

THE OLD CHURCH EVENTS: RATES & POLICIES

CONCERTS, LECTURES, WORKSHOPS & RECITALS:

Thursday through Sunday (a 4-hour minimum booking is required from 5pm on)	\$140 per hour
Monday through Wednesday (a 3-hour minimum booking is required from 5pm on)	\$125 per hour
Extra rehearsal time during business hours and subject to other events	\$50 per hour
Extra rehearsal time during weeknights Monday through Wednesday	\$125 per hour
No weekend rehearsals	
<i>Student Recital Special Rate when performance is free to the public</i>	
for a 2 or 3 hour period Monday through Thursday before 6pm	\$125 / \$225
for a 2 or 3 hour period Sunday, anytime between 1:30pm and 4:30pm	\$175 / \$275
*Reception flat fee for up to 100 people /over 100 people during afternoon recitals	\$100/ \$200
Large receptions / 4 hour minimum booking starting at \$1000	TBD

Note: the "Student Recital" rate is available only to students, not available on Fridays or Saturdays.

We offer a Non-Profit discount of \$15 from the standard hourly rate.

***Afternoon recital Reception = one table with light beverages/snacks**

Note: Rental times refer to your entire time in the building, including set-up and clean-up time. There is no early entry without prior arrangements and overtime will be charged in 15 minute intervals.

Private event rentals (formal seated dinners, elaborate set ups) will be charged at different rates than those shown above.

Deposit to Secure Dates: A non-refundable deposit must be paid at time of contract signing in order to secure the date. All deposits paid to secure dates will be applied to the total rental balance for each event. The rental balance remaining must be paid day of show.

Rehearsal Policy: If renting The Old Church for a concert you are entitled to one free rehearsal for up to three hours to be scheduled Tuesday, Thursday or Friday 11am to 3pm. ***Scheduling of rehearsal time is dependent on previously booked events.*** Call us a minimum of three weeks ahead to schedule. Additional rehearsal time is available for regular rental rates.

Confirmation: Reservations will be considered confirmed when The Old Church has received a completed and signed rental contract and the security deposit. There will be a \$25 charge for all checks returned by the bank. We accept credit cards.

Multiple date booking: Must be approved by Executive Director

Event Cancellation Policy: Written notice is required for event cancellation at least 30 days prior to event. Upon receipt of such notice, The Old Church will attempt to re-rent the space. If you are rescheduling and your new event is within 6 months of the cancelled event your deposit can be used towards that. Otherwise, if we are unable to re-rent the space your deposit will be forfeited.

Contract Termination: Both The Old Church and Renter have the option to unilaterally terminate this rental contract by giving the other party no less than 30 days written notification. If The Old Church terminates we will refund the deposit. If the Renter cancels The Old Church will not refund the deposit.

Venue Capacity: The legal capacity for the auditorium is 310. There is seating for 292 in the pews, and additional folding chairs for overflow seating for 18. Reception Hall: 80 formal seating, 150 for standing receptions.

EVENT INFORMATION

Type of Event: Our mission is to preserve and celebrate The Old Church as a historic and vital architectural structure; and, to best utilize its inherent qualities as a performance space by creating, fostering and promoting programs that reflect and enhance the artistic and cultural life of the community.

Parking: One parking spot in our driveway on the Clay Street side is provided for the renter. Do not block ADA access ramp. Please check in with staff when you arrive. ***During loading and unloading, vehicles must not block access to the building, including the main entrance and the wheelchair ramp.*** The Old Church reserves one parking spot on the driveway side off 11th Ave. in front of building for its staff members. ***Special arrangements must be made ahead of time if staff must park elsewhere. The renter will be responsible for reimbursing any parking fees or tickets.*** No overnight parking on site. Metered parking is available on the street. Pay parking is available in the adjacent City Center Parking Lot 90. Arrangements can be made in advance with City Center Parking to reserve space for oversize or multiple vehicles. Arrangements can be made directly with the City to block off metered spots on street.

Alcohol and Food Policy: PUBLIC EVENTS: The Old Church owns its liquor license and operates concessions during all concerts, unless an exception has been made. We offer wine and beer, as well as non-alcoholic drinks and food. We are licensed for concerts to be all-ages with bar sales to those with proper identification. Our license extension allows for food and drink to be consumed in the concert hall when ***we*** operate concessions. The Old Church has excellent liquor liability insurance which covers all events with alcohol when ***we*** operate concessions. Our staff and volunteers are licensed to serve and follow strict alcohol protocol and OLCC laws. All concession sales go directly to The Old Church to help offset our rising costs, and to keep rental rates reasonably priced. Having our own concessions extends our mission of preservation and programming to the community by having information and outreach available at events through our staff and volunteers. ***Exceptions: If you do not want alcohol sold at your event please inform us ahead of time. We offer a wide range of non-alcoholic options. The Old Church reserves the right to not operate concessions if circumstances necessitate.***

