

GENTLE HOUSE RENTAL APPLICATION FOR SOCIAL EVENTS

(Some of the following information will not be known during the initial booking but will be completed later.)

Year _____

Name of Event: _____

Rehearsal date needed: _____ Set up time: _____ Start time: _____ Clean up time: _____ End time: _____

Wedding date needed: _____ Set up time: _____ Start time: _____ Clean up time: _____ End time: _____

Contact person: _____ E-mail: _____

Address: _____ Home phone: _____

City: _____ State: _____ Zip: _____ Work phone: _____

Person responsible at event: _____ Home Phone: _____

Title/relationship to contact person: _____ Work Phone: _____

Type of Event: Wedding Ceremony Wedding Reception Workshop Reunion Social Meeting

Number of guests expected (approximate amount): _____

Location: Will the ceremony be at Gentle House? Yes No

If yes, what will the location of the Ceremony be? _____

—

Where will the Reception be on the grounds? _____

Additional Services:

Hostess name: _____ Second hostess will be needed if over 200 guests: _____

Would you like a tour of the upstairs museum? Yes No Time of tour: _____

Would you like our staff to do set up and/or clean up:

Set up (\$15 an hour): Yes No Clean up (\$15 an hour) Yes No

(Three hours of cleaning are included in the fees. The number of staff and total cost will depend on the number of guests and complications of decorations. Remember it is your responsibility to send us instructions/diagrams of your desired set up **at least two weeks** prior to your event.)

Additional Purchases:

Gentle House dishware, flatware, and glassware (\$1 a place setting): Yes No

Gentle House table linens: Yes No Number of table linens (24 available at \$4 each): _____

Special requests: _____

Alcoholic Beverages: No* Yes (Please read Gentle House alcohol policy in our packet carefully! There is a three-drink maximum and only 3 hours to serve! You are required to provide proof of insurance by _____ DATE.)

If yes, name of OLCC licensed server: _____

We will need a photocopy of the servers permit as well as contact information for the server at the event if you choose to hire your own server. _____

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

Catered Event: ρ Yes ρ No If yes, provide vendor name and phone number:

Name of Vendors Serving at Event (If known):

Florist _____ Photographer _____

Rental Company _____ Baker _____

DJ or other music _____ Bartender _____

Limousine _____ Other _____

To be completed by Gentle House Operations Staff

Original Projected Fee: \$ _____

List of Discounts & Explanations: \$ _____

Set up fee: \$ _____

Linen fees: \$ _____

Dishware rental fee: \$ _____

Tour fee: \$ _____

Total Balance including all fees: \$ _____

DATE DUE:

Non-refundable security deposit must be paid at the time of the booking: _____

50% of projected balance is due one month after booking date: _____

Remaining balance is due four months prior to event date unless otherwise indicated!: _____

Good faith payments are due each month on: _____

Total balance due 4 months prior to event date: _____

Non-refundable initial payment: Cash Check VISA MC

VISA/MC# _____ Expiration Date _____

Name on card: _____ Signature: _____

Note each amount and date:

\$200 Security Deposit Date Received _____

\$200 Damage Deposit Date Received _____

\$200 Damage Deposit is due at the time of your booking and is not included in the above payments. A separate check for \$200 postdated to your event date is required as a damage deposit and will be **returned after the event** providing there are no damages and/or lost or missing furnishings. Should the WOU Foundation need to make arrangements for extra cleaning, repairs, or replacement of furnishings from your event, we will notify you that the check will be cashed, and a refund check will be issued for the remaining balance. Failure to comply with the terms of this agreement related to serving alcoholic beverages will result in forfeiture of the entire security/damage deposit.

Hold-Harmless Agreement

The user shall hold-harmless, indemnify, and defend, the Western Oregon University Development Foundation, its officers, trustees, agents, and employees from any and all liability, claim, losses, damages, or other costs arising or alleged to arise from or during the activities described on this signed rental agreement.

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. I also agree to pay the balance due for the house rental 4 months prior to the event.

SIGNATURE _____ DATE _____

After signing, return to:
The WOU Foundation, The Cottage, Western Oregon University, Monmouth, OR, 97361
Or fax a copy of this form to (503) 838-8289
Make checks payable to: The WOU Foundation

Date Booked on _____ By: _____

Where did you hear about the Historic Gentle House? _____

Would you be willing to allow us to take photographs of your wedding or donate some of your own? _____

Contact Activity Sheet (Office Use Only)

Please use the rest of this page to diagram/explain initial ideas for the set up of your event. Remember it is your responsibility to send complete instructions/diagrams for the set up at least two weeks prior to your event.