

**Corvallis Depot Passenger Room**  
 700 SW Washington Avenue Corvallis, OR 97333  
 541-754-6506 Fax 541-754-4102

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

Dates required Monday-Friday, 7 am - 6 pm Day of week \_\_\_\_\_

Customer/organization \_\_\_\_\_

Depot Hours: Monday-Friday, 7 am - 6 pm  
 What time do you or your caterer need us to  
 unlock the facility?..... \_\_\_\_\_

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

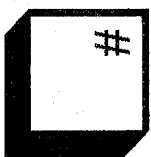
What time may we lock up?..... \_\_\_\_\_  
 Total hrs: \_\_\_\_\_

Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email \_\_\_\_\_

**ROOM LAYOUT**  
 PLEASE INDICATE  
 PREFERRED  
 LAYOUT NUMBER.  
 SEE OTHER SIDE  
 OF THIS SHEET

**RATES**  
 1-4 Hours.....\$ 70  
 4-8 Hours.....\$125  
 8-11 Hours.....\$150

**Your facility requirements:**  
 Number of tables needed \_\_\_\_\_  
 (12 available)  
 Number of chairs needed \_\_\_\_\_  
 (36 available)



Event Description \_\_\_\_\_  
 Total expected occupants \_\_\_\_\_  
 (Room capacity is 36 persons)  
 Music? Please describe: \_\_\_\_\_

- Our equipment that you'll need:**
- Two flipchart easels - you must provide flipchart paper and pens.
  - 9' x 9' projection screen
  - Overhead transparency projector
  - Movable dry-erase board. Pens are provided.

(We cannot accommodate events with loud music since we have resident guests living upstairs.)  
**Alcohol? Sorry, we cannot have events with alcohol.**  
**Candles? Sorry, we cannot have events with candles.**  
**Food? Please describe:** \_\_\_\_\_

Speaker's stand \_\_\_\_\_

Your Catering Company \_\_\_\_\_  
 Caterer contact name and phone: \_\_\_\_\_

**Rental Fee \_\_\_\_\_**  
 Payable to **Corvallis Depot Meeting Rooms**

**1. Time of use, access, parking, interior use only**  
 Your use of the facility is restricted to the hours listed on your reservation, which include access for set-up and clean-up time after. ADA access is available through the south door of the Passenger Room. This door is reached using the loading dock's ramp on the west end of the Depot (facing Washington Avenue.) The Depot features a new ADA-accessible restroom. Parking is available facing the warehouse, along the streets, and in the gravel lot to the west of the Depot.  
 The surrounding loading docks are not included in this rental. Their use is only available for caterer access and ADA access.

**2. Food prep facilities**  
 The Depot includes a large sink with hot and cold water, an under-counter refrigerator, a microwave oven, and several 20-amp, 120 volt electrical receptacles.

**3. Alcohol restriction - Sorry, the facility cannot host events with alcoholic beverages.**

**4. Candle restriction - Sorry, the facility cannot host events with candles.**

**5. Confirmed reservations require payment**  
 Reservations are considered confirmed when payment is received, or other approved billing arrangements have been made.

**6. No-smoking facility. First Aid Kit. Fire Extinguishers. Phone for dial-up internet access.**  
 This is a no-smoking facility. A First Aid kit is located in the red metal cabinet near the restrooms; a fire extinguisher is nearby. Another fire extinguisher is located in the Passenger Room near the light switches. A wall phone is available for local calls (and emergency calls), and dial-up internet access. A single phone line serves the space, with multiple outlets. The phone number is 754-4102.

**7. Cancellations and Refunds**  
 A refund will be given only if a minimum of two-weeks prior cancellation notice is given.

**8. Care and cleanup. Loud Music.**  
 Please wipe up spills, sweep up debris, and if you use the kitchen, please wipe down the sink and counters. Please do not restack the tables and chairs after your event, just leave them in place. Brooms, dust mop, wet mop and paper towels are available in the small equipment room / toilet room near the south entrance door to the Passenger Room. The Depot cannot accommodate events with loud music because we have residents upstairs.

**9. Damage. Animals.**  
 The scheduling group will be charged for damage and clean up costs resulting from negligence, excessive wear and tear, or failure to accept basic care and clean-up responsibility. Billing will be made to the individual reserving the space and that individual will be accountable for such costs in the event the group is unable or unwilling to pay. No animals or pets are permitted, (except for seeing eye dogs), without written permission from the Depot Meeting Rooms prior to your event.

**10. Hours, Overtime fee.**  
 The Railroad Offices are available 7:00 am - 6 pm. Since the doors are locked at 6 pm, please schedule your event's ending time to allow for cleanup, takedown and leaving. An overtime fee of \$50 will apply for events not ready for the 6 pm closing.

**11. Rental Fee**  
 \$70 minimum, for up to 4-hour use. \$125 for 4-8 hours. \$150 for 8-11 hours.  
 I agree to the above terms, conditions and policies.

X \_\_\_\_\_ Date \_\_\_\_\_  
 This signed form must be returned with payment to confirm your reservation. Mail to Depot Meeting Rooms, c/o 223 NW Second Street, Corvallis, OR 97330 or fax to 541.754.8111.  
 Rev 12-14-04