If you are holding a *private event or fundraiser* please review this section carefully. 1. Service of alcoholic beverages (**beer and wine only**) may be made only under the auspices of an OLCC licensed server. 2. Renter must ensure that minors are not served and have an identification process established, which may include separate seating as well as providing alcohol monitors on site. 3. If your event is open to the public you must acquire a Special Event license from the OLCC. **4. No food or drink is allowed in the auditorium.** 5. The organization and/or contact person agree to furnish The Old Church with a **certificate of liability insurance** in the amount of no less than \$1,000,000 per occurrence naming The Old Church Society, Inc., as additional insured. The certificate should describe the event and specify the scheduled date. By law **you must have food** items accompanying alcohol being sold. **6. No large beer kegs and no hard liquor allowed.** 7. By OLCC law, **donated alcohol can only be sold if the rental organization is a non-profit company** registered with the Oregon Secretary of State Corporation Division. **8. A standard \$250 reception fee is charged** if food or drink is served. A higher fee will be assessed if a large amount of food and drink is served, or if a large set up is involved.

Sound System: If you require use of the sound system please refer to page 2 of Rental Agreement. No outside PA's are allowed except in rare exceptions and must be approved by Executive Director. Only a house approved engineer can run the equipment.

Piano: The Steinway Grand piano is professionally tuned monthly and voiced and maintained by trained professionals authorized to work at The Old Church. Any extra tuning requested by Renter will be at Renter's cost. Arrangements for such extra tuning are to be made with The Old Church Executive Director. No one is to tune or prepare the piano without formal agreement between The Old Church and the responsible renter. The piano will be unlocked specifically for any person using it. *Everyone who plays the piano must sign a Responsibility form before playing the piano. **Any moving of the piano, no matter how slight, is to be done by the staff of The Old Church or under the direct supervision of the staff. The piano cover must remain on the piano while it is moved.***

Building Appearance: It is understood that occasional repairs, maintenance, upgrades and event decorations may affect the appearance or limit the use of parts of The Old Church.

Publicity: To be listed on our website and in our newsletters please send a photo, short description of your program, link to music, video and/or website, ticket sales link to staff@theoldchurch.org and list the program title, date and time in subject line. You will be issued a password and information to upload to our website.

Responsible Person: For each event, Renter must provide a "responsible person" to work with The Old Church staff, to be in attendance during the entire event, and to maintain control of the event in accordance with these policies. Renter and responsible person must abide by all The Old Church policies, with regard to which The Old Church staff person on duty shall have final authority.

On-site Staff: A staff member is on-site during each event. Our staff is here to provide entry to the renter and information about the equipment and facilities. Old Church staff is NOT available to act as ticket taker, door person, sound or lighting engineer, security or usher during your event. You must provide your own production crew, cash register, cash float, stamp and whatever else is needed for your event.

Clean-up: In general, the building should look the same when you depart as it did when you entered. Renters must name someone to be in charge of the clean-up, who will be present for the entire event and whom The Old Church staff can speak to in the event of any problems with the clean-up. The Old Church will do "heavy cleaning" after your party departs. However, you (or the person you delegate) must see to it that everything brought into the building for your event is either removed or placed in the trash cans before you depart. Any visible messes (including crumbs on the floor and debris on stage) should be cleaned up; vacuums, mops or brooms are available if necessary. If a reception was held all tables should be wiped. If a program was given out, any programs left in the pews should be removed.

Renter agrees to abide by all state and local laws and regulations, including fire code restrictions. Renter agrees to pay for any and all damage to The Old Church, its furnishings, equipment or fixtures resulting from Renter's use of The Old Church, including the cost of cleaning, repair, and/or replacement.

Renter shall indemnify and hold The Old Church, its agents, employees and officials harmless from any and all costs and expenses, including attorney's fees, in the event of injuries sustained by Renter and its associates due to any negligent use of the property.

Please Note:

1. The Fire Marshall has ordered that the overflow seating chart be strictly adhered to or steep fines will be levied. Please ask for our overflow seating chart to be sure you understand where the overflow seats can be positioned. We have a wheelchair seating chart as well and comply with ADA regulations.

No Smoking allowed anywhere in the building. In addition, and because The Old Church is a wooden structure on the National Register of Historic Places, no smoking is allowed anywhere on the property outside the building, including staircases and steps, or within 10 feet of the building. Candles may be lit *only* on the auditorium stage and then *only* during performances, ceremonies, lectures, etc. Candles may *not* be used on the pews or anywhere else in the building. All candles must be extinguished when not being supervised. All candles must be fully enclosed in glass votives. Battery operated candles allowed. You must have a responsible person in charge of candles and that person should understand where fire extinguishers are kept and proper procedures.

2. The Old Church is not liable for theft. *Please protect your valuables.*
3. Staples, tape, etc. may not be used to affix decorations to the building, chandeliers or furnishings. Decorations may be attached using pew clips or by slipping a loop over the end of a pew.
4. Confetti, rice and glitter are not allowed inside or outside the surrounding area of building. Sparklers or any type of smoke producing material including fireworks are prohibited inside and within 10 feet of the building.

If you have any questions, please call The Old Church office at 503-222-2031.

Retain the Rates and Policies contract for your personal reference.

Please sign this portion and return with signed contract:

We hereby agree to abide by all applicable policies of The Old Church including those set forth in the above Rental Policies.

Renter

Date

Renter

Date

Responsible Person

Date