



McMINNVILLE GRAND BALLROOM

325 NE 3rd St ☞ McMinnville, OR 97128
503.474.0264 ☞ info@mgballroom.com

Facility:

The McMinnville Grand Ballroom is in the heart of historical downtown McMinnville, Oregon. Located at 325 NE Third Street, this elegant Ballroom is 5600 square feet of beautiful Douglas fir flooring and window-lined walls. The building was designed in 1892 in the Arts and Crafts style for the McMinnville Ballroom Association. It was fully restored in 2002.

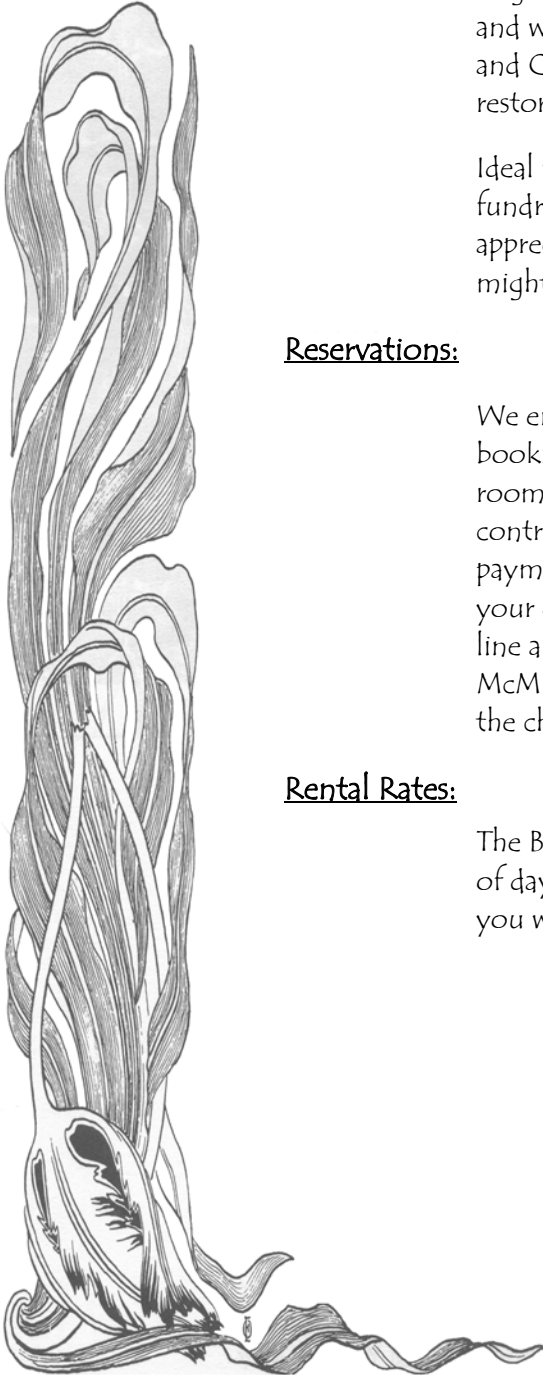
Ideal for wedding receptions, ceremonies, holiday parties, auctions, fundraising events, dances, proms, meetings, lectures, client or staff appreciation events, wine tastings or whatever your individual needs might be.

Reservations:

We encourage early reservations to ensure availability but last minute bookings are welcome. A 50% nonrefundable down payment of the room rental is requested to reserve an event date, along with a signed contract. Balance of room rental fees, refundable cleaning deposit, and payment of any additional rental items will be due, two weeks prior to your event, as well as final details including delivery times, event time line and room configuration. Checks can be made payable to McMinnville Grand Ballroom. Please include event name and date on the check.

Rental Rates:

The Ballroom rental rate depends on the day of the week and the time of day you would like to reserve. Please call with the date or dates that you would like to reserve for a quote.





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Available Resources (included):

33- 60" round tables (seat 6-9)
9- 6' rectangular service tables
6- 90" oval tables (seat 10)
Approx. 350 banquet chairs
25 upholstered high back chairs
16' X 8' stage with step
Large glass front cooler/refrigerator
Lights on pillars

Rental Items:

Chair covers white with tuxedo weave—\$2.50 ea.
Tablecloths 85" x 85" square white --\$3.50 ea.
Tablecloths 120" round floor length white tuxedo weave --\$6.50 ea.
Cloth Napkins white--\$.75 ea.
Centerpieces glass bowl and mirrored tile--\$.3.50 ea.
Coffee pots--\$18.00 ea.
Chafing dishes-\$10.00 ea.

Sound System:

We have a professional quality sound system available for rent. It includes CD changer, two 1400-watt amplifiers, microphones, mixer, speakers and monitors. Rental fee \$95.00

Dual Projection Video System:

Two remote controlled retractable large screens allow you to offer presentations and slideshows from a laptop. \$95.00

Food Service:

We do not have restrictions on food service. You are welcome to prepare your own food, or bring in a caterer of your choice. Food and drink is not allowed outside of the Ballroom. If alcohol is being served, it needs to be served by a licensed caterer. In the event that a licensed caterer does not serve alcohol, a server with a valid OLCC license may serve it, and a separate alcohol contract must be signed. A special insurance rider is required on the customer's Home Owner's Policy.



