



FACILITY GUIDELINES

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 only permitted with approval from WHC.
- 17. **NO** event pictures are permitted in the Museum areas.

RENTAL FEE/SECURITY DEPOSIT:

One half of the rental fee is due 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 **only** permitted with WHC approval.

**** 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.**

_____ **Initial here if hard alcohol will be served during your 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 may be 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.

Load-in & Load Out: No vehicles are to be driven onsite in the "red" highlighted area of the WHC site map between **10am to 5pm Monday through Saturday**. **ALL** deliveries / cars entering must come in and exit through the back gate during the noted time above (Monday – Saturday between 10am to 5pm). **ALL** vehicles that are parked loading or unloading their supplies in the loading zone need to be moved within 15 minutes.

CANCELLATION POLICY – The RENTER may cancel the agreement by written notice prior to the RENTER'S event with these stipulations. Cancellation fees will be assessed as follows:

For events canceled 120 or more days prior to event, the rental fee paid at time of booking will be refunded to the RENTER. For events canceled less than 120 but more than 90 days prior to the event, one-half (50%) of the rental fee paid at time of booking will be retained by WHC. For events canceled less than 91 days but more than 60 days prior to event date, a fee of three-quarters (75%) will be retained by WHC. If notice of cancellation is received less than 61 days prior to RENTER'S event, the entire rental fee paid at time of booking will be retained by WHC.

Peak time cancellation policy: Cancellation of events scheduled during the "peak seasons" of May 1st through August 31st or any time during the month of December will result in forfeiture of the RENTER'S entire rental fee paid at time of booking.

FORCE MAJEURE – No party shall be liable in damages or have the right to terminate this agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to, acts of God (such as hurricanes, earthquakes, flooding), fire, Government restrictions, wars, terrorist acts, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected. Should RENTER'S event be cancelled, postponed or otherwise adversely impacted as a result of a *force majeure* event, there shall be no refunds for payments already received by WHC, but WHC will use commercially reasonable efforts to work with RENTER to produce the event at a later date if necessary, subject to WHC's availability. Additional fees may be incurred and due to WHC as a result of a rescheduled event.

DECORATION GUIDELINES:

| Permitted | Not Permitted |
|---|---|
| <p>Nonflammable commercial decorations</p> <p>Covered votive or floating candles and one Unity candle.</p> <p>Masking/Gaffer tape, string, wire, ribbon and netting.</p> <p>Fresh Christmas trees must be newly harvested, MUST be placed in large tree bags to enter and exit the room.</p> | <p>Glitter, confetti</p> <p>Any decoration too large to fit in the elevator</p> <p>Any open flames other than approved candles</p> <p>Any fog or smoke machines</p> <p>Fireworks/sparklers</p> <p>Staples, nails, screws, tacks, pushpins or duct tape</p> <p>Hay bales</p> <p>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</p> <p>Photographs of guests on grounds</p> <p>Weddings in conjunction with a facility rental</p> | <p>Any outdoor set-up without WHC approval</p> <p>Registration tables, ticket sales or political signage outside of the facility</p> <p>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.**



Advantages to Renting at Willamette Heritage Center

Overview

The Willamette Heritage Center (WHC) is conveniently located in downtown Salem, just three blocks from the Oregon State Capitol at 12th and Mill Street. The WHC offers an attractive combination for any meeting or event.

WHC's convenient location is home to a charming, five-acre, park-like site, with 14 historic buildings and homes, including the Thomas Kay Woolen Mill. All are on the National Register of Historic Places. This one-of-a-kind site is picturesque and peaceful with a millrace stream dividing the lush landscape.

WHC offers multiple meeting spaces, which can accommodate intimate parties of 50 or less, or larger groups of 300-350. Free parking with 200 spaces available on-site.

Advantages

Your rental fees support the Willamette Heritage Center ongoing mission to inspire, connect and encourage understanding. WHC engages the community to preserve and share our rich heritage.

