



THE MANSION AT WOODWARD PARK

Operated by Tulsa Garden Center | 2435 S Peoria Ave, Tulsa OK 74114 | cburdell@tulsagardencenter.com | 918-576-5153

RENTAL AGREEMENT:

EVENT DATE _____ CONTRACT PERIOD _____

As a courtesy, the building will be opened at _____ for set-ups, deliveries, and decorating on the day of the event. Contract ending time is _____. Event should end by _____, and building cleaned & vacated no later than _____.

LICENSEE _____

ADDRESS _____

PHONE / EMAILS _____

SPACE RESERVED _____

TOTAL AMOUNT DUE _____

DEPOSIT _____ FINAL _____ on or by _____

Licensor, Tulsa Garden Center, Inc., hereby grants to licensee a license to use the area stated above during the contract period. Licensee and his agent(s) shall abide by the attached rules and policies governing the use and operation of the Tulsa Garden Center.

If damages or losses occur as a result of actions of members, guests, or agents of licensee, licensee shall be liable for all damages and/or losses to persons and/or the Tulsa Garden Center and City of Tulsa property. Licensee shall indemnify and hold harmless Tulsa Garden Center, Inc., Tulsa Historical Society, and the City of Tulsa from all liabilities, claims, or damages resulting from the actions of their member, guests or agents, including but not limited to any claims arising from the applicable Dram Shop laws of the State of Oklahoma.

RENTAL FEE

The rental fee covers only the specific hours and areas reserved on this agreement. If additional set-up or decorating time is required preceding the event, prior written arrangements must be made with the Events Coordinator and is subject to availability. These additional hours prior to 11:00pm are \$125 per hour. No portion of the rental fee is refundable if the event ends early.

Other additional charges may include, but are not limited to - \$25.00/hour for additional custodial or excessive setup or clean-up changes. The cost of any repairs resulting from damage incurred during the event will be charged in conjunction with the signed credit card authorization form post event. Failure to limit occupancy & use to the designated areas and specified times will result in additional charges billed after the event.

POST CURFEW FEE (\$250.00 PER HOUR) _____ HR(S) @ \$250.00 = \$ _____

Under City Ordinance # 10120, an 11:00 PM curfew is effective for Woodward Park Complex. This curfew may be waived upon approval of a Curfew Waiver and payment of \$250.00 for every hour after 11:00 PM. Curfew fee is NON-REFUNDABLE if the event ends early.

DOWNPAYMENT

A NON-REFUNDABLE / NON-TRANSFERRABLE down payment of (1/2) one-half of the total rental fee is required at the time this contract is signed. The down payment is a reservation for the date of the scheduled event in our facility, and is applied to the total rental amount. The final balance payment is due (2) months in advance of the event, or the final payment date listed above. If the balance is not paid by the event, the card on file will be charged the day of the event.

If the client cancels the event prior to the final balance due date, the down payment will be forfeited.

If the event is cancelled on or after the scheduled final balance due date, the full and final payment amount will be immediately due and payable.

Licensee has read the terms of this Rental Agreement and hereby agrees to comply with the terms of this Agreement and of the Tulsa Garden Center rules and policies of operation.

LICENSEE: _____ LICENSOR _____

Cristen Burdell, Event Coordinator
The Mansion at Woodward Park

DATE OF SIGNATURES _____



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NAME _____

FUNCTION _____ DATE _____

____ If an outside or inside ceremony on the premises is planned, a 1 hour rehearsal may be scheduled on the evening before IF the building is available. Every effort will be made to accommodate a rehearsal, but if the opportunity arises to rent the building that evening – the rehearsal will need to be scheduled for early afternoon or another evening.

IMPORTANT NOTE: Any rental items (linens, dishes, glassware, draping, etc.) RENTED & DELIVERED by the rental company for this event must be obtained by Licensee, or their caterer / decorator, from Party Perfect Linens & Rentals, 918-258-7368, www.partyperfectlinens.com

Use of TGC chairs and tables is included in the rental price. TGC staff will set-up the initial floor plan of tables and chairs. Any movement of tables and chairs during the event will need to be handled by the caterer or the client.

