

**South Coast Hospice
Community Bereavement and Education Center
1620 (1610) Thompson Road
Coos Bay, OR 97420
(541) 269-2986**

For more information, call the Outreach Support Department

RENTAL AGREEMENT

Education Room: Capacity 75-80, Seated Theatre style
Capacity 50-60, Table seating

Glass Room: Capacity 15 Seated

The Room(s) at the South Coast Hospice Community Bereavement and Education Center are available for public use as a shared community benefit. There are nominal rental fees for usage to help defray the costs of maintenance, supplies, staffing, etc. SCH provides basic furniture arrangement, light maintenance, and cleanup. SCH relies on the integrity of users to leave room(s) clean and in the condition in which they were found. We hope to offer our Center for all to enjoy. Please care for the room(s) as you would any home in which you are a guest.

SCHEDULING: The meeting room(s) may be reserved by contacting South Coast Hospice Bereavement Center at 1620 (1610 bldg.) Thompson Road. Rooms are available only for times not scheduled for SCH functions. Scheduled hours are to include setup and cleanup time. Reservations cannot be taken on a continuous basis unless specifically approved by SCH Executive Director. If granted, such a continuous use is for 3 months only with automatic review at the end of the 3 month period. Cancellations are accepted with refund up to 48 hours prior to the scheduled usage.

Name of applicant: _____

Name of organization: _____

Address of applicant: _____ City _____ St _____

Phone (day): _____ (evening): _____

Responsible party (if other than applicant) _____

Room(s) reserved: _____

Date(s) of event(s): _____ Time of day reserved: _____ to _____

Reserved for (agency or business): _____

Reserved by (representative) _____

Today=s date: _____ SCH contact: _____

2)

ROOM FEES:

Rental fees are charged to defray a portion of the cost of operation and maintenance of the meeting room(s). There is an additional \$8.00 per hour charge for a host on weekends and evenings. Time is calculated to include setup time and cleanup time. The fees are payable in advance. Billing for government agencies may be prearranged.

Minimum rate 1 to 3 hours:	\$ 25.00
4-7 hours:	\$ 50.00
8 hours:	\$100.00
Host: weekends and evenings	\$ 8.00 per hour.

The host is available to open the Center, provide assistance during your event, and direct and assist with cleanup following event, secure and lock the Center.

EQUIPMENT NEEDS: PLEASE CHECK ITEM(S) YOU WILL NEED FOR YOUR EVENT.

- Tables required: There are 20, 48” rounds (seat 6 comfortably) and 8, 6’ oblongs (seat 8 comfortably). Please indicate the number you need below.
Size: 48” round Number needed: _____
Size: 6’ long banquet Number needed: _____
- Overhead Projector for Transparencies
- A Projector, SmartBoard and/or laptop/tv/vcr for PowerPoint, DVD’s, or Videos.
Only available Monday through Friday 8:00 to 5:00 p.m. with South Coast Hospice staff assistance
- Podium with microphone and/or remote microphone
- Easel
- Dry erasable board

SERVING PIECES: PLEASE CHECK BOXES OF ITEMS REQUIRED FOR YOUR EVENT. THERE IS A \$5.00 CHARGE FOR EACH SERVING PIECE, OR RENT THEM ALL FOR \$50.00 .

Silver plate:

- Two, 2 qt. round food warmers with serving spoons
- One, 2 quart casserole dishes with removable liner
- One, round footed cake plate with glass dome
- One, 3 qt. oval covered casserole with serving spoon and tray
- Two, 4 tier canapé towers
- One large glass salad bowl with silver base
- One, 2 qt. baker with glass insert

Stainless Steel:

- Two, 4.2 qt. oval chafing dishes
- Two, 9 qt. chafing dishes
- Two, large oval trays
- Two, 60 cup coffee urns. One exclusively for coffee and one exclusively for hot water.

We ask that you provide your own plates, napkins, cups, and utensils.

3)

TABLE CLOTHS

South Coast Hospice rents tablecloths through Oregon Linen (756-5146) in North Bend. They are familiar with the sizes we use and will be most happy to work with you on renting them to you for your event. You are responsible for rental, picking them up, and returning them to Oregon Linen.

BEVERAGES

COFFEE

40 cups = \$15.00 per pot

60 cups = \$20.00 per pot

Variety pack of teas = .25 per packet

RENTAL and EQUIPMENT CHARGES:

Room fee: _____
Equipment/Serving pieces rental fee: _____
Host fee: _____
Beverage(s) fee: _____
TOTAL FEE (payable in advance) _____ Date pd. ____ receipt # _____

Billing requested?

Name _____
Phone (day) _____ (evening) _____
Address: _____ City _____ St _____ zip _____

Visa/MasterCard Accepted

CLEANUP:

Please dispose of all food items and debris using the waste containers provided. Wash and dry any serve ware used by your group. Wash off tables and counters used, generally leaving the room(s) in good condition. Please stack tables and chairs neatly against the walls in the Education Room. Do not stack any items against the woodwork. Do not nail, staple, or push point any items to the walls or woodwork. Basic cleaning is included in your rental fee. However, if there are unusual cleaning needs or repairs for property or furnishings as a result of activities during your scheduled event, the designated representative will be billed for additional costs incurred for those repairs and/or extensive cleaning.

4)

SOUTH COAST HOSPICE AFFILIATES

Donations are gratefully accepted from our affiliates for use of the Center. Regular room fees will be waived. South Coast Hospice Affiliates include:

South Coast Hospice Board of Directors, Staff, Benefactors, and Volunteers.

South Coast Hospice "Partners in Care"

Any and all Health Care Agencies/Offices/Providers within Coos County

Employees of South Coast Hospice affiliates will be charged rental fees for private functions, i.e. birthday parties, wedding showers, etc.

GENERAL POLICIES:

- Smoking only in the outside designated areas.**
- Alcoholic beverages prohibited unless OLCC license has been obtained by rentee for the function date**
- Approval will be withdrawn if room(s) are needed for SCH purposes. There will be minimum 2 week notice or reservation cancellation.**
- Advertising for events must not imply that SCH is sponsoring the meeting, event, or group.**

I AGREE TO ABIDE BY THE ABOVE TERMS:

Date: _____

In consideration of the use of the South Coast Hospice ACommunity Bereavement and Education Center: on _____, 20____, the undersigned agrees to indemnify, defend, and hold harmless South Coast Hospice, its employees and agents, for any claim, of loss, damage or injury arising out of use of said facility on said date.

Your gifts to South Coast Hospice help us help Coos County Patients and Families.

Signed by: _____

Representing: _____

Witnessed by: _____

Dated: _____

Executive Director=s Approval: _____