



Chemeketa Eola

Meeting & Event Venue



Rental
Packet

Chemeketa Eola
Northwest Wine Studies Center
215 Doaks Ferry Rd NW
Salem, Oregon 97304
503.584.7253
eolaevents@chemeketa.edu

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Introduction



Welcome to Chemeketa Eola, located in the west hills of Salem, Oregon, just minutes from downtown Salem. The Chemeketa Eola event venue offers flexible indoor meeting space for up to 208 guests and

an outdoor patio and garden setting with panoramic views of the vineyard and valley. Chemeketa Eola is also home to Chemeketa Community College's Wine Studies program at the Northwest Wine Studies Center, which includes an 8-acre estate vineyard, winery and the Chemeketa Cellars tasting room.

Chemeketa Eola is the perfect venue for corporate events, staff meetings, retreats, banquets, anniversaries, parties and weddings (please refer to our wedding packet). Upon request, the Chemeketa Cellars tasting room can provide Chemeketa Cellars wines, beer and cider for your event. Outside catering is allowed from a list of approved caterers.

Take a photo tour of the Chemeketa Eola venue:
<https://www.chemeketacellars.com/chemeketaeola>

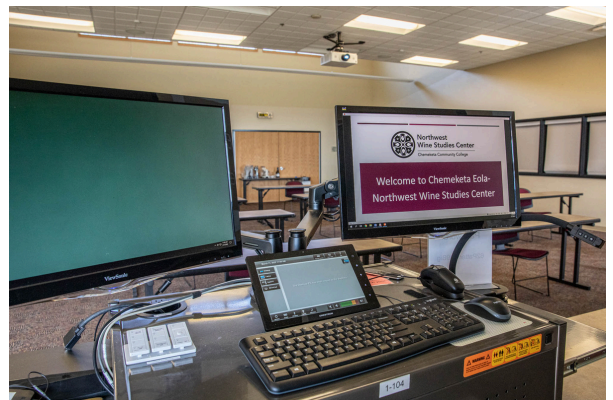


Meeting Room Descriptions

Chemeketa Eola offers three meeting rooms that can be combined into one or two larger spaces, hosting up to 220 people seated at rounds. The tasting room and patio are also available for private rental outside of tasting room hours (currently Wednesday-Friday 4-9 pm and Saturday-Sunday 12-4 pm.)

MEETING ROOM RENTAL INCLUDES:

- Meeting room set-up (rounds and classroom/buffet tables + chairs)
- Two-monitor computer workstation with projector, screen, speakers (A/V)
- Wireless microphones
- DTEN all-in-one Zoom video conferencing system (*by request*)
- WiFi internet access
- Chilled water dispenser & paper cups
- Staff onsite for technical and logistical support
- Outside catering allowed (*see page 8 for more information*)



OPTIONAL ADD-ONS (\$):

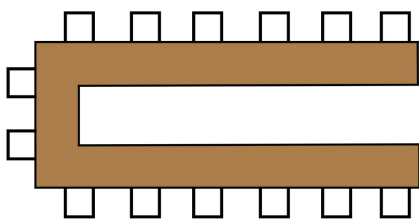
- Sisters Coffee Co. coffee & tea service
- Non-alcoholic beverage service
- Linen rental
- Continental breakfast
- Fresh-baked pastries
- Fresh-baked cookies
- Bar service
- Stage rental

(*See pages 6-7 for pricing*)

