



CHEHALEM CULTURAL CENTER
 Inspires and Enriches Lives by Connecting Community and Culture

CHEHALEM CULTURAL CENTER
 415 East Sheridan, Newberg, Oregon 97132
 (503) 487-6883

www.chehalemculturalcenter.org
info@chehalemculturalcenter.org

ROOM RENTAL AGREEMENT

Date Requested: _____ Space Requested: _____

Time of Event: _____ to _____ Number of Guests: _____

Time of Rental (including set-up, clean-up, breakdown, etc.) _____ to _____

Name of Event/Group: _____

Contact Name: _____ Phone: _____

Address: _____ Alt. Phone: _____

_____ Email: _____

(*\$50.00 Deposit must be made to secure date of rental)

Select Desired Room:

Lobby Area (Capacity 100**) _____

Fee: *\$150 for half day (up to 4 hrs)*
\$250 for full day (up to 8 hrs)

Lobby & Gallery Area
 (Capacity 250**) _____

Fee: *\$250 for 2-4 hrs.*
\$350 for 5-8 hrs.

Upstairs Rotary Studio (845 sq ft - Capacity 30) _____

Non-Profit Fee: *\$15 per hour for 2-4 hrs.*
\$45 per hour for 5-8 hrs.

Regular Fee: *\$35 per hour for 2-4 hrs*
\$75 per hour for 5-8 hrs.

****See attached FLOOR PLANS**

Additional Rentals:

Banquet Tables (6' Rectangle, 10 available): \$4/each - Qty Needed _____ x \$4.00 = _____

Banquet Chairs: (60 available) \$0.50/each - Qty Needed _____ x \$0.50 = _____

Podium: \$15 _____ Screen: \$25 _____ TV w/DVD Combo: \$35 _____

Charges:

Room Rate \$ _____

Additional Rentals (total from above) \$ _____

After-Hours Cost (if applicable) \$ _____

(25.00/per hour)

TOTAL DUE (Prior to Event) \$ _____

(Or from Multiple Room Form, if applicable)

Additional Rental Fees \$ _____

(Incurred after Initial rental payment was made)

**Deposit to be returned after event, once final inspection of the space is completed to insure all agreements have been met. Returnable Deposits may be applied to additional Rental fees.*

FOR OFFICE USE ONLY

Rental Fee Paid by: CHECK / CASH / CREDIT CARD
 Amount Paid \$ _____ Date Paid _____

***Refundable Cleaning DEPOSIT/Multiple Room Deposit - \$50.00**
 Deposit Paid by: CHECK / CASH / CREDIT CARD
 Amount Paid \$ _____ Date Paid _____

Returned (Date: _____) Forfeited _____

*Applied to Additional Rental Costs: _____

NOTE: If renting a space for more than one date than the deposit will be determined at that time.

Please complete the Multiple Room Rental Date Form.

ROOM RENTAL AGREEMENT cont.

