

Santiam Place LLC - Wedding and Event Hall

139 Main Street (mailing address: PO Box 63), Lebanon, OR 97355
(Corner of Main & Dodge Streets)

"The Special Place for your Event!"

541-259-HALL (4255)

Website: www.santiampplace.com E-mail: santiampplace@centurytel.net

Offsite contact: 541-258-5337 – SALLY SKAGGS

Rental Agreement

Name of Event:		Start time for guests to arrive:
To be rented for whom:		
Address:		
Phone #s:		
Date(s) of Event:	/	
Arrival Time: Departure Time: <u>*you rent & pay for first person to arrive to last person to leave*</u>	Arrive at:	/ Depart at:
If you are renting this for another, your name goes here:		
Emergency contact: Name and phone #s		
E-mail Address:		

Vendor names, phone #'s:

Justice of Peace	
Florist	
Cake or pastry maker	
Photographer Or video	
Caterer (Licensed caterers only)	
DJ/ Musicians	
Special needs or requests Rev: 1/19	

Type of Rentals

SANTIAM PLACE EVENT HALL 139 MAIN ST., LEBANON 541-259-4255

www.santiampplace.com


- A. **Indoor Weddings/ Rehearsal/Receptions** are \$600.00 for first 3 hours and \$50.00 per hour after that. Maximum: 80 inside guests.
- B. **Outdoor/Indoor Weddings/Rehearsal/Reception and other events** are \$850.00 for first 3 hours and \$50.00 per hour for each additional hour.
- **For weddings over 100 guests, please add \$1 per person (starting with guest 101), for the additional set up. ** Maximum: 125 guests.**
- C. **For all day/evening Wedding/ Rehearsal/Reception** – up to 18 hours is \$1600.00. Maximum: 125 guests. Hours can be used Friday & Saturday (2 days). You may include rehearsal/set up/take down on different days with this.
- D. **Small Conference Room** \$15.00 per hour (no kitchen use).
- E. **Meeting/Party Rental** \$50 per hour (up to 60 people) may include a staff person. There is a 3 hour minimum pay.
- F. **Meeting/Party Rental** \$75 per hour (61-80 people) may include a staff person. There is a 3 hour minimum pay.
- G. **Larger indoor events** \$100 per hour (more than 80 people) may include staff person. There is a 3 hour minimum pay. Maximum: 100 guests with chairs only.
- H. **Other:**

****Rental Fees apply whenever anyone is in the building. You pay for all time you are here and others who are setting up for you including any set up, clean up, rehearsal, dressing, preparing food, DJ set up, cake set up, decorating, deliveries etc., (first person to arrive to last to leave). ****

\$200 non-refundable Deposit required to hold Wedding date.

The Deposit is part of your total Payment.


Minimum \$50 non-refundable deposit for events other than weddings

Renter agrees to pay above rate for: A. B. C. D. E. F. G. H. and the minimum 3 hours rental fee and non-refundable deposit. (Initials): _____ X 

*All rental cancellations must be made in writing 90 days in advance. Failure will result in payment of full amount of agreed upon number of hours.


_____ X _____ X 

Your bill to be paid in full by date of event. Any cancellation of your wedding booking will be charged a \$200.00 non-refundable fee. This would include any unforeseen sickness or death that you would have to cancel your event. If date is rescheduled, monies paid will go towards that rental date.

Any unpaid amount remaining after date of the event will be charged an additional 20% of total bill. _____ X _____ X 

Non- refundable Security/ Replacement/Down payment Deposit of \$ _____


Received by _____ **on date of** _____

1. **Food:** Santiam Place is not responsible for health issues related to any foods consumed at the event.
2. **Linens** for tables can be provided, but may be limited. Any additional/excess needs above and beyond what Santiam Place usually provides should be rented/supplied by you. A limited supply of serving items, utensils and decorations is available and may be included in rental.
4. No animal, bird or pets allowed on or in the premises **without prior written consent** of the Owner, or as allowed by law.
5. **Supervision:** Staff or Owner may be on site and reserves the right to monitor the event at any time. The applicant will be responsible for the supervision of all present during the use of the building and grounds. Owner or their authorized representative may enter the premises at any time without securing prior permission from Renter for the purposes of making corrections or repairs to alleviate any shortcomings or emergency or other needs.
Renter shall not disturb, annoy, endanger or interfere with other renters of the building or neighbors, nor use the premises for any unlawful purposes, nor violate any law or ordinance, nor commit waste or nuisance upon or about the premises.
6. **Conduct:** The renter shall be responsible for the conduct of participants in the activity or event for the control and containment of litter and for any damage to the premises beyond ordinary wear and tear.
7. **Liability:** The applicant reserving the facility, on his/her behalf or on the behalf of the using group, agrees:
 - a. To be solely and completely responsible for the condition of the facility and to leave the building and the grounds used in a neat condition without damages.
 - b. To hold Santiam Place, it's staff and agents harmless from any and all liability for injury to persons or property resulting from or arising out of the use by renter and all others invited onto the site or using the site under or through the authority of renter.
 - c. Applicant acknowledges that a failure to promptly reimburse Santiam Place for all damages or liability shall, in addition, result in termination of all future rights to use the facility and will not be able to come onto property.
 - d. Should there be unforeseen circumstances; Santiam Place reserves the right to reschedule/cancel this Rental Agreement.
8. Renter shall not let or sublet all or any part of the premises nor assign this agreement or any interest in it without the prior written consent of the Landlord.
9. If any legal action or proceeding be brought by either party to enforce any part of this agreement, the prevailing party shall recover in addition to all other relief, reasonable attorneys' fees and costs. **Lost or stolen items:** Santiam Place is not responsible for items left inside or outside.
10. **Insurance:** The renter is encouraged to review homeowner's policies for coverage of any activities they are involved in. Please provide copy of "Comprehensive General Liability" insurance coverage that names Santiam Place, owner, employees, volunteers and agents as additional insured, providing that no acts on the part of the insured shall affect the coverage afforded to the above policy.
11. **Indemnity:** The user shall indemnify and hold harmless Santiam Place, it's owner, employees, volunteers and agents from and against all claims, damages, loss and expenses including attorney's fees arising out of or resulting from the use of Santiam Place, provided that any claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease, death or injury to or destruction of tangible property including the loss of use resulting there from and (b) is caused in whole or in part by a negligent act or omission of the renter and anyone for whose acts any of them may be liable, regardless of whether or not caused in part by a party indemnified hereunder. The indemnification obligation of the renter shall not be limited in any way by any limitation on the amount or type of damages.
12. The undersigned renter acknowledges having read the foregoing prior to execution and receipt of a copy and has agreed to all items.  Renter(s): X_____