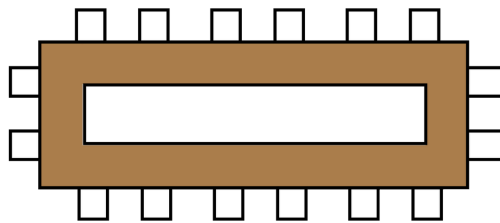
Room Capacities & Setup Options

| Meeting Room | U-Shape | Conference | Classroom | Crescent Rounds | Banquet Rounds (6 chairs recommended) |
|--|---------|------------|-----------|-----------------|---|
| RIESLING | 20 | 24 | 30 | 30 | 48 (8 tables/6 chairs) 64 (8 tables/8 chairs) |
| MERLOT | 22 | 28 | 40 | 36 | 54 (9 tables/6 chairs) 72 (9 tables/8 chairs) |
| PINOT NOIR | 28 | 36 | 50 | 64 | 96 (16 tables/6 chairs) 128 (16 tables/8 chairs) |
| RIESLING & MERLOT | 34 | 48 | 70 | 72-80 | 108-120 (18-20 tables/6 chairs) 144-160 (18-20 tables/8 chairs) |
| MERLOT & PINOT NOIR | | | 70 | 80-84 | 120-126 (20-21 tables/6 chairs) 160-174 (20-21 tables/8 chairs) |
| RIESLING, MERLOT, PINOT NOIR | | | | 104 | 156 (26 tables/6 chairs) 208 (26 tables/8 chairs) |
| BOARD ROOM | | 12 | | | |
| Round tables: 60 in. diameter (6 chairs is a comfortable fit, 8 chairs is a tight fit) Classroom tables: 6 ft x 20 in. (seats 2 each) <i>A room set-up options diagram packet can be supplied upon request.</i> | | | | | |

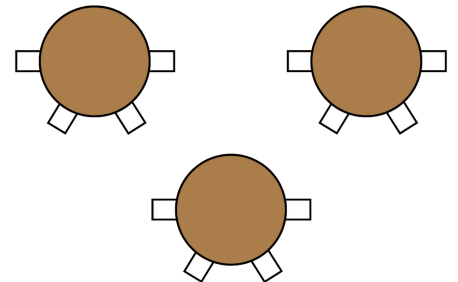
U-Shape



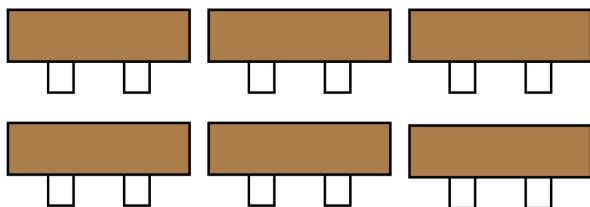
Conference



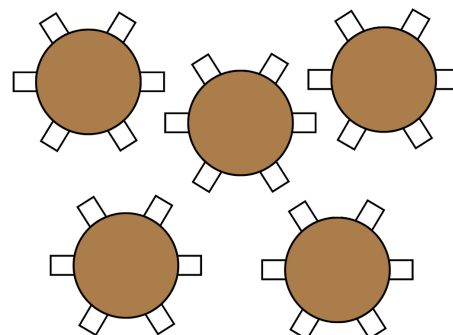
Crescent Rounds



Classroom



Banquet Rounds

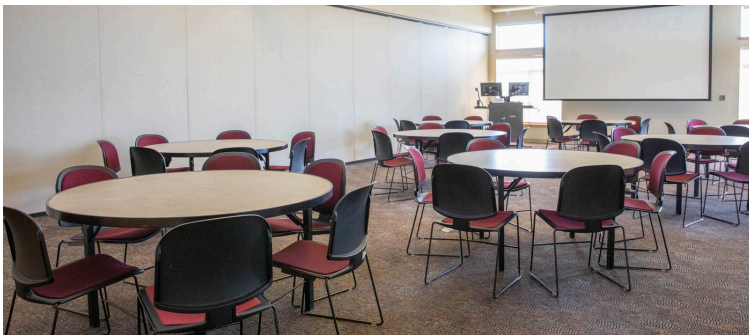


Meeting Room Pricing

| Meeting Room | Day Rate* Private Group | Day Rate * Non-Profit/Gov't | Evening Rate** | Hourly Rate (up to 4 hours)*** |
|----------------------------|---|--------------------------------|-------------------|-----------------------------------|
| RIESLING | \$500 | \$400 | \$350 | \$90 |
| MERLOT | \$550 | \$450 | \$400 | \$110 |
| PINOT NOIR | \$600 | \$500 | \$450 | \$140 |
| RIESLING/MERLOT | \$1,000 | \$850 | \$700 | \$180 |
| MERLOT/PINOT NOIR | \$1,100 | \$900 | \$775 | \$210 |
| RIESLING/MERLOT/PINOT NOIR | \$1,500 | \$1,350 | \$1,100 | \$250 |
| BOARD ROOM | \$195 | \$150 | | |
| TASTING ROOM/PATIO | <i>See page 6 of the venue rental packet for rental information</i> | | | |

