



PRIVATE OR FOR PROFIT



Where Life is Sweet

Eastern Oregon Trade and Event Center (EOTEC) Effective Date 02-01-23
 1705 E Airport Rd
 HERMISTON, OR 97838
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GREAT ROOM		Full	Half
Booking Fee Deposit - \$400 (if booking more than 6 months in advance. Non Refundable) Refundable Deposit (Cleaning-Damage) CLIENT agrees to pay \$500 with the return of a signed agreement in order to hold date as a REFUNDABLE DEPOSIT. \$1000 for alcohol event			
Rate- Includes Standard Stage, Janitorial, Setup, Lobby & Tear Down <i>(Tear down = cleaning & putting away tables & chairs only)</i>		\$2750 M-TH \$3000 Fri \$4000 Sat \$2100 Sun	\$1850 M-F, Sun *Half not avail on Sat*
Kitchen Use (Full)	\$200		
Kitchen Use (Fridge and Ice Maker)	\$100		
Day before Decorating-hours 8am-4:30pm	½ of total rent if available		
Day before Decorating- 5pm-10pm if available	\$500		
MEETING ROOMS			
Booking Fee Deposit (Cleaning-Damage) CLIENT agrees to pay \$50 per room with the return of a signed agreement to hold date as a REFUNDABLE DEPOSIT. \$500-1000 for alcohol events			
Janitorial – All rooms include janitorial charge			
Meeting Room 1 or 2	\$225		
Meeting Room 1 and 2 Combined	\$425		
Meeting Room 3	\$225		
STAFFING AND INSURANCE			
Staffing \$40 per hour, per staff. 1 staff per 100 people – 5 hour min charge (Security requirements vary for different events)		\$40 per hour per staff	
Event Liability Insurance of \$1 million is required (Cost Varies from \$50-\$200 dollars) Clients Responsibility			
ADDITIONAL AMENITIES			
Coffee Service (per pot 25 cups)	\$25 each pot		
Table Linens – Round Table Linen (blk,white,ivory)	\$7 per table		
Table Linens – 8' Table Linen (blk,white,ivory)	\$7 per table		
Toppers – 52"x52" (assorted)	\$3 per table		
Napkins – Color - Assorted	\$0.50 each		
Kegorator	\$100		
AV Equipment – Projector, Screen, Mic	\$30		
Base Rental Cost			
Added Extras			
Total Due			