



WEDDINGS AT
Chemeketa
Eola



Rental
Packet

Chemeketa Eola
215 Doaks Ferry Rd NW Salem,
Oregon 97304

503.584.7254
eolaweddings@chemeketa.edu

Table of Contents

Introduction	1
Facility Overview	2
Recommended Vendors	3
Venue Pricing & Policies	4-5
Room Capacity and Setup Options	6
Eola Floor Plan	7
Contract & Insurance Requirements	8

Introduction



At Chemeketa Eola, say "I do" in a beautiful winery setting with picturesque views of the Chemeketa Cellars vineyard and northwest valley. The venue offers relaxed sophistication and provides both indoor and outdoor options to accommodate weddings of up to 200 guests. Chemeketa Eola is conveniently located in the west hills of Salem, Oregon, just minutes from downtown Salem.

Take a photo tour of the Chemeketa Eola venue:
<https://www.chemeketacellars.com/chemeketaeola>

FACILITY RENTAL INCLUDES:

- Indoor and outdoor venue: Meeting rooms, tasting room area, patio, lawn
- Set-up and take-down of indoor tables and chairs
- Optional bar service and linen rentals (additional fee)

Rental Package Option 1: \$2,000

- One full-day access on Saturday or Sunday (tasting room open 12-5 pm)

Rental Package Option 2: \$8,000

- Three-day access Friday through Sunday (tasting room closed)



Facility Overview

Venue Amenities

- Indoor and outdoor venue including meeting rooms, tasting room area, patio, lawn, and garden
 - 4,000 sq. ft. indoor meeting room space (max capacity 208 guests at 26 rounds)
 - 1,230 sq. ft. indoor tasting room/lobby space
 - 2,500 sq. ft. patio with lighting, speakers, fire columns, & patio furniture
 - Small board room available as a dressing room/staging area
- Indoor public restrooms
- (26) 60 inch round/banquet tables
- (14) 23 inch diameter cocktail tables
- (35) 6 foot x 24 inch buffet/catering tables
- 220 indoor chairs
- Set-up and take-down of indoor tables and chairs
- Optional bar service of wine, beer and cider (\$)
- Optional portable bar service of wine, beer and cider outside/in meeting room space (\$)
- 135 parking spaces/6 disabled parking spaces
- Ceremony and reception locations: Lawn, patio, tasting room and indoor venue
- Store-bought and/or professionally catered foods are allowed at Chemeketa Eola. No homemade food is allowed. Please see our list of frequently used caterers on page 3.
- Recommended vendors are listed on page 3. If you would like to use a vendor not listed, please contact eolaweddings@chemeketa.edu.
- Full kitchen access is not available at this time. China and silverware service should be arranged through your caterer. The tasting room handles all alcohol service and provides bar service in glassware.

Recommended Vendors

Below are some recommended vendors for wedding services. If you would like to use a different vendor, please contact eolaweddings@chemeketa.edu to discuss options. Vendors who have not previously provided services at Eola will need to schedule an on-site meeting with the venue manager prior to the event.

Caterers

Store-bought or professionally catered foods are allowed at Chemeketa Eola (no homemade foods are allowed to be served.) Caterers must be licensed and insured. If you would like to use a caterer that is not on this list, please contact the Eola venue manager to discuss options.

- Biscuit and Pickles
www.biscuitandpickles.com
- Elegant Catering
www.elegantcatering.com
- Farmers Plate and Pantry
www.farmersplateandpantry.com
- Roth's Fresh Catering
www.roths.com/catering
- Sassy Onion
www.sassyonion.com
- Trellis Wine Bar and Kitchen
www.trellisdundee.com/catering-and-events
- Wild Pear Catering
www.wildpearcatering.com
- Willaby's Catering and Event Design
www.willabyscatering.com

Wedding Cake

- Michelle Ashley Custom Cakes
971-333-1513
- Custom Cakes NW
503-538-0530
- Sweet Couture Designer Cakes
503-558-5471

Party/Decorations Rentals

- A to Z Party Rentals
503-585-7782
- A Covered Affair
503-871-6787
- Danner & Soli Event Rental
503-584-1322

Florists

- Distinctive Designs by Denice
503-881-0279
- Petals & Vines
503-838-1773
- Red Leaf Plant Rentals
503-931-3802

