

Cottage Events Venue

2915 Row River Rd., Cottage Grove, OR • 541-942-6888 • kimstill@cottageevents.com

2018 Price List

Hourly Rates

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							
12:00 AM							

Weekday hours (blue squares):

\$35 per hour - D.I.Y. Set up/Clean up

\$45 per hour - Full Service

Peak hours (green squares):

\$50 per hour - D.I.Y. Set up/Clean up

\$60 per hour - Full Service

Two hour minimum rental. Includes up to ten 60" round and/or 8' rectangular tables, up to 80 chairs. Tables seat eight.

D.I.Y. Set Up/Clean Up: We set out the elements you need (tables, chairs, tablecloths, dishes, etc.). Before the event you decorate and set the tables, chairs, dishes, etc. to your preference. After the event you bus tables (we will wash them), stack chairs, bag up table cloths, sweep up. 60 minutes leeway allowed before and after for set up/clean up.

Full Service: We agree with you on a set up plan and execute it to your specifications. You show up, enjoy your event and go home. We do all the clean up.

Add Ons

Food & Beverage

Food at event (includes dishes, silverware, glassware, kitchen access)\$30 per event

Tablecloths (variety of colors available)\$5 per tablecloth

Napkins (even more colors available).....\$6 per dozen

Coffee & tea service (plus creamers, sweeteners, etc.)\$20 per event

Audio/Visual

Big Screen TV (46" display on rolling cart, set up assistance)\$30 per event

Simple Sound System (1-2 speakers, 1 mic + stand as needed, set up assistance)\$30 per event

Full PA System (with engineer)\$50 per hr

Staging (up to three 4'x4'x18" tall stage sections)\$30 per event

Other Services, prices on request

Referrals - musicians, caterers, DJs, other service providers (no charge)

Event planning - expert help and advice for a successful event

Event promotions - press releases and calendar listings

Graphic design - posters, social media graphics, invitations, etc.

Slideshows - scanning and arranging photos, etc. for the big screen

Cakes, pies, desserts - classics and gluten free options, baked in house

Candies - custom colored buttermints & marshmallows, brittles, etc., made in house

Event photography - capture memories of your fun time together

General Rental Information

Capacity, Decorating & Other Details

Participant capacity is 112. If there are more than 80 attendees, you will have to rent extra chairs separately.

There is a lovely 1928 Kimball upright piano available for your use at no charge.

We have a nice collection of decorative glass serving ware available if you are having food at your event, ask for details.

Due to fire regulations, live lit candles are not allowed. We have flameless tapers and votives available on request.

Decorate as you please, but plan to use masking tape or scotch tape to attach decorations to the wall and or ceiling - no duct tape, nails or staples.

Check with us if you are planning to use glitter or confetti - they require extra clean up.

Alcohol

The Venue does have a limited on-premises license to serve beer, wine and cider and allows all ages during events. We do not allow "bring your own" events. We will plan this aspect of your event with you, price will vary depending on the event.

For events that serve alcohol, we require renters to add Cottage Enterprises LLC as additional insured on a homeowner's, renter's or stand alone liability insurance policy.

Deposits/Payments

A 50% deposit is required upon booking to hold the date. The balance of payment is due 14 days before the event.

Cancellations

Full refund if the event is canceled up to 21 days before the event. Cancellation fee of \$50 plus the cost of any rented linens will be subtracted from the refund if the event is canceled 20 days or less before the event.

**Rates may change, check website for most up-to-date version. This version: 8/15/18*