

GENERAL VENUE INFORMATION

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 usually 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 and we 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 on clear days) and a beautifully landscaped lawn and garden area.

Can I tour the facility before reserving a space?

Yes! We would be happy to give you a scheduled walk-through and answer any questions to help you make your decision to book. Please contact eolaevents@chemeketa.edu to arrange a tour or sign up for a tour here: <https://www.chemeketacellars.com/ChemeketaEola>. You can also view photos of our venue and 360-degree views of our meeting room space on our website.

What is the cost to rent the space?

Our rental fees for meetings and events are listed in our full venue rental packet. For weddings, please refer to our wedding rental packet.

How do I hold a date?

Please visit our website at <https://www.chemeketacellars.com/ChemeketaEola> to download an event request form or email eolaevents@chemeketa.edu to request a form. This form will start the process for holding your event date. If you do not have all of the details in place, you can still submit the form as long as you know your date, room(s) needed, and size of your group.

What is the reservation process?

1. Fill out the Event Request form and email it to eolaevents@chemeketa.edu.
2. We will schedule your event (deposits are only required for weddings at this time) and send you an Event Confirmation form for review and signature. This is the form used by the Eola facility to manage your meeting logistics and is not your official contract.
3. Chemeketa's Event Services department will contact you to complete the official facility use agreement, which needs to be signed by both parties **seven days prior to your event** (if the event is booked less than seven days prior to the event date, we will work with you on an altered deadline.) Once the agreement has been completed, you will receive an invoice in the mail from Chemeketa's Business Services to the address on your contract. You *may* receive this invoice after your event, depending on when the facility use agreement is finalized. You can pay by credit card over the phone or send payment via check.

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 7 days before your scheduled event.*** More information regarding this policy can be found in our venue rental packet. Please include alcohol service 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: www.oregon.gov/das/Risk/Pages/CertCovRequest.aspx.)

Do you provide WiFi access?

Yes, the venue provides guest WiFi access and the password is posted around the venue.

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). Seating 8 to a table is a very 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 (for events like weddings) 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.

Will other events take place at the same time as my event?

Depending on the day and type of event, it is possible there may be another meeting or event taking place at the same time in a different meeting room or in the tasting room area. Check with the venue manager if you would like to know if you will have exclusive use of the venue.

Will my reservation include use of the tasting room and patio areas?

Not necessarily. The Chemeketa Eola venue includes two gathering spaces in Building 1: Meeting rooms and the tasting room/patio. Because the tasting room serves multiple uses (tasting room hours, event space, etc.), the use of that space will depend on what other meetings are taking place during your event. If you have reserved all three meeting rooms or if you happen to be the only group at Eola, you *may* be able to use the tasting room and patio for breaks and lunch. Please confirm with the venue manager if that space will be available to you, as we sometimes have private events scheduled in the tasting room. Additionally, the tasting room and patio are reserved for tasting room guests during tasting room hours (currently Thursday and Friday, 3-7 pm, and Saturdays, 12-5 pm.) *Please do not rearrange the tasting room or patio furniture without prior consent of the venue manager.*

The tasting room and patio areas are available for private rental, depending on availability. If you would like to rent the tasting room and patio as part of your meeting rental or for an event, please discuss options with the venue manager. You can also find information about renting the tasting room and patio in our full event venue packet.

Can my group visit the tasting room after our meeting and/or arrange a wine tasting?

Yes, we love hosting happy hour socials for groups after their meeting or event! If the tasting room is already open, you are welcome to head over to the tasting room for drinks and charcuterie (if you think a large number from your group will stay, we appreciate a head's up to be sure we are appropriately staffed.) If your meeting takes place on a day when the tasting room is not open, you can make arrangements with the venue manager to open the tasting room for your group. We can also arrange a guided wine tasting, depending on staff availability.

Can my group add on a tour of the facility/winery/vineyard?

Yes, we love providing tours and talking about our program and facility with visitors. Connect with the venue manager if you are interested in scheduling a short tour (approximately 15 minutes) during a break, lunch hour, or after your meeting.

Is your venue wheelchair accessible?

Yes, the Chemeketa Eola campus is wheelchair accessible.

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.

MEETING SPACES AND FOOD/ALCOHOL POLICIES

What is included in meeting room rentals?

Your rental includes set-up of tables and chairs, black linens (if ordered), and coffee and tea service (if ordered.) Also included is the workstation/projector/screen/audio system. A DTEN video conferencing system may also be available if not already reserved by another group. Chemeketa staff will be present during the duration of your event and can answer questions, help with technology, and refresh coffee throughout the day.

What furniture do you provide?

Furniture for meeting rooms include: 26 60-inch round tables, 35 6-ft x 24-inch rectangle (buffet/classroom) tables, 12 cocktail/bistro tables, and 200 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 one of the meeting room workstations.

Do you rent linens?

Yes, you can rent basic black linens from the venue for your event. If you would like linens in other colors or styles, you can rent from a party/linen rental company.

Do you provide coffee service?

Yes, we can provide coffee and tea service for your event. Service includes paper cups, stirrers, and a variety of sugars and creamers.

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 communicate ahead of time with the venue manager if you plan to bring in additional rental items. *(We are working on a list of preferred vendors.)*

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 do not provide microwave or refrigeration services at this time.*

Can I use any caterer?

Chemeketa Eola will provide you with a list of caterers you can choose from, including Chemeketa's in-house caterer, Genuine Foods. If you have a caterer in mind that is not on our list, please contact the venue manager to discuss. Caterers must be licensed and insured. Food and beverages prepared in unlicensed kitchens or homes may not be served on College premise (individuals may eat their own homemade food) per Chemeketa's insurance policy. *Please note: We do not provide microwave or refrigeration services at this time.*

Does your venue provide kitchen access?

