

**Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ROOM RENTAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**These Rooms Included as Entire Facility Rental:**

**Main floor: Gold Gallery, The Studio, Catering Kitchen, 2 Restrooms**

**Second floor: The Loft**

**Room/s: All Day Evening/4hrs 12 hours Other-48 hrs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gallery** | **$200** | **$100** | **$700** | **$25/add hr.** |
| **The Studio** | **$75** | **$45** |  |  |
| **The Loft** | **$75** | **$35** |  |  |
| **All** | **$325** | **$180** | **$800** | **$2100** |

Food Service-

A use permit for caters/restaurants for their food and beverage services is required.

Total Capacity: 250 persons

Comfortable table seating: 120-140 persons downstairs; 50 on loft

A 50% deposit is required, with 25% refundable for cancellation within 30 days prior to event. Payment in full must be received at least 30 days prior to the event.

**Notes/Requests:**

Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on behalf of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Josephy Center approval by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Use: Rental fee paid by: \_\_\_check \_\_\_\_ cash \_\_\_\_Paypal

JOSEPHY CENTER FOR ARTS AND CULTURE/403 N MAIN ST/ PO BOX 949/ JOSEPH OR 97846 / 541-432-0505

Facility Rental  -- Weddings, Conferences, Special Events

The Josephy Center for Arts and Culture offers a beautiful, spacious setting for clubs, receptions, performances, conferences and other signature events. Let us work with you to assure that your special event is perfect in every way.