



## Oswego Heritage Council

### Heritage House Rental Guidelines

Thank you for your interest in renting the Heritage House for your event. The Heritage House is owned and operated by the Oswego Heritage Council. In order to rent the facility, we require that you be a member of the organization. If you are not currently a member, you can join by filling out an application online or at the Heritage House.

#### Rental Fees

We require a minimum of two hours for reserving the Heritage House for events. Fees are due at the time of scheduling the facility. The rates for use of the facility are as follows:

Classification	Rate	Deposit
Non-Profit Organizations	\$50/hour	\$50
Individuals / Business Meetings	\$75/hour	\$50
Weddings & Larger Events <i>(includes rehearsal dinners, birthday parties, retirement parties, celebrations of life, and others. To be determined at the discretion of the OHC representative.)</i>	\$500 <i>(includes 4 hours. \$150 for each additional hour needed)</i>	\$200

#### Reservable Area

Areas of the house included in rental are the Meeting Room (which is 19' x 35'), the kitchen, and the parlor area. *The exhibit room is unavailable for rentals due to security and safety of exhibit items.*

#### Furnishings & Equipment

- Tables:
  - o Rectangular: 10 tables – 6 ft.; 3 tables – 4 ft.
  - o Round: 6 wooden tables – 6 ft., seating 6-8; 4 plastic tables – 6 ft., seating 6-8
- 70 chairs
- White round (10), gold long (8), and red long (3) tablecloths: *Available to rent for \$12 per tablecloth*
- We have some items for your use in the kitchen:
  - o Two 60-cup coffee makers (not to be used for tea)
  - o One 12-cup coffee maker
  - o Dishware for about 40 people, which includes clear glass dishes, plates, wine glasses, and about 50 coffee cups
  - o Silverware, pitchers, and serving utensils
  - o 2 water pitchers, 2 punch bowls, 6 carafes for coffee
  - o There are about 15 vases of different sizes and designs.
  - o We do not supply coffee, tea, sugar, coffee filters, or other food items.
- Screen and projector
- Podium
- Sound System for music in the meeting space
- Wireless internet

## **Alcohol Use**

If alcohol will be present at the event, Event Liability Insurance is required. Many times this is covered under homeowners insurance or insurance that one may already have. You can call your insurance company and describe the circumstances and see if it is covered. A certificate of insurance with endorsement naming OHC as an additional insured under that policy for the period of use must be provided by applicant prior to any use (if required) in acceptance of this application.

## **Building Use Policies**

- Unlocking, setting up and cleaning up, including rinsing the dishes and putting them in the dishwasher and starting it. You don't need to empty it; we will do that.
- Vacuuming if your event left significant debris on the carpets or floors, including pine needles.
- Putting tables and chairs away, just like you found them. If chairs are removed from the closet, make sure they are restacked in the closet with the seats facing out. Do not stack chairs in the main room. There is an extra \$50 fee if chairs are found stacked in the room.
- Turn off lights and lock all doors and windows when you leave. Please return the key to the lock box and secure.
- If your rental is during hours Heritage House staff is not on duty, we have a lock box with a key for the entry door. The lock box code changes on a regular basis so make sure you know the new one. When you enter from the parking lot, on your right is a display box. At the end of that is a lock box. When you enter the combination make sure to press the keys slowly and firmly, then hit "open." The key comes out the bottom. Unlock the door and put the key right back in the box for the next person (and so you don't get locked out). *The combination will be emailed to you prior to your event, along with other important information.*
- We have 21 parking spaces on site. There is additional parking across the street at Christ Church. Parties need to end by 9:30 PM.
- You may not use nails, push pins or tape in the building to attached things to walls or ceiling.
- Lit candles are not permitted on these premises.
- Please review the closing checklist hanging on the refrigerator before you leave to ensure all closing tasks are complete.

## **Cleaning/Security Deposit**

The room must be left in the same arrangement in which you found it. Chairs and tables should be put back in the closet. If the requirements are not met, OHC has the right to withhold the security deposit. A \$50/hour cleaning fee will be charged if the building is left dirty. The security/cleaning deposit for large parties and weddings is \$200. There is an additional \$50 fee if chairs are stacked in the main room. If everything is left in order, we will either mail back your voided deposit or shred it.

