Renting Terms and Conditions

♦ Reservations and Fee Payments
Since Gentle House is a section of the WOU Foundation there is no fee for its use. However, each different sector of the WOU Foundation is permitted 3 free uses. This will be decided upon each situation. Gentle House will notify and keep track of the number of uses.

♦ Cancellation Policy
Please let us know as soon as possible and no later than 2 weeks before the Foundation Event.

♦ Damage/Cleaning Deposit
If Damage is found it will be charged to the proper account within the Foundation.

♦ Maximum Capacity
The City of Monmouth Fire Marshall has determined the maximum capacity for Gentle House. If you expect more than the legal number allowed inside the house, you should choose an alternate site for your event.

The conference/meeting room can accommodate 125 people standing and 85 seated for reception with our rectangular tables. The main house can accommodate 80 people standing and 40 seated in the living room.

♦ Gentle House Representative
The purpose of Gentle House representatives at large functions is to familiarize the renters with the facility, answer questions, and to assure that the facility is used in accordance to our rental terms and conditions. Gentle House representatives, contracted through Gentle House Operations, will be present during the rehearsal and a wedding held at Gentle House or other social events. The fee is included in the rental price. Gentle House representatives are not there to coordinate your event. Gentle House staff have full authority to make decisions affecting safety and security. Depending on the size of your Foundation event, you may or may not have a Gentle House Representative on site for the duration of your event.

♦ Garden and Lawn Care
Due to the sprinklers installed throughout the grounds, we ask that you do not puncture holes for tents and other outdoor decorations. If you decide to use flower petals outdoors, you will be responsible for picking up all of them. Our clean up crew will not do this. Keep in mind that petals are very difficult to remove from grass and gravel. All confetti, tensile Mylar strips, and hay bales are prohibited. Dancing on the lawn will kill the grass and we ask that you refrain from doing so. All dancing must be done on the dance floor provided. Or you may rent a portable dance floor to bring with you. Please keep children out of garden beds. Any damage done by the renter or its guests to the gardens or grounds will be charged to the renter.

♦ Furniture and Equipment
Do not use the museum pieces, such as the coffee pot in the old kitchen. Pads must be used to protect the dining room table. Other equipment available upon request includes: non-moveable piano in conference room, pump organ in living room, screen, podium, and flip chart holders. A portable garment rack is available upon request.

Welcome to Historic Gentle House.
We are proud to offer our services and honored that you have chosen us for this memorable occasion.

Just 20 minutes from downtown Salem!!!
available as a coat check.

The following tables and/or chairs are stored on the premises for your use. It is the renter’s responsibility for setting them up for your event and returning them to their storage location following the event unless prior arrangements have been made to pay for our staff to do the set-up and clean-up.

Available items include:
- 19 - 6' x 2.5' Plastic rectangle folding tables
- 12 - 5' Round plastic folding tables
- 1 - 3' Round wood table
- 50 - Padded banquet chairs for inside use only
- 48 - Metal folding chairs
- 190 - White molded chairs
- 1 - Stand-up screen
- 1 - Lectern
- Piano
- 2 - Double-shelf utility carts
- 1 - 12-cup coffee maker
- 3 - Coffee pump containers
- 2 - Water heating containers for tea, cocoa, etc.

♦ Keys, Access and Security
The facility will be unlocked by the Gentle House Representative at reserved times. Renters wanting to decorate the facility must do so within their rental time. You cannot show up early without paying for the time!

♦ Set-up and Clean-up
When scheduling the facility, please take into consideration the time needed for setup and cleanup.

It is the responsibility of each renter to leave Gentle House clean. A cleaning checklist is provided to renters doing their own clean up. We can provide this service for you at $15 per hour per staff member with prior notice. An estimate can be provided.

♦ Catering and Kitchen Use
All arrangements for catering are the responsibility of the renter. You may select your own catering service and/or bring your own food. Gentle House Operations also has a list of caterers available.

The kitchen cannot be used for preparation of raw food which requires cooking. Potluck type events may use the two conventional ovens for re-heating foods which have been previously cooked. There is a can opener, one 12-cup coffee maker, two microwaves, and two large refrigerators for storing cold foods. Bring your own pans for heating food, trays, plastic wrap, napkins, and other containers for removing your leftovers.

♦ Alcohol Use
Alcoholic beverages may be served. You must have a license from the state to serve alcoholic beverages. Generally, all alcoholic beverages must be “served.” No alcohol may be consumed in or near parking lots. There is one drink per hour maximum policy that will be enforced by the server and supervised by a Gentle House Representative. For instance, if your event is 3 hours long, your guests should have a maximum of 3 drinks.

Beer kegs are allowed outdoors only. “Full bars” are not allowed. If you wish to have a signature cocktail, special arrangements are available.

Events serving alcoholic beverages must provide proof of insurance with a minimum amount of $500,000. This proof must be a certificate of insurance naming the WOU Foundation as an additional insured for host liquor liability. Private use can involve personal home-owner’s insurance from someone in your group.

The insurance binder should list Gentle House, 855 Monmouth Avenue N, Monmouth, OR 97361, as the location of the event and must be received in our office no later than one week prior to the event.