WAIVERS:

_____ 1. ALCOHOL – Licensee **will / will not** serve alcoholic beverages. If alcohol is served, the Licensee MUST hire a state licensed bartender to serve all alcohol from a common bar area. Bartender may not be a friend, guest or relative, and is not allowed to drink during the event. Bartender must have a copy of their license at the event.

_____ 2. AMPLIFIED MUSIC* – The Licensee **will / will not** have amplified music played inside at their event. The Licensee will provide the amplification equipment.

*Amplified music outside the facility on the grounds for a sustained length of time is prohibited by City Ordinance; however, amplified music may be played outside for a wedding ceremony on the grounds for a brief time span. Garden Center staff reserves the right to control the decibel level of amplification.

_____ 3. CURFEW WAIVER – Licensee has requested a CURFEW WAIVER of _____ hour(s) past Park Curfew of 11:00pm. Each hour requires a \$250 fee. Event will end at _____, and the building will be vacated and locked by _____. Curfew Waiver can be requested up to 1 week before your event date. **THIS FEE IS NON-REFUNDABLE IF THE EVENT ENDS EARLY.**

These waiver requests will be submitted to the Board of Directors prior to the event.

FLOORPLANS:

No later than (2) two weeks before the event, the licensee should meet with the Event Coordinator to establish a written floor plan showing placement of tables, chairs and other properties.

Additionally, a written list of names, phone numbers and arrival times of vendors & service personnel must be submitted at that time.

I acknowledge that I have read the above policy waivers, have supplied correct and truthful information and agree to comply with all Tulsa Garden Center policies.

SIGNED: _____

DATE: _____



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POLICIES AND PROCEDURES

FOR ALL RENTALS:

- Signed contract, credit card authorization form, and a down payment of half the total rental fee, is required to reserve a date. All payments are non-refundable and non-transferable.
- All Private Events include one Event Attendant to help maintain the Mansion's quality and comfort. They will also act as the primary contact for guests and vendors throughout the event.
- The Garden Center will provide Security Staff for all Private Events that will have alcohol. Security for the evening is an additional \$100 fee. All alcohol must be served by a TGC approved state-licensed ABLE bartender. No self-serve is allowed.
- Each hour after curfew (11:00 p.m.) is an additional \$250. Curfew waiver must be contracted prior to Event or Meeting.
- Events and Meetings scheduled on a holiday weekend require an additional \$350 fee for holiday labor.
- No smoking allowed in the building per Title #27, section #658 of Tulsa City Ordinance.
- A list of preferred caterers will be presented to all clients prior to booking. If the client chooses to opt out of preferred catering services, a "preferred catering waiver" or "professional catering liability waiver" must be signed and a \$300 charge will be added to their contract.
- Party Perfect Linens & Event Rental is the Exclusive Rental Provider for all Tulsa Garden Center events. All linens, china, glassware, flatware, tents, chairs, tables, furniture, ceiling or wall draping, or additional items you, your caterer, or your decorator wish to rent for your TGC event must be rented from Party Perfect Linens.

www.partyperfectlinens.com (918) 258-7368

PARKING:

There are 164 parking spaces available, including handicap spaces. Parking is shared with The Tulsa Historical Society. In the event there is a Previous Booking at The Tulsa Historical Society, valet service is suggested for the secondary contract, but is not required.

ACCESSIBILITY:

The Mansion has 2 wheelchair accessible ramped doorways to the Veranda. All three floors of the building are accessible by the Elevator.

RESTROOMS:

There are 2 women's and 2 men's restrooms on the first floor. There is 1 restroom on the lower level, and 1 public-use restroom on the second floor. Auditorium restrooms are wheelchair accessible.



