

COLUMBIA GORGE DISCOVERY CENTER & MUSEUM

5000 Discovery Drive, The Dalles OR 97058 • www.gorgediscovery.org • 541-296-8600

Event Coordinator: 541-296-8600, ext. 202 • events@gorgediscovery.org

facility use policies

Thank you for considering renting the Columbia Gorge Discovery Center & Museum for your event. This overview of policies is presented to assist you in making an informed decision about whether your event is suitable for our venue. The Discovery Center is first and foremost a museum that holds cultural artifacts in the public trust. Therefore, policies may be more extensive than at other venues. We feel that our museum provides excellent space to meet your facility use needs, inclusive of a beautiful backdrop, but careful planning is necessary to ensure that the event does not jeopardize our mission. We must reserve the right to restrict activities and/or individuals whose actions are not in keeping with our purpose.

If you have any questions about the policies outlined here, please do not hesitate to contact our Event Coordinator for clarification at 541-296-8600, ext. 202, or email: events@gorgediscovery.org.

FEES:

Half-day rates apply to sessions between 8 am and noon, or 1 pm and 5 pm.

Full day rates apply for sessions between 8 am and 5 pm or any session extending outside of a half-day session.

After hours rates apply to times before 8 am and after 5 pm.

Off-season rates for the River Gallery are available December through February. Prices are subject to change.

LOCATION	DIMENSIONS	CAPACITY	SET-UP OPTIONS/ CAPACITY	1/2 DAY per occurrence	FULL DAY per occurrence	AFTER HOURS per hour
Boardroom	26' x 22'	22	Boardroom style 25 Classroom style 30 "U" shape 20 Audience only 30 Luncheon (6' rounds*) 50	\$125	\$175	\$90/hr
Classroom	44' x 20'	50	Boardroom style 40 Classroom style 45 "U" shape 35 Audience only 50 Luncheon (6' rounds*) 75 Cabaret style (6' rounds*) 42	\$150	\$250	\$90/hr
Basalt Rock Café with open air patio	70' x 23'	75 to 100	Amenities included: (with after hours rental) Linens	N/A		\$225/hr (Only available after 3pm on days café is open)
Murdock Theatre	52' x 33'	144	Amenities included: Digital projector, Sound system, 20' x 8' Projection screen, Podium, and Microphones	\$450/occurrence		\$175/hr
Meyer Memorial River Gallery	145' x 32'	250 seated 400 stand up	Available for private use 6:00 pm– 11:30 pm \$4,500/occurrence (Please note requirement of a certificate of liability insurance)			\$300/hr per hour (additional fee after 11:30 pm)

* Table Rounds require linens, at an additional charge.

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facility use policies (continued)

PAYMENTS & DEPOSITS

River Gallery reservations require half of rental fee deposit to hold a date. Deposits for other rental spaces will be determined at time of booking. Final payment is due at day of event unless other arrangements are made in advance, such as us sending an invoice to the responsible party. Credit terms are not available for special events, including weddings. The deposit will be applied to rental balance.

CANCELLATIONS

Deposits are nonrefundable for the River Gallery. For all other rental spaces, cancellations must be made 10 days prior to the event. If a client cancels and reschedules for a new date within 10 days prior to event, the deposit will be credited 100% towards the new date. Cancellations resulting from weather or disasters will be dealt with on a case-by-case basis.

SECURITY & SECURITY DEPOSIT

Security is not provided. Columbia Gorge Discovery Center & Museum is not responsible for loss or theft of personal or rented items brought to the Discovery Center. If security is needed it will be at the coordination and expense of the Renter. Security personnel must be pre-approved by Discovery Center staff.

FOOD AND BEVERAGES

Basalt Rock Café & Catering is the preferred caterer for all facility use clients and requires 50% deposit. Outside catering fee is \$500. The museum does not allow any food or beverage to be brought into or removed from the building, unless prior arrangements are made with the Event Coordinator at least 30 days in advance. Prior arrangements include but are not limited to: food service must be by a licensed caterer, Event Coordinator shall have a valid copy of caterer's business license, caterer is required to display signage, and an additional contract must be signed. Food and beverages are never allowed in exhibit areas.

