



Historic Gentle House
Event Center • Garden • Museum

Wedding & Large Event Rates

For reservation or tour please call or email
503-838-8673 gentlehouse@wou.edu

RENTAL PRICE INCLUDES:

- Use of entire grounds & facility
- Tables
 - 60 inch rounds - 12
 - 6ft rectangles - 19
- Chairs
 - White molded plastic - 190
 - Padded (indoor use only) - 74
 - Metal folding - 48
- Staff representative of Gentle House on site
- Double shelf utility carts
- 12 cup coffee maker & coffee pumps
- Water heating containers for tea, cocoa, and more
- Off street parking
- One planning visit

FAQ:

- ✓ Alcohol is permitted at Gentle House with a certified OLCC Server
- ✓ We accept all vendors
- ✓ Smoking is not allowed on the grounds or in the facility
- ✓ Available to rent from 7:00am to 11:00pm

RENTAL RATES:

June 1st to September 30th

Day	7 Hours	9 Hours	Extra Hours
Saturday or Sunday	\$1,000.00	\$1,200.00	\$100.00/hr
Friday	\$850.00	\$1,000.00	\$75.00/hr

October 1st through May 31

Day	7 Hours	9 Hours	Extra Hours
Saturday or Sunday	\$825.00	\$1,045.00	\$75.00/hr
Friday	\$675.00	\$895.00	\$75.00/hr

Year-round - Monday through Thursday

Day	7 Hours	Extra Hours
Monday through Thursday	\$625.00	\$50.00/hr

Rates for Rehearsals (two hours)

June 1 to September 30
\$200.00

October 1 to May 31
\$150.00

ADDITIONAL RENTAL ITEMS & SERVICES:

ITEM	COST
Set-up/ Clean up by Gentle House Staff	\$15 per staff member per hour
Open Museum (formal tours available)	\$15 per hour
Dishware Setting	\$2.50 per setting
<i>* Includes: Large plate, small desert plate, teacup/saucer, drinking glass, and utensils</i>	
Wine/Beer Glasses	\$0.50 per glass
Table Linens (ask about color options)	\$17.50 per linen
Napkins (ask about color options)	\$4 per napkin
Punch Bowl with Ladle	\$5
Water Pitchers	\$0.50 each
Salt and Pepper Shakers	\$0.25 per set
Wireless Microphone and Portable Speaker Set	\$35
12' by 12' Canopy	\$35 each
BBQ	\$20 a day
Serving Utensils Fee	\$10 a day
<i>*Includes: Serving Spoons, Spatulas, Knife Set, and Punch Ladle</i>	
Additional Staff (OLCC bartender, Food Handlers permitted wait staff, additional host, tour guide)	\$15 per hour per staff
Courtesy Table	\$35 a day
<i>*Includes: Coffee, tea, cocoa, cider, creamer, sugar, pitcher of water, and cups for each</i>	

PAYMENT POLICIES

OCE/WOSC/WOU Alumni, WOU students, staff, and faculty 10% discount*

** The discount is taken off the rental price and not off the total cost*

Reservation deposit (Non-refundable): Required at time of booking\$200

Reservations are held for 7-days without deposit. A confirmed booking is complete with reservation deposit, which is applied to your rental fee.

Damage & Cleaning deposit (Refundable): Required 30 days after booking\$500

This transaction will be deposited when received by Gentle House and held until after your event. Once finished the full amount will be returned to you, providing there are no damages and/or excessive cleanup.

Payments:

50% of your remaining balance is due 6 months before rental date.

The full amount of your rental balance is required 4 months before your event.

Monthly payment arrangements can be made. Visa and mastercard are accepted with a \$5 charge.

Last minute rentals are accepted, depending on availability, and payment is due at the time of booking.