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Furniture Included in Rental:

- 250– Ivory/Black frame plastic stacking chairs*
**May only be used for Indoor Events*
- 150– White, folding garden chairs**
***May be used for Outdoor or Indoor Events*
- 26- 60” round tables
- 15- 30” square card tables
- 55- 8ft x 30” rectangular tables
- 20- 6ft x 18” rectangular tables
- 10- 30” round adjustable height bistro tables
- 2- 48” round tables
- 2- 4ft x 30” rectangular tables

Audio/Visual Equipment*:

*Tulsa Garden Center does not provide an on-site A/V technician to connect TGC equipment with personal devices and will not be held responsible in the event of non-functioning equipment. Rental clients are subject to charges if equipment is missing or returned in unsuitable condition. Tulsa Garden Center reserves the right to deny rental of equipment.

- Auditorium: If contracted prior to event (and available for event) TGC’s projector, built-in projector screen, lapel and/or hand-held microphone, and audio convertor may be used at no additional charge.
- Basement (Ballroom/Library): If contracted prior to event (and available for event) TGC’s projector and built-in projector screen may be used at no additional charge.
- Mansion: If contracted prior to event (and available for event) TGC’s projector and a portable projector screen may be used at no additional charge



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Rental Rules

1. Smoking is strictly prohibited in the building. Violation of this policy is considered to be a breach of contract. Guests may smoke outside on the west veranda, or east side of the building.
2. Furniture, hanging pictures, mirrors, curtains, and rugs in the building are not to be removed or moved during a function. No article belonging to TGC shall be removed from the premises.
3. In accordance with fire codes, no means of egress (entrance/exit doors) may be blocked at any time.
4. The Lessee will restrict use of the building only to the areas leased. Additional building use will result in additional charges.
5. TGC reserves the right to refuse rental for any activity not in keeping with facility policy.
6. TGC requires general liability insurance certificates for all service providers. Special Events liability insurance is strongly advised.
7. Contract time includes setup and cleanup time. Ending contract time is when the facility doors are locked.
8. If Lessee desires to extend their contract time beyond 11:00 pm, they must request a Curfew Waiver from the Events Coordinator - a minimum of 2 weeks in advance of the event. Each approved hour after 11:00 pm requires additional pre-paid fees (\$250/hour). Tulsa Garden Center, Linnaeus Teaching Gardens, Tulsa Historical Society, and Woodward Park are governed by and must follow all City of Tulsa rules and regulations. Due to a recent Tulsa Park Board ruling, no one under 18 years of age is allowed to remain in any city park after 11:00 pm. An approved event curfew waiver does allow exceptions to this rule.
9. If Lessee desires to obtain early entry to the building prior to their contract time, they must request an early entry approval from the Events Coordinator. Each approved hour of early entry requires additional pre-paid fees (\$125/hour). Please note that early entry may not be possible due to other events scheduled.
10. Decorations must be free standing. Fastening anything to the walls, doors, ceilings or light fixtures in the Mansion area is prohibited. The ceiling in the Auditorium may be draped or decorated if details are discussed and contracted prior to event. Garlands, ribbons, and bows may be used on the stair railing. NO loose glitter or confetti (of any size or material) may be used as decoration inside or on the grounds. Use of prohibited items will result in a minimum \$500 clean-up fee. Silk or real petals are allowed for inside table-top decoration purposes, but Lessee is responsible for all clean up. Silk petals are not allowed for outside use. Real rose petals may be used outside if used in moderation, and client assumes all responsibility for clean up. TGC management reserves the right to approve all decorations.
11. Any use of confetti, rice, glitter, birdseed, fireworks (including sparklers), silly string, or other unique materials is strictly prohibited in the mansion or on the grounds. NO SPARKLERS ARE ALLOWED. NO EXCEPTIONS.
12. TGC does approve the tossing of dried lavender or herbs, a latex balloon release, or use of bubbles OUTSIDE ONLY, but Lessee is responsible for all clean up. The release of butterflies, doves, or like birds that return to a common roost, is also allowed.
13. Candles for tabletop decoration are allowed but must be in a votive or hurricane holder or be dripless. Freestanding candelabra are allowed but must also be dripless candles. Lessee is responsible for any damage resulting from the use of candles, including the cleanup of wax spillage.
14. Additional outside rental items (tents, arbors, lighting, tables, chairs, portable heaters/air misters and fans) must be pre-approved by the Events Coordinator.
15. Wedding receptions, and any event that plans for over 75 guests, are strongly requested to retain the services of a professional full-service caterer with adequate wait and clean-up staff. Clean-up will become the responsibility of the lessee if professional services are not acquired.
16. TGC management reserves the right to approve all caterers. Please advise the Events Coordinator of your choice before signing a contract with your caterer. Prior to the event, the catering service must provide proof of general

