

2019 EDITION

BUILT IN 1967

MUSKOGEE CIVIC CENTER

Promoter Guide



CITY OF



Muskogee
OKLAHOMA

918.684.6363

www.MuskogeeCivicCenter.com

425 Boston Street
Muskogee, Oklahoma 74401

GENERAL INFORMATION

Phone: 918-684-6363

Civic Center Director	John Cruz	jcruz@muskogeeonline.org	ext. 3051
Director of Operations	Efrain Pacheco	epacheco@muskogeeonline.org	ext. 3050
Director of Marketing	Jeremy Combs	jcombs@muskogeeonline.org	ext. 3054

Social Media Accounts

[Instagram](#)

[Facebook](#)

[Twitter](#)

[YouTube](#)

About the Civic Center

Located in the heart of Muskogee, Oklahoma, the Muskogee Civic Center offers versatility in meeting space that is quite unexpected for a city of this size. The Muskogee Civic Center offers over 8500 square feet of meeting space between six meeting rooms of various sizes. In addition, the arena floor consists of 8568 square feet making it the perfect size for larger meetings, trade shows, or banquets for corporate gatherings. The Muskogee Civic Center offers audio/visual equipment, a portable sound system, coffee and other refreshments, a public marquee, and various other services for additional fees.

On a personal level, the Muskogee Civic Center is an indispensable asset to the community, and has been the site of innumerable weddings, birthday parties, fundraisers, church services, anniversary parties, family and class reunions, graduations and other special celebrations throughout the years.

If your business is entertainment, the arena of the Muskogee Civic Center seats 3710 for concerts, providing a very intimate setting for some of the biggest names in show business. The arena has hosted such acts as Carrie Underwood, Willie Nelson, Loretta Lynn, Toby Keith, Brooks and Dunn, Merle Haggard, Asia, Miranda Lambert, Snoop Dogg, Hinder, Styx, Robert Plant and the All American Rejects to name a few. Also, the arena has hosted public speaking engagements by Barry Switzer, Patch Adams, Magic Johnson, and Danny Glover. Crowds love the Muskogee Civic Center for its accessibility and the close and personal atmosphere of a smaller venue.

The arena floor has also been the showcase for basketball games, circuses, cage fighting and wrestling events, and other traveling acts easily filling the 2750 permanent seats in the upper arena, as well as other events such as arts and crafts festivals, coin, tool and gun shows, and even the Soul Food Cookoff. Complete with two concession areas and six dressing rooms, the Muskogee Civic Center arena has the capability to host many acts through the year.

Management

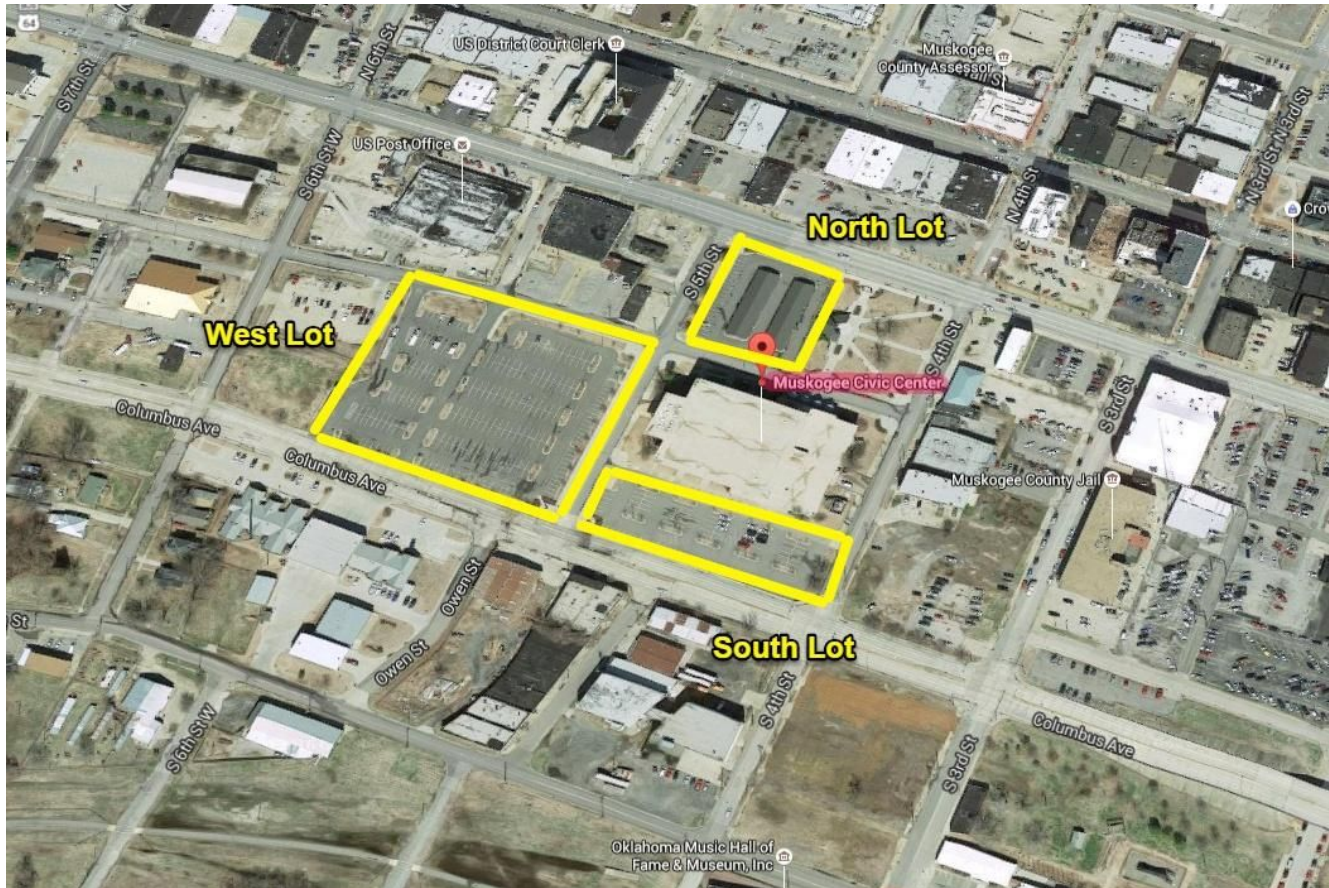
Muskogee Civic Center is owned and managed by the City of Muskogee, Oklahoma. For more information, please visit www.cityofmuskogee.com.