MEETING ROOM RENTAL HOURS (11 pm Departure - All Rentals)

- **Day Rate:** 10 hour period (more than 10 hours, add hourly rate for each additional hour)
- **Evening Rate:** 7 hour period starting at 4 pm
- **Hourly Rate:** Up to 4 hours



Tasting Room and Patio Rental



Rental of the Chemeketa Cellars tasting room and patio is available outside of regular tasting room hours (currently Wednesday-Friday from 4-9 pm and Saturday-Sunday from 12-4 pm).

The indoor tasting room seats 45 and the patio seats 60 (less in the winter months when most of the furniture is stored away.) The patio is rented as-is and is furnished with metal patio furniture, umbrellas and propane heat columns.

Rental includes:

- One bartender per 50 guests. Additional bartenders recommended for every 50 additional guests at a rate of \$50/hour per bartender
- Hosted or no-host bar serving Chemeketa Cellars wine, beer, cider, and non-alcoholic options. Drink ticket option available for hosted bar
- Buffet tables for catering
- Linen rental available for indoor banquet and cocktail tables (\$)



| Space | Hourly Rate | |
|---|-------------|-------------------------------------|
| Tasting Room & Patio (Seats 75 + standing room) | \$100/hour | \$75/hour for Wine Club members |
| Tasting Room & Patio + Riesling Room (Seats 125 + standing room) | \$175/hour | \$150/hour for Wine Club members |

Optional Add-Ons: Food/Beverage

NON-ALCOHOLIC BEVERAGES

| | |
|---|-------------|
| Coke/Pepsi products, lemonade, and sparkling water by the can | \$1.50/each |
| Iced Tea or Lemonade: 1/2 gallon pitcher (serves 10) | \$8 |
| Iced Tea or Lemonade: 1 gallon dispenser (serves 20) | \$15 |
| Iced Tea or Lemonade: 2 gallon dispenser (serves 30) | \$27 |
| Orange Juice: 1/2 gallon pitcher (serves 10) | \$6 |

COFFEE & TEA

Includes freshly ground Sisters Coffee Co. coffee, Stash tea, paper cups, non-dairy and half-and-half creamers, sugars and stirrers

| | |
|--|------|
| Coffee: 1/2 gallon airpot (serves 10) | \$19 |
| Coffee: 1 gallon dispenser (serves 20) | \$38 |
| Hot Water: 1/2 gallon airpot (serves 10) | \$17 |

EOLA CONTINENTAL BREAKFAST

| | |
|--|-------------|
| Yogurt, fresh fruit, granola, fresh baked pastries, orange juice | \$12/person |
|--|-------------|

EOLA FRESH BAKED COOKIES

| | |
|---|-----------|
| An assortment of cookies baked in-house | \$9/dozen |
|---|-----------|

EOLA FRESH BAKED PASTRIES

| | |
|---------------------------------------|------------|
| Assortment of pastries baked in-house | \$13/dozen |
|---------------------------------------|------------|

Optional Add-Ons: Linens/Dinnerware/Bar Service

LINEN RENTAL

| | |
|--|----------|
| Black linen for catering and round tables (other colors may be available upon request and with advance notice) | \$9/each |
|--|----------|

