



Forests Forever, Inc
PO Box 1320
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Rental Rates for Everett Hall

	Half day (1-4 hrs)	Full day (5-8 hours)
Partners/Associates: (Includes OSU Extension, OFRI, CCFFA, ODF, Consortium members)	\$150.00	\$240.00
Community/Non-profit Renters: (Includes community & civic groups, churches, schools & non-profit groups)	\$200.00	\$360.00
Business/Public Renters: (Includes businesses, schools with <u>fee</u> classes, private functions not open to public)	\$275.00	\$500.00
Coffee charges	\$ 25.00	\$ 35.00
Refundable Damage/Cleaning deposit:	\$150.00	\$150.00

* Linens available for tables at additional charge of \$11.00 per linen and \$1.00 per napkin to cover cost to clean & press.

Rental Details:

1. **Set-Up:** Applicant shall be responsible for setting up tables and chairs. Set-up and clean-up times are included in the purchased rental period. If more time is required, the rate is \$50 per hour. Linens for tables are available at additional cost.
2. **Decorations:** Decorations are allowed. Please do not use any nails in walls to hold decorations. Blue painter's masking tape or command strips may be used.
3. **Clean-up:** Applicant is responsible for removing decorations, bagging garbage, wiping off tables, counters and washing used kitchen appliances and utensils. Applicant shall put away the tables and stack chairs. Forest Hall staff will be responsible to remove trash.

For more information on renting Everett Hall please contact:

Michael Daly, Building Manager – 415-200-9006/ 503-632-5918 or email to dalymj42@aol.com
Ken Everett, Executive Director – 503-655-5524 or email to ken@mapforesters.com