



The Tumwater Room

The Museum of the Oregon Territories

211 Tumwater Drive

Oregon City, OR 97045

971-400-1090

www.tumwaterroom.com

Corporate Meeting & Events Schedule of Fees

Days	6- 8 Hour Time Block	8 - 10 Hour Time Block
Monday - Thursday	\$ 900	\$ 1,200
Friday & Sunday	\$ 1,200	\$ 1,500
Saturday	\$ 1,500	\$ 1,800

The above prices include:

- The rental of the event space consisting of the third floor Tumwater Room, the executive boardroom and catering kitchen
- Use of tables, chairs and amenities (includes set-up and cleaning)
- In-house catering services or choose from a list of preferred catering companies
- Resources for audio / visual equipment, entertainment and decorations
- Event Facility person on site to insure your event is successful



How to Reserve the Tumwater Room

1. Call 971-400-1090 to check the availability of your date.
2. A deposit of one-half the total amount is required at signing of the contract along with a \$300 refundable security and damage deposit. The balance due shall be paid 30 days prior to event.

Terms and Conditions

The Tumwater Room is managed by Alimenti Event Services

User must comply with following requirements (unless prior arrangements have been made)

1. A deposit of one-half the total amount due is required at signing of the contract. The balance due shall be paid 30 days prior to event. Make checks payable to "Clackamas County Historical Society".
2. Cancellation Policy – Deposits are non- refundable unless the following conditions are met: The date and deposit can be transferred to another date in that calendar year providing the facility is available. Or in the event the reserved date is cancelled and subsequently rebooks, the deposit will be returned, minus a \$300.00 handling fee.
3. The Tumwater Room is rented in 6-8 and 8 - 10 hour time blocks for meetings and special events. (1 room set per block) All set-ups, decorating and clean up, etc by the User or the Vendors must be completed within the time frame specified in the Contract.
4. The User will be charged \$150 per hour exceeding the contract.

As an added feature the museum galleries may be open to your guests:

The Museum Exhibit Galleries are available for your guests at an additional rate of \$100 per event. Please let us know if you wish to add a tour of the museum to your event.

ADDITIONAL TABLE AND ROOM SET FEES

The Tumwater Room has a total of 19 (5') round tables, 27 banquet tables – 14-8ft (8 plastic & 6 wood), 12- 6ft (6 plastic & 6 wood) & 1- 4ft. 1 large antique table 3 small wood tables 215 banquet chairs, 50 folding wood chairs, and 1 leather couch set.

In the event the User requires more than one standard room set per time period allotment an additional fee may be assessed. A standard room set includes tables and chairs for guests, tables for buffet line and tables for beverages. If additional rentals of chairs and/or tables are required, it will be the responsibility of the User to make arrangements for these items. All rental deliveries and pick-ups must be scheduled during the allotted time frame specified in the rental agreement with the Museum.

FOOD AND BEVERAGE POLICY

1. **Unless prior arrangements have been made, a preferred Caterer on the Tumwater Room's list must cater all events requiring food/alcohol service.** All caterers on the preferred list have been screened. All caterers on the preferred list are fully licensed and insured and meet the **Alcohol Use** requirements listed below.
2. **A \$250.00 outside caterer usage fee will be assessed if User chooses to use a Caterer NOT on the Tumwater Room's preferred list.** User accepts the responsibility of ensuring that the Caterer selected is properly licensed and insured, is adequately staffed, uses proper food handling procedures, keeps food stocked and at proper temperatures, clears guests plates as needed, keeps garbage contained (bags closed properly) and hauled to garbage area as posted, cleans kitchen at end of event, handles linen, china, glass, silver etc. delivery and pick-up, lights candles as needed, cuts cake as needed, and/or any other details that are traditionally handled by caterers. If caterer chosen by User fails to perform any of these duties it will be the responsibility of the User to ensure that these requirements are completed. **All food service licenses, liquor licenses, insurance required along with the outside cater usage fee must be provided 30 days prior to the event.**
3. **All food items must be professionally prepared and catered. Potluck is strictly prohibited.**
4. **Buffet Skirting for large Oval Table usage policy-** If User/caterer has been granted permission to use the Museum's buffet linen skirting and vinyl topper at no charge it is the Users/caterers responsibility to bring linens to cover vinyl topper (3- 87x87's). In addition all food particles must be removed from linen and it must be spot cleaned prior to departure.
5. **Food and beverage service and consumption must be confined to the designated areas.**

ALCOHOL POLICY

1. All events where alcohol will be served must be arranged through and served by a licensed OLCC caterer/bartender.
2. All alcohol servers must have a copy of their valid individual OLCC license with them at the time of the event.
3. If alcohol will be served the Caterer (or the User) must provide proof of insurance in the amount of \$1,000,000.00 in Liquor Liability Insurance and must have Clackamas County Historical Society, The Museum of the Oregon Territory and Alimenti Event Services named as Additional Insured. The Tumwater Room, Alimenti Event Services, the Museum of the Oregon Territories and the Clackamas County Historical Society will not be responsible for any error or deficiency in information furnished by the User or Caterer's insurer or any lapse of coverage.
4. Kegs are permitted with prior written permission from Alimenti Event Services. The User will take full responsibility for protecting the floors and removing the keg and all related items the day of the event. A CO2-powered tap system is required for the dispensing of all kegs.
5. Keg: Y/N Initials _____
6. Any event, with a group numbering over 150, serving alcohol requires security to be on premises the length of the reception.

PARKING

The Museum has a total of 48 parking spaces on site and plenty of off-site street parking for your guests. In addition, parking is available in the VFW lot located approximately 200 feet south of the museum on the right hand side. As a courtesy to our veterans the VFW spaces are not available on Saturdays. The Still House Pub parking lot is not available to museum patrons.

ADDITIONAL REQUIREMENTS

1. The User and their guest agree to hold harmless Alimenti Event Services, the Museum (CCHS) and its officers, employees, volunteers, agents and the Board of Directors for any damage to persons or property resulting from accidents, injury or other incidents resulting from facility use.
2. Alimenti Event Services and the Museum (CCHS) are not liable in the event that the facility cannot be occupied on the reserved date due to vandalism, fire, act of nature, or any damage beyond the museums' control. In the event of such an emergency any money paid will be refunded.
3. Alimenti Event Services and the Museum CCHS) are not responsible for lost, damaged or stolen items (including vehicles).
4. Smoking is not permitted in the building and is limited to designated areas outside of the museum.
5. Rice, confetti or birdseed may not be used or thrown inside or outside of the Museum. Bubbles are permitted outside only.
6. Only contained candles are permitted – no other burning materials are allowed. Candelabras may be used during the ceremony time only.
7. The nailing of pictures, banners, signs or any other items on interior or exterior walls, ceilings or structures is prohibited.
8. User will provide supervision for children attending their event at all times.
9. User and their vendors hired are responsible for the removal of all belongings, rentals, etc. from the facility prior to the conclusion of the event and within the time allotted.
10. Green Policy- Museum (CCHS) cares for the environment and asks all users and vendors to sort all recyclables and leave them neatly in the garbage area. Museum (CCHS) will arrange for pick up.
11. Any property damage to the facility will be corrected by the Museum (CCHS) and billed to the User. Payment of the damages shall be made within 7 days of the event or upon completion of the repairs.

SECURITY DEPOSIT

User will be required to provide a \$300.00 damage deposit (in the form of a check). If facility is left undamaged, the deposit shall be returned to User within 6 weeks of completion of the event. User will be notified in writing of any damage outside of normal wear and tear.