

The Gathering Place, A Small Venue for Special Events
7845 River Rd. N. Keizer, OR 503 393-1558

Monday * Tuesday * Wednesday * ThursdayCapacity 100.....
Minimum 3 hour rental—Includes set up & clean up
\$50 per hour plus \$200 refundable damage deposit

Friday * Sunday...Capacity 100....
4-hour rental \$250 6-hour rental \$350 8-hour rental \$450
All day 8am to Midnight \$900 plus \$200 Refundable damage Deposit

Saturday Rental...Capacity 100
\$100 per hour minimum rental 6 hours. All Day 8am to Midnight \$1200
\$200 refundable damage deposit

The **damage deposit** is written on separate check and not deposited. Refunded will be based on building and grounds inspection, \$50 per hour cleaning fee will be deducted if building and grounds need cleaning. Your check will be returned to you the following week providing the building passes inspection.

A non-refundable deposit of 50% of the total rental fee is required to hold any reservation. Balance due and payable 14 days prior to the event date. If booking within 14 days of event total fee is due at time of booking. There will be no refunds of fees already paid if the Licensee defaults on any terms or conditions of this agreement. If event is canceled by the Licensee there will be no refund of fees already paid, unless the Licensor is able to re-book the date at the same or higher rate. The damage deposit will be refunded if event is canceled

Use of the facilities include: Kitchen, Stage, Piano, Pews, Available Tables & Chairs. See Inventory List
***USE of the garden/yard area will be weather permitting**

This agreement made on _____ between The Gathering Place, A Small Venue for Special Events, hereafter referred to as the Licensor, and _____ Hereafter referred to as the Licensee.

Address: _____
Phone: _____ Email: _____

Licensor hereby grants to Licensee a license to occupy and use the facilities at The Gathering Place, A Small Venue for Special Events subject to all terms and conditions herein.

The above facilities may be occupied and used by the Licensee for the following event:

_____ **Number of guests attending** _____

Event date _____ **Event Time** _____ **Includes set up and clean up**

The Licensee agrees to pay to the Licensor the following: Rental _____ **+ D.D. =** _____

Additional fees: **Parking Asst** ___ 50 ___ **Event Set Up** ___ 50 ___ **Hostess** ___ 250 ___ **Security** ___ 80 ___
Time _____ **Time** _____ **Time** _____ **Time** _____

Total Due \$ _____ **Minus Damage Deposit \$200** **Total Charges \$** _____
50% deposit \$ _____ **balance due \$** _____ **Damage Deposit \$200** _____

Alcohol Service YES NO **Security Required** YES NO **Advanced Security Inc**

Initial

Alcohol Policy...Insurance Requirements: You may employ a caterer who carries "Host Liquor Liability Coverage" and provides The Gathering Place with a copy of their Certificate of Insurance, naming The Gathering Place as "additional insured".

OR

* You must obtain a "**Host Liquor Liability Coverage**" certificate of insurance from your insurance agent which carries a minimum coverage of \$500,000 that is valid for your event date, names The Gathering Place, A Small Venue for Special Events as "additional insured" and is signed by a licensed insurance agent. The "Host Liability Coverage" certificate of insurance must be in the name of the person signing the license agreement and must be received by The Gathering Place no later than 14 days prior to your event. "Personal Liability" or Umbrella" policies cannot be submitted as a substitute for "Host Liquor Liability Coverage" **The Licensor may terminate or cancel event immediately upon Licensee's failure to follow alcohol policy and or general rules.**

Security... may be required from 8:00pm to midnight for any event serving alcohol with over 50 guests. The Gathering Place will determine which events must have security. Security fee of \$80 per guard per 50 guests will be the responsibility of the licensee and will be included in the total fee to the Gathering Place with final payment.

Parking Attendant ... To ensure a stress free party our parking attendant is highly recommended for all parties with over 75 guests, the fee is \$50 included with the final payment. **Due to the limited parking we highly recommend you encourage your guests to carpool.**

GENERAL RULES...The behavior of invitees, is the responsibility of the Licensee.

The Licensee agrees to leave the building and grounds clean and without damage to the floors, walls and lighting and the property. The Licensee will be responsible for any damage.

All tables are to be picked up not dragged across the floor. The pews are secured to the floor and will remain in their place along the wall, no standing or jumping on pews.

No smoking in the building. Smoking is allowed outside, all butts to be deposited in ash tray provided!

Children will be supervised by a designated person (s) at all times, no playing in flower beds, all candy wrappers and gum will be picked up.

No fireworks, sparklers or honking of horns or other excessive noise is allowed.

Music will be toned down at 10:00 pm.

You will loose your deposit if the police come due to noise, trespassing, fighting or any other illegal activity engaged in by the licensee or their invitees.

The agreement may be terminated by the Licensor at any time for reasonable cause, including but not limited to weather, fire, equipment breakdown, or other unexpected act of God or nature. Any fees and or deposits paid by Licensee shall be returned to Licensee by Licensor, unless termination is caused by Licensee's default of terms or conditions of this agreement. Licensor shall not be liable in any manner for any loss or damage suffered by Licensee because of the happening of any events and conditions set forth in this paragraph.

YOU WILL FOREFEIT THE ENTIRE DEPOSIT FOR STAYING AFTER MIDNIGHT

Licensor: *Kimberly Strand, Owner* **Date:** _____ **Licensee:** _____ **Date:** _____

NO LIQUOR - \$99

with Alcohol \$175⁰⁰

*503-580-9937
Kimberly Strand*