## **Cancellations**

If you need to cancel, we have a two weeks cancellation policy. Without this two weeks notification from you, we retain half of the rental fee.



Oswego Heritage Council

Heritage House Rental Application & Contract

Date of Use: Start Time: End Time: Today's Date:

Applicant/Organization or Individual Are you a Member of OHC? YES NO
\*you must be a member to rent. You can become a member by filling out a member application and paying applicable dues.

Number of Participants Type of function

Mailing Address Phone:

Email Address

Rental Fee Tablecloths (\$12 per tablecloth) Check # Cleaning Fee Check# (separate check)

The applicant herein agrees to the following terms and conditions:

- 1. Applicant shall be solely responsible for loss or damage to property or injury or death of any person or persons connected in any way with the use of these facilities by the applicant.
2. Applicant accepts the facilities including the premises and equipment in the condition then existing and expressly releases OHC, its directors, officers, and employees and representatives from any and all claims, damage, loss, expense or causes of action or causes of suit, arising out of or resulting from the use of the facilities by the applicant.
3. Applicant agrees to indemnify and hold harmless OHC, its directors, officers, employees, and representative from all costs and expenses, including attorney fees connected therewith, arising out of or connected directly or indirectly with the use of the facility by the applicant, however, and whenever caused, and whether or not caused by any negligence on the part of OHC, or the condition of the premises or facility.
4. Applicant shall pay the fee and charges applicable to such use as established by OHC. Payment for use shall be made in advance of such use. We do not rent for portions of an hour. (Monthly or weekly renters must have one person responsible, and contract needs to be re written each year. This contract is in force until the next is written and signed)
5. Applicant shall reimburse OHC for all damages or loss to the premises or property resulting from such use other than ordinary wear and tear. You may not use nails, push pins or tape in the building to attached things to walls or ceiling. Lit candles are not permitted on these premises.
6. Applicant agrees to the building use policies established by OHC.
7. Applicant shall provide adequate supervision of activities conducted and shall be responsible for any improper conduct by persons attending or participating in these activities while on OHC premises. Antiques in the building are for display purpose only.
8. Applicant agrees that the use of the facilities and permission to conduct activities shall be revocable by OHC at any time at the option of OHC Executive Director. Applicant agrees to return the room used to requested condition. Chairs are to be stacked in closet. Tables put in closet. A \$50/hour cleaning fee will be charged if the building is left dirty. There is an additional \$50 fee if chairs are stacked in the main room.
9. If Alcohol is served, the applicant's proposed activities are covered by Event Liability insurance coverage issued by: A certificate of insurance with endorsement naming OHC as an additional insured under that policy for the period of use must be provided by applicant prior to any use (if required) in acceptance of this application.

Applicant or representative signature Date



# BECOME A MEMBER TODAY!

Preserving our past, enriching our future

@oswegoheritage | www.oswegoheritage.org

Join the Oswego Heritage Council in helping to preserve Lake Oswego's history for generations to come! Member dues help us provide opportunities for the community to connect to history through exhibits, collections, events, and more at the Heritage House.

Oswego Heritage Council is a 501(c)(3) non-profit, and all donations are tax-deductible. IRS EIN is 93-0983947.

Please pay online at [oswegoheritage.org/membership](http://oswegoheritage.org/membership) or send a check with this form to us at PO Box 1041, Lake Oswego, OR 97034.

### Benefits of joining OHC at any level include:

- Monthly newsletter to stay up to date with OHC
- Quarterly journal including articles of historical research and stories from our archives
- Discounts on tickets to special events
- Invitations to special members-only events
- Special access to members-only pages on the website, including past exhibits, previous quarterly journals, and more
- Supporting the Oswego Heritage Council

*If you would like to join OHC by becoming a member, please fill out and return the bottom portion of this form.*

### I would like to become a member of OHC!

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Choose your Membership Level (check one):

**Community – Free**  
For students, teachers,  
those with SNAP card

**Neighbors – \$35**  
Rent HH once a  
year, LO keychain

**Friends – \$75**  
Unlimited HH rentals for  
year, 10% store discount

**Family – \$125**  
Unlimited HH rentals  
for year, 10% store  
discount, 1 hr consultation

**Sponsor – \$250**  
Unlimited HH  
rentals for year,  
10% store discount,  
logo/name featured

**Lifetime – \$1,500**  
Unlimited HH rentals,  
brick with your name