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Parking

The Muskogee Civic Center has over 1100 parking spaces at no additional charge to your guests within walking distance of the Center. You will work with your Event Manager to determine the appropriate lot for your event.



Location

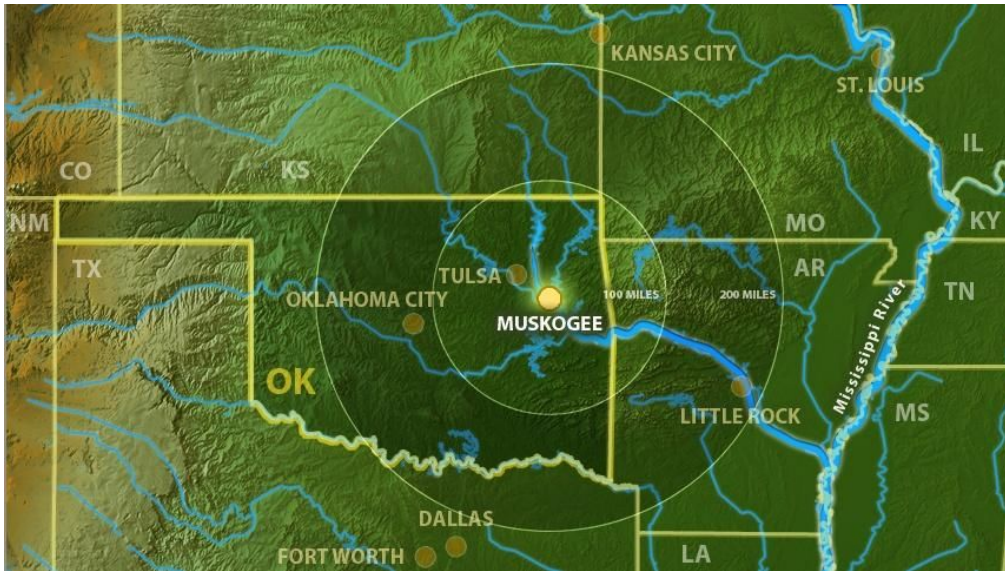
The Muskogee Civic Center is located in Muskogee, Oklahoma at Boston Street, Columbus Ave, and between 4th and 5th Streets. It is strategically located less than one hour from Tulsa.

Tulsa International Airport - 7777 East Apache Street, Tulsa, OK 74115

- Get on OK-11 E from Airport Dr and E Young St -- 5 min (1.2 mi)
- Take OK-51 E and OK-351 to US-69 S in Wagoner County. Take exit 26 from OK-351 -- 36 min (39.4 mi)
- Continue on US-69 S. Drive to W Okmulgee Ave in Muskogee -- 13 min (8.0 mi)



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Distance from Muskogee to Major Cities

City	Miles	Drive Time
Albuquerque	682	11hr.
Atlanta	760	12 hr. 6 min.
Chicago	704	11 hr. 40 min.
Dallas	233	4 hr. 11min.
Denver	747	12 hr. 9 min.
Houston	457	8hr. 23min.
Kansas City	259	4 hr. 48min.
Little Rock	229	3hr. 36min.
Los Angeles	1,466	23 hr. 3min.
New Orleans	639	11 hr.
New York	1,354	23 hr. 23 min.
Oklahoma City	138	2 hr. 27 min.
St. Louis	399	6 hr. 36 min.
Tulsa	54	58 min.

Catering Room

A catering room approximately 23' x 46' is available for show use.

