 1 pm – Tulsa County Library Downtown Tulsa

LEGEND

- (e) – executive board member
(ne) – non-executive board member
(nv) – non-voting

BoD President Signature: Vernon "Joey" Scudder-Barfield

Secretary Signature: Steven Dormont

Executive Session held after Meeting
Minutes approve in emails by the Board - August 17,, 2023

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Executive Session

XI. CALL TO ORDER

@ 2 pm

XII. Hotel Contract – Renaissance Hotel Tulsa

A. Room Rates

1. \$106 each Room Block will end March 14, 2024 – Total 138-night block
2. Free Parking

B. Ballroom

1. No charge for Ballroom either night
2. 3 Ballrooms – One will be for the dressing room
3. Will be able to use for Hospitality, can also bring in our own liquor

C. Food / Beverage

1. \$8,000.00 charge

D. Audio Equipment

1. \$500 fee if we use their equipment

E. Deposit

1. \$1,000 upfront, \$1,000 30 days later, \$1,000 60 days later. All will go towards final total.
2. Discussion was heard about applying the Monarch Travel Fund money to cover the cost of the upfront deposit and reimburse it later. Motion was made by Morganna 2nd by Lottie Approved

F. Insurance

1. Ian will need to look into getting use a 1-million-dollar policy – Required by the hotel

G. Contract

1. See attachment 2 for copy of contract
2. Motion made to accept and sign contract by Keri Jo 2nd by Lottie Approved

XIII. Money Raised at Events

1. Discussion heard about how to split money at events now that we have paid back the Clogger Bill Fund.
2. Motion was made by Keri Jo that everything would go into the general operations fund and at the end of the reign what is left would be used for our charities at Divestitures XIV. This would not include money lotted to go to a specific fund per a Monarch Proclamation IE: Christmas in July, ICP Ball, USO Show etc. 2nd by Scotty Approved



The Imperial Court of All Oklahoma Treasury Report



Ending 08/05/2023
Reign # 15

Account Balances			
\$4,585.04	Checking Balance		AS OF 8/5
\$6,219.03	Savings Balance		AS OF 8/5
\$ 952.00	CASH ON HAND		AFTER IZZY SHOW
\$11,756.07	TOTAL ALL FUNDS		

FUND Balances	
Operations Fund:	\$844.12
Charity Fund:	\$1,559.16
Coronation Fund:	\$0.00
Travel Fund:	\$3,849.97
Clogger Bill Fund:	\$5,784.06
TOTAL	\$12,037.31

Financial Activity	
Inbound	Outbound
Received: \$2,871.80	Expenses: \$268.86
Dues / Applications:	Fees:
Interest Earned:	Reimbursed: \$50.96 CHECK WRITTEN 8/4/23
Refunded:	Refunded:
	Disbursed: \$416.31

Disbursements		
Date	Amount	Beneficiary
8/6/2023	\$ 416.31	HOPE (CHECK WRITTEN 8/6)
	\$ 416.31	

Notes

CLOGGER BILL REPAYMENT AMOUNT: COMPLETE

TRAVEL FUND DISBURSEMENTS:
 NEBRASKA TRIP - 285.52
 INDIANA TRIP - 405.90

EXPENSES:
 7/03/2023 - AUSTIN AD \$150.00
 07/10/2023 - UHAUL - \$52.90
 07/10/2023 - QUICKBOOKS - \$15.00
 07/21/2023 - TARGET (KINK WEEKEND) - \$50.96
 08/04/2023 - JORDAN MURPHY - \$66.15

CHARITY FUND:
 NIGHT AT THE COUNTRY - \$541.38
 COMIC BOOM - \$402.38
 JELLO SHOTS - \$134.00
 BURGER COOKOUT \$150.49
 TEXAS ROADHOUSE DINNER \$70.00
 CHRISTMAS IN JULY \$416.31
 BEACH BODZ AND BABEZ \$300.00

Charity Fund includes \$144.75 in Square purchases for postponed float trip. (only 3 tickets sold)

ATTACHMENT 2



GROUP SALES EVENT AGREEMENT

This **Group Sales Event Agreement** (“Agreement”) is by and between **The Imperial Court of All Oklahoma, Inc.** (“Group” or “you” or “your(s)”) and **Tulsa Commons Hospitality, LLC, d/b/a Renaissance Tulsa Hotel & Convention Center, managed by Atrium Hospitality, LP** (the “Hotel” or “we” or “us” or “our”). Group and Hotel are each a “Party” and, collectively, the “Parties”).

