GENTLE HOUSE RENTAL CONTRACT FOR FOUNDATION EVENT

Today’s Date: __________________ Date requested: ________________

Set up Time: ______________ Start Time: __________ End Time: __________ Clean up done by: ______________

Name of Event: __________________ Group Name: __________________

Contact person: __________________

E-mail: __________________ Phone: __________________

Person responsible at event: __________________ E-mail: __________________

Cell phone: __________________ Daytime Phone: __________________

Type of event: □ Workshop □ Conference □ Meeting □ Lunch □ Dinner □ Social □ Other

Location of event: □ All Facility □ Historic House □ Grounds □ Conference Room □ Kitchen

Number of People (estimated):

Special Requests: Please see Rental Page. If you have any questions please call or email.

Will alcoholic beverages be served? □ Yes  □ No* (You are required to provide proof of insurance.)

*This prohibits distribution, serving, and consumption of all alcoholic beverages on the premises, including parking lots and off-street access areas.

If serving alcohol, name of licensed server: __________________ License #: ______________

I understand that a maximum of three alcoholic drinks may be served per person.

Catered event?  Yes  □ No  Vendor: __________________

□ Cash $________________________  □ Check $________________________

Method of payment: (Check appropriate box and amount paid. Since Gentle House is under WOU Foundation we cannot accept JV as payment. A purchase order needs to be made instead, and you need to ask the business office to cut a check made out to Gentle House.)

Hold-Harmless Agreement

The Renter agrees to indemnify and hold Historic Gentle House and Western Oregon University Development Foundation, its officers, trustees, agents and employees harmless from and against any and all liability, claims, actions, demands or losses of any kind and nature that may occur or be claimed to arise during the activities described in this rental agreement. These may include, but are not limited to accident, injury or damage to property arising from any act of the Renter or Renter's guest, whether intentional or negligent, which occur during use. Renter agrees to pay all costs incurred by Historic Gentle House and Western Oregon University Foundation if any of the above stated actions occur during use of the facility.

Facility Use Agreement

The Renter agrees to use the Historic Gentle House facility only during approved times for their event and only when a representative of the Historic Gentle House is present. If the facility is used at any other times, the Renter understands they will be charged for their time on the property.
Cleanup Agreement
The Renter agrees to follow the cleaning guidelines set forth by Historic Gentle House when performing their own clean up. If cleanup is not done as stated, resulting in Historic Gentle House staff finishing said clean up, the Renter understands they will be charged the cleanup cost ($15 per hour per staff member). By signing below, the Renter agrees to pay said fees.

Damage Agreement
After review by Historic Gentle House coordinator, (including a day after event check for additional damage) Damages and/or additional time costs will be added to the invoice. If there is damage to Historic Gentle House property (including the gardens), Renter agrees to pay for, or replace, any object of Historic Gentle House property that is destroyed, damaged, or stolen during the event. Such payment or replacement must be made immediately upon receipt of notification from Historic Gentle House.

Cancellation Agreement
All Cancelations will be charged their fee waiver equivalency due to the sole possession of the date originally requested.

I have received a copy of the Rules and Regulations for Gentle House, and agree to comply with the rules and regulations set forth therein and I will be personally responsible for the repair or replacement of any damage to the facility and/or contents.

By signing below you agree to all of the above stated agreements and conditions.

SIGNATURE: ___________________________ DATE: _______________________

After signing, return to:
The WOU Foundation, The Cottage, Western Oregon University, Monmouth, OR, 97361
Email gentlehouse@wou.edu or fax a copy of this form to (503) 838-8289
Make checks payable to: WOU Foundation Gentle House Operations

Would you be willing to allow us to take photographs of your event or donate some of your own? __________
Additional Rental Items and Services

Foundation Events

Would you like: (circle yes or no)

- Set-up/ clean-up by Gentle House Staff
  - $15 per Hour
  - Yes  No

- Open Museum for guests
  - $15 per Hour
  - Yes  No

- Dishware Settings:
  - Includes: Large plate, small desert plate, teacup/saucer, drinking glass, and utensils
  - Yes  No

- Wine/Beer Glasses:
  - Yes  No

- Table Linens (ask for color choices):
  - $4 per Linen
  - Yes  No

- Table Napkins (ask for color choices):
  - $1 per Napkin
  - Yes  No

- Punch Bowl with Ladle:
  - Yes  No

- Water Pitchers:
  - Yes  No

- Salt and Pepper Shakers:
  - Yes  No

- 12’ by 12’ Canopy:
  - Yes  No

- BBQ:
  - $10.00
  - Yes  No

- Serving Utensils
  - Yes  No

- Additional Staff:
  - $15 per hr
  - OLCC – bartender
  - Food Handlers – Waitress or Waiter
  - Extra Host (not in training)
  - Tour Guide
  - Yes  No

- Courtesy Table:
  - $32 a day
  - 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
  - Yes  No