Oregon State Bar

Conference Room Rental Fee Schedule

General Information:

Location: The Oregon State Bar Center is located at 16037 SW Upper Boones Ferry Road, Tigard, OR 97242.
Directions: I-5 to exit 291, left at SW 72nd/Upper Boones Ferry Road, right at OSB Bar Center.
Mailing address: Oregon State Bar, PO Box 231935, Tigard, OR 97281-1935

Rental Hours and Office Hours: 8:00 a.m. to 5:00 p.m., Monday through Friday.
Rentals outside of these hours and on Saturday may be availble by special arrangement and additional fees may be applicable.

Deposits: Deposits are non-refundable. A 50% deposit is required at contract signing with a valid credit card only. 100% will be charged if room reservation is cancelled less than 30 days in advance of the event. Deposit retained if cancelled more than 30 days out.

Room Fees:

1st Floor Rooms	Configurations & Seating Limits	Full Day Fee	1/2 Day Fee
Columbia A	*Please see the configuration diagrams with seating limits on the reverse side of this form.*	$600	$400
Columbia B		$600	$400
Columbia A+B		$1,000	$600
Sandy		$40/hour with 2 hour minimum	

2nd Floor Rooms	Seating Limit	Hourly Fee with Minimum
McKenzie Boardroom	24	$40/hour with 2 hour minimum
Santiam	18	$40/hour with 2 hour minimum
Rogue	8	$35/hour with 2 hour minimum
Nehalem	12	$35/hour with 2 hour minimum

Equipment and Supply Fees:

The facility rental fee includes the following audio/visual items: podium with microphone, data projector and projection screen, wi-fi internet access, easels, dry erase board and flip charts. Renters must provide their own laptops. Additional audio/visual and room set up items are available for the following daily rates:

AV Equipment	Daily Fee and limits
Wireless lapel or tabletop microphone	$25.00 for a set of 4 *(8 maximum)*
DVD Player	$25.00
VHS Player	$25.00
Document Camera (Elmo)	$50.00
House Audio Patch	$50.00
Riser	$25.00 each *(2 maximum)*
Conference Phone and Phone Line	$100.00 (*Renter is responsible for securing conferencing service.)*

Other Supplies	
Coffee/Decaf/Tea Service	$8.00 per pot
Photocopies	$0.10 per single-sided/$0.15 per double-sided
Outgoing Fax	$1.00 per page

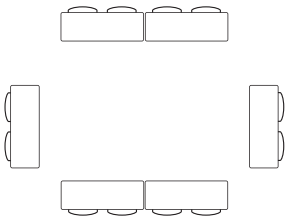
For more information please contact Brenda Cerda at 503.431.6301 • Fax 503.684.1366 • bcerda@osbar.org