- Free on-site parking (200 spaces)
- Wheelchair accessible (except the Pleasant Grove Church)
- Friendly customer service and planning assistance
- Conveniently located close to hotels, Willamette University and State Agencies
- Your choice of caterer
- Free WHC table and chair setup
- Free WHC table and chair break down
- Wireless internet
- A/V equipment and sound system available. No additional fee
- A unique and rich heritage site, complete with ducks

We look forward to sharing all the advantages of holding your next meeting or event at the Willamette Heritage Center. We will make your meeting or event a success!

1313 Mill Street SE, Salem, Oregon 97301 :: 503-585-7012 :: www.willametteheritage.org

Our Event Spaces

The Card Room

- Can be setup as a meeting, banquet or classroom space
- Capacity: 40 theatre, 30 classroom, 40 banquet
- 888 square feet
- Adjacent to and can open into the Spinning Room
- Elevator access
- Kitchen access

The Dye House

- Capacity: 100 banquet, 150 theatre or 75 classroom
- 2,200 square feet
- Ground level, bridges the millrace (The water rushing under the building is quite a sight to see.)
- Beautiful wood floors and beams
- Air-conditioned
- Decorative lighting
- Sliding door – excellent for loading and for summer events
- Kitchen

The Spinning Room

- Capacity: 350 banquet, 450 theatre, or 250 classroom
- 6,384 square feet
- On the third floor of the historic Thomas Kay Woolen Mill (1896) with a wonderful view of the grounds and millrace
- Air-conditioned
- Tremendous flexibility in choices of layout and room usage
- Easy elevator access
- Large kitchen
- Decorative lighting

The Pleasant Grove Church

- Capacity: 80 preset for ceremony, theatre or classroom
- Perfect for weddings, lectures and presentations
- Oldest remaining Presbyterian Church in the state of Oregon (1858)
- Sits on a hill overlooking the Museum grounds

The WHC Grounds

- Capacity: 250
- Outdoor location surrounded by trees and foliage with a choice of backgrounds: The Jason Lee House, (1841) said to be one of the oldest standing frame houses in the Northwest, the millrace, or the Pleasant Grove Church (1858)

WHC Available Equipment

| Spinning Room | Dye House | Card Room | Pleasant Grove Church |
|-------------------------------|-------------------------------|--------------------|-----------------------|
| 2 Portable Bars | Portable Bar | 5'x5' Screen | Extension Cords |
| Sound System | 2 AV Screens | Portable Projector | Power Strip |
| Wireless/Handheld Microphones | 1 Portable Projector | Dry Erase Board | Portable Sound System |
| Microphone Stands | TV w/Cart | TV w/ Cart | |
| Portable Stage | Portable Sound System | Table Top Podium | |
| Carpeted Risers | Wireless/Handheld Microphones | Rectangular Tables | |
| TV- w/cart | Microphone stand | Round Tables | |
| 2 AV Screens | Ladders 6-8' | 50 Chairs | |
| 2 Hanging Projectors | Dry Erase Board | | |
| Ladders 6-8-10' | 13 5ft Round Tables | | |
| 40 5ft Round Tables | 13 6ft Rectangular Tables | | |
| 40 6ft Rectangular Tables | 120 White Folding Chairs | | |
| 300 White Folding Chairs | | | |



Caterers

Willamette Heritage Center allows guest to prepare and provide their own food or select a caterer of your choice. We have provided a list of caterers that have worked at the Willamette Heritage Center often and have received good reviews from past customers. Guests are not required to use these companies.

