Chemeketa Eola

Frequently Asked Questions

FAQs

Chemeketa Eola
Northwest Wine Studies Center

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General Venue Info

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 varietals, 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 correct 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 a free, open visitor WiFi connection 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. For larger events, carpooling is recommended.

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.

Reservations & Pricing

Where can I find your rental packet?
Our rental packets contain information on our capacities, room layouts, pricing, and lots of other info. You can view and download our rental packets here:

- **chemeketacellars.com/venue-rental**

Our Eola venue rental packet provides information for all meetings and events, excluding weddings. Our wedding rental packet will provide you with information on reserving the space for a wedding and can be found here

- **chemeketacellars.com/venue-rental**

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 eolaevents@chemeketa.edu to arrange a tour. You can also stop by during our tasting room hours Wednesday-Friday from 4-8 pm and Saturday & Sunday from 12-4 pm. You can view photos of our venue and 360-degree views of our meeting room space on our website.

What is the capacity of your venue?

- Our full indoor meeting space can hold 156 (26 round tables/6 chairs) and up to 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 (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 45 and our patio has outdoor seating for 75 people during the summer months.

What is the cost to rent the space?
Our rental fees vary depending on which space you would like to reserve, the time of day, and other factors. You can find our pricing list for meetings and events in our full venue rental packet. For weddings, please refer to the wedding rental packet.

What are your payment and cancellation policies?
Full payment is due no later than **two weeks prior to your event**. You can pay via credit card online or pay by check.

Events can be cancelled with a full refund up to **14 days before the event**. For cancellation within 14 days, partial or full refunds may be considered on a case-by-case basis. Full payment will be required for any no-show, no-cancellation events.

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 emailed no later than **seven days before your scheduled event**. More information regarding this policy can be found on page 3 of this document and pages 12-13 of the 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

Reservations & Pricing

What is the reservation process?

1. Complete an online event request here: **https://www.chemeketacellars.com/venue-rental**
2. Staff will email a draft proposal for your review and confirmation via our event management software.
3. Once we have confirmed all details for your event, you will digitally sign to approve both the event logistics AND to accept the official Facility Use Agreement. The agreement needs to be signed seven days prior to your event.
4. You will be emailed a link to pay online via credit card. You can also pay by check.
5. You will need to obtain special event liability insurance, which can be obtained from your personal or corporate insurance provider or online from websites like www.specialeventinsurance.com or www.eventsured.com. However, 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, 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, complete the event information, and confirm purchase. **Please see pages 12-13 of the venue rental packet for full liability insurance requirements.**

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.

Will I have exclusive use of the venue?

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/patio areas. Check with the venue manager to find out if you will be sharing the venue with any other groups or to discuss exclusive rental of the facility.

Will my meeting room 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 purposes, the use of that space will depend on what other events are scheduled. If you have reserved all three meeting rooms or are the only group at Eola, you may be able to use the tasting room and patio for breaks and lunch. Please confirm with the events coordinator if that space will be available. NOTE: The tasting room and patio are reserved for tasting room guests during tasting room hours. 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 outside of tasting room hours, 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 events coordinator. You can also find information about renting the tasting room and patio in our venue rental packet.

Wine Tasting and Campus Tours

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

Yes, we can host happy hours/social gatherings for groups after a meeting or event. Please work with the events coordinator to make arrangements for a wine tasting or bar service.

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 events coordinator if you are interested in scheduling a short tour (approximately 15 minutes) during a break, lunch hour, or after your meeting.

Venue Access & Decorations Policies

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: 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. You can discuss availability with the venue manager after booking. However, the venue is not responsible for items left unattended and there may be a charge for additional access.

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
- 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 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 (there may be an additional fee.)

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

What is included in meeting room rentals?
Your rental includes set-up of tables and chairs, black linens (if ordered/additional charge), and a workstation, projector, screen and audio system. If you have a presentation or need to play music, please bring a laptop to connect to the workstation (the venue has two guest laptops available for use if needed; please request these ahead of your event.) A DTEN Zoom remote 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, refresh coffee throughout the day, and remove catering from the room.

For an additional charge, the venue can provide coffee and tea service, continental breakfast, pastries, cookies, a stage, and an external speaker and microphone system for the patio.

What furniture do you provide?
Meeting room furniture includes:

- 26 60-inch round tables
- 30 6-ft x 24-inch rectangle (buffet/classroom) tables
- 6 cocktail/bistro tables
- 215 chairs

The tasting room has seating for 45 and the patio has seating for 60. Cocktail tables can be added to the event space for extra standing room. Furniture and umbrellas in the tasting room/patio spaces cannot be rearranged.

What are the room set-up options?

- Banquet rounds
- Crescent rounds
- U-shape
- Hollow square/conference
- Theater seating (no tables)
- Classroom table seating

Do you have a sound system?
Yes, our meeting rooms have an overhead sound system that can be connected to your laptop for presentations/music. The tasting room and patio speakers are connected to the tasting room's commercial Pandora music streaming service and can play a station of your choosing outside of tasting room hours.

Do you rent linens?
Yes, you can rent basic black linens from the venue for your event for an additional charge with 2 weeks' advance notice. 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. **IMPORTANT:** Please inform the events coordinator of any services you have arranged for so that arrival and departure times can be coordinated. The venue is not always open and available for access outside of scheduled events.

