

The Fireside Room is located on the main floor of the Baker Tower and is available for private banquets and parties.

Room Details
900 Square Feet
Room seats up to 60 people
6 - 72" round tables, to seat up to 10 people
3 - 98"X 36" rectangular tables
60 - padded folding chairs
2 - wing Back Chairs
Easel and speaker's lectern available
Internet access available

	Room Rental Rates
\$ 100.00	Event Held: Monday through Thursday
\$ 200.00	Event Held: Friday, Saturday or Sunday
\$ 50.00	Cleaning deposit

If interested in reserving the Fireside Room, please fill out the following information:

Type of Function:	
Event Day / Date	
Event Time	
Room Reservation: Time to include set-up and take-down.	
Total Number of Guests Anticipated:	

Organization / Company Hosting the Event	
Company Address:	

Authorized Person Representing Organization:	
Email Address:	
Phone Number:	
Day of the Event - Main Contact:	
Email Address:	
Cell Phone	

Based on the listed rental rates, the rental fee is: _____ . Deposit Fee: _____

Please make check payable to Hometown Management, LLC and remit payment to PO Box 1940 Bend, OR 97709.

I understand that by signing and paying in full, I am asking to book the date listed above. Should the date be taken I will have a choice to select an alternate date or be refunded in full.

Reservations are available on a first come, first served basis. No reservation is binding until both parties have signed this Event Contract and payment in full has been received by the Owner or Owner's Agent.

I hereby agree to this Event Contract in its entirety and have read and agree to the Terms and Conditions and Rules and Regulations attached to this contract:

_____ Date _____

_____ Date _____

Temporary Occupant: Organization Authorized Signature

Owner's Agent for HomeTown Management, LLC

This Event Contract is between HomeTown Management, LLC hereinafter referred to as Owner and _____ hereinafter referred to as Temporary Occupant for the use of the Fireside Room, located at 1705 Main Street, Suite 104, Baker City, Oregon 97814, which includes access through the Main Street entry door and use of main floor restrooms, hereinafter referred to as "The Premises", is hereby entered into as follows:

Terms and Conditions:

For the purposes of this Contract, the Rental Period shall refer to the time from which the Temporary Occupant receives the key until the time at which the key is returned as prescribed to the Owner or Owner's Agent.

On the date of the event as outlined on page one, the Temporary Occupant intends to use the Premises for a personal event and anticipates the total occupancy not to exceed 60 people.

The rental fee shall be paid in full, and the Event Contract must be fully signed by both parties prior to the Temporary Occupant's date of possession. In the event the Temporary Occupant fails to pay in full, or fails to return the signed Event Contract as required, the reservation will be considered void and the Temporary Occupant's reservation fee shall be forfeited.

The Premises are rented on a first-come, first-served basis. The Owner reserves the right to refuse rental of the Premises at their own discretion. Charges for reservations that cannot be accommodated will be refunded in full.

The cleaning fee covers one hour of professional cleaning. Any cleaning required above and beyond the one hour shall be charged via invoice to the Temporary Occupant within 30 days at a rate of \$50.00 per hour. Cleaning includes the Fireside Room, main floor restrooms, and entry hallways. The Temporary Occupant may choose to do the cleaning themselves, in which case, the \$50.00 shall be considered a refundable deposit and the Owner's Agent shall inspect premises before deposit is refunded.

Additionally, any damages to the Premises or the property therein, shall be repaired and the cost shall be billed to the Temporary Occupant by invoice within 30 days. By signing this Event Contract the Temporary Occupant agrees to accept full responsibility for any and all damages caused by him/herself or his/her guests. The Temporary Occupant and their guests are required to stay on the main floor, use of the elevator or stairs to access upper stories is considered trespassing.

In advance of the event date, the Temporary Occupant and Owner's Agent shall work out the details of how many chairs, tables shall be available, and in what configuration the Temporary Occupant would like the room configured.

Please note, linens are not provided. The Temporary Occupant is responsible for renting their own linens directly from a supplier. The tables provided have plywood tops so protective covering is needed. The Temporary Occupant may cancel their reservation up to 30 days in advance of the Event Date for a full refund. Cancellations within 30 days are non-refundable.