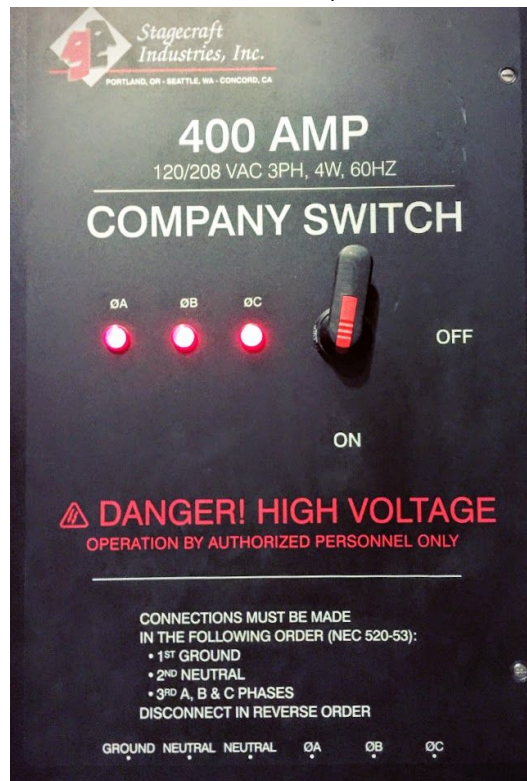
Production Office/Dressing Rooms

There are five (2) dressing rooms approximately 9' x 14' and (2) dressing rooms approximately 18' x 23' available for show use. All rooms are located behind stage and have shower and restroom facilities.



<u>Electrical Power</u>	<u>Location</u>	<u>Amps</u>	<u>Phases</u>	<u>Distance from stage</u>
	Stage Right	400	3	0 feet

All panels have camlock connections (male and female)



Emergency Equipment

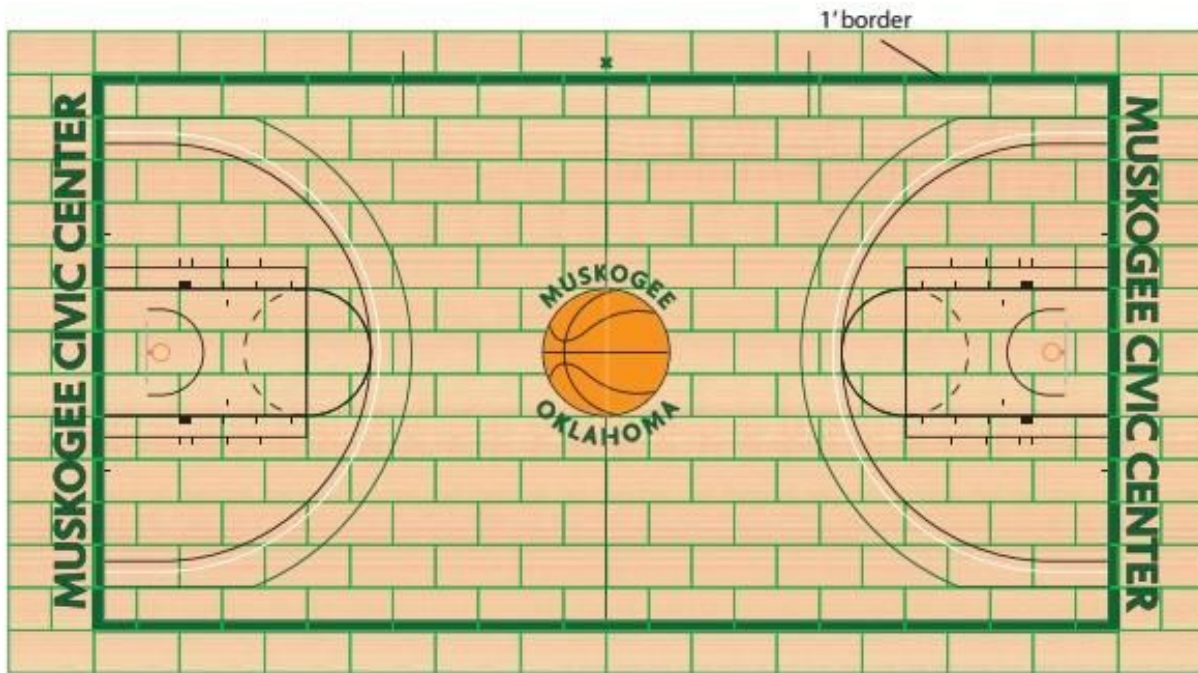
Fire sprinklers, smoke sensors, and fire extinguishers are located throughout the center and office areas. An emergency generator will provide backup house emergency sound and light power in case of a power failure.

Features for Guests with Disabilities

All entrances to the floor level of the center are wheelchair accessible. Designated disabled parking is conveniently located at the Center main entrance. Elevators are available inside the center to provide access between levels. Disabled seating is available on the floor. The center is equipped with an in-house listening device system for the hearing impaired which guests can obtain from our North Box Office located in the North Entrance Lobby.

Floor(s)

The concrete floor is 79'7" x 123'. The area of the floor is approximately 9,803 square feet. The floor load is 250 pounds per square foot. A Connor Quick-Lock basketball floor measuring 60' x 112' is available and was used in Houston during an NCAA regional in 2010.



Forklifts

The Center does not own any forklifts but can easily rent what is needed.

Intercom

The Muskogee Civic Center does not have an in house intercom system but our preferred production company will provide one.

