



# WEDDINGS AT Chemeketa Eola

## Frequently Asked Questions



FAQs

Chemeketa Eola  
Northwest Wine Studies Center  
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# General Venue Info

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## **What is Chemeketa Eola?**

Chemeketa Eola (also known as the Northwest Wine Studies Center) is a campus of Chemeketa Community College. It is a meeting and event facility and also houses the Wine Studies Program and the Chemeketa Cellars tasting room. The center started as a vineyard for the newly developed Wine Studies program in 1999 after receiving a land donation from Polk County. In 2003, the meeting facility was built and a classroom building and storage shed were added a few years later. The center sits on 40+ acres with 8 acres of vineyard with 12+ grape varieties, a fully functioning estate winery, and 4,000 square feet of meeting room and event space.

On any given day, there's a lot going on at Eola. All Wine Studies classes take place here at the Northwest Wine Studies Center, where students get hands-on instruction in winemaking, vineyard operations and wine hospitality. Our student-grown, student-made wine is bottled under the Chemeketa Cellars label and sold in the tasting room. We also have event space for industry partners, governmental agencies and corporate and private groups to host meetings, parties, dinners, retreats, celebrations of life, conferences, weddings and wine tasting events. The event venue is located in Building 1 and includes three meeting rooms, offices, a commercial kitchen, the Chemeketa Cellars tasting room, a patio with views of the vineyard and valley and a beautifully landscaped lawn and garden area.

## **Where is Chemeketa Eola located?**

Chemeketa Eola is located in West Salem off of Highway 22. The street address is 215 Doaks Ferry Road NW, Salem OR 97304. In Google maps, searching for "Chemeketa Eola", "Northwest Wine Studies Center" or "Chemeketa Cellars" will provide you with driving directions. Turn into the driveway off of Doaks Ferry Road (the sign at the bottom says Chemeketa Eola/Northwest Wine Studies Center/Chemeketa Cellars.) Continue past the house on the left up the driveway to the parking lot. The event venue is located in Building 1.

## **Do you provide WiFi access?**

Yes, there is guest WiFi access throughout the venue.

## **Is your venue wheelchair accessible?**

Yes, the Chemeketa Eola campus is ADA-compliant.

## **How many parking spaces do you have?**

Approximately 135, along with 6 disabled parking spaces.

## **Do you allow smoking and/or vaping?**

Smoking and inhalant delivery systems are prohibited on all Chemeketa Community College properties, including in private vehicles while on property.

## **Can I bring my pet?**

Chemeketa Community College maintains a no-pets policy on all campuses, with the exception of service animals. A service animal is defined as a dog that is specifically trained to do work or perform tasks that are directly related to a person's disability. A service animal is not an emotional support animal or a pet.

## **Do you provide a private space for nursing mothers?**

Yes, we can provide a private room for nursing mothers. Please contact us ahead of your event to make arrangements. However, we cannot refrigerate breast milk at this time.

# Reservations & Pricing

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## **Where can I find your rental packet?**

The wedding rental packets contain information on venue capacities, room layouts, pricing, recommended vendors and lots of other helpful info. Download wedding rental packet here: [www.chemeketacellars.com/Weddings-at-Eola](http://www.chemeketacellars.com/Weddings-at-Eola)

## **Can I tour the facility before reserving a space?**

Yes, we are happy to give you a scheduled walk-through and answer any questions to help you make your decision to book. Please contact [eolaweddings@chemeketa.edu](mailto:eolaweddings@chemeketa.edu) to arrange a tour. You can also stop by during our tasting room hours on Thursdays and Fridays from 3-7 pm and Saturdays from 12-5 pm. You can view photos of our venue and 360-degree views of our meeting room space on our website: [www.chemeketacellars.com/Venue-Rental/Venue-Photo-Tour](http://www.chemeketacellars.com/Venue-Rental/Venue-Photo-Tour)

## **What is the capacity of your venue?**

- Our full indoor meeting space can hold 156 (26 round tables/6 chairs) or 208 (26 round tables/8 chairs) seated at tables. Seating 8 to a table is a tight fit, however, so we recommend 6 chairs per table. If you are planning to rent a dance floor or other staging for your event, the capacity of the rooms will decrease.
- Outdoor space is a more flexible. Please refer to the wedding rental packet for complete details.
- Our tasting room currently has seating for 25 and our patio has outdoor seating for 50 people.

