



THE HISTORIC OLD SCHOOL EVENT & VENUE CONTRACT

This Historic Old School Event and Venue Contract ("Contract") is by and between Trillium Family Services, Inc., an Oregon non-profit corporation, ("Trillium") and _____ ("Client(s)"), for the purpose of granting a temporary rental of the following room(s) _____, located in The Historic Old School, 4455 NE Highway 20, Corvallis, Oregon, on the following date(s) and time(s) _____. The stated use of the venue is: _____ (the "Event").

ROOM RENTAL DAILY RATES (DAILY RATES CORRELATE TO 4 HOUR INCREMENTS BETWEEN 8AM-5PM)

- Monday-Friday \$250 for room C
- Monday-Friday \$220 for each Room B & D
- Monday-Friday \$110 for Room A
- Monday-Friday \$130 for Lobby (must be rented in conjunction with a room - CANNOT be booked alone)

Additional hours past the 4 hour allotment will be billed at:

- \$80/hour for Room C
- \$60/hour for Rooms B & D
- \$50/hour for Room A
- \$35/hour for Lobby

EVENING & WEEKEND RATES (EVENING/WEEKEND RATES CORRELATE TO 4 HOUR INCREMENTS BETWEEN 5PM-10PM)

- Friday-Sunday \$350 for each Room C
- Friday-Sunday \$300 for Room B & D
- Friday-Sunday \$150 for Room A
- Friday-Sunday \$140 for Lobby (must be rented in conjunction with a room - CANNOT be booked alone)

Additional hours past the 4 hour allotment will be billed at:

- \$90/hour for Room C
- \$70/hour for Rooms B & D
- \$60/hour for Room A
- \$45/hour for Lobby

ROOM DIMENSIONS

- Room A: 19' x 28'
- Room B: 20' x 33'
- Room C: 19' x 35'
- Room D: 19' x 32'

A divider wall can be opened between rooms A & B and C & D to accommodate larger groups/functions. Rooms C & D have integrated A/V projection system. Room B has A/V available upon request.

ROOM CAPACITY AND LAYOUT OPTIONS

- Banquet: Round tables surrounded with chairs
- Classroom: Long tables in rows with chairs facing front
- Conference: Long tables in rectangular shape with chairs around the outside
- Circle: Long tables formed in one large circular shape with chairs on the outside
- Theatre: Rows of chairs

Room	Banquet	Classroom	Conference	Circle	Theatre
A	24	N/A	22	N/A	N/A
B	36	32	48	24	38
C	64	64	70	24	108
D	40	40	48	20	30

Attendance & Layout

Final headcount for attendees and adjustments to layout must take place seven (7) business days prior to event. After that time, there will be no reductions in price based on attendance. Additional attendance is subject to price increase and layout adjustment fee may apply.

CATERING

The Historic Old School has a wonderful catering service and is flexible in accommodating any food needs. If food is catered through the Historic Old School Café and exceeds \$500, then there will be a 10% price reduction in room rental.

DISCOUNTS

If food is catered by the Historic Old School Café and exceeds \$500, then there will be a 10% price reduction on room rental. A 10% discount will be applied to the room cost of non-profits and affiliates of WAOR, OSU and events that exceed two days. (Discounts CANNOT be combined. Historic Old School will utilize the discount that provides the lowest cost for the customer).

OUTSIDE CATERING & VENDORS

We ask that no outside food be brought in unless provided by a caterer (this excludes cake for special events).

If food is not provided by the Historic Old School Café, catering MUST be provided by caterer(s) on approved list unless otherwise discussed or approved. Please inquire for approved caterer list.

There will be a \$150 charge applied to outside caterers. Additional charges will be applicable if outside caterer requires use of kitchen, dishes, equipment or cutlery. Kitchen access is not available for parties not associated with a caterer.