Lighting

The house light controls are located on the stage. We have florecent ceiling lights that are either off, half or full, basketball lights, and arena seat lights that are located on the back wall.

Load-In

Show load-in is located at the West End of the center. There is (1) drive-in door that is upstage center (12' wide center stage is removable). There is adequate parking for buses or trucks outside the load-in area.

Locks and Keys

Locker/dressing rooms may be secured with locks and keys. Keys for each room may be checked out through the Event Manager. All persons who sign out keys will be responsible for return of the keys at the conclusion of the event.

Rigging



Distance from floor to facility ceiling is 58'. Distance from floor to the low steel is 41'9". Center rigging plans are available from the Events Office (918) 684-6363 ext.3051. All rigging plans, including the weight of each point must be submitted to and approved by Management prior to load in.

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Line Set Schedule	Distance to Proscenium	Color Drape		
FOH Electric (Motorized Truss)	27'0"		Proscenium Width	56'10"
House Main Border (Fixed)	6" (18'6" valance to stage)	Dark Brown	Proscenium Height	23'11"
House Main Drape (Fixed)	1'6"	Dark Brown	Proscenium Thickness	2'0"
1st Electric (not usable)	2'2"			
Empty	4'8"			
Empty	5'10"			
1st Leg (Dead Hung)	7'6"	Black	Proscenium to DSE	5'8" (59'4" wide)
Empty	8'8"		Stage Depth	35'0"
1st Traveler (Dead Hung)	10'10"	Light Blue	Stage Height	4'0"
2nd Electric (not usable)	12'			
1st Border (adjustable down to 10')	13'6"	Brown	Stage to Steel	38'3"
3rd Electric (not usable)	15'1"		Stage to Ceiling	53'3"
2nd Leg (Dead Hung)	19'6"	Off White		
Empty	20'6"			
Empty	21'0"			
Empty	22'0"			
4th Electric (not usable)	23'4"			
3rd Leg (Dead Hung)	24'4"	Off White		
5th Electric (Motorized Truss)	25'5"			
Rear Traveler	26'6"	Off White		
Empty	27'0"		Roll Door (USC)	11'6" w x 13'7" h

Runners

The Civic Center can provide runners and vehicles upon request. Rates vary and are payable by the show. If you have any additional requirements, please let us know in advance and we can rent at your cost.

Scoreboard

The Center has a center-hung scoreboard with four sides and two end- zone scoreboards.

Seating

General fixed seating is made up of fixed chairs with cushioned backs and bottoms. Disabled seating is located on the Civic Center floor. Portable chairs are upholstered and interlocking for use on the center floor (total depends on event set-up).

Sound System

The Muskogee Civic Center house sound system provides a full range of high power sound to all seats in the arena. The system is made up of custom, full range, sound clusters suspended from the ceiling. There is a dual cassette deck, single



compact disc player, mixing board, microphone, wireless microphone, and more. The sound control room is located at press level above sections 309/310. The center is also equipped with an in-house listening device system for the hearing impaired.

Spotlights

The Muskogee Civic Center has two (2) [i-marc 850 Followspots](#) (850 watt). Spotlights are located on the press level behind sections 309/310. Additional spotlights can be rented at the show's request.

Staging

The Muskogee Civic Center has a fixed 35'x59'x4' main stage with a 12' portable center.

RENTAL RATES AND CONDITIONS

Endless Possibilities for your unique event. The staff at the Muskogee Civic Center looks forward to serving you.

With a fully executed License Agreement, the following will be provided at no additional cost during the event:

- One Time Room Set Up
- Registration Tables – up to 2
- Daily Cleaning service of premises throughout tenancy, including lobbies and restrooms for private events
- Dedicated Event Manager and Catering Coordinator.
- Pricing on additional items and services is provided upon request including utilities, staffing, additional AV equipment and labor rates

Event Logistics

You will work directly with an Event Manager to work out the details of your event.

- We primarily uses 5 ft. (60 inch) rounds and 8 ft. (96 inch by 30 inch) classroom style tables.
- You are welcome to bring your own linens, centerpieces, and decorations.
- Please coordinate access to the space for you or your vendors with your Event Manager, should you need to access it for decorating. If you'd like to access the space prior to your contracted time, additional charges may apply.

Floor Plans

designed by our clients must be confirmed with your Event Manager. The approvals are based on building policies and fire codes. Please consult your Event Manager with questions regarding appropriate room set up and room capabilities. Your Event Manager can assist in the design of your floor plan, and in most cases will design the floor plan for you using our in house design software. The floor plan/layouts can be edited up to 5 days prior to the event. Any changes after that window will incur charges.

Should you need to access the space earlier than the time outlined in your license agreement, please coordinate times and availability with your Event Manager. Additional rental charges may apply.

Equipment and Service Rates

The Muskogee Civic Center provides a full- range of event equipment and personnel including ushers, ticket-takers, security, stagehands, cleaning, operations and technical support. Rental rates are dependent upon contract terms.

Rental Rates

Per day facility rental rates are available upon request. All rental rates are negotiable and dependent upon contract terms. Please call for rates.