liability coverage, Certificate of Liability, and liquor license of the company and/or event bartender on file. Failure to comply will result in inability to serve.

17. Alcoholic beverages may be served at TGC with the approval of TGC management. Please notify the Event Coordinator if you wish to serve alcohol at your event. An ABLE licensed bartender must be hired and their license must be on file before the event can proceed. In the event that the license is unavailable before the festivities, the bartender will need to present both their liquor license and valid photo identification. Failure to comply will result in inability to serve and the bar will be shut down.
18. State law strictly prohibits the service of alcoholic beverages to persons less than 21 years of age, transporting open containers from the building, and unattended or self-service alcohol beverage stations. Cash bars and sale of alcohol is not allowed on the premises. A state-licensed bartender (supplied by the contracted caterer or approved by TGC management) shall serve all alcohol. Disregard for these laws is considered a breach of lessee's contractual agreement.
19. TGC management & staff reserve the right to limit and/or cease alcohol service and consumption on its premises if the situation warrants.
20. Amplified music inside the building is allowed within certain specifications. Amplified music outside the facility for a sustained length of time is prohibited; however, a small PA system may be used on the Veranda for a brief period for wedding ceremonies or small gatherings.
21. Lessee shall provide all amplification equipment, microphones and audiovisual equipment unless otherwise previously contracted through TGC.
22. Public address systems and amplified music systems shall be monitored, and the volume adjusted as necessary at the discretion of TGC staff and management.
23. All items brought in by the Lessee and their service providers must be removed at the close of the function unless prior arrangements have been made with the Events Coordinator. Any item left at TGC for more than 30 days after a function will become TGC property.
24. Damage to the building structure, grounds, furniture, or kitchen equipment during a function is the responsibility of the Lessee. Lessee or their service providers that need assistance with the operation of kitchen equipment, electrical systems, or plumbing should seek assistance from staff on site. Damages to TGC property will result in an appropriate charge; TGC will notify Lessee of pending expenses and Lessee will receive a list detailing account charges.
25. Lessee and/or their service providers are responsible for removing all decorations and trash from the building at the end of their contract time. TGC strongly supports and encourages recycling. Containers for glass, plastic, and aluminum are located outside the kitchen door.

I acknowledge that I have read the above rules and agree to comply with all Tulsa Garden Center policies.

SIGNED: _____ **DATE:** _____



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Guest Contract/Day of Coordinator: End of Event Responsibilities

Upon event check-in, the caterer will be handed a list of “end of event” responsibilities, similar to the one below. The caterer is expected to perform all duties within the set “clean-up” time. Additional hours will be at the cost of the client. The caterer may be asked to perform clean-up duties, within reason, by the Event Attendant that are not listed below; the caterer is expected to comply with additional duties.

Guest Contract/Day of Coordinator: End of Event Check List: Tulsa Garden Center

- Event ends at _____ and guests/vendors must be packed and out by _____.
- Exit will take place at _____.
- Pack up linens, florals, décor, gifts, etc. and take out of the building. Anything you brought in with you must leave with you this evening- unless previously contracted with Event Coordinator
- Spot sweep/mop problem areas (i.e.: flower petals, spills, trash, etc.)
- Make sure outside areas are cleaned (drinks, “grand exit” accoutrement, cigarette butts, etc.)
- IF used, make sure all outside furniture is brought inside
- IF used: Clean up Bridal Parlor and Dressing Room and take out any accumulated trash
- IF used: Clean up Grooms Area (Basement), empty fridge, and take out any accumulated trash
- Check for personal belongings in restrooms and take out any accumulated trash
- BREATHE and enjoy the rest of your evening!