Food & Catering Policies

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.**

Does Eola provide any catering services?
Yes - options include:

- Continental breakfast (yogurt, fruit, granola, fresh-baked pastries and orange juice)
- Fresh-baked pastries and cookies for breakfast or an afternoon snack

Can I use any caterer?
You can use any licensed caterer; a list of commonly used caterers can be found in the Eola rental packet. If you have a caterer in mind that is not on our list, please contact the event coordinator to discuss options. Caterers must be licensed and insured and schedule a tour of the venue prior to serving. Food and beverages prepared in unlicensed kitchens or homes may not be served on college premises (however, individuals may eat their own homemade food) per Chemeketa's insurance policy.

Do you provide catering tables?
Yes, we can provide 24x60 inch catering tables for your food. You will have catering tables set up in your meeting room if you have indicated on the form that you are having food at your meeting or event. If you would like to have your meal set up in the lobby, please check with venue staff as that is not always possible depending on other events taking place at the venue.

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 not provide china and silverware rentals at this time. We do have a supply of paper plates, napkins and plasticware available for purchase should you run short and need some extra supplies.

Do you provide beverage services?
We can provide coffee and tea service for an additional charge. Service includes paper cups, stirrers, sugars and creamers. We also provide sodas, lemonade and iced tea for an additional charge. 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.

Do you provide water service?
Each meeting room has a chilled water cooler and paper cups. There are also drinking fountains in the hallway.

Does rental come with the use of a kitchen?
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 events coordinator to discuss access to our kitchen. *Kitchen access is available only to licensed caterers; event attendees are not able to access the kitchen.*

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

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 if you have questions about alcohol service.

What is your alcohol service policy for events?

- For events 3 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**
- Alcohol service will be provided for a **maximum of 5 hours**, with the alcohol service end times as stated above.
- Please note that these timeframes are non-negotiable and in place for the safety of guests, employees and the general public

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.

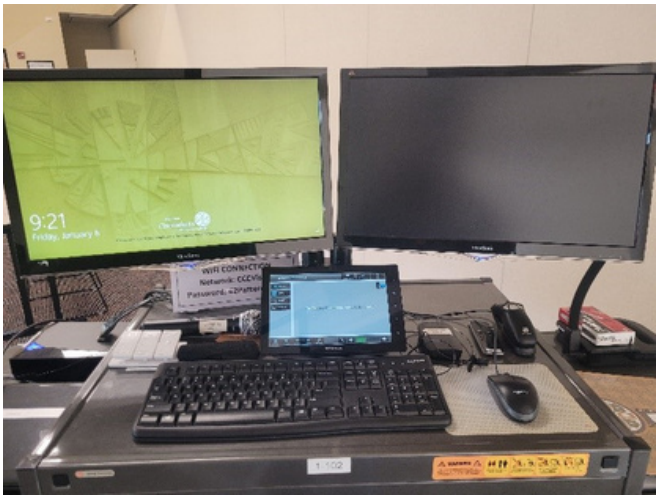
Meeting Room Technology

What technology is included in our rental?
Each of the three meeting rooms has a computer workstation with a screen, projector, speakers and microphones. A Crestron control panel is used to control the meeting room speaker volume, the microphone volume, and the overhead projector. Meeting rooms can be combined to show one presentation on multiple screens. Each meeting room has one handheld microphone and one lapel microphone. If you need more microphones and the other rooms are not in use, microphones from the those meeting rooms can be used. Chemeketa staff are on site through the entirety of your event and can provide technical assistance.

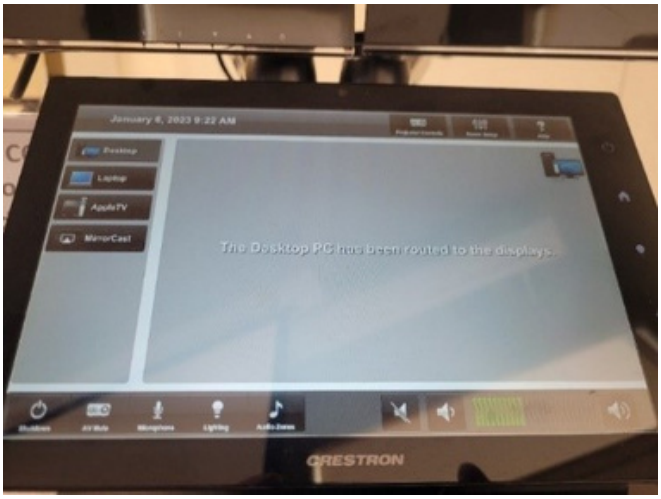
FOR PRESENTATIONS: A new college policy requires **all users to bring their own laptop to connect to the workstation** (the college provides a free, open visitor WiFi connection.) If you do not have access to a laptop, the venue has two guest laptops that can be reserved; please let staff know ahead of the event if you would like to reserve one.

How can we connect to the workstation/projector/audio system?
Bring your laptop and connect it to the workstation with an HDMI connection.

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 the venue's computer workstations.



Workstation Connected to Audio and Projector



Meeting Room Control Panel

Lighting Controls

Presentation Advancers

Wireless and Lapel Microphones

Remote Meeting Technology

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 the venue meeting room workstation, however, 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 your laptop/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

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