DISPOSABLE DINNERWARE

| | |
|--------------|------------------|
| Paper plates | \$3.50/serves 10 |
|--------------|------------------|

| | |
|--------------------|------------------|
| Disposable cutlery | \$3.50/serves 10 |
|--------------------|------------------|

| | |
|---------|------------------|
| Napkins | \$3.50/serves 10 |
|---------|------------------|

| | |
|--------------------|------------------|
| Paper/plastic cups | \$2.50/serves 10 |
|--------------------|------------------|

BAR SERVICE

Bar service is available for events taking place outside of tasting room hours. Wine by the glass, beer, cider and non-alcoholic drinks are available as a hosted or no-host bar.

| | |
|---|-------------------------|
| Bar staff fee - One staff member per approximately 50 attendees | \$50/hour per bar staff |
|---|-------------------------|

Catering Options

PLEASE NOTE: Only store-bought or catered foods are allowed to be served at Chemeketa Eola meetings and events. No homemade foods or on-site food preparation by non-caterers are allowed per Chemeketa's liability insurance policy.

Commonly Used Caterers

Biscuit and Pickles

biscuitandpickles.com

Bon Appétit

willamette.cafebonappetit.com

Elegant Catering

elegantcatering.com

Farmers Plate and Pantry

farmersplateandpantry.com

Genuine Catering (Chemeketa)

chemeketacccatering.catertrax.com

Los Dos Amigos

losdosamigoshacienda.com

Miller's BBQ

millersbbqcatering.com

Roth's Fresh Catering

roths.com/catering

Sassy Onion

sassyonion.com

Shaka Brah

theshakabrah.com

Simply Plated Catering

simplyplatedcatering.com

That Food Guy

thatfoodguycatering.com

Wild Pear Catering

wildpearcatering.com

Willaby's Catering

willabyscatering.com

Drop & Go/Chain Catering

Chipotle

chipotle.com

Daniel's Tacos

facebook.com/Daniels-Catering-208982445784678

Habanero's

habanerosmex.com

Jimmy Johns

jimmyjohns.com/catering

Little Lois Café

littleloiscafe.com

MOD Pizza

modpizza.com

Odd Moe's Pizza

oddmoes.com

Panera Bread

catering.panerabread.com

Pita Pit

www.ezcater.com/catering/pita-pit-salem

Tony's Taco Shop

tonystacosshopsalem.com/

Have another caterer in mind?

Contact the Eola events coordinator at eolaevents@chemeketa.edu to discuss options. Caterers new to the venue will need to schedule a tour of the venue prior to providing catering services.

Eola Floor Plan



Facility Guidelines & Policies

BUILDING ACCESS TIME

Your contracted morning building access time is the time that the gate to the campus will be open and the building will be unlocked and available for event attendees. There is **no guarantee** that access to the Eola campus and/or the building will be available earlier than your stated building access time. Please communicate this time with your group and contact the Venue Manager at eolaevents@chemeketa.edu if you need to arrive earlier than your stated access time.

DECORATION GUIDELINES

Permitted:

- Nonflammable commercial and non-permanent decorations
- Covered votive or floating candles
- Painter's tape, string, wire, ribbon, fabric, netting

Not Permitted:

- Nails/tacks/pushpins/staples/screws/duct tape
 - Glitter, confetti, feathers, birdseed, rice
 - Helium balloons
 - Fog/smoke machines
 - Fireworks/sparklers
 - Hay bales
 - Hard alcohol
 - No smoking or vaping
-

PLEASE NOTE: There will be a **\$300 cleaning fee** 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.

WORKSTATIONS & A/V TECHNOLOGY

Each of the three meeting rooms has a computer workstation with a screen, projector and audio. Meeting rooms can be combined to show one presentation on multiple screens. Your group will be assigned a temporary password to access the workstation, which will be emailed to the meeting contact email address 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 and some limited trouble-shooting with outside technology.