DJ/Entertainment

- NW Mobile DJ Service
503-380-6319
- John Ross Events
503-515-3559

Photo Booths

- Stumptown Photo Booth
503-998-4362
- Apogee
971-718-6145

Photographers

- DL Photography
503-559-6734
- Emily Hall Photography
503-383-9579

Videographers

- Focal Point Digital Media
503-588-0251

Venue Pricing & Policies

HOURS & PRICING

Rental Package Option 1: \$2,000

One full-day access on Saturday or Sunday (tasting room remains open) from 8am-11pm, with the wedding to start at 6 pm or later after the tasting room closes. A small group can access the meeting room space starting at 8 am to set up and decorate. Any set-up of the lawn area should be completed before noon and decorating in the tasting room area can start after 5 pm. This package work well for simpler/low logistical needs weddings.

Rental Package Option 2: \$8,000

Three-day access (Friday-Sunday, tasting room closed.) Set-up can begin on Friday at 9 am and clean-up should be completed by 8 pm on Sunday. This package works well for larger weddings that have more extensive set-up needs and allows access for a rehearsal and/or rehearsal dinner as well as more time for rental equipment to be delivered/picked up and extended clean-up time.

DEPOSITS & PAYMENTS

To confirm a wedding reservation, the renter shall pay 50% of the rental fee as a deposit, invoiced by the college. Payment of the deposit is due no later than 21 days after the date on the invoice. The remaining 50% of the rental fee is due no less than 30 days prior to the event. Payments can be made by check or by credit card. Failure to make the final payment no less than 30 days prior to the event may result in the reservation being cancelled.

CANCELLATIONS, REFUNDS, RESCHEDULING

In the event of a cancellation, the booking deposit is non-refundable. Should the original contract date be cancelled and rescheduled for a new date, a fee of 15% of the event price will be accessed. This only applies if the cancellation occurs less than 6 months prior to contracted date. Should the original contracted date be rescheduled for a new date, a new contract will be required.

LIABILITY INSURANCE

All renters must provide a commercial 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. Please include alcohol in your coverage if you will have alcohol at your event. A certificate of liability insurance must be submitted at least 30 days prior to the event. More information regarding this policy can be found on page 6 of this document. The renter will be held responsible for any damage to Chemeketa Eola event center property or grounds. Please contact staff immediately if Eola property or grounds are compromised in any way.

EVENT STAFFING

Every wedding will be staffed by a Chemeketa Eola employee, who will be available to help with logistical needs and answer questions about the venue. However, Chemeketa staff are not wedding coordinators. Renters are welcome to hire their own wedding coordinator; wedding coordinators will need to schedule a venue walk-through with the Eola venue manager prior to the event.

CLEANING

The renter is responsible for clean up and removal of all items brought to the venue, including clean-up of any major food or drink spills, removal of all debris into provided garbage cans, and removal of all personal items, including decorations and party rental items. The renter does not need to put away furniture, clean floors/tables, or put garbage bags in the dumpsters, although dumpsters are available if needed.

CHILDREN/MINORS

Minors are allowed on the Chemeketa Eola campus. Children of all ages must be supervised at all times. Please do not allow children to climb on furniture, rocks, walls or other indoor/outdoor property.

ANIMALS

Chemeketa Community College maintains a no-pets policy on campus, with the exception of service animals.

NON-SMOKING CAMPUS

No hard alcohol, smoking or vaping is allowed anywhere on the Chemeketa Eola property.

Venue Pricing & Policies

CATERING

Only store-bought or professionally catered foods are allowed to be served at Chemeketa Eola. No homemade foods are allowed per Chemeketa's liability insurance policy. Caterers must be licensed and insured; please refer to the list of caterers on Page 2. A meeting between the caterer and the venue manager must be arranged at least seven days prior to the event. The kitchen is not currently licensed for catering use. Caterers are responsible for the removal of all their items, garbage and equipment by the close of the event.

ALCOHOL

Chemeketa Cellars provides bar service for all events at Eola. Guests are not allowed to bring alcohol onto the premises and no hard alcohol is allowed. Only OLCC-licensed servers are allowed to serve alcohol. Service is by the glass unless otherwise noted. Alcohol service is limited to and will not exceed 5 hours. Alcohol service will end 45 minutes prior to the scheduled ending time of the event. Non-alcoholic beverages and food must be served while alcohol is being consumed or served. No underage drinking is allowed; guests that look under the age of 30 will be asked to show valid ID. Please email contact@chemeketacellars.com if you would like to arrange bar service for your event.