Send to:

WOU FOUNDATION
THE COTTAGE
WESTERN OREGON UNIVERSITY
MONMOUTH, OR 97361.

If the renter chooses to have the event catered, the burden of providing the liquor liability binder will favorably shift to the caterer.

For safety purposes, please consider stopping the service of alcohol one or two hours prior to the conclusion of your event.

Any blatant violation of alcohol policies may result in early closure of bar services or charges to the renter.

♦ Music/Sound System
Because the facility is located in a residential area, amplified music must be controlled to prevent disturbances outside the confines of the grounds. All outdoor music must be lowered at 9:00 pm and off at 10:00 pm, and all indoor music must be off by 11:00 pm. We require that all receptions be held in either the East or South lawns.

♦ Children and Pets
Please assign someone to watch children if they will be present at the event. Lack of control that results in damage to the flower beds, plants, and animals next door, which can effect the damage deposit. We recommend that you provide entertainment for the children such as coloring books, games, or an area to nap. There is a large room provided for these activities.

Pets are not allowed without prior approval.
♦ **Cleanliness**

Your own cleanup supervisor is required unless prior arrangements have been made to pay extra for our cleanup staff. The WOU Foundation ensures that the facility is prepared before each rental. Renters are responsible for taking care of the tasks listed on the cleaning checklist and that the house is left in the clean condition it was when you arrived. Lack of cleanliness will result in extra charges for additional hours of our cleanup staff. Return of the Damage/Cleaning Deposit will be held up to two weeks depending on the condition of the facility after your function. The check list will be provided and will be reviewed by a Gentle House staff before your deposit is returned.

The use of staples, tacks, nails, and duct tape are prohibited on or in Gentle House, the gazebos, and trees. We recommend painters tape, florists wire, and fishing line to use for decorating. Please caution your guests that potpourri, rice, and birdseed cannot be thrown at your wedding reception on our grounds because they cause damage to our landscaping, possible injury for your guests and extra work for clean up. However, flower petals and bubbles may be used as long as you insure that they are cleaned up entirely before you leave the premises.

All natural vegetation on the property is historic and should be treated with care and concern. Any damage done to the trees or plants will be considered vandalism and may be charged to the renter.

♦ **Fire Codes**

There is no indoor sprinkler system due to the age of the original house. Thus no lighted candles or other open-flamed accessories are permitted inside. The fireplaces are not to be used under any circumstances. Please be sure that nothing (decorations, curtains, discarded clothing) touches heaters. As stated in the Oregon Fire Code, no furniture is to be set up to block any exits.

Candles are allowed outside in globed containers only. The use of sparklers is prohibited.

♦ **Smoking**

No smoking is allowed inside, if you wish to allow your guests to smoke outdoors, they must do so on the driveway of Gentle House. Please do not dispose of cigarette butts in the gardens or parking area. All cigarette butts must be picked up by your cleanup crew prior to the end of your event. Failure to do so will result in an additional clean up charge.

♦ **Parking/Signage**

There are 22 parking spaces on the south side of Gentle House. Do not park in the driveway due to possible need for emergency vehicles. Additional parking is available in the lot next to Gentle House. **You do not need a parking pass if there is an event.** Entry to the parking lot is located on Gentle Ave. Parking on Monmouth Avenue is **not** permitted by the City of Monmouth. Please do not place signs on utility poles and street signs per request by the City of Monmouth. If you do place signs on the highway and roads, please designate someone to remove them as we will be contacted by the authorities. When the drive through parking area is full, please designate someone to block off the entrance to avoid any potential injuries this may cause.
*All additional rentals must be requested **at least 2 weeks prior** to the event or Gentle House cannot guarantee these services*

**Additional Rental Items and Services**

**Foundation Events**

Set-up/ Clean up by Gentle House Staff…………………………….$15 per staff member per hour

OLCC Server (Gentle House Staff)……………………………..$15 per hour

Open Museum……………………………………………………$15 per hour

Dishware Setting…………………………………………………No Charge
  * Includes: Large plate, small desert plate, teacup/saucer, drinking glass, and utensils

Wine/Beer Glasses ………………………………………………..No Charge

Table Linens (Ask for color choices)………………………….$6 per linen

Table Napkins (Ask for color choices)………………………. $1 per napkin

Punch Bowl with Ladle…………………………………………No Charge

Water Pitchers……………………………………………………No Charge

Salt and Pepper Shakers………………………………………No Charge

12’ by 12’ Dark Green Top Canopy……………………………No Charge

BBQ………………………………………………………………$10

Serving Utensils Fee……………………………………………No Charge
  * Includes:
    - Serving Spoons and Spatulas
    - 1 Knife Set
    - 1 Punch Ladle

Courtesy Table……………………………………………………$32
  * Includes: Coffee, tea, creamer and sweetener, water pitchers, and cups for each

This table will be set up by our staff and ready for you and your guests when you arrive. All items provided by Gentle House

**Max available electricity to Gazebo – 15 amps receptacle. Any damage caused by over use may result in blown fuses during the event or extra charges**