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Smoking policy:

McMinnville Grand Ballroom is a smoke free facility. Please make your guests aware that they must go outside to smoke.

Decorating:

McMinnville Grand Ballroom prohibits nailing, tacking, taping or stapling to any of the walls or surfaces. All decorations and rental items must be removed at the end of an event. McMinnville Grand Ballroom is not responsible for items left behind. Please make prior arrangement with your vendors for pick-up of these items.

RICE, BIRDSEED, OR CONFETTI TYPE PRODUCTS ARE NOT ALLOWED INSIDE THE BALLROOM.

Candles:

Candles must be in an enclosed container and protected from dripping. (No exposed flames are allowed) Please be aware that there is an additional charge for damage done to any surface, linens or flooring, and is subject to additional charges and loss of cleaning deposit.

Parking and Handicapped Accessibility:

We have a small lot at the backside of the building off of Cows Street. This backs up to the U.S. bank drive-through. There is an elevator located inside the doors of the rear entrance. (Look for the McMinnville Grand Ballroom sign on the awning above the back door). Additional on street parking is available as well as city parking within just a few blocks.



Deliveries:

If you have deliveries being made to the Ballroom, please make sure you let your vendor know that the Ballroom is located on the second floor and there is an elevator available through the back entrance of the building off Cows St.

Thank you for your interest in McMinnville Grand Ballroom. We look forward to working with you during your event. We will make every effort to make this an enjoyable experience for you!



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Event Contract

This contract plus a non-refundable 50% down payment is required to reserve an event date

Name: _____

Event Date: _____

Contact Names/Addresses:

Email:

Phone:

How did you hear about us?



Start Time: _____

End Time: _____ 11:00 PM unless otherwise stated)

Expected Number of guests: _____



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AVAILABLE ITEMS INCLUDED IN ROOM RENTAL:

33-60" Round Tables: _____
9-Rectangular Service Tables: _____
6-90" Oval Guest Tables: _____
Banquet chairs: _____ (350 max. available)

OTHER RENTAL ITEMS

Table linens: _____
Chair covers _____
Napkins: _____
Large Glass Centerpiece Bowls with mirror tiles: _____
Sound System _____
DVD projection system _____
Other _____

Total _____

Final details will be arranged 2 weeks prior to the event.

FOOD SERVICE and ALCOHOL:

Is food being served? _____ YES _____ NO
If yes, caterer's name and number _____
Is alcohol being served? _____ YES _____ NO.
If yes, caterer's name and number _____ -OR- Please sign
separate alcohol contract and provide insurance rider from homeowner's policy.

RENTAL and CLEAN-UP AGREEMENT:

In order to receive full refund of the cleaning deposit, the room will be left free of debris. The floor will be swept and free of food. Spills will be wiped up before leaving. All bottles, cans and trash will be removed at the end of the event. There are recycling bins and trash cans just outside the rear entrance of the building. McMinnville Grand Ballroom prohibits nailing, tacking taping or stapling to any of the walls or surfaces. McMinnville Grand Ballroom is not responsible for items left behind. All decoration and rental items must be removed immediately following the event. This includes flowers, votives and cake stands. Please make prior arrangement with your vendors for pick-up of these items immediately following your event or take them with you. Candles must be in an enclosed container and protected from dripping. (No exposed flames are allowed). Please be aware that there is an additional charge for damage done to any surface, linens or flooring, and is subject to additional charges and loss of cleaning deposit. This is a smoke-free building. Please make your guests aware they must go outside to smoke.

Bathrooms will be clean at beginning of event. Client assumes responsibility for clean up of the bathroom in the event that one of your guests makes the bathroom unusable during the course of your event. Bathrooms must be cleaned to at least usable condition before checkout.

Initial cleanup agreement _____



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SUMMARY OF CHARGES:

Deposits Required:

A 50% (non-refundable) deposit of the room rental rate required at time of booking.

Date: _____ Check number: _____

Refundable Room Cleaning/Damage Deposit due 2 weeks prior to event.

Paid: _____ Check number: _____

Balance due 2 weeks prior to the event.

Paid: _____ Check Number: _____

CONTRACT AGREEMENT:

I understand and agree that I may forfeit my rental deposit if it is necessary for McMinnville Grand Ballroom staff to extensively clean or repair facilities following our facility use, or if during the course of my rental I fail to enforce the Ballroom policies stated above and those that may be represented to me by McMinnville Grand Ballroom staff during my event. I understand that down payment is non-refundable. I understand that variations in rental times and room requests, needs, or uses, may necessitate rental fee adjustments. I agree to assume full responsibility for the conduct of my guests, members and employees or third parties hired to provide services for my group or myself. I further agree to indemnify, defend and hold harmless McMinnville Grand Ballroom for any damage, injury, suits, or claims which may arise from intentional acts, negligence or omissions of the group, its guests, members, employees or third parties hired to provide services for the group.

The contents of the above arrangements meet with my approval. I consider our contract definite and confirmed.

Customer Signature:

_____ **Date:** _____

McMinnville Grand Ballroom Representative:

_____ **Date:** _____