

# SANTIAM PLACE<sup>LLC</sup> Wedding & Event Hall

139 Main, Lebanon, OR 97355

541-259-4255

[santiampplace@centurytel.net](mailto:santiampplace@centurytel.net)

Find *party rental order form* on website at: [www.santiampplace.com](http://www.santiampplace.com)

## -Party Rental Items-

**Reservations:** A 50% deposit is required at time of reservation. We gladly take reservations and payment over the phone. If you cancel your reservation, the money paid for deposit is not refunded.

**Pick up and Return:** Most items may be picked up to 2 days before the event and returned up to 2 days after. Additional time needs to be negotiated for pricing purposes. Pricing may change without notice.

**Cleaning of items and Damage of items:** Make sure all items are dry and free of food particles, liquids, dirt and tapes. Please do not staple, nail, glue or tack any items on to our rental products. Please do not use candles that may drip wax on linens. **Replacement costs will be charged for each item that is broken, stained, damaged or lost.**

**Special Instructions for Linen returns:** Make sure all food, decorations and any glitter are removed. Place only dry linens in plastic bag and leave the top of bag untied and out of heat and light. Heat and light on linens that are in a plastic bag can cause mildew to grow and ruin the linens.

**Payment:** Major credit cards accepted Visa, MasterCard and Discover. Checks accepted with a valid driver's license and additional person listed as back up. Cash accepted, please provide correct amount when paying. Total amount is due before initial pick up of items.

**Delivery:** Some Delivery and pick up may be available. There is a \$25 minimum charge for one way (either delivery or pick up). A combination of delivery and pick up would be minimum \$50. Delivery or pick up charges will take into consideration the location, distance, size of load, for pricing. **Customer is responsible for set up and take down of items. We only deliver to the address and drop off.**

***By renting from us, you agree to the above policies!***

Item Description	# available	Rental cost per item:
<b><u>TABLES</u></b>		
-5' round resin table (seats 6-9 people)	30	\$8
-6' oblong resin table/ folds in half with carry handle (seats 4-8)	30	\$7
-Cocktail table with 32 inch top, stands 42" tall (folds flat )	10	\$7
-Serpentine Table 7' 7" each	2	\$15
-Corner slice tables 29"deep x 40" wide	4	\$3.50
<b><u>CHAIRS</u></b>		
-Plastic folding chairs, White	500	\$1.25
-Padded folding chairs, Taupe (indoor use only)	100	\$1.25
-Chair covers, White, loose fitting	100	\$2
<b><u>LINENS</u></b> when returning linens please remove all food particles and ensure there are no burn holes or wax drippings. <b>Linens should be dry</b> before placing in an open bag to resist mildew. Replacement costs will be charged for any damaged or missing linens.		

