



1210 N Front St.
 Coos Bay, OR 97420
 Email:
 rentals@coohistory.org
 Phone: 541.756.6320

RENTAL INQUIRY FORM

Note: All inquiries are **PENDING** until signed **CONTRACT, POLICIES and 25% DOWN PAYMENT** [due at signing] are received.

Contact Information

Contact Person [Name to appear on contract]:	
Company Name:	
Mailing Address:	
Phone:	Email:

Rental Event Information

Event Name:
Private or Public Event?
Brief Description of Event:
Date(s) Requested:
Rental Room/Space Requested:
Number of Guests:
Will the event be catered? [If intended, <i>please review our catering and beverage policies</i>] Y or N If yes, By Whom:
Will alcohol be served? [If intended, <i>please review our catering and beverage policies</i>] Y or N If yes, By Whom:
Entertainment, Vendors, Other Special Requests:
Start and End Time Requested: [*Set Up/Breakdown/Clean Up times must be included]
Rental EVENT Start and End Time [Guest arrival/departure]:

***Set up/Breakdown/Cleaning Times** must be included and **are charged at the hourly rate**; Additional time used to occupy the space for any reason **will be charged** based on the rates listed and must be paid at the time of delivered services.

RETURN THIS PAGE FOR A QUOTE

See page 2 for Room Rates, optional add-ons and included services.



[Standard Operating Hours: Tuesday through Saturday from 10 am to 5 pm]

2023 Rental Rates

Room	Capacity	Per Hour Operating Hours	Per Hour Non-Operating Hours
Sprague Gallery	Meetings/Classroom: 70, Dining: 60 Included: warming kitchen, banquet tables or rounds, chairs, restroom access, A/V capabilities with large windows and bay views	\$100	\$150
Map Area/Lobby*	Sprague extension: 40 Only available during non-operating hours as extension to Sprague Gallery	--	\$50
Outdoor Plaza	Up to 200 people; Included: bay views, outdoor exhibits and boardwalk access, electricity hook ups, some A/V capabilities, chairs, tables	\$100	\$150
Conference Room	8 people maximum; Included: bay views, A/V capabilities, whiteboard upon request, tables, chairs, some food and beverage capabilities	\$35	\$75

Additional / Optional Room Rental Fees and Services

Item	Notes
25% Cleaning Deposit	REQUIRED for all rentals; refundable after inspection
CHM Table Linens Rental [\$4 per table]	Rented or customer provided tablecloths required for all rentals with food and beverages
Additional Security Personnel [Outdoor events]	Pricing and requirement depends on event details
Outside Caterer [10% compensation fee]	<i>Ask about our approved vendors list</i>

Credits/ Discounts/Free Services	Notes
Non Profit Rate [501 c3 rate]	15% discount off the total price
Exhibit Gallery Entry Discount	\$4 per person
CHM Room Layout/ Table and Chair Set Up	Free: Included with all rentals
CHM liaison for rental deliveries	Free: Included with all rentals
Media Equipment Set Up and troubleshooting: HDMI / Microphone / Outdoor PA / Podium / Video or Voice Conferencing / Projector	Free: Included; capabilities based on specified rental space