



Rental Inquiry Form

COVID-19 Protocols

Contact Information

Name/Point of contact to appear on the contract:

Company Name:

Mailing Address:

City/State:

Zip:

Phone No.:

Email Address:

Event Information

Event Name:

Date Requested:

Number of Guests:

Event Start Time:

Event End Time:

Need Time to Setup and Breakdown?

If so, how long? (You will be charged for this time)

Setup:

Breakdown:

Brief description of event:

Will event be catered?

By Whom:

Will alcohol be served?

By Whom:

Entertainment, Vendors, Other Special Requests:

Is this a public or private event?

Room Rates and Fees (Operating Hours: Tuesday through Saturday 11:00 am – 5:00 pm)

Room	Max Capacity	Hourly Rate	After Hours	Notes
Sprague Gallery	60 Classroom/40 Dining	\$75.00	\$125.00	Full catering
Outdoor Plaza	200	\$40.00	\$ 90.00	Full catering
Conference Room	6	\$25.00	\$ 75.00	Lite Snacks/Beverages
Lansing Research Room	15	\$30.00	\$ 80.00	Bottle Water Only

Description	Fee	Notes
Media Equipment	Included	HDMI/Audio Jack/WIFI Available
Logitech Group AV for Video Conferencing	Included	Ask Rental Coordinator about set-up
Tables/Chairs Setup by CHM Staff	Included	
Additional Security Deposit	TBD	Check With Rental Coordinator
Cleaning /Sanitizing Fee	25%	Deposit
Exhibit Hall	\$4.00 per person	Group Rate
Table Linens	\$2.00 per table	

All rental fees must be paid, in full, prior to the day of the event. If paying with a credit card a 5% processing fee will be added to your rental invoice.

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