



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 for non-alcohol		\$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
Includes Standard Stage, Janitorial, Set up & Tear Down*. * Tear Down = cleaning and putting away tables and chairs only		Full Room: \$2650 M-TH \$3000 Fri \$3500 Sat \$2100 Sun	Half Room: \$1850 M-F, Sun *Half not avail on Sat*
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	\$50 per hour, 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 1 or 2		\$200	\$200
Meeting Room 1 and 2 Combined		\$400	\$400
Meeting Room 3		\$200	\$200
Staffing and Insurance		Price - Profit	Price - Non-Profit
1 staff per 100 people - 5 hour minimum charge Security requirements vary for different events		\$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
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

eventinfo@eotechermiston.com

1705 E. Airport Rd | Hermiston, OR 97838



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: _____