Especially Prepared for:		Event & Hotel Information:	
Client Contact Name:	Ray Wilkins	Event Name:	2024 Imperial Court Coronation
Title:	President	Date(s) of Event:	April 4 th – 8 th , 2024
Responsible Party:	The Imperial Court of All Oklahoma, Inc.	Post as:	2024 Imperial Court Coronation
Address:	P.O Box 14533	Hotel Contact:	Jonathan Bernhardt
City, State, Zip:	Tulsa, OK 74159	Title:	Sr. Sales Manager
Phone:	(512) 775-6230	Phone:	(918) 307-4025
Email:	armydude40@gmail.com	Email:	jonathan.bernhardt@atriumhospitality.com

GUEST ROOM BLOCK AND RATES: Once this Agreement is accepted, we will remove from our inventory and consider sold to you for your use guest room nights (i.e., sleeping rooms) pursuant to the following arrival and departure schedule (the “Total Contracted Rooms” or “Room Block”).

Rates for your Event are confirmed as shown in the schedule.

Guest Room Block					
Date	Day	Presidential	King	Double Double	Total
04/04/2024	Thu	1	2	2	5
04/05/2024	Fri	1	10	10	21
04/06/2024	Sat	1	30	25	56
04/07/2024	Sun	1	30	25	56
				TOTAL ROOMS	138

Guest Room Rates			
Start Date	End Date	Room Type	Rate
04/04/2024	04/08/2024	Presidential	\$106
04/04/2024	04/08/2024	King	\$106
04/04/2024	04/08/2024	Double Double	\$106

All guest rooms are run-of-house unless otherwise set forth above. Guestroom types (kings, double/doubles, etc.) cannot be guaranteed and will be reserved on a first-come, first-served basis.

Room rates quoted above are non-commissionable, net rates, subject to tax, which is currently 16.517% but will be the tax rate in effect at the time of the stay. You confirm that you have dealt directly with us and have not used any person or service entitled to a commission.

COMPLIMENTARY ACCOMMODATIONS: The Hotel will provide one (1) complimentary room night, at the lowest Group room rate, on a cumulative basis, for each [50] room nights within the schedule set forth above (excluding staff rooms) occupied by Group’s attendees and paid for at the full contract rate. The Hotel shall credit Group’s Master Account for the total number of complimentary accommodations accrued by Group at the conclusion of your Event.

SPECIAL CONCESSIONS:

- Complimentary Parking (\$10 per room night value)
- Complimentary Guest Room Internet (\$12.95 per room night value)
- Dedicated Meeting Space to be provided for Evening Hospitality Suite (Set up with soft seating for Lounge)

ROOM RESERVATION PROCEDURES: In order to assign specific room types to your attendees, each guest room in your Room Block must be confirmed no later than March 14th, 2024 (“Reservation Due Date”). The Hotel has no obligation to provide room nights beyond those contained in the Room Block.

Guest Reservations: In order to assign individuals to specific rooms, room reservations will be required. Your attendees must make their reservation requests online, through the web address to be provided within 12 months of arrival with a signed contract or by calling 1-800-264-0165. Attendees must identify themselves as part of your group or enter the group identification code, which will be provided to you by Hotel. You must separately provide the

Hotel with any attendee's VIP status. It would be appreciated if the Hotel could be included on the attendee mailing list (traditional mail or e-mail), to stay informed as to when reservations are likely to begin arriving. The Hotel does not confirm reservations to individual attendees in writing. The Hotel reserves the right to change the method used, information required, email address or other aspects of the reservation process.

After Reservation Due Date as described above and prior to your arrival date, all room nights which have not been reserved as described above will be deemed to be room nights which your group will not use, and they will become subject to the attrition provisions herein. Such room nights will at that date be returned to the Hotel's general inventory. Reservation requests from your attendees received after Reservation Due Date will be accepted on a space.

available basis, at the higher of the contract rate or rate available at that time. Should such requests be accepted, such room nights will be credited to your block for purposes of any calculation of attrition.

CHECK-IN / CHECK-OUT: Guest accommodations will be available at 4:00PM on arrival day and reserved until 11:00AM on departure day. The Hotel would appreciate receiving flight arrival times for your group, if available. Any attendee wishing special consideration for late checkout should inquire at the front desk on the day of departure. Should the Hotel allow for late check-out; it may impose a half day rate.