RECOMMENDED VENDORS LIST

Chemeketa Eola maintains a list of recommended vendors for wedding services (page 2.) These are vendors that have been vetted and/or have previously provided services at Eola. If you would like to use a vendor that is not on the list, please email eolaweddings@chemeketa.edu to discuss options.

AUDIO-VISUAL TECHNOLOGY

The indoor venue has a computer workstation with three screen and projectors, along with overhead speakers in the meeting rooms, lobby and patio. If you would like to show a slideshow, please bring it on a USB drive or log into our workstation and download it from the cloud. If you would like to play music overhead, please bring your playlist on a USB drive or log into your music streaming account on our workstation.

ENTERTAINMENT

DJs and small music groups of the renter's choice are permitted. A meeting between the renter's DJ/entertainer and Chemeketa Eola must be arranged at least 7 days prior to the event. The renter assumes full responsibility for the contracted entertainers. Chemeketa Eola reserves the right to control the noise level of any music. Outdoor music will end by 10 pm. Chemeketa Eola is not responsible for any items or equipment set up in advance of the event or left unattended. All music equipment must be removed from the premises at the end of the event.

DECORATIONS

PERMITTED:

- Nonflammable commercial and non-permanent decorations
- Covered votive or floating candles
- Painter's tape, string, wire, ribbon, fabric, netting (please bring your own supplies)

NOT PERMITTED

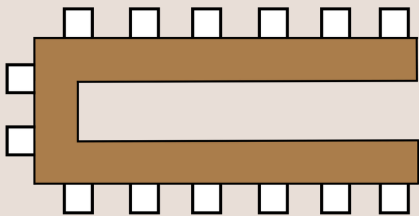
- Nails, tacks, pushpins, staples, screws, glue, duct tape
- Absolutely NO glitter (including on dresses/clothing), confetti, feathers, birdseed, or rice (a \$300 cleaning fee will be applied if evidence of these items is found, as they are very difficult to clean up.)
- Helium balloons
- Fog/smoke machines, fireworks/sparklers, hay bales
- No items may be staked to the ground. Only water or sand weights may be used.

Room Capacity and Setup Options

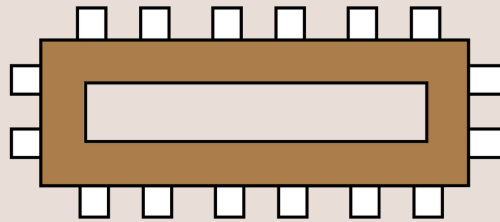
Meeting Room	U Shape	Conference	Classroom	Crescent Rounds	Banquet Rounds (6 Chairs Recommended)
Riesling	20	24	30	30	48 (8 tables/6 chairs) 64 (8 tables/8 chairs)
Merlot	22	28	40	36	54 (9 tables/6 chairs) 72 (9 tables/8 chairs)
Pinot Noir	28	36	50	64	96 (16 tables/6 chairs) 128 (16 tables/8 chairs)
Riesling & Merlot	34	48	70	72-80	108-120 (18-20 tables/6 chairs) 144-160 (18-20 tables/8 chairs)
Merlot & Pinot Noir			70	80-84	120-126 (20-21 tables/6 chairs) 160-174 (20-21 tables/8 chairs)
Riesling, Merlot, & Pinot Noir				144	156 (26 tables/6 chairs) 208 (8 tables/8 chairs)
Board Room		12			

Round tables: 60 in. diameter (6 chairs is a comfortable fit, 8 chairs is a tight fit) | Classroom tables: 6 ft x 20 in. (2 chairs)
A room set-up options diagram packet can be supplied upon request.

