



1000 E. Port Marina Way Suite #101
PO Box 1753
Hood River, OR 97031
www.gorgeinnoventure.com

Non Member Meeting Room Rental Application

Purpose of meeting _____ Date(s) of event _____

Time/Hours of usage (including set up & clean up) _____ Number of people anticipated _____

Type of group (circle one): Non-Profit/501c(3) Business/Private Party

Name of Organization, Business or Individual _____

Contact Name _____

Billing Address _____

Email _____ Daytime Phone# _____

Rental Rates:

Each private meeting room has free wireless internet access and telephone. Also available for use are a wireless microphone, printer and kitchen area.

Small Conference Room:

Accommodates up to 8 people
Features a oval meeting table with chairs

By the Hour:

First Hour: \$25 + \$10 for each additional hour

By the Day: \$60

Large Conference Room:

Accommodates up to 25 people with tables, chairs, whiteboard, projector and roll up projector screen.

By the Hour:

First Hour: \$75 + \$15 for each additional hour

By the Day: \$125

The Entire Facility

Accommodates up to 75 people with use of all the above furniture and equipment and includes use of several desks and computer screens.

By the Hour:

First Hour: \$195.00 + \$25 for each additional hour

By the Day: \$275

Facility Rental Policies

Alignment: All meetings held at Gorge Innoventure must be in alignment with its mission of helping growth oriented companies connect to the resources they need to grow and add jobs to the economy.

Payment: Your reservation is binding with a completed & signed contract. Payment is due in full upon the receipt of an invoice and 2 weeks prior to your rental date. Please read our cancellation policy below.

Cancellation Policy: Cancellation of rented space must be done at least **10 business days** before a meeting date to avoid cancellation fees. If cancellation occurs between **9 - 5 business days** prior, a 50% fee will be retained. If a cancellation occurs **4 business days or less**, the full meeting room rental fee will be assessed. Cancellation must be received in writing or confirmed verbally with the Office Manager.

Alcohol: If alcoholic beverages will be offered at a meeting, proof of liability insurance is required. No sales of alcoholic beverages are allowed in our building. For additional information, please call the facility manager.

Key Check Out: If your meeting begins before opening or extends past closing business hours, you need to check out a key to the facility during our regular business hours (Tues: 1:00-4:00; Wed: 10:00-4:00; Thurs: 10:00-4:00) prior to your meeting. There is a key deposit of \$25. If the key is not returned within 5 days after the meeting, your key deposit will be forfeited.

Event Promotion: Please do NOT give our phone number as a contact for your event.

Fees have been agreed upon for the use of the following: _____ with the total fee of _____

Applicant agrees to defend, indemnify and hold Gorge Innoventure harmless from any and all liability for injury to persons or property occurring as a result of any activities and agrees to pay for any and all damage to the facility, building, equipment or furniture owned or controlled by Gorge Innoventure, which results from any scheduled activities or is caused by any participant in any scheduled activities.

I have read, understand and agree to comply with the rules set forth regarding facility usage including the conditions listed on the Check out & Cleaning Guidelines. I further agree that I am of legal age and will be personally responsible for the repair of damage to property or facilities and for replacement of stolen property.

Name _____ Signature _____ Date: _____

Check Out & Cleaning Guidelines

You are responsible for your own set up and clean up. If additional cleaning of a meeting room is required directly after your usage, a cleaning charge (minimum charge of \$25) will be accessed.

Please read carefully and follow this list as it applies to your event:

- **Zero Waste:** Reduce and recycle your garbage whenever possible.
- **Schedule:** Clean up and check out within your scheduled time so others can use the facility.
- **Furniture:** Re-stack all chairs against the wall or return the table to proper configuration in center of room.
- **Food:** If food is served, please vacuum the carpet, sweep, and wipe down tabletops to remove all crumbs and spills. A vacuum is located in the restroom.
- **Energy:** Turn off all lights except above kitchen sink. Make sure all appliances are OFF.
- **Kitchen:** If you use the kitchen to prepare food and/or beverages: wipe down counters and sink; wash, dry and put away dishes you use; clean appliances as necessary; and sweep the floor. Cleaning supplies and garbage bags are located under the sink.
- **Garbage:** Dispose of trash bags in cans behind building. Do not leave garbage cans full of waste.
- **Security:** Close and lock all doors and windows. This is critical to keep our building secure.
- **Keys:** Return facility key to office manager during regular office hour: Tues 1-4pm. Wed & Thurs 10-4pm

Please initial below and make a copy to keep with you for reference during your event. I acknowledge and agree to the conditions of this cleaning policy _____ (initials)

General Information

Parking: There is limited street parking available directly in front of Gorge Innoventure. Please direct all to lower public parking area.

Facility Maintenance: Please report any broken or malfunctioning features of the building to Gorge Innoventure staff.

Emergencies: In case of a true after-hours emergency, call 541-399-2273. In case of life-threatening emergency, please call 911.

Office Use:

Calender Cleared: _____ Permission Granted: _____ Fee Received: _____

Key & Key Deposit Received: _____ Key & Key Deposit Returned: _____

Security/Cleaning Deposit Received: _____ Security/Cleaning Deposit Returned: _____