GUEST ROOM CHARGES:

No Charges to Master Account: Each Event guest will pay his or her account upon departure. Group assumes full and sole responsibility for informing all attendees of the room rate, and applicable taxes. When reservations are made, we will require a valid credit card on file to secure each reservation. No Show and Late Cancellation Fees will be assessed to the credit card on file pursuant to the Hotel's Cancellation and No-Show Policy, though this shall have no bearing upon the Group's total liability pursuant to either the attrition or cancellation clauses herein. Each guest will be required to present a valid credit card upon check-in on which an amount of sufficient pre-authorization can be obtained to cover the room and tax charges for the length of the guest's stay, plus any charges for the guest's use of the Hotel's ancillary services.

MEETING REQUIREMENTS: The Hotel will provide your requested function space in accordance with and at the rates set forth in the following Schedule of Events. The Hotel reserves the right to adjust function space at the reservations due date if attendance projects lower than contracted. Please ensure that the Schedule of Events includes all space necessary to accommodate your set-up and break-down times, all audio-visual needs, head tables and displays. Diagrams and identification of the Hotel's meeting space to be used for your Event may not be disseminated by the Group without the Hotel's prior approval.

SCHEDULE OF EVENTS

Date	Day	Start	End	Function Type	Function Space	Setup	Qty	Rental
4/5/2024	Fri	8:00 AM	6:00 PM	Client Set Up	Madrid I-II	Special	120	
4/5/2024	Fri	3:00 PM	10:00 PM	Exhibits	Madrid III	Special	10	
4/5/2024	Fri	5:00 PM	11:59 PM	Hospitality Room	Seville I	Special	50	
4/5/2024	Fri	6:00 PM	10:00 PM	Dance	Madrid I-II	Special	120	
4/6/2024	Sat	8:00 AM	5:00 PM	Client Set Up	Madrid I-II	Rounds of 10	140	
4/6/2024	Sat	8:00 AM	10:00 PM	Holding Room	Strasbourg	Existing Set	10	
4/6/2024	Sat	9:00 AM	10:00 PM	Exhibits	Madrid III	Special	10	
4/6/2024	Sat	5:00 PM	11:59 PM	Hospitality Room	Seville I	Special	50	
4/6/2024	Sat	6:00 PM	12:00 AM	Dinner	Madrid I-II	Rounds of 10	140	
4/7/2024	Sun	10:00 AM	2:00 PM	Brunch	Madrid I-II	Rounds of 10	80	

Specific meeting rooms cannot be guaranteed and are subject to change

GUARANTEED ATTENDANCE AND MENU SELECTIONS: Though this number will not affect the Agreed Minimum Banquet Revenue figure noted below, the final attendance for your function must be received in writing by the event services office NO LATER THAN 12:00PM, three (3) working days before the date of the function. This will be the number for whom the Hotel will prepare food for the function. The Hotel cannot be responsible for service, accommodations or guaranteeing the same menu items for more than three percent over your guaranteed number of people. If a guarantee is not given to the Hotel by the specified time and date, the original estimated attendance would be considered the final guarantee. Your final menu selections must be made no later than 10 days prior to commencement of your Event. A Banquet Event Order will be sent to you to confirm all final arrangements and prices. If you do not advise Hotel of any corrections or changes to the Banquet Event Order by the date requested by Hotel, the Banquet Event Order will be considered accepted by you as correct. Group will be responsible for the charges listed on the Banquet Event Order or the Agreed Minimum Banquet Revenue figure, whichever is greater, plus applicable tax and service charges. Diagrams and identification of the Hotel's meeting space to be used for your Event may not be disseminated by the Group without the Hotel's prior approval.

SERVICE CHARGE: A service charge of 25% (or the current service charge in effect on the day of the Event) will be assessed on all charges relating to your Event including, but not limited to, food and beverage, audio visual, connectivity, meeting room rental, labor fees and any other charges relating to your Event, plus any applicable state and/or local taxes. This service charge is not a gratuity and is the property of Hotel to cover discretionary and administrative costs of the Event. We will endeavor to notify you in advance of your Event of any increases to the service charge should different amounts be in effect on the day of your Event.

AGREED MINIMUM ROOM NIGHT REVENUE: Based on the Total Contracted Rooms and the stated rates, the "Agreed Minimum Room Night Revenue" is **\$14,628.00**.

AGREED MINIMUM BANQUET REVENUE: Based on the above Schedule of Events, the "Agreed Minimum Banquet Revenue" is **\$8,000.00**. This amount does not include service charges or taxes, if applicable, which are noted separately herein, and any additional requested function space or food and beverage shall be extra. If the Agreed Minimum Banquet Revenue Figure is not met, any balance will be posted as a food and beverage attrition charge to your Master Account, plus applicable taxes, and service charges.