Taxes: Oklahoma state tax is 9.15%

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Available equipment (Rental and rates subject to contract terms)

- Staging
- Kitchen Use
- Chairs
- Basketball Floor
- Scores table
- Dance Floor
- Bicycle Rack
- Outdoor Marquee
- Risers
- Spotlights (2)
- Tables (8 ft rectangle and 5 ft rounds)
- Sound System
- Portable Audio equipment, microphones and PA speakers
- Projector and Screen
- Internet (wireless system)
- and more!

Room Holds

A hold can be placed on any room for any available space for up to 30 days without a deposit and signed License Agreement. You will then be granted first right of refusal in the instance that another inquiry comes in for that specific date.

Deposit Requirements and Procedures

A 50% deposit is required as consideration in order to secure a date at the Center. This amount is due upon execution of the contract or whenever another potential user challenges a date. In case of multiple events, we will hold the deposit as a floating deposit unless those dates are challenged, in which case the promoter must provide the additional deposit for each challenged date. Muskogee Civic Center Management reserves the right to require an additional sum in advance as a damage deposit, which is refundable after the event is settled and when a check of the facility is completed. Management further reserves the right to require a deposit to cover all estimated expenses, including but not limited to: rent, ticketing fees, set-up, staffing, damages, advertising, electrical services and miscellaneous equipment.

Insurance

- A. Licensee shall obtain, at its own cost and expense, commercial general liability insurance in the name of Licensee which shall insure all operations of Licensee contemplated by this Agreement and the contractual assumption of liability reflected by this Agreement. Such insurance shall be written with a limit of at least One Million Dollars (\$1,000,000.00) combined single limit for bodily injury and property damage liability, personal injury liability and coverage for all acts and/or omissions of any employees, agents, contractors or sub-contractors retained by Licensee. Such insurance shall be endorsed to be primary to and not contributory with any coverage of Licensor, Global-Spectrum L.P. and the City of Muskogee which may be applicable to the claim. Licensee shall also cause the required policy of insurance to be endorsed to include Licensor, Global-Spectrum L.P. and the City of Muskogee as additional insured with respect to the operations and obligations contemplated by this Agreement.
- B. Licensee shall also maintain, at its own cost and expense, Workman's Compensation Insurance in respect of its event attendees, volunteers and other employees whose services are contemplated by this Agreement.
- C. Certificates evidencing insurance required pursuant to be provided to Licensor not less than ten (10) days prior to commencement of the Term. The policies shall also provide, and the certificate shall so note, that the coverage's



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may not be canceled or that a major change in coverage may not be implemented without at least thirty (30) days' prior written notice given to Licensor.

- D. None of Licensor or its officers, partners, employees or agents shall be responsible or liable for any loss or damage to the personal property of Licensee or its employees, players, performers or agents in connection with its use of the Arena hereunder.

Box Office/Ticketing

The Muskogee Civic Center is affiliated with Spectra Ticketing. Tickets to Center events are available at the Civic Center Box Office, by phone at 888-610-7208, and online through the internet at www.MuskogeeCivicCenter.com. The Muskogee Civic Center's normal Box Office hours will be Monday through Friday 10 AM - 5 PM and open Saturday and Sunday on days of events.

Food and Beverage

All food, beverage, and concessions are operated and controlled by the Muskogee Civic Center. Together we will determine the number of stands required to properly serve the public. All arrangements for catering, and food and beverages service should be made through the Muskogee Civic Center at (918.684.6363).

Catering is also available through the Muskogee Civic Center, we use an upscale caterer experienced in fulfilling all backstage and dressing room riders.

All food and beverage will be provided by our in house catering department. No outside food and beverage is allowed to be brought into the building. All food and beverage will be subject 9.15% sales tax. Final guest counts are due fourteen days prior to your event to your Catering Coordinator.

Merchandise/Novelties

The Civic Center sells merchandise and will retain a percentage of net merchandise/novelty sales, dependent upon the event contract. Net sales shall be gross receipts minus credit card fees. The City of Muskogee may also require a vending permit. Please contact us for additional information.

Marketing Services

Muskogee Civic Center's "In-House" agency can assist you with the numerous details involved to successfully market your event. Our agency can provide for the production and placement of print and electronic advertising at the standard rate of 15% of the gross advertising cost. For a negotiated fee (based on time, labor and expenses) Muskogee Civic Center can also assist with promotions, public relations and publicity needed to ensure ticket sales. Promoters can also take advantage of the Civic Center Advertising Program. Our Group Sales Department would be happy to implement a group sales program for your event, at a low commission rate of only 10% of the overall group dollars (plus reimbursement of direct expenses).