Adam's Ribs

1210 State St
Salem, OR 97301
503-362-2194
www.adams-ribs-smoke-house.com

Elegant Catering

3185 Broadway St NE
Salem, OR 97303
503-399-7437
www.elegantcatering.com

Loustic Catering

4700 Hwy 22 W
Salem, OR 97304
503-364-6042
www.loustic.com

Roth's Catering

1130 Wallace Rd NE
Salem, OR 97304
503-588-3663
www.roths.com

Sassy Onion

1244 State St
Salem, OR 97301
503-378-9180
www.sassyonion.com

That Food Guy

3606 NE Cherry Ave NE
Keizer, OR 97303
503-339-7203/503-910-4695
www.thatfoodguycatering.com

Wild Pear Catering

372 State St
Salem, OR 97301
503-378-7515
www.wildpearcatering.com

Willaby's Catering

765 Liberty St SE
Salem, OR 97301
503-371-7815
www.willabyscatering.com

Wooden Nickel

1610 Pine St
Silverton, OR 97381
503-873-0224/503-873-9979
www.woodennickel.com

Rental Services

A Covered Affair

642 NW Denton Ave
Dallas, OR 97338
503-871-6787
www.acoveredaffair.com
acoveredaffair@gmail.com

All Star Party Rental

2705 19th St
Salem, OR 97302
503-585-9408
www.allstartents.com
info@allstartents.com

A to Z Party Rental

995 Commercial St SE
Salem, OR 97302
503-585-7782
www.atozpartyrental.com

Crossroads Linens

2980 19th St SE
Salem, OR 97302
503-399-0624
www.crossroadlinenrentals.com
shirleyxrs@yahoo.com

Danner & Soli

2315 Pringle Rd SE Suite G
Salem, OR 97302
503-580-6546/503-584-1322
www.dannerandsoli.com
hello@dannerandsoli.com



Special Event Insurance

Willamette Heritage Center requires special event insurance to protect our historic venue and to protect our clients that book events and their guests. Securing insurance may be possible through your own insurance agent. The following companies are familiar with insurance events at the Willamette Heritage Center if you need another provider.

Fiesta Event Insurance

2731 12th St SE
Salem, OR 97302
971-304-0152
www.fiestaeventinsurance.com

Markel Event Insurance

4521 Highwoods Parkway
Glen Allen, VA 23068
800-236-2453
www.markeleventinsurance.com

Event Security

Willamette Heritage Center requires security for any event where alcohol is to be served starting at the onset of the event and through the duration of alcohol service. Some of the beverage companies on our list also provide security services.

Creative Security

3365 Cordon Rd NE
Salem, OR 97305
503-363-2130
www.creativesecurityinc.com

Eclipse Security

11118 NE Halsey St
Portland, OR 97220
503-454-0997
www.eclipse-security-services.com

Elite Security

3760 Market St NE #496
Salem, OR 97301
503-779-3168

Seguridad Security LLC

541-515-1177
www.seguridadsecurity.com
seguridadservices541@gmail.com

Other Services

Bella Hill Gift Shop

1313 Mill St SE
Salem, OR 97301
971-304-7054

Events Planned Perfectly

2195 Hyacinth St NE Suite 195A
Salem, OR 97301
503-991-6713
www.eventsplannedperfectly.com
debbie@eventsplannedperfectly.com

Just Us Girls Bartending

2195 Hyacinth St NE Suite 102
Salem, OR 97301
503-991-4210
traciandlesli@gmail.com

NW Mobile DJ

PO Box 80896
Portland, OR 97280
503-380-6319
www.nwmobiledjservice.com
kevin@nwmobiledjservice.com

