GENTLE HOUSE RENTAL APPLICATION FOR SOCIAL EVENTS

Today's Date: _____

Name of Event: _____

Date needed: _____ Set up time: _____ Start time: _____ End time: _____ Clean up done by: _____

Contact person: _____ E-mail: _____

Billing Address: _____ Daytime phone: _____

_____ Fax: _____

City: _____ State: _____ Zip: _____ Cell phone: _____

Person responsible at event: _____

Title/relationship to contact person: _____ Cell Phone: _____

Are you a WOU Alumni, Faculty, Student, or Retiree? ☐ Yes ☐ No

Type of Event: ☐ Baby Shower ☐ Birthday ☐ Reception ☐ Memorial ☐ Dinner ☐ Other _____

Additional Information:

Number of guests (estimation): _____

Would you like a tour of the upstairs museum? Yes ☐ No ☐

If so, Time of tour: _____

Alcoholic Beverages? ☐ No * ☐Yes (Please read Gentle House alcohol policy in our packet carefully! There is a three-drink maximum! You are required to provide proof of insurance by _____ DATE.)
If yes, name of OLCC licensed server: _____

We will need a photocopy of the servers permit as well as contact information for the server at the event if you choose to hire your own server. _____
**This prohibits distribution, serving, and consumption of all alcoholic beverages on the premises, including parking lots and off-street access areas.*

Catered Event? ☐ Yes ☐ No : If yes, provide vendor name and phone number:

_____

Hold-Harmless Agreement

The Renter agrees to indemnify and hold Historic Gentle House and Western Oregon University Development Foundation, its officers, trustees, agents and employees harmless from and against any and all liability, claims, actions, demands or losses of any kind and nature that may occur or be claimed to arise during the activities described in this rental agreement. These may include, but are not limited to accident, injury or damage to property arising from any act of the Renter or Renter's guest, whether intentional or negligent, which occur during use. Renter agrees to pay all costs incurred by Historic Gentle House and Western Oregon University Foundation if any of the above stated actions occur during use of the facility.

Facility Use Agreement
The Renter agrees to use Historic Gentle House facility only during approved times for their event and only when a representative of Historic Gentle House is present. If the facility is used at any other times, the Renter understands they will be charged for their time on the property.

Cleanup Agreement
The Renter agrees to follow the cleaning guidelines set forth by Historic Gentle House when performing their own clean up. If cleanup is not done as stated, resulting in Historic Gentle House staff finishing said clean up, the Renter understands they will be charged the cleanup cost ($15 per hour per staff member). By signing below, the Renter agrees to pay said fees.

Damage Agreement
After review by Historic Gentle House coordinator, (including a day after event check for additional damage) Damages and/or additional time costs will be added to the invoice. If there is damage to Historic Gentle House property (including the gardens), Renter agrees to pay for, or replace, any object of Historic Gentle House property that is destroyed, damaged, or stolen during the event. Such payment or replacement must be made immediately upon receipt of notification from Historic Gentle House.

Cancellation Agreement
All cancellations will result in the forfeiture of your entire $200 reservation deposit. If the cancellation is made less than four (4) months prior to the event, then one-half of the entire cost will be charged. Cancellations made less than three (3) months before the event will result in forfeiture of the entire rental fee.
If the Gentle House staff rebooks the cancelled date by another party paying equal or greater value, then all fees except the $200 nonrefundable deposit will be refunded to the renter who requested the cancellation

I have received a copy of the Rules and Regulations for Gentle House, and agree to comply with the rules and regulations set forth therein and I will be personally responsible for the repair or replacement of any damage to the facility and/or contents. I also agree to pay the balance due for the house rental 4 months prior to the event.

By signing below you agree to all of the above stated agreements and conditions.

SIGNATURE: _____ DATE: _____

After signing, return to:

The WOU Foundation, The Cottage, Western Oregon University, Monmouth, OR, 97361
Or fax a copy of this form to (503) 838-8289
Make checks payable to: The WOU Foundation

Date Booked on: _____ By**:** _____

Where did you hear about the Historic Gentle House?_____

Would you be willing to allow us to take photographs of your event or donate some of your own? _____