ROOM BLOCK AND SERVICES COMMITMENT: When you contract for a block of rooms and meeting facilities and for food and beverage services, those room nights, facilities, and services are removed from our inventory and considered sold to you, and the Hotel makes financial plans based upon the revenues it expects to achieve from your full performance of this Agreement. It is impossible for the Hotel to know in advance whether or under what circumstances or at what rates it would be able to resell your contracted room nights, services or facilities if you do not use them, either as the result of a cancellation of your Event ("cancellation") or as the result of usage of less than your Total Contracted Rooms and/or contracted food and beverage services for the above Schedule of Events ("attrition"). In most instances, when groups do not use their contracted room nights or services, the Hotel is unable to resell those room nights or services and even when room nights or services are resold, they are generally not resold at the same rates, may be resold to groups which would have utilized the Hotel at another time, are resold to groups that do not have the same needs as the original group, etc. Even when rooms or services may be resold, it is costly to re-market the rooms and facilities, and such efforts divert the attention of our sales staff from selling the Hotel's rooms and facilities for other times. While your Room Block has been held out of our inventory, we may have turned away more lucrative groups in order to meet our commitment to you.

For all these reasons and others, the Parties agree that in the event of cancellation or attrition, the following charges, which represent a reasonable effort on behalf of the Hotel to establish its loss prospectively, shall be due as liquidated damages. Because the Hotel reasonably expects to derive revenue from your Event above and beyond the revenue derived from the provision of room nights and food and beverage services, and because it is difficult to estimate the actual revenue which may be derived from your Event, the amounts due as and for liquidated damages are intended to compensate the Hotel for all its losses associated with cancellation and/or attrition

ATTRITION: We agree to allow for a **10%** reduction from the Agreed Minimum Room Night Revenue, provided that you make a written request for that reduction between now and 60 days prior to your Event ("Permitted Attrition"). At the conclusion of your Event, we will credit against the Agreed Minimum Room Night Revenue the guest room revenue derived from your Event, and credit any Permitted Attrition. Any balance will be posted as a charge to your Master Account, plus applicable taxes, and service charges.

CANCELLATION: It is understood that Hotel loses substantial revenue upon the Group's cancellation of an event. The amount of those losses is often difficult or impossible to determine. Hotel has set forth the following fee schedule in the event of cancellation. The parties agree that these fees are a fair and reasonable estimation of Hotel's loss as a result of cancellation. Group shall pay the cancellation fee as liquidated damages, plus applicable taxes, if Group cancels or is deemed to have cancelled the Event.

Group agrees to notify Hotel in writing within five (5) business days of any decision to cancel. If the entire Event is cancelled Group agrees to pay Hotel, as follows:

Cancellation Fees: Cancellation Fee is based on Agreed Minimum Room Night Revenue, Agreed Food and Beverage Revenue, all other applicable Event charges (e.g., setup charges, audio visual charges, room rental, etc.) for a total amount of **\$23,144.00** plus applicable taxes.

Cancelled more than 181 days prior to arrival	50% or \$11,572.00
Cancelled 91 - 180 days prior to arrival	70% or \$16,200.80
Cancelled within 90 days prior to arrival	90% or \$20,829.60

Your written notice of cancellation must be delivered to Hotel and may be made by facsimile or electronic transmission. Cancellation date will be considered the date such notification was received by Hotel. Liquidated damages resulting from cancellation shall be due and payable at the time of cancellation.

DEPOSIT AND PAYMENT REQUIREMENTS: If you wish to apply for credit, please complete the enclosed direct bill application form and return it with the signed Agreement. If you wish to pay by credit card, please complete the enclosed Credit Card Authorization form and return it with the signed Agreement. Please note that any credit approvals will expire after 12 months. In addition, Hotel reserves the right to withdraw a prior credit approval if Group fails to pay in full charges associated with any prior event at the Hotel or any other hotel owned or operated by Atrium Hospitality or its affiliates, or if there is any material adverse change in Group's credit standing. If credit approval is withdrawn or expires, Group must make deposit payments in accordance with the below schedule, with Group paying any previously scheduled deposit amounts by the earlier of (A) five (5) days after the Hotel notifies Group of the withdrawal or expiration of credit, or (B) three (3) days prior to the date of the Event.

