

Historic Gentle House

Event Center • Garden • Museum

Physical Address: 855 Monmouth Avenue N, Monmouth, Oregon 97361 Facility Available 7:00 a.m.-11:00pm.
Business Address: The Cottage, Western Oregon University, 345 Monmouth Avenue N, Monmouth, OR 97361

Gentle House was donated to the WOU Foundation in 1981 by Catharine Gentle, to be used by the college and community for "genteel entertaining." The Home, built in the 1880's has been in the Gentle family since 1914 when it was purchased by Thomas Gentle, Catharine's father and head of the campus elementary training school at Oregon Normal School, now Western Oregon University. Gentle House is a non-profit organization. Profits earned from revenues are designated to further the efforts of WOU Foundation's support of Western Oregon University.



Rental Terms and Conditions

◆ Reservations and Fee Payments

Reservations for a specific date will be held up to seven (7) days without a deposit payment. A confirmed booking will require a nonrefundable deposit of \$200, which is applied to your rental fee. A \$300-500 refundable damage/cleaning deposit is also due 30 days after booking. 50% of the balance is due 6 months before rental date. The entire remaining balance is due four months prior to the rental date. All fees are payable to the WOU FOUNDATION. Failure to complete payment four months prior to the event will result in cancellation of the event, forfeiture of the deposit, and any other payments that have been made. Last minute rentals are accepted, depending on availability, and payment is due at time of booking. The WOU Foundation staff have the right to refuse applications for reservations.

The first initial tour is free of charge as well as one planning visit. Additional time for visiting the grounds for planning purposes before your event is \$10 per hour.

◆ Cancellation Policy

All cancellations will result in the forfeiture of your entire \$200 reservation deposit. If the cancellation is made less than four (4) months prior to the event, then one-half of the entire cost will be refunded. Cancellations made less than three (3) months before the event will result in forfeiture of the entire rental fee.

If the Gentle House staff rebooks the cancelled date by another party paying equal or greater value, then all fees except the \$200 nonrefundable deposit will be refunded to the renter who requested the cancellation.

◆ Damage/Cleaning Deposit

A payment in the amount of \$300-500 is required as a damage deposit 30 days after booking unless event is sooner. It will be deposited, and providing there are no damages or excessive cleanup, your damage deposit will be returned to you within 14 days following your event. Should the WOU Foundation need to make arrangements for extra cleaning, repairs, or replacement of furnishings arising from your event, Gentle House staff will inform you of these payments. A refund check will be issued for the remaining balance, if any. Excess damage will be billed to the renter. Gentle House will take the remaining balance from the damage deposit so that the balance can be returned as soon as possible.

◆ Maximum Capacity

Indoor capacity is 125 total, standing or class room style seating throughout the house. The conference room capacity is 70 seated at tables, or 114 standing/class room style seating.. Outdoor capacity is 300+. If you expect more than the legal number allowed in the space you are using, you should choose an alternate site for your event.

◆ 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.

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!!!**

Please make inquiries to: (503) 838-8673 · Fax (503) 838-8289 E-mail: gentlehouse@wou.edu
The WOU Foundation, The Cottage, Western Oregon University Monmouth, OR 97361
Or visit us at our website at www.gentlehouse.org

We hope you cherish the Turn of the Century Charm as much as we do.

Gentle House representatives, contracted through Gentle House Operations, will be present during the rehearsal of 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.

◆ **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 it's guests to the gardens or grounds will be charged to the renter. These charges will come out of the damage/cleaning deposit check.

◆ **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 for the bride and her attendants in the parlor or 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:

- 18 - 6' x 2.5' Plastic rectangle folding tables
- 11 - 5' Round plastic folding tables
- 1 - 3' Round wood table
- 74 - 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
- 2 - 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. **We require that you have all alcoholic beverages catered with a licensed bartender or a licensed server.** Most restaurants which serve alcoholic beverages can cater your event. Gentle House staff are also licensed OLCC servers. **OLCC service must end at least one half-hour prior to the end of your rental time.** No alcohol may be consumed in or near parking lots. There is a 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. Home brewed beers are permitted with an OLCC server and they must be free to the guests. The servers reserve the right to refuse serving whomever they deem fit.

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 homeowner'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. OLCC service will conclude no later than 30 minutes prior to the conclusion of your rental time.

Any blatant violation of alcohol policies may result in the complete loss of damage/cleaning deposit.

◆ *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, can affect 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 Clean-Up 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 reviewed by a Gentle House staff member and the event Clean-Up Supervisor 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 (trees, grape vines, plants, etc.) and should be treated with care and concern. Any damage done to the trees or plants will be considered vandalism and may result in loss of your damage deposit.

◆ *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 permitted outdoors only in a globe container or one that is taller than the flame. Sparklers are permitted in parking lot only.

◆ *Smoking*

No smoking (of any kind), vaping or chewing is allowed anywhere on Gentle House property, including the parking lots. If you wish to allow your guests to smoke outdoors, they must do so at the street, on either Gentle or Monmouth Avenue. 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. Western Oregon University is a smoke free, tobacco free campus and is federal government property; as such, continued violation of the smoking policy will result in a call to the authorities.

◆ *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.

*Failing to adhere to any of the listed policies may result in the loss of all or part of the damage/cleaning deposit. Be sure your guests are aware of the major policies before your event to avoid additional charges.