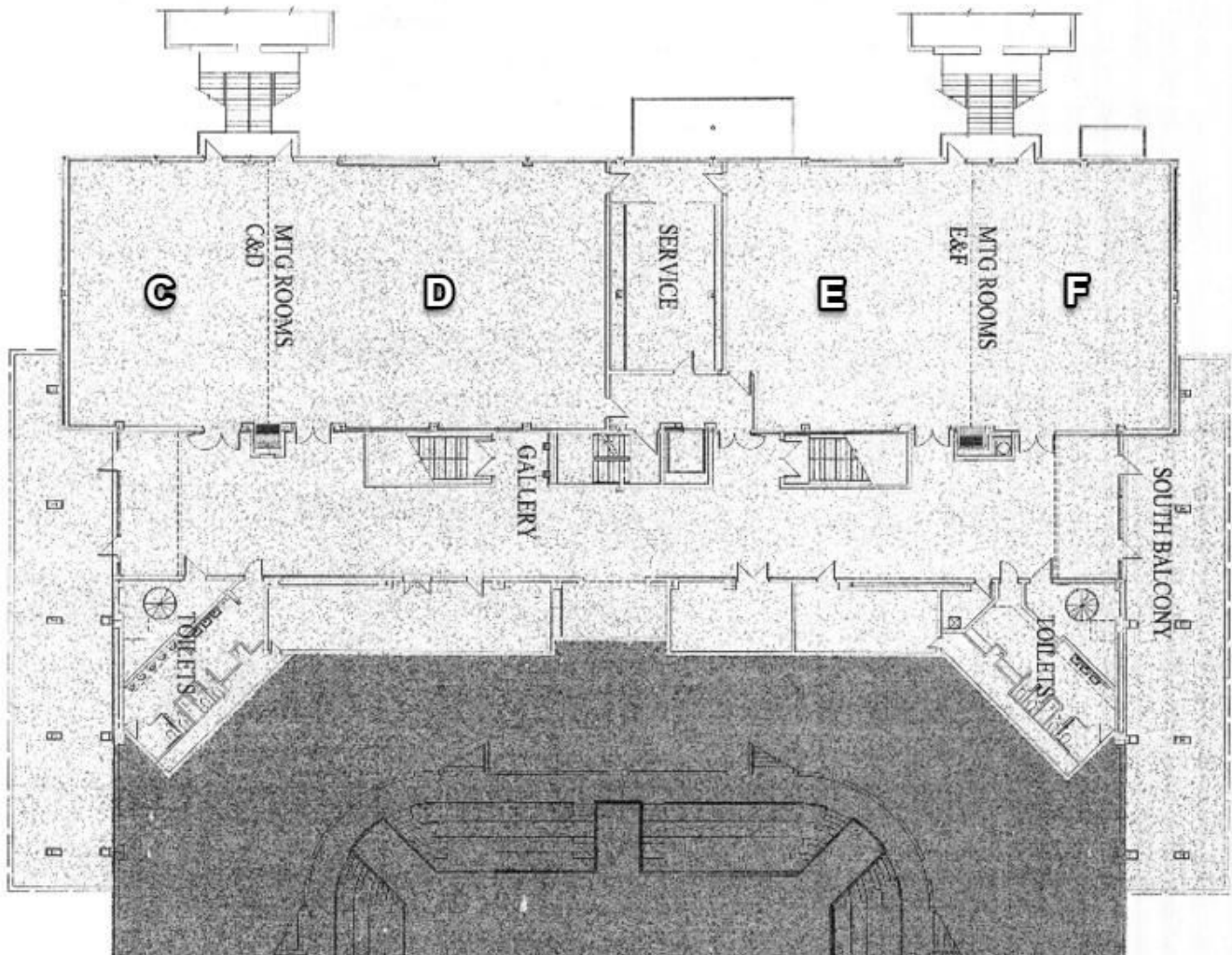
Meeting Room Space

The Muskogee Civic Center offers meeting room space for promoters and local businesses throughout NE Oklahoma prior to events or on non-event days. We have 10 meeting room options.



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Space	Sq Ft	Width	Length	Height	Banquet	Theater	Classroom	Reception
Main Floor	8,928	72'7"	123'	41'9"	875	960	500	1100
Meeting Room A	529	23'	23'	8'8"-9'4"	36	50	24	55
Meeting Room B	529	23'	23'	8'8"-9'4"	36	50	24	55
Meeting Room A/B	1058	23'	46'	8'8"-9'4"	96	110	48	110
Meeting Room C	1440	45'	32'	11'11"-13'10"	100	140	60	150
Meeting Room D	2700	45'	60'	11'11"-13'10"	240	280	125	300
Meeting Room C/D	4140	45'	92'	11'11"-13'10"	400	480	190	550
Meeting Room E	1890	45'	42'	12'-13'11"	125	180	75	220
Meeting Room F	1530	45'	34'	12'-13'11"	100	140	60	150
Meeting Room E/F	3420	45'	76'	12'-13'11"	320	380	160	425

