



By Early Management Team, Inc.

OCCASION HALL FACT SHEET 2020

Space Size	72' x 48' - bathrooms included						
Rental Fees	> 50 people				\$500		
	50 - 99 people				\$750		
	100 - 149 people				\$1000		
	150 - 199 people				\$1,700		
	200 - 299 people				\$3,000		
	300 - 400 people				\$3,500		
Capacities	Theater	Classroom	Boardroom	U-Shape	Hollow Square	Banquet	Reception
	300	250	80	100	80	250	250
Rental Fees Include	<ul style="list-style-type: none"> ▪ Occasion Hall building and patio for day of event ▪ Adjacent lawn area ▪ Sound system including microphone, tables & chairs (up to 175) ▪ Setup and cleanup 						
Food & Beverage	<ul style="list-style-type: none"> ▪ Catering and alcohol service is not included in rental fee ▪ Bartender fee not included in rental fee ▪ Self-catering available - no food preparation area is provided ▪ Contact information for catering will be provided ▪ Any outside catering companies must provide proof of license and insurance two weeks prior to event date <ul style="list-style-type: none"> ○ Additional fee applies if dinnerware, silverware is needed ○ Linens available at additional cost ▪ Beer and liquor MUST be purchased through Salmon Run per OLCC license requirements <ul style="list-style-type: none"> ○ Outside wine and champagne can be served by Salmon Run. A \$5.00 per bottle corkage fee will apply 						
Schedule	<ul style="list-style-type: none"> ▪ The Occasion Hall will be made available for decorating and setup based on your needs and space availability - additional fees will apply to additional days. ▪ The Occasion Hall closes at 9:00 pm. A maximum of one (1) additional hour can be arranged up until one (1) month before the event date at no additional fee. Additional time not arranged in advance will be charged \$100 per hour. All events, including clean up, must conclude by 11:00pm. 						
Liability	<ul style="list-style-type: none"> ▪ The Group Contact will be responsible ▪ No fireworks or open flames permitted on the property ▪ No outside beverages permitted ▪ Children must be supervised by an adult at all times. 						