By signing, I understand and agree to the terms of the guest contract/day of coordinator guidelines and end of event responsibilities.

Licensee

Licenser

Cristen Burdell, Event Coordinator

Date _____

Date _____



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Catering Guidelines

1. Prior to the event, the catering service must provide proof of general liability coverage and must have a current Certificate of Liability on file in the Events Coordinator's office. All caterers must be professional and licensed, unless a "professional catering liability waiver" is signed in advance of event. TGC management reserves the right to approve or deny caterers.
2. The client's beginning contract time is when all service providers may enter the building to set-up and start decorating, and contract ending time is when all clean-up must be completed and the building is vacated. Any special arrangements must be made in advance with the Events Coordinator. Early entry prior to 11:00pm is an additional fee of \$125 per hour. Additional hours past 11:00pm are \$250 per hour.
3. This is a "warm-only" kitchen. There is no oven or stove available for cooking. There can be no frying, sautéing, grilling, or open flame of any kind in the building or on property. Butane or propane torches and hot plates are not allowed. Electric coil hot plates are allowed. Chafing dishes warmed with sterno gel are allowed during food service only. Disregard for this rule will result in the removal of the caterer from the "Approved" caterer list, and they will no longer be allowed to work in the building.
4. Candles are permitted inside the building (on tables or fireplace mantles) if they are enclosed in a glass or heat-proof container. Hurricane glasses or tall glass vases are excellent to enclose pillar type candles. Votive candles must also be enclosed in a glass or fire-proof container. All surfaces (tables, fireplace mantles, etc) must be protected from candle wax.
5. Do not place any food in sink; this includes coffee grounds.
6. TGC does not provide a small icemaker. You will find it necessary to outsource ice for your events.
7. All liquids and ice must be disposed of in kitchen sinks, not in parking lot area or flowerbeds.
8. TGC does not supply any linen, dishes, utensils, serving pieces, paper products, aluminum foil, or plastic wrap. The client or the caterer must bring in or arrange for the rental of these items. Remember to bring your own corkscrew, can openers, ice chests, and candle lighters.
9. All rental equipment, dishes, utensils, and serving items must be scraped of food and rinsed completely if they are left in the building following an event.
10. All rental equipment, dishes, utensils, linens, and etc. must be stacked/stored in the loading dock area at the conclusion of the event, unless instructed differently by the Event Attendant.
11. Caterers, bakeries, florists, musicians, and rental supply companies must contact the Events Coordinator if special delivery arrangements are needed for deliveries to TGC before an event.
12. All items delivered to TGC prior to an event must be stored in either the gold room or the butler's pantry; spaced are based on availability.
13. Rental items may be picked up the following business day between 10:00 a.m. – 12:00 p.m. TGC is closed to the public Sunday and Monday.
14. All trash (including linen hangers & plastic bags) and food must be removed from the building at the conclusion of an event. This includes all wine bottles or empty boxes. Trash/recycling should be taken to the appropriate can(s) located on the east side of building, just outside of the kitchen.
15. At the end of the event, new trash liners must be inserted into kitchen trash containers. If you need assistance or more liners, ask the Event Attendant. Do not stack trash cans inside each other.
16. At least one catering staff personnel must remain at TGC until the event is over, or until all rental supplies are cleared away, all trash is removed, and kitchen is cleaned. If paper plates, utensils, or cups are used, it is the caterer's responsibility to have all of them disposed of before leaving the facility.
17. If the catering staff leaves before clean-up is completed, it will be the client's responsibility to clean, mop and remove trash.



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Catering: End of Event Responsibilities

Upon event check-in, the caterer will be handed a list of “end of event” responsibilities, similar to the one below. The caterer is expected to perform all duties within the set “clean-up” time. Additional hours will be at the cost of the client. The caterer may be asked to perform clean-up duties, within reason, by the Event Attendant that are not listed below; the caterer is expected to comply with additional duties.