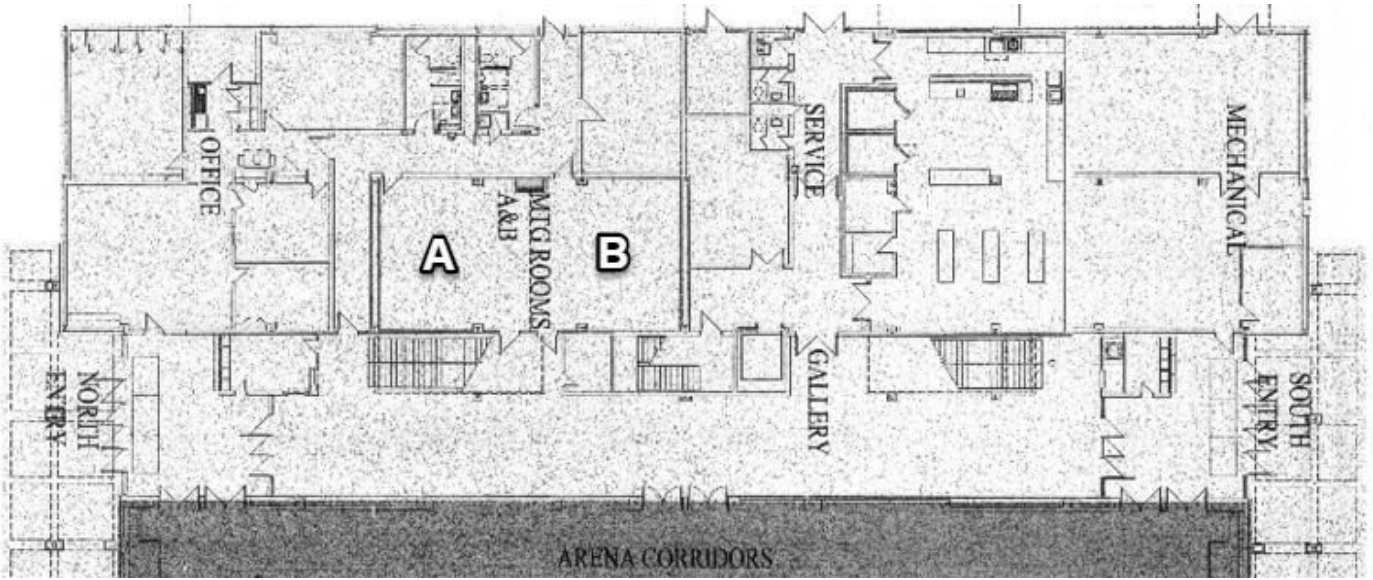


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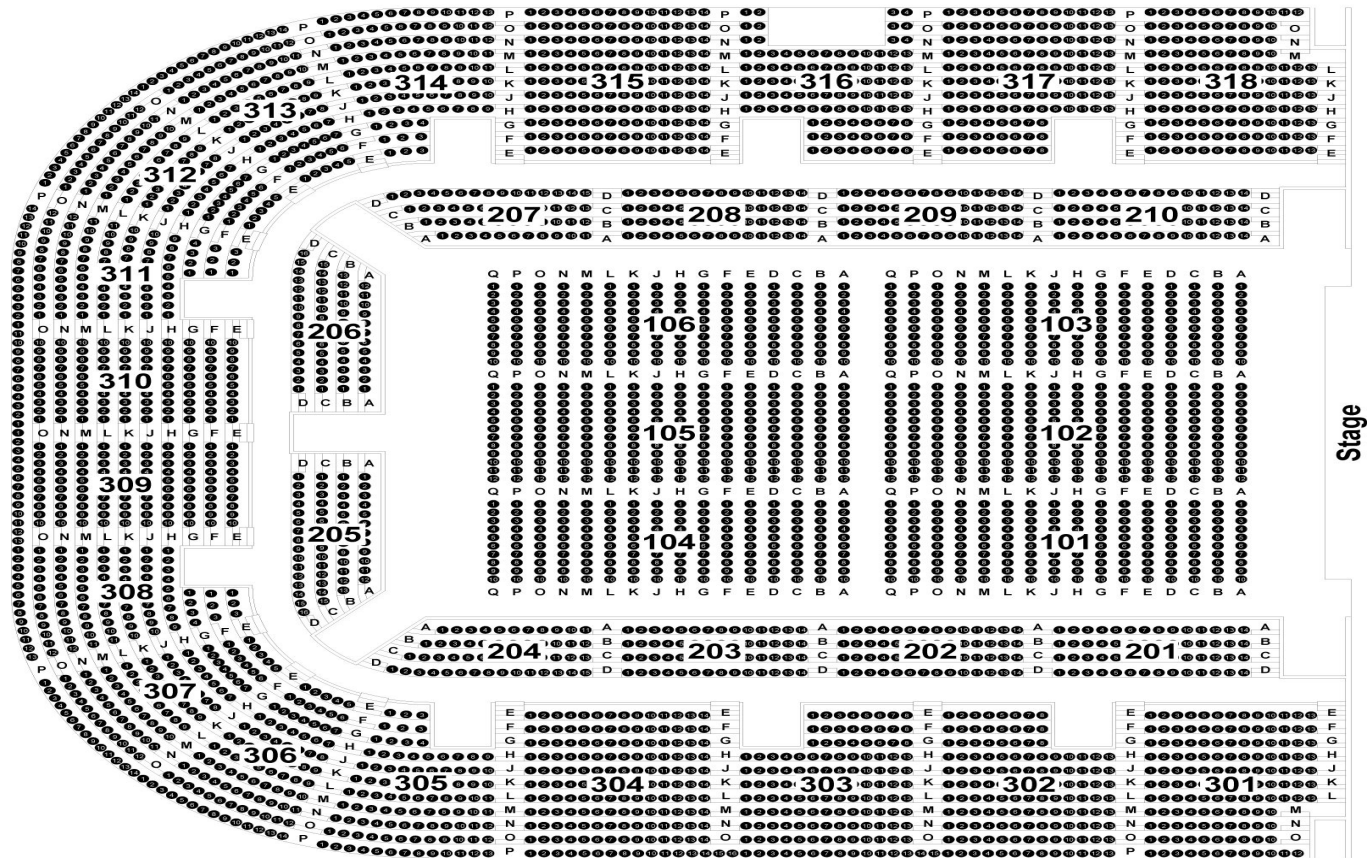
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SEATING CHARTS

General Admission

General Admission or open floor seating is permitted only with Civic Center management approval.



