

By Brookings Golf LLC

## Occasion Hall Fact Sheet 2023

<b>Space Size</b>	72' x 48' – bathrooms included	
<b>Rental Fees</b>	Minimum charge*	\$500
	> 50 People	\$1000
	50 – 99	\$1500
	100 – 149 People	\$2000
	150 – 199 People	\$3000
	200 – 299 People	\$4000
<b>Rental Fees Include:</b>	Occasion Hall Building and patio for day of event Adjacent lawn area Sound system including microphone, table & chairs (up to 175) Setup and cleanup	

### Food & Beverage

- Catering and alcohol service is not included in rental fee
- Bartender fee not included in rental fee – MUST be charged if alcohol service is used
- Self-catering available – no food preparation area is provided
- Contact information for catering will be provided
- Any outside catering companies must provide proof of license and insurance two weeks prior to event date
  - Additional fee applies if dinnerware, silverware is needed
  - Linens Available at additional cost
- Beer and Liquor MUST be purchased through Salmon Run per OLCC license requirements
- Outside wine and champagne can be served by Salmon Run. A \$5 per bottle corkage fee will apply

### Schedule

- The Occasion Hall will be made available for decorating and setup based on your needs and space availability – additional fees will apply to additional days
- The Occasion Hall closes at 9:00 pm. A maximum of one (1) additional hour can be arranged up until one (1) month before event date at no additional fee. Additional time not arranged in advance will be charged \$100 per hour. All events, including clean up, must conclude by 11:00 pm

### Liability

- The Group Contact will be responsible
- No fireworks or open flames permitted on the property
- No outside alcoholic beverages permitted on the property
- Children must be supervised by an adult at all times