Presentations

1. Bring your presentation on a thumb drive and connect to a USB port on the workstation (*best option*)
2. Log into your cloud storage from workstation and download your presentation (*best option*)
3. Connect your laptop to our workstation (*more potential for technical or connectivity issues*)

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

Remote Meetings

Two DTEN Zoom video conference systems are available, which are whole-room remote conference systems compatible only with Zoom. (*DTENs are not compatible with Microsoft Teams.*) The DTEN is a user-friendly touch-screen TV with the Zoom platform built in. It provides two-way audio and video feeds through its own microphones, speakers and video camera. This system is not connected to our workstation/projector/audio. Meeting presentations for the Zoom participants must be run through the Zoom meeting separately from the workstation for in-room participants. (You can provide your own remote conferencing system but Chemeketa staff are not able to provide any technical support.)

ALCOHOL SERVICE

Chemeketa Cellars provides bar service for all events, unless other arrangements have been made with the venue. Only OLCC-licensed servers are allowed to serve alcohol. Service is by the glass unless otherwise noted. No hard alcohol is allowed. Please inquire at eolaevents@chemeketa.edu if you have questions about alcohol service for your event.

INSURANCE REQUIREMENTS

All renters must provide a general liability insurance policy rider for the date(s) of their event. This is a standard procedure for event venues and can be obtained through your insurance provider. More information regarding this policy can be found on page 10 of this document. Please include alcohol in your coverage if you will have alcohol at your event. (*For state of Oregon governmental entities, your certificate of insurance can be obtained through the Department of Administrative Services Risk Management division: oregon.gov/das/Risk/Pages/CertCovRequest.aspx.*)

Contract & Insurance Requirements

FACILITY USE CONTRACT

The **Facility Use Agreement** will be digitally signed at the same time that the event logistics are approved in the Chemeketa Eola event software. Clients will also need obtain an **insurance liability rider** for the event (see below.)

PLEASE NOTE: The event must be confirmed and digitally signed **no later than 7 days prior to the event date.** If you are attempting to schedule a meeting with 14 days of your meeting date, it is important that you respond as quickly as possible to communications regarding the facility use contract so staff can process it in a timely manner. ***If Chemeketa Eola does not receive a signed Facility Use Agreement and liability insurance policy within 7 days of the event date, and there has been no communication from the client in the interim, Chemeketa Eola reserves the right to cancel the event.***

SPECIAL EVENT LIABILITY INSURANCE

Clients can obtain a quote through their personal or corporate insurance company or online from websites like **www.specialeventinsurance.com** or **www.eventsured.com**. It is important to note that the policy must be for COMMERCIAL liability coverage, which many companies do not provide. Chemeketa Eola recommends utilizing **PACE's TULIP insurance program**, which provides lower-cost special event insurance for groups using college facilities. Go to **app.gatherguard.com**, click "Get a Quote", select your event type, answer the three questions (usually "no"), and search for "Chemeketa Eola" as the venue. The basic coverage offered will satisfy Chemeketa's requirements. (Note: Liquor coverage is automatically included, so there is no need to add additional liquor coverage if your event includes alcohol service.)

State agencies can obtain a copy of the Generic Certificate of Insurance Coverage from the State of Oregon Risk Management department.

LIABILITY INSURANCE REQUIREMENTS

The User, at their sole expense, shall obtain and maintain insurance for the term of this Agreement as well as throughout all applicable statutes of limitation and statutes of repose. User's insurance shall be primary over any insurance or retention the College may carry with the College's insurance and/or retention(s) being excess and non-contributory.

There shall be no cancellation, material change, reduction of limits, reduction in any aggregate limits, or intent not to renew the insurance coverage(s) without 30 days prior written notice from the User or its insurer(s) to the College. Evidence of the required coverage shall be issued by a company satisfactory to the College, shall be approved by the College by way of Certificate of Insurance, and shall be filed and approved by the College prior to facility use. A minimum 30-day written notice of cancellation or material change of coverage clause shall be included. Failure to maintain the proper insurance shall be grounds for immediate termination of this Agreement.

The College shall have the right to approve all insurers under this Agreement. The College reserves the right to reject any or all insurance companies with an unacceptable financial rating.