If credit is not established in advance by Group with Hotel and maintained, you must make payments in accordance with the below payment schedule. All deposits will be credited to Group's Master Account.

Date	Deposit Due
Upon return of signed Agreement to Hotel	\$1,000.00
Thirty days after Initial Deposit	\$1,000.00
Sixty days after Initial Deposit	\$1,000.00
Two weeks prior to Event	\$20,000.00
Three days prior to Event*	Remaining estimated charges

Final deposit payment must be by cash, credit card, certified or official bank check, money order, or bank transfer with wiring instructions to be provided by hotel. Final deposit will include estimated charges plus 10% if paying by check, money order or bank transfer in consideration of added expenses during event. Master account credit will be refunded after the event within 30 days.

Checks and money orders should be made payable to Renaissance Tulsa Hotel and Convention Center and be delivered to Renaissance Tulsa Hotel & Convention Center, Attention: Accounting Department, 6808 S. 107th E. Ave., Tulsa, OK 74133.

During your Event, we would be pleased to meet with you each day at a mutually agreed upon time to review the charges applied to your Master Account and to keep it accurate and up to date. Please inform your Event Services Manager of a convenient time that you wish to establish for a daily meeting.

If credit was not established and maintained, any estimated Master Account balance is due two weeks prior to your Event. Where credit was established and maintained, the Master Account balance will be invoiced to the Group within 10 days after the Event concludes and shall be due and payable by Group within 10 days after the date of invoice. Master Account charges may be paid in the form of cash, check or bank transfer. All deposits, balances or charges not paid when due will bear interest at the lesser of 1.5% per month or the maximum rate permitted by law. Should the Hotel, in its sole discretion, deem collection action necessary regarding any amounts payable by Group under this Agreement, all costs associated with that collection action, including reasonable attorney's fees, shall be payable by Group and may be posted to the Master Account.

Individual guest accounts are paid via the credit card provided by the guest at check-in.

AUDIO-VISUAL EQUIPMENT: Group agrees to work exclusively with Hotel or Hotel's exclusive audio-visual provider for Group's audio-visual needs. Any exceptions require Hotel approval and shall be subject to a Hotel fee of **\$500.00** plus tax. Applicable service charges and taxes will apply to all charges for audio-visual services, whether provided by the Hotel or Hotel's exclusive provider.

TAX-EXEMPT STATUS: If Group maintains a tax-exempt status, Hotel must be provided with a valid exemption certificate no later than thirty (30) days prior to Group's arrival in order to be exempt from taxes. Please note, tax exempt status pertains to the Master Account only. Individual attendees are not tax exempt. Tax exempt status applies to sales tax only; other taxes may apply.

INSURANCE AND INDEMNIFICATION: Hotel and Group each agree to carry and maintain and provide evidence of liability and other insurance in amounts sufficient to provide coverage against any claims arising out of its activities or relating to its respective obligations under this Agreement, with liability coverage of not less than \$1,000,000.00 per occurrence. (Group's insurance policy shall name **Tulsa Commons Hospitality, LLC, Renaissance Tulsa Hotel & Convention Center, and Atrium Hospitality, LP** (collectively, the "Hotel Parties") as additional insureds. With respect to any claims or other liability for which Group is responsible, Group's insurance will be primary and not contributory to any insurance maintained by the Hotel Parties. Damage caused by the Group or its attendees or contractors will be the Group's responsibility. The Hotel is not responsible for any loss or damage no matter how caused, to any samples, displays, properties, or personal effects brought into the Hotel, and/or for the loss of equipment, exhibits or other materials left in meeting rooms. Group will carry workers compensation coverage as required by law.

For your information only, if you do not currently have insurance to cover your Event, single event insurance (sometimes called "private event insurance" or "special event insurance") may be available for purchase at reasonable rates, including from reputable online insurance providers. This insurance protects you for covered matters that might occur during your Event and for which you might otherwise have liability. When purchasing single event insurance, you should select general liability and property damage coverage, and name **Tulsa Commons Hospitality, LLC, Renaissance Tulsa Hotel & Convention Center, and Atrium Hospitality, LP** as additional insureds. And provide a copy of the insurance certificate to the Hotel sales team for placement in your file.

The Group shall indemnify, defend and hold harmless **Tulsa Commons Hospitality, LLC, Renaissance Tulsa Hotel & Convention Center, and Atrium Hospitality, LP** and their respective officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Group's and/or its attendees', members', agents', employees', independent contractors' or exhibitors' negligence, including but not limited to claims arising out of the Group's distribution of pre-keyed room key cards, rooming lists or any other confidential information relating to its attendees.