Your rental does not include access to our commercial kitchen. Food needs to arrive at the venue fully cooked and ready to serve. However, if your caterer needs a staging area to place food in serving dishes, we can sometimes provide kitchen access for this purpose. Please contact the venue manager if you would like to arrange access for your event. *Please note: We are not able to refrigerate or provide microwave access for personal meals, drinks or breastmilk.*

Do you 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.

Can we access the venue prior to our scheduled time?

Access to your reserved space begins at the contracted rental/building access time stated on your event confirmation form. 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 THAT IF YOU ARRIVE EARLIER THAN YOUR STATED ACCESS TIME, THE GATE TO THE DRIVEWAY MAY BE CLOSED UNTIL STAFF ARRIVE.***

Can I drop of items the day before?

It is unlikely, but you can discuss this with the venue manager after booking. In the event that we have storage available, or there is not an event booked the day before, we may be able to accommodate you. 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

Not Permitted

- Nails/tacks/pushpins/staples/screws/duct tape
- Glitter, confetti, feathers, birdseed, rice
- Helium balloons
- Fog/smoke machines
- Fireworks/sparklers
- Hay bales

What if we want extra time for set-up/decorating?

Your stated rental period should include set-up/decorating and clean-up/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, food containers, and anything else brought in for your event must be removed from the space by the end of your event. Your clean-up time is included in your agreed-upon event rental time. You will have access to garbage bags and a dumpster to dispose of any leftover catering.

What is your alcohol policy?

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 (no table service of bottles at events.) Chemeketa Cellars provides wine, beer and cider and can sometimes accommodate requests for a specific brand or variety of beer or cider. However, no hard alcohol is allowed anywhere on the Eola campus. Please email eolaevents@chemeketa.edu if you have questions about alcohol service for your event.

Chemeketa policies state: 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.

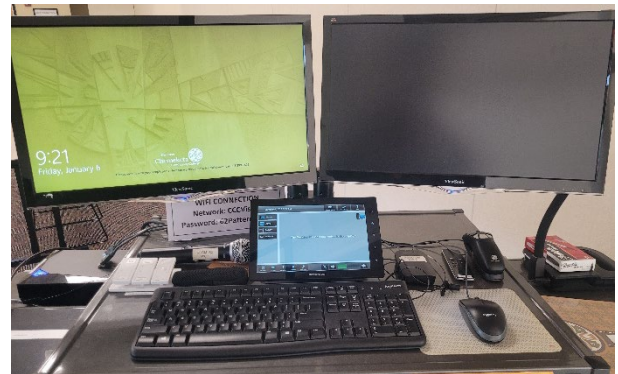
TECHNOLOGY

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 fairly 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. Your group will be assigned a temporary password to access the workstation, which IT will email 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 (but limited trouble-shooting with any outside technology.)

Your presentation/materials can be accessed three ways:

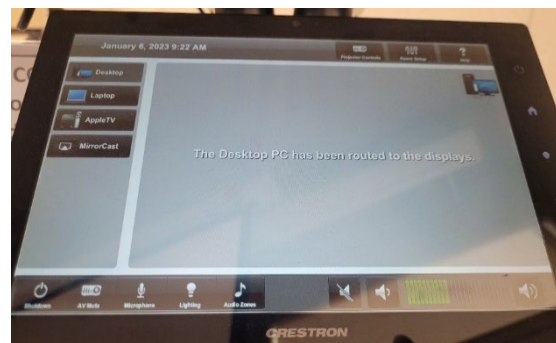
- Bring your presentation/music/videos on a thumb drive and connect to a USB port on the workstation
- Log into your cloud storage from the Chemeketa workstation and download your presentation/music/videos
- Connect your laptop to our workstation via HDMI (this usually works but does have more potential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



Meeting Room Workstation



Handheld and Clip-on Microphones



Workstation Control Panel



Lighting Controls

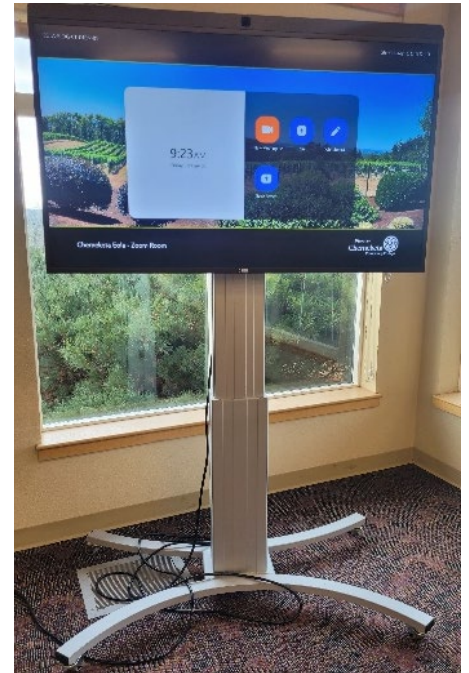


Presentation Advancer

Do you provide technology for remote meetings?

Chemeketa Eola currently provides two [DTEN Zoom video conference systems](#), 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 on a cart with the Zoom platform built in, and it operates exactly the same way it would on a computer. The system provides two-way audio and video feeds through its own microphones, speakers and video camera. This system is *not* connected to our meeting room workstation, so any presentations and/or audio being used in the meeting room will need to be managed separately for Zoom participants. There are two options for this:

- You can run a Zoom session on the workstation, enable screensharing, and share the presentation to the room and Zoom participants simultaneously. You'll want to mute that Zoom session to avoid feedback with the DTEN system in the room.
- Someone in the meeting room can use their own laptop to show the same presentation that is being shown in room.



You can provide your own remote conferencing equipment but Chemeketa staff are not able to provide any technical support.