



Private/For Profit and Non-Profit Rates

Eastern Oregon Trade & Event Center (EOTEC)

Great Room		Price - Profit	Price - Non-Profit
Booking Fee Deposit (Cleaning-Damage) Signed agreement required to hold date. \$1000 for alcohol event		\$500 Refundable deposit	\$500 Refundable deposit
Includes Standard Stage, Janitorial, Set up & Tear Down*. * Tear Down = cleaning and putting away tables and chairs only		Full Room: \$2450 M-TH \$2800 Fri \$3000 Sat \$1900 Sun	Half Room: \$1650
Kitchen Use (Full)		\$200	\$150
Kitchen Use (Fridge and Ice Maker Only)		\$100	\$50
Day Before Decorating - 8am-4:30pm		1/2 of total rent, if available	1/2 of total rent, if available
Day Before Decorating - 7pm-12am		\$500, if available	\$500, if available
Meeting Rooms		Price - Profit	Price - Non-Profit
Booking Fee Deposit (Cleaning-Damage) Signed agreement required to hold date. \$100 for alcohol event		\$50 Refundable deposit	\$50 Refundable deposit
Janitorial - All rooms include janitorial charge			
Meeting Room A or B		\$200	\$200
Meeting Room A and B Combined		\$400	\$400
Meeting Room C		\$250	\$200
Security and Insurance		Price - Profit	Price - Non-Profit
1 guard per 100 people - 3 hour minimum charge Security requirements vary for different events		\$35 per hour per guard	\$35 per hour per guard
Event Liability Insurance of \$1 million is required. (Cost varies from \$50-\$200) **Client's-Responsibility**			
Additional Amenities		Price - Profit	Price - Non-Profit
Coffee Service (per pot, 25 cups)		\$25 per pot	\$25 per pot
Table Linens - Round Table Linen		\$7 per table	\$5 per table
Table Linens - 8' Table Linen		\$7 per table	\$5 per table
Toppers - 52"x52"		\$3 per table	\$3 per table
Napkins - color		\$0.50 each	\$0.50 each
Kegorator		\$100	\$100
A/V Equipment - Projector, Screen, Mic		\$30	\$30

Base Rental Cost: _____ Extras: _____ Total Due: _____

Ph: 541-289-9800

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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: _____

Event Times: _____

Date Requested: _____

Room Requested: _____