<b>-Napkin, polyester 20" square use in the middle of your table for color and to place your centerpiece on!</b> Black, White, Red, Yellow, Royal Blue, Purple, Teal, Silver, Brown, Orange, Light Pink, Fuchsia, Baby Blue, Silver, Coral, Rust, Apple Green, Lavender, Navy Blue, Mint Green, Burgundy, Eggplant, Turquoise, Charcoal Gray, Champagne Damask, Dark Green, Merlot, Peach, Khaki/beige, Moss Green		.35
<b>-Tablecloth, Red &amp; Black Buffalo Check fits 6 ft table</b>	20	\$6
<b>-Tablecloth, polyester woven stripe, 54" x 82" fits 6 foot oblong table</b> Black, White, Off-White, Green, Red, Gold, Medium Blue		\$6
<b>-Tablecloth, polyester, fits 6 and 8 foot oblong tables</b> White, Charcoal Gray, Black 60"x102"	30	\$6
<b>-Tablecloth, polyester/cotton, damask swirl, fits 6 foot oblong table</b> Champagne, Gold ***Not Ironed - Needs to be ironed first**		\$6
<b>-Round Tablecloth, polyester 90" fits 5' table</b> Black, White Lap length on a 60" table, Floor length on 36" table and ¾ length on a 48" table, - Lap length on 48" table	30	\$6
<b>-Round Tablecloth, polyester strips to fit 4' round table</b> Med Blue, Off-White, Gold, Red, Lap length on 48" table <b>also Black, Red and White (non-striped)</b> Also Damask swirl in Champagne or Gold	8	\$6
<b><u>ARCHWAYS</u></b>		
<b>-Brass (Brass/gold color) 84" tall, 43"wide (inside), 74" including the feet for outside dimension (we can decorate it for an additional \$15)</b>	1	\$35
<b>-Brass podium – matches Brass archway</b>	1	\$15
<b>-English Garden (black) 81" tall, 45" wide (inside), 76" wide at top (we can decorate for an additional \$15)</b>	1	\$35
<b><u>COLUMNS</u></b>		
<b>Outdoor Tuscan wrought iron tower pillar with pot (Silk Fern optional)</b>	Set of 2	\$40
<b><u>DECORATIONS</u></b>		
<b>-Polyester backdrops, several to choose from with lightweight backdrop frame to hang it on</b>	5	\$25
<b>-small med. Blue mason jars</b>	16	\$1
<b>-wood slices, rustic rough cut</b>	20	\$1
<b>-Gold Heart with handle 5"</b>	17	\$1
<b>-Sunflower pics (\$1 each), Small metal bucket 7" tall (\$1 each)</b>	18	\$1
<b>-Light Green square votive holder 2 ½"</b>	32	.50
<b>-Beveled square mirrors 5"</b>	16	.50
<b>-Chunky battery operated candle</b>	15	\$1.25
<b>-Taper candle, battery operated</b>	10	\$1.25
<b>-Assorted glass candle holders</b>	20	.50 cents each
<b>-Assorted Christmas Candle wreaths (to go around your candle)</b>	10	\$1
<b>-Shepherd Hook, 4' Black</b>	8	\$2
<b>-Shepherd Hook, 3' (small) Black</b>	30	\$1
Santiam Place Event Hall – Party Rental items – page 2		

**FOOD SERVICE**

<b>-Glass Mason Jar container with metal base</b> (2 gallon)	3	\$5
<b>-Wood Beverage Base</b> turned Mango wood beverage base. Can also be used as bases for platters, for desserts, candles, centerpiece	7	\$2.50
<b>-Plastic Party Beverage Containers</b> (3.5 gallon)	2	\$5
<b>-Galvanized Cold Drink Tubs - Oval</b>	6	\$5
<b>-Vintage Igloo galvanized metal beverage container</b> (5 gallon)	2	\$5
<b>-30 cup electric Coffee Pot</b>	3	\$5
<b>-60 cup electric Coffee pot</b>	2	\$10
<b>-100 cup electric Coffee Pot</b>	1	\$10
<b>-Chafing Dish</b> (full size, includes 2 sterno (canned heat), food pan	10	\$15
<b>-Oval Chafing Dish</b> (4.2 Quart, food pan, 1 sterno)	2	\$10
<b>-Salt &amp; Pepper Shaker set</b> White w/ Blue rings - or – small w/ Gold finish	12	\$1
<b>-Electric Roaster</b>	1	\$10

**SIGNAGE**

<b>‘Wedding Entrance’</b> 24”wide x 20” long mounted on sandwich board	1	or \$7
--	---	--------

*We have a variety of other items too... just ask*

**Let us help you with your event!**

We love to be a resource for you! We have names of local vendors that have services and other items not shown here.

If you need a day-of-event assistant, I can provide you help at your selected site for a modest fee.

If you don't see something here, please ask, we may have it!

**Our Wedding & Event Hall hosts all kinds of events such as Birthdays, Anniversaries, family parties, business meetings, memorials, parties and more!**

***Visit our sponsored events throughout the year!***

Santiam Place Event Hall, 139 Main, Lebanon, OR 97355  
541-259-4255

[santiampplace@centurytel.net](mailto:santiampplace@centurytel.net)      [www.santiampplace.com](http://www.santiampplace.com)

01-22

Discounts given to non-profit groups