Items needed by Renter

Padded Folding chairs 100 available (inside use)	Your assistance to fold and put up chairs at end of event may be requested
6-foot long tables	Your assistance to take down and stack tables at end of event may be requested
4 foot round tables 7 available (inside use)	
Tablecloths , Med Blue, Black, Off-White, Red, White, Green, Gold, Charcoal Gray, Buffalo Check, Champagne (swirled)	
Stoneware place settings (White w/ blue ring on edge) *please provide help to bus and wash dishes*	
Silverware settings 100 + available	
Wedding Arch White metal arch with some greenery & lights (inside use only)	
Cooler (outside use) 1 large, 1 small	
Other:	Clean all items used and put back in their place

All items must be left cleaned and in good condition as found. Tablecloths may be left soiled, as long as any food, wax, and other decorations have been removed. **Additional fees may be charged if items or premises or facility are found in poor repair/broken/mishandled/missing/dirty.**

- **Photos** I authorize photos and/or comments from my special occasion may be posted on Santiam Place website/blog/Facebook or brochure for reference/ advertising/ general information.  **X**

***How did you hear about Santiam Place?**

Santiam Place Restrictions:

- *Please do not pick flowers or pull limbs off of trees, shrubs or flowers*
- *Stay out of flower beds*
- *Do not pick up, throw or move any rocks*
- *No glitter or confetti, confetti blasters used in decorating. Use bubbles instead of Rice or Bird Seed*
- *Do not lean on canopies*
- *Do not carve or deface any items*
- *Toys, books and movies will be picked up and put back into place*
- *No outside people (public) may be invited into your event. You have rented the facility for your private party and it is closed to the public*
- *Any fire pits, turkey cookers or outside cooking equipment (other than BBQ grills) need to be authorized to be brought in by the owner*
- *No climbing onto any fences, gates or other structures*
- *No Pets*
- *No Tape, pins, screws, nails or staples on any painted surface*
- *No loud music after 10:00 PM per City of Lebanon noise ordinance*
- *No lit sterno cans to be placed on tablecloths*
- *No lit taper candles, only enclosed candles allowed*
- *No cigarette substitutes allowed in the building. No cannabis products on premises.*
- *No string lights affixed to open beams or walls inside –or- erected outside*

We reserve the right to refuse rental to anyone

We are not responsible for deficiencies due to lack of Communication by the renter

No alcohol en frente o' en el estacionamiento

Use of Alcohol

- No one under the age of 21 may consume alcoholic beverages on the premises.
- Alcohol may not be served if more than half of the party will be under age 21.
- Food must be served whenever alcohol is provided per OLCC rules.
- Non alcoholic beverages must be available for those who do not wish to drink.
- It is the responsibility of the renter to ensure that intoxicated individuals are not served additional alcohol.
- It is the responsibility of the renter to provide transportation to individuals who are visibly intoxicated or impaired.
- All alcohol service must stop at least 45 minutes prior to the scheduled end of the event.
- Admission cannot be charged and donations cannot be collected when alcohol is served, unless an appropriate license is obtained through OLCC (Oregon Liquor Control Commission).
- An Oregon Liquor Control Commission (OLCC) Special Event License is required if the function is open to the public or if there is an admission charge or solicitation.
- It is the renter's responsibility to produce and provide the Event Hall with a copy of any necessary license to serve alcoholic beverages.
- It is the responsibility of the renter to enforce the terms of any necessary license or requirements of state law.
- Failure to comply with any of the terms indicated above may result in an immediate cancellation of the rental without refund of any fees or deposit. .
- No alcohol to be taken out of front of building. No alcohol allowed in parking lot.**

I agree to follow these restrictions and to inform my guests to the best of my ability. I understand that I am responsible for any damage caused by any guest or family member at my event. I agree that I will make restitution for any damages or breakage caused during my event.

Signed:  X _____

date: _____