All outside vendors/caterers are responsible for full cleanup of event, including but not limited to; clearing and washing dishes, clearing and taking out all event trash, and clearing tables of centerpieces/linens and all other objects. Venue space must be returned to state in which it was found by outside caterer or vendor. Prior to outside caterer leaving premises, they must check out with Historic Old School staff monitoring the event and complete the checklist located on the back of the kitchen door. If outside caterer does not provide full cleaning services, there will be a cleaning fee of \$75 added to the event invoice. Outside caterers and vendors MUST be fully set up 30 minutes prior to event start time. It is the responsibility of the client to inform all outside caterers and vendors of these expectations.

DATE CHANGES AND CANCELLATIONS

In the event the client has to change the date of the event, every effort will be made by the Historic Old School to transfer reservations to accommodate the new date. The client(s) forfeit deposit if cancellation is less than 30 days prior to event date.

INCLUDED IN ROOM RENTALS

- Linens
- Tables/Chairs
- Staffing
- WiFi
- Centerpieces
- Audio/Visual
- Set Up/Clean Up

REGULATIONS

- Entering any area outside the immediate vicinity of the Historic Old School Conference Center is strictly prohibited.
- Historic Old School staff are the only people authorized apart from caterers to enter the kitchen due to health regulations.
- Do not set drinks on window sills or any wooden surfaces.
- Notify Historic Old School staff of any spills or broken glass immediately.
- Only battery operated candles may be utilized.
- All event noise must end by 10pm.
- All decorations must be removed without leaving damages.
- Alcohol MAY NOT be served to minors.
- Children under 12 are not permitted on the grounds unsupervised.
- The basement level of the Historic Old School is off limits to event clients.
- Smoking is limited to designated smoking area only.
- Alcohol is not allowed outside event space.
- Leftover food from catering may not leave premises in accordance with Oregon Health Law.
- Outside Alcohol that is not approved in advance are subject to fines.
- Additional cleaning fees may be applied above and beyond normal event useage. Subject to staff discretion
- Client allowed 30 minutes before/after for set up and clean up at no additional charge.
- No confetti or glitter

UNFORESEEN EVENTS

The client(s) cannot hold Historic Old School responsible for failure to provide the basic facilities and services due to emergencies, catastrophes, or interruption of public facilities. The Historic Old School will allow client(s) to reschedule if possible and/or receive partial or full refund after review.

COURTESY AGREEMENT

The Historic Old School reserves the right to request any individual or group of people acting unruly or contrary to the rental regulations to leave the premises. The Historic Old School reserves the right to make small adjustments to the layout, menu and other logistics to accommodate unforeseen factors, however Historic Old School will always ensure the quality of goods and services received to be similar to that discussed.

EVENT PAYMENT

To reserve space at The Old School Event Center a \$200 deposit is required. Final invoice payment must be issued within 30 days of receiving invoice. Any payment made after 30 days of receiving invoice will be subject to a 10% late fee.

LIABILITY

For purposes of this section:

“Trillium” refers to Trillium Family Services, Inc., its board members, executive officers, employees, authorized agents, insurers, successors and assigns.

“Client” refers to individual clients, and their authorized agents. If Client is a business, non-profit organization, or other entity, “Client” also refers to the client’s employees, members, board members, executive officers, principals, agents, insurers, and other authorized agents.

“Guest/Invitee” refers to individuals who are invited to attend and do attend the Event(s) for which Client retained the use of the rooms under this Contract, and includes individuals attending Client’s Event without client authorization.

Liability of Client and Indemnification by Client.

Injury to Premises: Client shall be responsible for the complete cost of repair or replacement for any damage to the premises rented under this Contract.

LIABILITY continued

Injury to Client or Guest/Invitee: To the extent permissible under applicable law, Client shall be solely responsible for property loss by any Guest/Invitee, or damage or personal injury to any Guest/Invitee, that occurs during or as a consequence of the Event that is the subject of this Contract. With respect to any claim by any Guest/Invitee or other third party arising out of any act or omission of Client or arising out of any act or omission of any Guest/Invitee, Client shall defend, indemnify and hold Trillium harmless from all liability, loss, cost, damage, and expense, including, but not limited to, settlement, arbitration award, judgment, and reasonable attorneys' fees.

Client(s) Signature(s) _____ Date _____

_____ Date _____
_____ Date _____