1. Scheduling of all events must be done through the office of the Chehalem Cultural Center (the "CCC").
2. **All promotional materials such as posters, newspaper ads and other printed materials, that mention the Chehalem Cultural Center, MUST first get the approval of the Executive Director of the Chehalem Cultural Center and they may not be placed in any area that is a violation of city policy or a general nuisance to the community.** The use of the centers name in such printed materials must incorporate our logo and have the approval from the director. Any content via the internet or social media must be approved by the center as well.
3. Set-up, break-down, and basic cleaning of rooms after an event is the responsibility of the renter and will be done during the rental period. When renting tables and chairs, it will be the responsibility of the renter put them back in their designated place prior to end of rental time. If the rental time, including clean-up, exceeds the rental period stated on the contract, the renter agrees to pay the additional rental charges plus after hours fee if applicable, to be taken out of the cleaning deposit.
4. A non-refundable cleaning deposit of \$50.00 will be charged for all events. All or a portion of this deposit may be forfeited if any damage is done to the room, tables, or chairs, or if the room requires additional janitorial service after the rental, including vacuuming, mopping, or garbage pick-up. \$25/hour beyond the two (2) hours covered by the deposit will be charged for any additional janitorial service needed.
5. Receptacles for returnable bottles and cans and recyclable plastic and glass are provided for use by you and your guests. Please do not mix these items in with the other garbage. Garbage receptacles and bags will be provided by the CCC. Garbage should be bagged and carried to the garbage area at the CCC at the end of the event.
6. No smoking is allowed in any portion of the building.
7. Decorations. **Nails, staples, tacks or tape may NOT be used on any surface. No flammable materials, i.e., straw bales, trees, candles, etc. No silly string is to be used- no bubbles/rice or bird seed is to be used within the building.** All decorations must be removed from the center upon termination of this agreement. Banners, etc., may not be attached to the outside of the building. If such is needed, the Renter shall provide their own reader board and place it so as not to hinder traffic along the sidewalk.
8. No Smoking is allowed in this facility per Oregon Revised Statutes. No animal are allowed within the building unless it is an authorized service animal.
9. If food items are served, it is the responsibility of the renter to meet all health codes and licensing requirements and renters take full responsibility as host of the event. Renters agree to indemnify the Chehalem Cultural Center and hold the Chehalem Cultural Center harmless from any and all liability arising from the serving or sale of food items on the premises.
10. Alcohol may be served, provided that all licensing requirements are met and renters take full legal responsibility as host of the event. Renters agree to indemnify the Chehalem Cultural Center and hold the Chehalem Cultural Center harmless from any and all liability arising from the serving or sale of alcohol on the premises. There must be a dedicated person(s) designated to dispensing the alcoholic beverages and they must possess a valid OLCC Server's Permit. NO alcohol may be consumed outside of the building. Beer and Wine only can be served. **Alcohol Use Agreement form** must be completed **two-week** prior to event.
11. Exit Obstructions. Due to rental area in common public areas. Exits shall not be obstructed in any manner and shall remain free of any materials or matter where its presence would obstruct or render the exit hazardous. This means do not block stair cases, ramps or ground floor doors so that they cannot be used in the event of a fire. All doors are to remain closed.
12. Liability. The renter agrees to assume all liability for losses, expenses, damages, demands or claims in connection with or arising out of, any injury or damage sustained or alleged to have been sustained, by any person, corporation, firm or company, or any damage or alleged damage to property in connection with the occupancy, maintenance, or use of all or any part of said premises by the agent, officers, or employees of the organization or individual leasing this facility. Renters shall indemnify and hold harmless the Chehalem Cultural Center, including agents, employees and volunteers from any and all such losses, expenses, damages, demands, and claims; shall defend any suits or actions brought against any of them, based on any such alleged injury or damage; and shall pay all damages, costs, and demands, including attorney fees in connection therewith, or resulting there from.

- 13. **Small Room Rental Cancellation Policy:** Cancellation of room rental by the renting party **prior to two (2) weeks** before the rental date shall receive a full refund of rental fees paid and all deposits made. Cancellation of room rental by renting party **within two (2) weeks** of the rental date will forfeit the deposit.
- 14. **Lobby or Gallery Room Rental Cancellation Policy:** Cancellation of lobby/gallery rental by the renting party **prior to 3 month** before the rental date shall receive a full refund of rental fees paid and all deposits made. Cancellation of room rental by renting party **within 3 month** of the rental date will forfeit the deposit.
- 15. **Full payment is due prior to the event date.**
- 16. No outside fee based classes are allowed. All classes must be approved by the Education Coordinator and are run through The Cultural Center.

We agree to the terms of the rental agreement and the details described of this form.

_____ (sign)
(CCC Rep)

_____ (sign)
(Renter)

AUTHORIZED REPRESENTATIVE

Cehalem Cultural Center
415 East Sheridan, Newberg, OR 97132
(503) 487-6883

office@chehalemculturalcenter.org

RENTER'S REPRESENTATIVE

Name: _____
Address: _____

Email: _____
Date: _____