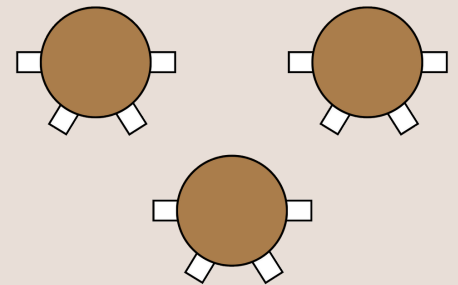
U-Shape



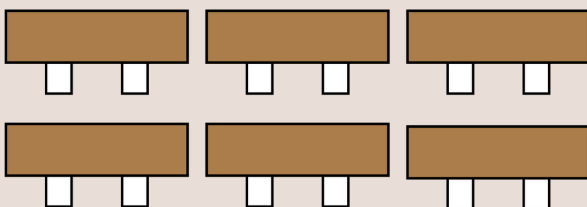
Conference



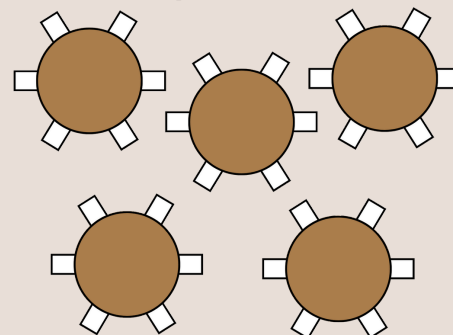
Crescent Rounds



Classroom



Banquet Rounds



Eola Floor Plan



Contract & Insurance Requirements

FACILITY USE CONTRACT

Once all event logistics have been arranged with the event venue coordinator and approved by the user within the event planning software, Chemeketa's Event Services department will contact the client to complete the official Facility Use Agreement and obtain an insurance liability rider for your event (see below.) The client will be invoiced for a 50% deposit, which can be paid online via credit card or by check.

PLEASE NOTE: The Facility Use Agreement **must be signed** by both parties **no later than 30 days prior to your wedding**. ***If Chemeketa Event Services does not receive a signed Facility Use Contract and insurance rider within 30 days of your event date, your event may be cancelled.***

SPECIAL EVENT LIABILITY INSURANCE

Clients can obtain a quote through their personal insurance company or online from websites like www.specialeventinsurance.com or www.eventsured.com. Clients can also take advantage of PACE's TULIP insurance program, which provides lower-cost special event insurance for groups using college facilities. Go to app.gatherguard.com, click "Get a Quote", select your event type, answer the three questions (usually "no"), and search for "Chemeketa Eola" as the venue. The basic coverage offered will satisfy Chemeketa's requirements. (Note: Liquor coverage is automatically included, so there is no need to add additional liquor coverage if your event includes alcohol service.) Questions regarding insurance can be directed to chanita.parker@chemeketa.edu.

INSURANCE LIABILITY REQUIREMENTS (for use with personal or online insurance brokers)

The User, at their sole expense, shall obtain and maintain insurance for the term of this Agreement as well as throughout all applicable statutes of limitation and statutes of repose. User's insurance shall be primary over any insurance or retention the College may carry with the College's insurance and/or retention(s) being excess and non-contributory. There shall be no cancellation, material change, reduction of limits, reduction in any aggregate limits, or intent not to renew the insurance coverage(s) without 30 days prior written notice from the User or its insurer(s) to the College. Evidence of the required coverage shall be issued by a company satisfactory to the College, shall be approved by the College by way of Certificate of Insurance, and shall be filed and approved by the College prior to facility use. A minimum 30-day written notice of cancellation or material change of coverage clause shall be included. Failure to maintain the proper insurance shall be grounds for immediate termination of this Agreement. The College shall have the right to approve all insurers under this Agreement. The College reserves the right to reject any or all insurance companies with an unacceptable financial rating.

General Liability – Required

User shall provide and maintain a **commercial general liability** policy written on an occurrence form with limits not less than:

- \$2,000,000 General Aggregate
- \$1,000,000 Products and Completed Operations Aggregate
- \$1,000,000 Personal and Advertising Injury
- \$1,000,000 Each Occurrence

The General Liability policy shall include a waiver of subrogation in favor of the College. Contractors are required to provide a certificate naming Chemeketa Community College, its board members, directors, employees, officers, volunteers, and agents as primary additional insured for the work or services performed under this agreement as well as for completed operations. A copy of the endorsement shall be attached to the certificate of insurance. The Certificate of Insurance must state Facility Use Agreement.

Hold Harmless and Indemnification Clause

The User shall indemnify, defend, and hold harmless Chemeketa Community College, its board members, directors, employees, officers, volunteers, and agents from any claims, actions, liability or cost, including attorneys' fees and/ or cost of defense arising out of or in any way relating to the work performed under this agreement, and arising from the sole or joint negligence of the User, except to the extent otherwise void under ORS 30.140.

Where to Send Certificates of Insurance

Certificates of Insurance shall be sent to Chemeketa Community College by email to chanita.parker@chemeketa.edu.