## **What is the cost to rent the space?**

For 2024, the wedding rental fee is \$2,500 for Sunday weddings only. Please contact [eolaweddings@chemeketa.edu](mailto:eolaweddings@chemeketa.edu) for questions about smaller weddings or weddings on Fridays and Saturdays.

## **How do I hold a date?**

Please submit an event request online here: [www.chemeketacellars.com/MeetingandEventRentals](http://www.chemeketacellars.com/MeetingandEventRentals)

## **What are your insurance requirements?**

All renters must provide a general liability insurance policy rider for the date(s) of their event. This is a standard procedure with event venues and can be obtained through your insurance provider. This policy must be sent to the Event Services department no later than 30 days before your wedding date. More information regarding this policy can be found in our wedding rental packet. Please include alcohol service in your coverage if you will have alcohol at your event.

## **What is the reservation process?**

- Complete an online event request here: <https://www.chemeketacellars.com/MeetingandEventRentals>
- We will send you a draft "proposal" link for your review and confirmation through our event management software. This is confirmation of your event logistics and not your official facility use contract.
- Chemeketa's Event Services department will contact you to complete the official facility use agreement, which needs to be signed by both parties 30 days prior to your event. Chemeketa's Business Services office will mail you an invoice for the 50% deposit (\$1,250). You can pay by credit card over the phone or send payment via check. You will also need to provide a copy of your liability insurance policy to Event Services.

## **Will I have exclusive use of the venue?**

Yes, rental on a Sunday for a wedding will give you exclusive use of the venue.

# Venue Access & Decorations Policies

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## **Can we access the venue prior to our scheduled time?**

Access to your reserved space begins at 8 am on Sunday morning. If you require earlier access, please check with the venue manager, as there may be an extra charge for early and/or late access. Requests cannot always be accommodated due to staffing or other events taking place at the venue. Please note: If you arrive earlier than your stated access time, the gate to the driveway from Doaks Ferry Road may be closed until staff arrive!

## **Can I drop off items the day before?**

In the event that we have storage available, or there is not an event booked the day before, we may be able to accommodate early set-up on Saturday evening after the tasting room is closed. You can discuss availability with the venue manager after booking. However, the venue is not responsible for items left unattended.

## **Can we put up our own decorations?**

Yes, you are welcome to decorate for your event. We have a few guidelines designed to minimize damage to the facility:

### Permitted

- Nonflammable commercial and non-permanent decorations
- Covered votive or floating candles
- Painter's tape, string, wire, ribbon, fabric, netting (please bring your own, we do not provide supplies)

### Not Permitted

- Nails/tacks/pushpins/staples/screws/duct tape
- Glitter, confetti, feathers, birdseed, rice
- Helium balloons (very difficult to retrieve from our high ceilings!)
- Fog/smoke machines
- Fireworks/sparklers
- Hay bales

**Please note: There will be a \$300 cleaning fee charged if glitter, confetti, feathers, birdseed, rice, or other non-permitted decorations/damage are found after your event. Please especially avoid glitter in your decorations and on your clothing, including prom/holiday dresses. It takes staff several days to clean glitter off of linens, carpets, and chairs.**

## **What if we want extra time for set-up and decorating?**

Your stated rental period should include set-up and take-down time. As noted above, please check with the venue manager about adjusting your building access time if needed.

## **What is required for cleanup?**

All rentals, decorations, personal items, and anything else brought in for your event must be removed from the space by the end of your event or at the agreed-upon time per the contract. Your clean-up time is included in your agreed-upon event rental time. You will have access to garbage cans/bags to dispose of any garbage or leftover catering.

# Meeting Room Set-Ups & Options

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## **What is included in indoor room rentals?**

The indoor space includes set-up of tables and chairs along with a workstation, projector, screen and audio system. Chemeketa staff will be present during the duration of your event as well.