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RULES AND REGULATIONS

Alcohol

No alcoholic beverages may be brought into the Muskogee Civic Center. Alcoholic beverages will be sold by the Muskogee Civic Center during events. No alcoholic beverages may be consumed in the parking lot.

Cameras and Recording Devices

As a general rule, cameras and recording devices of any kind are not permitted inside the Center. This is subject to change on an event-by-event basis. If by chance, a guest brings a camera or recording device to an event, the guest will be asked to return that item to his or her vehicle. The Center cannot hold any personnel property belonging to a guest.

General Rules

- Please know that glitter and confetti is not permitted.
- Candles must be enclosed in glass.
- Balloons are permitted, however labor fees will be applied should we need to retrieve helium balloons from the ceiling. Helium balloons are not permitted in the arena.
- The cost of removing excessive tape will be the responsibility of the tenant.
- Stickers and adhesive backed decals are not to be given out in or around the building. Nails and screws are not to be driven into the center floor and walls

Guest Conduct

Muskogee Civic Center strives to provide its guests with a safe, comfortable, and enjoyable atmosphere. Therefore, the Center has established the following guidelines:

1. Guests interfering with other guests' ability to enjoy the event may be subject to ejection.
2. Guests using foul or abusive language, or inappropriate or unacceptable gestures may be ejected.
3. Guests appearing impaired may be ejected from the Center and turned over to the authorities.

Guidelines for Exhibiting Motorized Vehicles

- There shall be no refueling of vehicles inside the building.
- There shall be an adequate amount of fire extinguishers in and around the area where the vehicle is being displayed.
- Vehicle keys must at all times be readily available and keys for vehicles left unattended or overnight must be given to Management.
- Any vehicle with any type of leak will not be permitted to be brought into the building.
- The maximum amount of fuel contained shall be no more than 1/4 tank or 5 gallons per vehicle.
- Batteries must be disconnected at all times while in the building except for move-in and move-out.
- There shall not be any storage of flammable fuel in the building except for that which is in the vehicle.
- There shall be no repair work done on vehicles while inside the building.
- Fuel tank doors must be locked or fuel caps taped shut.
- Vehicles may not be started except for move-in and move-out.
- Cleaning of vehicles is the responsibility of the vehicle owner and must follow Center policies.
- All vehicles must be approved by your Event Manager.
- You will be given a window of time to move in and move out the approved vehicle.

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Pyro

A Pyrotechnics before a Proximate Audience permit is required for any pyrotechnics used in the building or anywhere on the premises. There will be a designated room used for storing pyro. The arena will supply fire extinguishers at the show's expense.

Please apply for a permit to conduct a Pyrotechnics before a Proximate Audience display as defined by the Oklahoma State Fire Marshal Commission, and agree to comply with the laws pertaining to those set forth in the state statutes and by the National Fire Protection Association (NFPA) 1123, 1126 & 160, 2010 Editions, as adopted by the Oklahoma State Fire Marshal Commission.

Oklahoma State Fire Marshals Office

2401 NW 23rd Street

Suite 4

Oklahoma City, Oklahoma 73107

Local: (405) 522-5005 Toll Free: (800) 522-8666

Office Hours & Additional Information: Open 8:00am to 4:30pm Monday through Friday

http://ok.gov/fire/Fireworks/Licensing_Permits/index.html

WHERE TO EAT

There are plenty of places to eat in Muskogee OK. Whether you're looking for a succulent steak, piping hot pizza, or the deep aroma of fresh coffee, Muskogee has lots of excellent dining options to suit your taste. Be sure to check out Muskogee's [signature restaurants](#), where you'll find the best Muskogee has to offer.

WHERE TO STAY

Known for its genuine hospitality, we guarantee you'll find the perfect place to stay that will fit any budget. From hip hotels to historic bed & breakfasts to manicured campgrounds, you can find it all here. Muskogee has more than 1000 rooms to make even conventioners feel right at home.

[Hampton Inn](#) (preferred Hotel)

Address

3100 Military Boulevard

Muskogee, OK

Phone

(918) 682-2587

For more options, please visit: <http://www.visitmuskogee.com/visiting/where-to-stay/>

Booking and More Info

For further information about our venue, please contact directly with questions or visit MuskogeeCivicCenter.com:

Smaller events/meetings: Jeremy Combs - Director of Marketing/ 918.684.6363 ext 3050 / jcombs@muskogeeonline.org

Larger events/concerts: John Cruz - Center Director / 918.684.6363 ext. 3051 / jcruz@muskogeeonline.org



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