ELECTRICAL/PHONE SETUP: All electrical services and utilities, including phone and riggings, must be contracted for through the Hotel's Event Services Department.

OUTSIDE FOOD AND BEVERAGE: Due to applicable law, you may not bring alcoholic beverages into the Hotel for your Event. Outside food and beverage is not permitted in Hotel event space. Your catering sales manager will discuss your catering options.

LOYALTY PROGRAM - REWARDING EVENTS: Marriott Bonvoy Events provides Points or Miles to eligible Marriott Bonvoy Members who book and hold qualifying meetings and events at Participating Properties.

Approximately ten (10) business days after the conclusion of the Event (provided that the Event is not cancelled and Group has otherwise complied with the material terms and conditions of this Agreement), the Hotel will either award points or submit an award for airline miles to the Member identified below.

Marriott Bonvoy Events is not available in certain circumstances, including (1) for any government employee or official booking a government event (U.S. government event or non-U.S. government event); (2) for any employee of a state-owned or state-controlled entity ("SOE") booking an event on behalf of the SOE; or (3) for any other planner or intermediary when booking an event on behalf of a non-U.S. governmental entity or SOE. Hotels in the Asia Pacific region are restricted from awarding Rewarding Events points or miles to any intermediary booking an event on behalf of any governmental entity or SOE.

GROUP MUST CHECK ONE OPTION BELOW:

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) is eligible to receive Rewarding Events points or airline miles

Member Name Ray Wilkins Marriott Bonvoy Member Number ██████████

*If airline miles are desired instead of Rewarding Events points, please also provide:

Frequent flier airline miles account number _____ Airline Name _____

OR

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) declines or is not eligible to receive Rewarding Events points or airline miles and hereby waives the right to receive an award of points or airline miles in connection with the Event.

The individual identified above to receive either Points or Miles may not be changed without such individual's prior written consent. The number of points or airline miles to be awarded shall be determined pursuant to the Marriott Bonvoy Terms and Conditions, as in effect at the time of award. All Marriott Bonvoy Terms and Conditions apply. The terms and conditions are available on-line at <https://www.marriott.com/loyalty/terms/default.mi> and may be changed at the sole discretion of Marriott International, Inc. at any time and without notice.

The individual identified above to receive either points or airline miles may not be changed without such individual's prior written consent. By inserting the airline mileage account information, the recipient elects to receive airline miles rather than points. All Loyalty Program Terms and Conditions apply. Capitalized terms used in this section have the meanings given to them in the Terms and Conditions.

ENTIRE AGREEMENT: This Agreement, including the below-referenced **Additional Terms and Conditions**, and the appendices, attachments, addenda, and exhibits attached hereto and hereby incorporated herein, constitutes the entire agreement between the Parties superseding all prior proposals, negotiations, representations, commitments, and other communications between the Parties, whether oral or written, concerning the Event. This Agreement shall be deemed accepted and binding on the Parties only after it has been signed and delivered by a representative of the Group and thereafter by a representative of the Hotel. No representative of the Hotel is authorized to make any representation which varies from the express terms of this Agreement. This Agreement cannot be amended or supplemented except in writing signed by a representative of the Group and the Hotel's Director of Sales or General Manager. Group shall present Hotel an executed version signed by Group's representative prior to **July 31st, 2023**.

ADDITIONAL TERMS AND CONDITIONS: By signing where indicated below, you are agreeing that in addition to the terms and conditions of this Agreement as set forth above, this Agreement also includes the general terms and conditions set forth in the Additional Terms and Conditions (collectively, the "Additional Terms and Conditions") located on the following

The undersigned expressly agree and warrant that they are authorized to sign and enter into this Agreement on behalf of the party for which they sign and if applicable on behalf of Group/Client named above.

ACCEPTED AND AGREED TO:

GROUP:
Imperial Court of all Oklahoma, Inc. 2024
Imperial Court Coronation

By: [[CertifySignature_1]]

Ray Wilkins
President

Dated: [[CertifyDate_1]]

HOTEL:
Tulsa Commons Hospitality, LLC
d/b/a Renaissance Tulsa Hotel & Convention Center, managed by
Atrium Hospitality, LP

By: [[CertifySignature_2]]

Jonathan Bernhardt Sr. Sales
Manager

Dated: [[CertifyDate_2]]

By:

Rachell LeLeux
Director of Sales and Marketing

Dated: [[CertifyDate_3]]