General Liability – Required

User shall provide and maintain a **commercial general liability policy** written on an occurrence form with limits not less than:

\$2,000,000 General Aggregate
\$1,000,000 Personal and Advertising Injury
\$1,000,000 Products and Completed Operations Aggregate
\$1,000,000 Each Occurrence

The General Liability policy shall include a waiver of subrogation in favor of the College. Contractors are required to provide a certificate naming Chemeketa Community College, its board members, directors, employees, officers, volunteers, and agents as primary additional insured for the work or services performed under this agreement as well as for completed operations. A copy of the endorsement shall be attached to the certificate of insurance. The Certificate of Insurance must state Facility Use Agreement.

Hold Harmless and Indemnification Clause

The User shall indemnify, defend, and hold harmless Chemeketa Community College, its board members, directors, employees, officers, volunteers, and agents from any claims, actions, liability or cost, including attorneys' fees and/ or cost of defense arising out of or in any way relating to the work performed under this agreement, and arising from the sole or joint negligence of the User, except to the extent otherwise void under ORS 30.140.

Waivers or Exceptions

Any exceptions or waivers to these requirements shall be subject to review and approval by the College.

Where to Send Certificates of Insurance

Certificates of Insurance shall be sent to Chemeketa Eola **via email by responding to the event proposal email you received** or by emailing it to **eolaevents@chemeketa.edu**.

Contract & Insurance Requirements

OPTIONS TO OBTAIN INSURANCE COVERAGE

STATE AGENCY LIABILITY INSURANCE

The State of Oregon provides a generic certificate of insurance coverage for state groups reserving meeting space. This certificate is updated every fiscal year and can be found here: <https://www.oregon.gov/das/Risk/Pages/CertCovRequest.aspx>

PRIVATE/NON-PROFIT/CORPORATE LIABILITY INSURANCE

A liability insurance policy may be obtained through your personal or corporate insurance company or online from websites like www.specialeventinsurance.com or www.eventsured.com. However, it is important to note that the college requires

COMMERCIAL liability coverage, which not all companies can provide.

The fastest and easiest way to obtain coverage as a private renter is to utilize PACE's TULIP insurance program, which provides lower-cost special event insurance for groups using college facilities. The quote will generally amount to \$75 (unless you have unusual circumstances or add additional coverage.)

- Go to www.gatherguard.com and click "Get a Quote"
- Select your event type
- Answer the short series of questions (usually "no")
- Search for "Chemeketa Eola" as the venue, select it, complete the event information, and confirm purchase. You will have the option to add increased coverage if you choose, but the basic coverage offered of a \$1,000,000 limit for each incident (Occurrence) will satisfy Chemeketa's requirements. (Note: Liquor coverage is automatically included for Chemeketa Eola, so there is no need to add additional liquor coverage if your event includes alcohol service.)

PLEASE EMAIL A COPY OF THE POLICY AT LEAST ONE WEEK PRIOR TO YOUR EVENT BY REPLYING TO THE EMAIL YOU RECEIVED WITH YOUR EVENT PROPOSAL LINK (or email eolaevents@chemeketa.edu).

BASIC COVERAGE THROUGH TULIP INCLUDES:

- \$1,000,000 - This is the maximum amount the insurer will pay for all claims resulting from a single occurrence. The number of injuries, damaged property and claims do not affect this amount.
- \$250,000- Damage to Rented Premises (Each Occurrence)
- Excluded - Medical Expense
- \$1,000,000 - Products - Completed Operations Aggregate
- \$1,000,000 - Personal and Advertising Injury
- \$2,000,000 - General Aggregate - The aggregate limit is the maximum amount an insurer will pay for covered losses during a policy period
- Included - Host Liquor (Required when your venue serves alcoholic beverages or allows alcoholic beverages to be consumed on the premises. Includes coverage for hosted or cash bars.)

Where to Send Certificates of Insurance

Certificates of Insurance shall be sent to Chemeketa Eola **via email by responding to the event proposal email you received** or by emailing it to eolaevents@chemeketa.edu.



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