



# Private/For Profit and Non-Profit Rates

Eastern Oregon Trade & Event Center (EOTEC)

Great Room		Price - Profit	Price - Non-Profit
<b>Booking Fee Deposit</b> (Cleaning-Damage) Signed agreement required to hold date. <b>\$1000 for alcohol event - \$500 for non-alcohol</b>		\$400 - If booking more than 6 months in advance. Non Refundable. \$500 - \$1000 Refundable deposit	\$400 - If booking more than 6 months in advance. Non Refundable. \$200-\$1000 Refundable deposit
<b>Includes Standard Stage, Janitorial, Set up &amp; Tear Down*.</b> * Tear Down = cleaning and putting away tables and chairs only		<b>Full Room:</b> \$2650 M-TH \$3000 Fri \$3500 Sat \$2100 Sun	<b>Half Room:</b> \$1850 M-F, Sun *Half not avail on Sat*
<b>Kitchen Use (Full)</b>		\$200	\$150
<b>Kitchen Use (Fridge and Ice Maker Only)</b>		\$100	\$50
<b>Day Before Decorating - 8am-4:30pm</b>		1/2 of total rent, if available	1/2 of total rent, if available
<b>Day Before Decorating - 7pm-12am</b>		\$500, if available	\$50 per hour, if available
Meeting Rooms		Price - Profit	Price - Non-Profit
<b>Booking Fee Deposit</b> (Cleaning-Damage) Signed agreement required to hold date. <b>\$500 - \$1000 for alcohol event</b>		\$50 Refundable deposit	\$50 Refundable deposit
<b>Janitorial - All rooms include janitorial charge</b>			
<b>Meeting Room 1 or 2</b>		\$200	\$200
<b>Meeting Room 1 and 2 Combined</b>		\$400	\$400
<b>Meeting Room 3</b>		\$200	\$200
Staffing and Insurance		Price - Profit	Price - Non-Profit
<b>1 staff per 100 people - 5 hour minimum charge</b> <b>Security requirements vary for different events</b>		\$40 per hour per staff	\$40 per hour per staff
Event Liability Insurance of \$1 million is required. (Cost varies from \$50-\$200) **Client's-Responsibility**			
Additional Amenities		Price - Profit	Price - Non-Profit
<b>Coffee Service (per pot, 25 cups)</b>		\$25 per pot	\$25 per pot
<b>Table Linens - Round Table Linen</b>		\$7 per table	\$7 per table
<b>Table Linens - 8' Table Linen</b>		\$7 per table	\$7 per table
<b>Toppers - 52"x52"</b>		\$3 per table	\$3 per table
<b>Napkins - color</b>		\$0.50 each	\$0.50 each
<b>Kegorator</b>		\$100	\$100
<b>A/V Equipment - Projector, Screen, Mic</b>		\$30	\$30

Base Rental Cost: \_\_\_\_\_ Extras: \_\_\_\_\_ Total Due: \_\_\_\_\_

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# Inquire Sheet

Eastern Oregon Trade & Event Center (EOTEC)



Today's Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of People: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Event Times: \_\_\_\_\_

Alcohol Start Time: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Room Requested: \_\_\_\_\_