

**OREGON SPORTS HALL OF FAME AND MUSEUM FACILITY RENTAL
AGREEMENT TERMS AND CONDITIONS**

SAMPLE CONTRACT

Under this rental agreement, _____ is entitled to private use of the OSHOF facility on _____ from _____. The Museum has the following time block scheduled: **0:00pm to 0:00pm**, this includes time for preparation and completion of the above event.

RENTAL FEE

The fee for this event is \$ _____

OTHER FEES AND CHARGES

Events that go beyond the original time agreed upon are subject to additional charges. The charge is \$100 per hour for usage that goes beyond the scheduled time. Any time less than an hour is charged at the full hourly rate. No other fees will be charged unless customer has requested special services or items not normally provided by the OSHOF.

DEPOSIT

A deposit of **50%** or full payment is required to confirm and hold the above date for your event. The balance is due at the time of the event, unless prior arrangements have been made. All payments should be sent to: Oregon Sports Hall of Fame, c/o Facility Rental 321 SW Salmon, Portland, OR 97204. If you wish to pay by credit card, please include the card information (name, card number and expiration date and billing address) at the bottom of the signed agreement.

CANCELLATION

All but \$25.00 is refundable if the OSHOF is notified in writing at least five business days prior to the event date (less any fees the OSHOF has incurred on the client's behalf).

DAMAGES

Client will be held responsible for any damage incurred beyond the normal use of the facility.

INSURANCE

The OSHOF requires a liability insurance binder from Client naming the OSHOF as an "additional insured" in the amount of \$1,000,000.00 if any alcohol is being provided and/or served by client without the benefit of an insured and OLCC licensed caterer. This binder must be provided to the OSHOF no later than five business days prior to the scheduled date of the event. In the event a binder is not provided, the OSHOF reserves the right to cancel the event and retain 100% of any deposit held on file.

OUTSIDE VENDORS

It is the Client's responsibility to make all arrangements for outside services (caterer, sound system, linens, etc.) unless otherwise noted in this contract. The OSHOF is not responsible for failure of service by any outside vendors hired or contracted by Client.

LIMITATIONS

Limitations apply: no glitter, tinsel, confetti, balloons or small candies are allowed. Any decorations must meet prior approval.

AUTHORIZATION

If the above information is correct and you agree to the terms and conditions of this contract, please countersign this rental agreement and return with your deposit.

(Authorized Signature and Date)
Oregon Sports Hall of Fame

(Authorized Signature and Date)
