

**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**

**Gallery: All Day Evening or >4hrs**

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| **Gallery Only** | **$150** | **$75** |
| **Gallery and Loft**  | **$175** | **$100** |
| **Gallery, Loft, and Studio** | **$395** | **$190** |
| **Studio only for meetings and classes** | **$90** | **$50 for 4 hours****$35 for >2 hours** |

**Artwork Panel Removal Charge: $150-$200 (depending on exhibit)**

**Rent kiln space: $30/shelf**

**Inquire about private painting and ceramics parties.**

Food Service-

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

Total Capacity: 200 persons

Comfortable table seating: 80-100 persons downstairs; 50 in loft area

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.