Caterer: End of Event Check List: Tulsa Garden Center

- Event ends at _____ and guests/vendors must be packed and out by _____.
- Exit will take place at _____.
- Check ovens and stovetop- make sure they are off and empty
- Check catering fridge for leftover event food- discard if not TGC employee/affiliate food
- Check bottom of catering fridge for left over ice bags (this is not a freezer) and discard any leftovers
- Circle the premises (inside and out) and pick up any extra plates, glassware, and flatware
- Wipe down counter tops and wash excess particles from sink area
- Sweep and mop kitchen and service area (buffet, appetizer spreads, etc.)
- Ensure all glassware, dishes, utensils, etc. are cleaned and packed up. Put in appropriate area for pick-up if next day pick-up is previously arranged
- IF used: make sure all outside furniture is brought inside
- Make sure all trash or recycling is taken out and bins are re-lined with appropriate bags

By signing, I understand and agree to the terms of the catering guidelines and end of event responsibilities.

Licensee

Licensors

Cristen Burdell, Event Coordinator

Date_____

Date_____



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Bartending Guidelines

1. A state-licensed bartender (supplied by the contracted caterer or approved by TGC management) shall serve all alcohol. Bartender should have a copy of their ABLE license with them during the event, and provide a copy to the Event Coordinator. Bartender should not be a member of the wedding party, a guest, friend or relative of the client. Bartender is not allowed to consume alcohol while working.
2. TGC management & staff reserve the right to limit and/or cease alcohol service and consumption on the premises before, during, and after an event if the situation warrants.
3. Oklahoma State Law Strictly Prohibits:
 - Service of alcoholic beverages to persons less than 21 years of age.
 - Transporting open containers from the building. Any opened containers (bottles, cans, etc.) may be removed from the building at the end of the event by catering personnel or by the client (lessee) only. THS staff will dispose of any alcoholic beverages left at TGC.
 - Unattended or self-service alcohol beverage stations. This includes kegs of beer, wine carafes, champagne fountains, or wine / champagne bottles on guest tables. Kegs are discouraged, and only allowed on tiled floor areas; Kegs are not allowed on carpeted areas or wood floors. Kegs must not leak, and must be removed from the building immediately after the event.

Bartending: End of Event Responsibilities

Upon event check-in, the bartender will be handed a list of “end of event” responsibilities, similar to the one below. The bartender is expected to perform all duties within the set “clean-up” time. Additional hours will be at the cost of the client. The bartender may be asked to perform clean-up duties, within reason, by the Event Attendant that are not listed below; the bartender is expected to comply with additional duties.

Bartender: End of Event Check List: Tulsa Garden Center

- Event ends at _____ and guests/vendors must be packed and out by _____.
- Begin preparations for last dance at _____. Exit will take place at _____.
- Circle the premises (inside and out) and pick up any extra drinks/empty drink containers
- Take out any trash or recycling accumulated and re-line bins with appropriate bags
- Wipe down bar top and sweep (and mop if spills occurred) around bar area
- Pack equipment and enjoy your evening!

By signing, I understand and agree to the terms of the catering guidelines and end of event responsibilities.

Licensee

Licenser

Cristen Burdell, Event Coordinator

Date _____

Date _____



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Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.

Credit Card Information	
Card Type:	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX <input type="checkbox"/> Other _____
Cardholder Name (as shown on card):	_____
Card Number:	_____
Expiration Date (mm/yy):	_____
CVC Code (on back of card):	_____
Cardholder ZIP Code (from credit card billing address):	_____

I, _____, authorize Tulsa Garden Center to charge my credit card in the event of contract additions or violations. These include, but are not limited to: unpaid event balance, misuse of property, unsatisfactory clean-up, additional contract hours, or damages that may occur as a direct result of my contracted event. I understand that I will be notified of pending expenses and will receive a list detailing account charges. I understand that my information will be saved to file for future transactions on my account.

Customer Signature

Date