Rules and Regulations:

Access: The Temporary Occupant shall be able to gain access to the room up to 24 hours in advance (except in cases where the Premises are rented). One set of keys shall be provided at that time. Keys are to remain under the control of the Temporary Occupant at all times. Any damage or vandalism that occurs due to the Temporary Occupants neglect to secure the building upon departure shall be the Temporary Occupant's responsibility.

Set Up: Owner's Agent shall provide pre-determined number of tables and chairs. The Temporary Occupant is to set up tables and chairs per their own desire. Tables and chairs will be placed in the Fireside room area.

Decorations: The Temporary Occupant may decorate the room in any acceptable manner provided that no tape or nails be used in attaching decorations to the wall or any other painted surface. Recommend are 3M Poster Strips with Command Adhesive.

Clean Up: The Temporary Occupant may retain access to the Premises until 12:00 noon of the following day. All decorations must be removed and thrown away into the garbage dumpster in the alley off of Auburn Street. All tables and chairs must be folded up and stacked within the Fireside Room. Additionally, when the Temporary Occupant has agreed to self clean in lieu of the cleaning fee, the attached check sheet or cleaning must be completed.

Return of Keys: The Temporary Occupant must be able to return the keys to Owner's Agent specified no later than 12:00 noon of the date following the event. **Any delay in return of the keys shall be charged at \$50.00 per day.**

Parking: The Temporary Occupant’s guests may park along the street or in the Bridge Street Parking Lot, no parking is available in the Auburn/1st Street Lot.

Closing: At the end of the event, it is the Temporary Occupant’s responsibility to perform a thorough walk through the Premises to assure that; all guests have vacated, that all candles or other burning materials are properly and thoroughly extinguished before dumping into the garbage, and all trash is removed to the garbage area located in the alley off of Auburn Street. The Temporary Occupant must also assure that the building’s doors are not propped open upon leaving.

Indemnity: The Temporary Occupant hereby agrees to defend, indemnify, and hold Owner, and its employees, agents and representatives harmless from any claim, loss or liability (including other person’s entry or use of the Premises during all hours Temporary Occupant has the keys to the Premises including (without limitation) any claim, loss or liability arising out of the consumption of alcoholic beverages on or about the Premises.

The Temporary Occupant shall at all times keep the floor clear of liquids, debris and free from wires or similar hazards. The Temporary Occupant shall at all times keep fire exits clear of obstruction and debris. The Temporary Occupant shall not make any unlawful, improper or offensive use of the premises or use or allow the Premises to be used in a manner in any way tending to create a nuisance. The Temporary Occupant shall be responsible to enforce a strict “No Smoking” policy on the Premises.

Attorney’s Fees: In the event that any proceeding or arbitration (including any bankruptcy proceeding) shall be brought to the enforce, interpret, declaratory or otherwise, or rescind this Event Contract, or of any guaranty of the Event Contract, the parties agree the losing party shall pay, in addition to the costs and disbursements provided by stature, additional sums of money as a court or arbitrator, at trial or upon appeal may adjudge reasonable for the prevailing party’s attorneys’, paralegals’ accountants’ and other experts’ fees, and all other fees, costs and expenses actually incurred and reasonably necessary in connection therewith.

Non-Assign ability: This Event Contract is not assignable by the Temporary Occupant.

Release of Liability Waiver:

HomeTown Management, LLC, does not accept any responsibility in the event of any liability resulting from the use of the Baker Tower Fireside Room by any guests or attendees or service personnel. This includes any liability resulting from the consumption of alcoholic beverages on the premises.

The Temporary Occupant hereby releases, and forever discharges HomeTown Management, LLC with respect to the use of the Baker Tower Fireside Room and do, for their successors and assigns, release and forever discharges HomeTown Management, LLC of and from all causes of action, suits, debts dues, sums of money, accounts, reckonings, bonds, bills, covenants, contracts, controversies, agreements, promises, damages, judgments, expenses, executions, claims, and demands of whatsoever nature in law or in equity or otherwise, upon or by reason of any matter, cause or a thing whatsoever arising out to activities resulting from this Event Contract of Baker Tower Fireside Room, and shall and do hereby agree to hold Hometown Management, LLC harmless there from.

I have read the Release of Liability Waiver and understand that any liability for use of the premises, as set forth in the Event Contract, remains with the Temporary Occupant of the premises. I acknowledge that I have the authority to sign on behalf of the Temporary Occupant.

Temporary Occupant:_____ Date:_____