## **What furniture do you provide?**

Meeting room furniture includes:

- 26 60-inch round tables
- 35 6-ft x 24-inch rectangle (buffet/classroom) tables
- 12 cocktail/bistro tables
- 215 chairs

The tasting room has seating for 25 and the patio has seating for 50. Cocktail tables can be added to the event space for extra standing room.

## **Do you have a sound system?**

Yes, our meeting rooms, lobby, tasting room and patio have an overhead sound system that can be controlled using a meeting room workstation.

## **Do you rent linens?**

Yes, you can rent basic black linens from the venue for your event for an additional charge. If you would like linens in other colors or styles, you can rent from a party/linen rental company. If you would like your linens steamed, we can provide that service for an extra charge or you are welcome to use our steamer.

## **Can I rent items from a party rental company?**

Yes. If you require additional furniture, decorations, a dance floor, DJ setup, etc., you are free to arrange rentals to fulfill your needs. Please refer to the Chemeketa Eola Wedding Packet for more information on recommended vendors. Please communicate ahead of time with the venue manager if you plan to bring in additional rental items so that drop-off and pick-up times can be coordinated.

# Food & Catering Policies

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## Can I bring my own food?

You can bring any store or restaurant-purchased food or use a licensed catering service. Food and beverages prepared in unlicensed kitchens or homes may not be served on College premises (individuals may eat their own homemade food.) **Please note: We are not able to provide microwave services or refrigeration for food (including personal meals) or breastmilk due to health code regulations. We can refrigerate store-purchased drinks.**

## Can I use a caterer?

Chemeketa Eola will provide you with a list of recommended caterers to choose from. If you have a caterer in mind that is not on our list, please contact the venue manager to discuss options. Caterers must be licensed and insured. Food and beverages prepared in unlicensed kitchens or homes may not be served on college premise per Chemeketa policy.

## Do you provide catering tables?

Yes, we can provide 24x60 inch catering tables for your food.

## Do you provide plates, silverware, napkins, etc.?

You will need to bring your own disposable-ware or arrange for china and silverware service with a catering or rental company. The venue does have a supply of paper plates, napkins and plasticware should you run short and need some extra supplies.

## Does the venue provide beverage services?

We can provide coffee and tea service for an additional charge. Service includes paper cups, stirrers, sugars and creamers. You can also arrange hot/cold beverage service with your caterer or bring store-purchased drinks, which we can refrigerate for you in our walk-in cooler.

## Does the venue provide kitchen access?

Your rental does not include access to our kitchen. Food needs to arrive at the venue fully cooked and ready to serve. However, if your caterer needs a staging area, we **may** be able to provide kitchen access for this purpose. Please have your caterer contact the venue manager to discuss access to our kitchen. **Kitchen access is available only to licensed caterers; event attendees are not able to access the kitchen.** Caterers must leave the kitchen clean and should take all of their items with them.

## Does the venue provide take-home containers for leftover food?

Oregon health code statutes do not allow us to provide you with to-go containers for your leftover catering. You can bring your own containers to take food home, although we are not allowed to refrigerate or store it for you. Otherwise, we can dispose of your leftover catering for you.

# Alcohol & Bar Service Policies

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## What is your alcohol policy?

Chemeketa Cellars provides bar service for all events. Chemeketa Cellars serves Chemeketa Cellars wine and a variety of beer and cider. Check with venue staff if you would like to request a specific brand of beer or cider for your event.

- Only OLCC-licensed servers are permitted to serve alcohol
- For meetings and events, service is by the glass only (no on-site consumption of purchased bottles)
- No outside alcohol is allowed on the Eola campus
- No hard alcohol is allowed on the Eola campus

Please email [eolaevents@chemeketa.edu](mailto:eolaevents@chemeketa.edu) if you have questions about alcohol service.

## What is your alcohol service policy for events?

- For events 2.5 hours or less, alcohol service will end **30 minutes before the end of your event**
- For events 3 hours or longer, alcohol service will end **45 minutes before the end of your event**

Chemeketa Cellars bar staff reserve the right to stop serving alcohol to anyone at any time as deemed necessary based on OLCC law and/or Chemeketa Community College board policies.

