



FACILITY GUIDELINES

Mission Mill Museum, part of the Willamette Heritage Center (**WHC**), is a remarkable historic resource and designated American Treasure; as such the following guidelines have been adopted for the protection and preservation of this site. It is expected these guidelines will be adhered to as part of the rental contract. Please review and share this information with your event vendors.

RENTER RESPONSIBILITIES

1. Use the facility for the event listed and no other purpose. No more than the contracted number of persons will be in attendance at any one time during RENTER'S event. Capacity will be strictly observed, or the event will be terminated at the sole discretion of WHC.
2. Because your event is being held in a historic facility, RENTER shall exercise all reasonable care to protect the facility, its contents, and grounds.
3. Comply with all applicable laws, rules, and regulations of any public authority affecting the property and its use.
4. Keep all fire lanes and loading zones open, free, and clear of any obstructions.
5. Make no alterations of any kind or nature to the leased premises.
6. Notify those decorating the leased space of all guidelines set forth by WHC (Decorating guidelines are listed below).
7. Fully cooperate with WHC staff and security personnel.
8. In the event of a disturbance the RENTER shall direct, in front of witnesses, the person or persons causing the disturbance to leave the premises immediately. In event of noncompliance WHC security is authorized to call the Salem Police Department.
9. Stop beverage, alcohol and food service by 10:30 p.m.
10. Stop all amplified, band or event music by 11:00 p.m. All music will be subject to limited amplification and appropriate sound levels to be set at the sole discretion of WHC staff.
11. **Pay rental fees as follows: a.) one half of the rental fee, upon reservation b) balance of rental fees no later than 30 days prior to event; c) security deposit, no later than 30 days prior to event.**
12. Coordinate all information concerning rental equipment, set-up, use and hours with any contractors or providers and furnish all needed information to WHC no later than ten days prior to the event.
13. Provide adequate staff and/or volunteers to help with decorations, special set-ups and clean-up at your event.
14. Provide supervision for young people who may accompany you to the rental facility; un-chaperoned children are not allowed on grounds prior to or during the event.
15. **Smoking is not permitted inside any Willamette Heritage Center at The Mill buildings or structures; this includes standing by windows, in the stairwells or the restrooms.** Smoking is permitted only outside on WHC grounds, in designated areas. Smoking by guests, renters or vendors inside the rental area will result in that individual being asked to leave the event. Any smoking by guests, renters or vendors inside the rental area will result in the automatic loss of the reservation deposit. **There will be no leniency given on this guideline.**

16. Hard alcohol is not permitted on WHC property. WHC permits Beer, Wine and Champaign ONLY. **There will be no leniency given on this guideline.**

RENTAL FEE/SECURITY DEPOSIT:

One half of the rental fee is at the time of booking; remaining balance and security deposit is due 30 days in advance of event. Following RENTER’S event, the security deposit will be refunded within 4 weeks of the event to RENTER, if there has been no damage to the Rental Area or any other portion of the premises or WHC equipment. Following RENTER’S event, WHC reserves the right to retain from the security deposit such sums as are necessary to return the Rental Area to its condition at time of possession. Should repair, replacement, or additional cleaning costs exceed the deposit amount, the RENTER agrees to pay any remaining balance, upon receipt of a bill from WHC.

_____ **IN ADDITION:** RENTER acknowledges that, maintenance of the historical authenticity at this site results in possible hazards, such as uneven footing, slippery surfaces, overhead obstacles and unstable equipment. RENTER, their invitees, guests and vendors acknowledge these risks and by signing this agreement, RENTER agrees to pay, indemnify and hold WHC harmless from any claim or demand of any kind or nature arising out of or in any way connected with RENTER’S use of WHC rental facilities. For State of Oregon rentals, insurance requirements are attached and incorporated herein.

_____ **FOOD/BEVERAGE/ALCOHOL SERVICE:** Alcohol service must be provided by a licensed provider. The caterer and alcohol provider must have an OLCC liquor license for the premises, liquor liability insurance and licensed servers. A certificate of insurance is required from caterers, naming WHC as co-insured. Alcoholic beverages must remain within the authorized rental area. WHC and the OLCC strictly prohibit guests from serving their own alcohol, or from bringing any alcoholic beverages onto WHC property. Any alcohol brought onto the grounds, parking lot or building by any individual not authorized to do so will result in the forfeiture of the security deposit. The RENTER is required to pay for security personnel if alcoholic beverages are served. Hard alcohol is not permitted on WHC property.

**** Kegs of beer must be kept in a keg refrigerator to prevent moisture from seeping through the floors, causing damage to the historic building and artifacts.**

****Alcohol is not permitted during events for which the focus is on minors. ie, birthday parties.**

_____ If there is any violation of the above renter responsibilities; WHC reserves the right to terminate the event.

_____ **SECURITY:** WHC requires Renter to hire security from a WHC approved security company, for any event where alcohol is to be served. Renter is required to provide a copy of the security contract to WHC prior to event. Security is required at the onset of such events. If alcohol is not served, security maybe required at WHC’s sole discretion

INSURANCE REQUIREMENT: When renting the facilities, RENTER shall carry a liability policy with limits of at least \$1,000,000, naming WHC as insured for the date of the rental. RENTER and/or RENTER’S agents will provide WHC with a certificate of insurance evidencing coverage prior to date(s) of rental. If alcohol is to be served at the event, RENTER and/or RENTER’S agents agree that the insurance certificate shall include liquor liability. WHC may, at its sole discretion, require additional coverage. RENTER hereby agrees to pay, defend, and hold WHC harmless, from any claims demands or damages of any kind or nature, including bodily injury, death, or property damage that may arise in connection with RENTER’S events. In the event WHC does not receive a “Certificate of Liability Insurance” prior to your event, this Rental Contract is void.

PARKING: WHC reserves the right to use the parking lot for Museum events during the time of the renter’s event. WHC is not responsible for loss, theft or damage to vehicles, or property inside vehicles while parked at WHC.

DECORATION GUIDELINES:

| Permitted | Not Permitted |
|---|---|
| <p>Nonflammable commercial decorations Covered votive or floating candles and one Unity candle. Masking tape, string, wire, ribbon and netting. Fresh Christmas trees must be newly harvested, MUST be treated with fire retardant, and be placed in large tree bags to enter and exit the room. Proof of fire retardant on trees will be required.</p> | <p>Glitter, confetti Any decoration too large to fit in the elevator Any open flames other than approved candles Any fog or smoke machines Fireworks/sparklers Staples, nails, screws, tacks, pushpins or duct tape Hay bales Live Christmas trees that are dry, not fresh or not treated for fire retardation No additional wax is allowed on any floors, such as shuffleboard or granulated wax</p> |

GUIDELINES FOR WHC GROUNDS:

| Permitted | Not Permitted |
|--|--|
| <p>Informal use of grounds by event guests Photographs of guests on grounds Weddings in conjunction with a facility rental</p> | <p>Any outdoor set-up without WHC approval Registration tables, ticket sales or political signage outside of the facility Any use which endangers our resident ducks or wildlife</p> |

*****Note to decorators, caterers and vendors –** All items brought into the rental area to decorate or support the event must be removed during clean-up.