AUDIO/VISUAL EQUIPMENT

Renter is responsible for loss or damage of rented audio, visual or technical equipment. Renter is responsible for ensuring that equipment rented from the Discovery Center is inspected and reviewed by the Event Coordinator at the conclusion of the event. If you have A/V needs, it is your responsibility to make an appointment with the Event Coordinator to test all equipment prior to the event day. We cannot guarantee that a staff member knowledgeable about the A/V equipment will always be on-site the day of your event. On the day of the scheduled event, you will be granted access to all appropriate areas.

DISPLAYS AND DECORATIONS

All displays or decorations are subject to the approval of the Event Coordinator. Museum staff are not responsible for the placement or removal of decorations unless prior arrangements are made with Event Coordinator or designee.

- Decorations may not be nailed, glued, taped, or fastened in any way to the facility or its exhibits.
- All decorations must be free-standing.
- Candles are not accepted without prior approval from Event Coordinator.
- Glitter, confetti, rice, birdseed and fireworks of any kind, including sparklers, are strictly prohibited.
- All floral and greenery must be pest-free and all trees must be flame retardant.

PERSONAL PROPERTY

Property of the client or client's guests left after the close of the event shall be at the sole risk of the client. The museum will not be liable for any loss or damage to any such property for any reason.

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facility use policies (continued)

CGDC PROPERTY LOSS OR DAMAGE

Renter will reimburse Columbia Gorge Discovery Center & Museum 150% of the replacement cost of removed property or equipment which is not returned within two working days after event. Replacement and/or repair charges will apply for damage done to museum facility, grounds and/or property at the discretion of the Columbia Gorge Discovery Center & Museum staff.

EXHIBITS

Exhibits include hanging art and or displays in a variety of locations throughout the museum. Museum exhibits may not be altered to accommodate meetings or events without previously arranged permission from the Event Coordinator or designee.

GUESTS

Admission to a private event is by invitation only. The renter is responsible for monitoring the admittance of uninvited guests.

USE OF COLUMBIA GORGE DISCOVERY CENTER'S NAME OR LOGO

By signing the contractual agreement your organization agrees not to imply Columbia Gorge Discovery Center & Museum sponsorship or support of your event.

SMOKING

The Discovery Center is a non-smoking facility. Smoking is permitted outside in designated areas.

PARKING

Parking is permitted in designated areas. All loading and unloading procedures must be coordinated with Discovery Center staff, and parking is not allowed in loading areas.

rental of the river gallery

Information listed below pertains mainly to the River Gallery rental and or wedding/receptions:

INSURANCE

A certificate of liability insurance is required providing \$1,000,000.00 per occurrence and naming the Columbia Gorge Discovery Center & Museum as additional insured for the event for any rental of the River Gallery.

WHAT'S INCLUDED

The rental fee for the River Gallery includes tables, chairs and table linens for up to 250 guests. If your event exceeds 250, there is an additional charge of \$25.00 per 10 people. Our event chairs have a maximum weight capacity of 300 pounds. If you have a guest that will exceed that capacity we will be happy to provide appropriate seating for them.

WHAT'S NOT INCLUDED

The rental fee for the River Gallery is for VENUE RENTAL ONLY. The Columbia Gorge Discovery Center & Museum will provide an Event Coordinator for on-site facilitating of set up and clean up of tables, chairs, and linens associated with the venue rental. This does NOT include wedding coordination or execution of timeline. The Columbia Gorge Discovery Center & Museum does offer a Wedding Day Coordination package for an additional fee. A separate contract will need to be signed if you would like us to provide these services. We do not provide staff for any element outside of the venue rental. If extensive set up is necessary, there will be an additional fee of \$300.00