## What are the Chemeketa Community College alcohol policies?

- Alcoholic beverages are limited to beer, wine and cider and must remain within the authorized rental area(s).
- Alcohol can only be consumed during designated pouring times.
- The College and OLCC strictly prohibit guests from serving their own alcohol and from bringing any alcoholic beverages onto the owner property unless approved by the Event Coordinator and within OLCC regulations.
- No visibly intoxicated person will be served alcohol.
- Any person who is clearly intoxicated or impaired or whose conduct is objectionable, disorderly or disruptive to the facilities use or in violation of any OLCC regulations shall be refused entrance or could be immediately ejected from the premises.
- If disorderly or disruptive actions by guests continue the College has the right to terminate alcoholic service and if necessary contact the appropriate law enforcement agency.



# Meeting Room Technology

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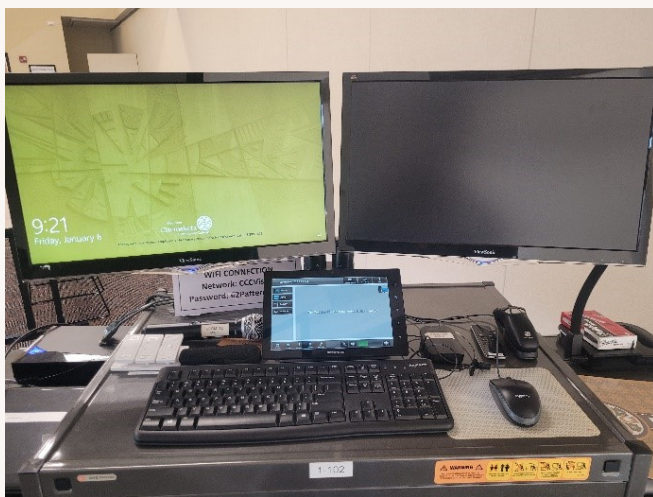
## What technology is included in our rental?

Each of the three meeting rooms has a computer workstation with a screen, projector and audio. These systems are user-friendly, with controls for microphones, projection and meeting room volume on the control panel. Meeting rooms can be combined to show one presentation on multiple screens. The renter will be assigned a temporary password to access the workstation, which IT will email to the on the morning of your event. Chemeketa staff are on site through the entirety of your event and can provide technical assistance with our A/V system (but cannot provide trouble-shooting with any outside technology brought in by groups.)

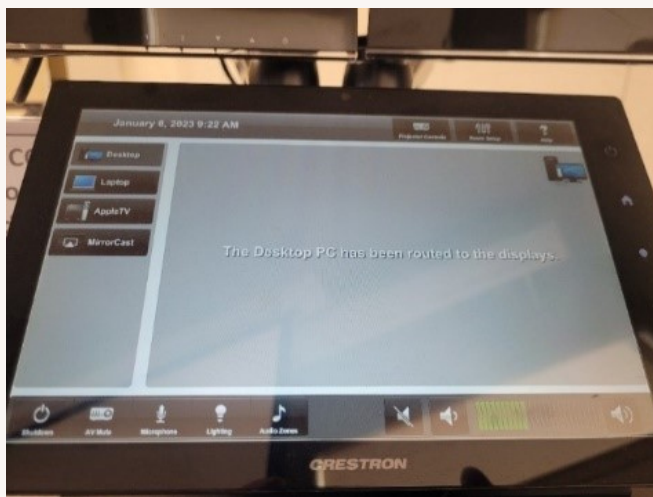
## How can we connect to the workstation/projector/audio system?

- Bring your presentation/music/videos on a thumb drive and connect to a USB port on the workstation
- Log into your cloud storage from the Chemeketa workstation and download your presentation/music/videos
- Connect your laptop to our workstation via HDMI (*this usually works but does have more potential for technical or connectivity issues.*)

**\*\*Note:** New MacBook users need to bring their own USB-C Digital AV Multiport Adapter for HDMI-to-Mac functionality. iPads/iPhones do not connect to our computer workstations.)



**Workstation Connected to Audio and Projector**



**Meeting Room Control Panel**



**Lighting Controls**



**Presentation Advancers**



**Wireless and Lapel Microphones**