Oregon Beverage Service

2785 25th St SE #120
Salem, OR 97302
503-362-3391
www.oregonbeverage.com

Seguridad Security & Bartending Services LLC

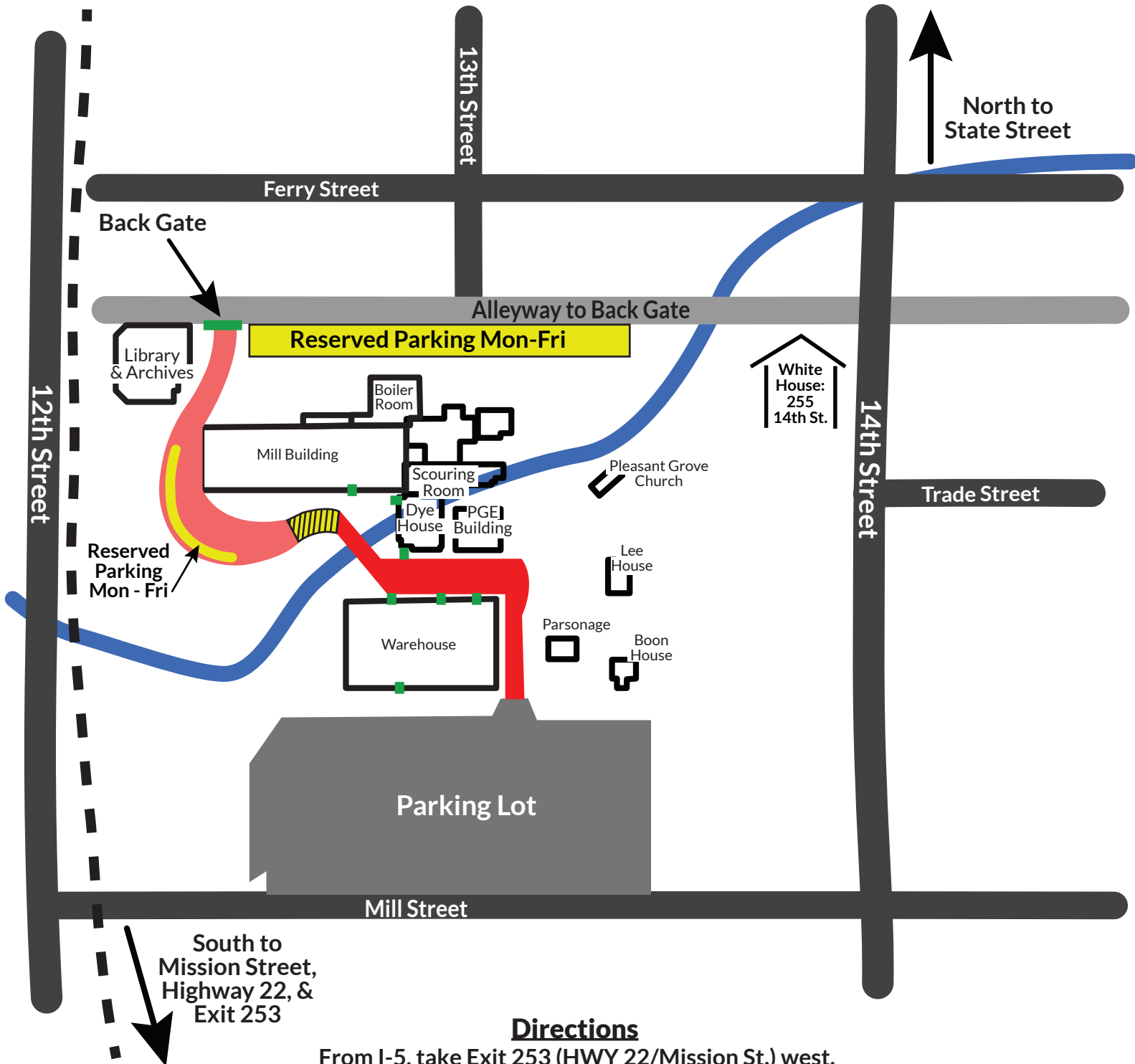
541-515-1177
www.seguridadsecurity.com
seguridadservices541@gmail.com



Willamette Heritage Center
 503.585.7012
 1313 Mill St. SE, Suite 200 • Salem, OR 97301
 www.willametteheritage.org

- Entrances
- Reserved Parking: Mon - Fri; 7am-5:30pm
- 15 Minute Loading Zone

- Fire Lane/Temporary Vehicle Access
 - Fire Lane/Emergency Vehicles Only
- Deliveries through back gate only.



Directions

From I-5, take Exit 253 (HWY 22/Mission St.) west.
 Follow Mission St. and look for the Willamette U./City Center (towards 99E/22W) exit on the right.
 Keep right for 12th Street/State Offices.
 Follow 12th Street past the Amtrak Train Station, then take a right on Mill Street.
 (Look for the large red buildings).

The Willamette Heritage Center (WHC) is a private, 501(c)(3) nonprofit organization formed from the merger of the Mission Mill Museum and the Marion County Historical Society. It continues their legacy through a mission to preserve and interpret the history of the Mid-Willamette Valley.