Oregon State Bar

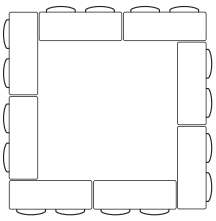
Room Rental Layout Options

Santiam

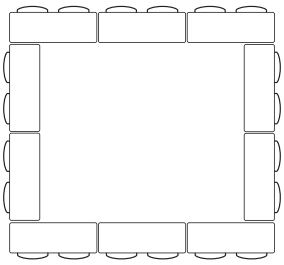
Court – 12



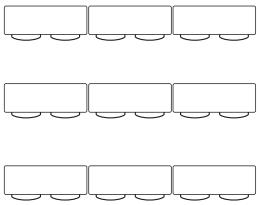
Conference – 16



Conference – 20

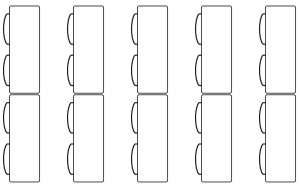


Classroom – 18

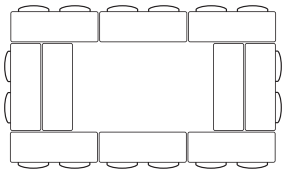


Sandy

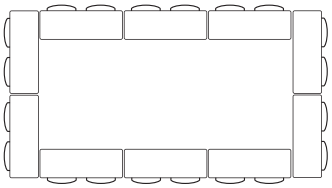
Classroom – 20



Conference – 16

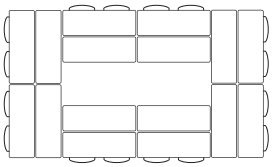


Conference – 20

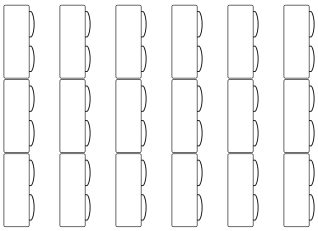


Columbia A, B or Both

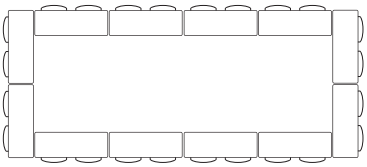
Conference – 16



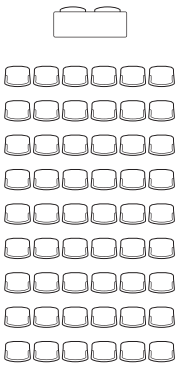
Lecture/Panel – 36



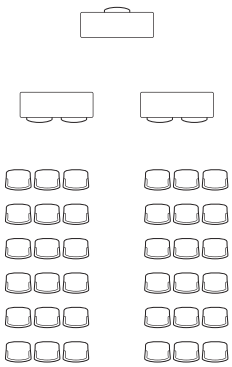
Conference – 24



Lecture/Panel – 72

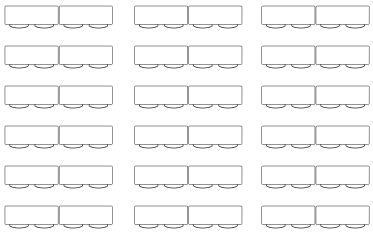


Trial – 36



Columbia A & B

Lecture Panel/CLE – 72



Oregon State Bar

Facilities Use Agreement

Group

Group: _____
Contact: _____
Phone: _____
Fax: _____
E-mail:* _____
Address: _____
_____
_____
Caterer: _____
Phone: _____

Dates, Timing and Setup

Meeting date: _____
☐ Mon ☐ Tues ☐ Wed ☐ Thu ☐ Fri ☐ Sat
Set up: _____ ☐ AM ☐ PM
Start time: _____ ☐ AM ☐ PM
End time: _____ ☐ AM ☐ PM
Clean up: _____ ☐ AM ☐ PM
Special Needs: *describe)* _____
_____

Group Type

☐ Section
☐ Committee
☐ Board
☐ Task Force
☐ Member
☐ Other: *(describe)*
_____
_____

Conference Room

☐ Columbia A
☐ Columbia B
☐ Columbia A+B
☐ Sandy
☐ McKenzie
☐ Santiam
☐ Rogue
☐ Nehalem

Room Configuration

☐ Conference
☐ Classroom
☐ Lecture
☐ U-Shape
☐ Courtroom
☐ Deposition
☐ Other: *(describe)* _____
_____
Expected Attendance: _____

Audio/Visual Equipment Reserved

☐ Microphone (lapel or tabletop)..... $25.00 each *(8 max)*
☐ DVD Player $25.00
☐ VHS Player $25.00
☐ Document Camera $50.00
☐ House Audio Patch $50.00
☐ Riser ..... $25.00 each *(2 max)*
☐ Conference Phone and Phone Line..... $100.00
Renter is responsible for securing conferencing service.

Charges and Payments

Room Charge ..... $ _____
A/V Equipment Charge ..... $ _____
Coffee/Tea Service ..... $ _____
Other Services ..... $ _____
☐ Total Charges ..... $ _____
Deposit Amount ..... $ _____
Balance Amount ..... $ _____
☐ Deposit Trans ID _____
☐ Balance Trans ID _____

Reservation Confirmation and Payment Arrangements

A nonrefundable deposit of $ _____ is due upon signing of this agreement in order to secure Group's reservation. The deposit must be made with a VISA or MASTERCARD credit card and final payment guaranteed by such credit card. Final payment is due the date of the event and will be charged to the credit card used for the deposit unless other acceptable arrangements are made prior to the event. By signature below, the Group Representative authorizes that the deposit, final payment for room, equipment rental fees, coffee/tea service, supply charges, and any cancellation fees be charged to the credit card provided below.

The parties agree to the terms above and on the reverse side of this form. The persons signing this agreement on behalf of Bar and Group warrant that they are authorized to make this agreement and to bind their principals to this agreement.

VISA/MC #: _____

Expiration Date: _____

Name as it appears on card: _____

Credit card billing address: (if different from above)
_____

_____
Group Representative *Date*

_____
Bar Representative *Date*

** Receipts will be sent by email when an address is provided.*

Oregon State Bar

Facilities Use Agreement

Upon signing this agreement and receipt of the required deposit, the Oregon State Bar (hereinafter "Bar") agrees to provide Group with the following facilities and equipment, subject to the following terms and conditions:

Attendees: Room assignment is based on the expected number of attendees and set-up specified in the room reservation request. Group understands that the room reserved has a capacity limit and warrants that the number of attendees will not exceed the capacity limit. Bar reserves the right to change rooms based on attendance levels lower than contracted.

Cancellation: When Group signs this contract and pays the required deposit, the room reserved is removed from Bar's available inventory and considered rented to Group. Bar makes financial plans based on the revenue it expects to achieve from Group's full performance under this contract, and turns away other groups who want to rent Bar's facilities. It is impossible for Bar to know in advance whether, under what circumstances, or at what rates it would be able to re-rent the reserved room(s) if Group does not use it because of cancellation of the event. Often, when a group does not use the facility as agreed, the space cannot be re-rented. For these reasons and others, Group agrees that in the event of cancellation, the following charges, which represent a reasonable effort by Bar to establish its loss prospectively, shall be due as liquidated damages:

0-30 days prior to event: 100% of room rental rate
More than 30 days prior to event: 50% of room rental rate

Cancellation fees will be due and payable immediately upon cancellation, and will be charged to the same credit card used for Group's deposit.

Set-up and Audio/Visual Equipment: Changes to set-up and requests for equipment must be made no later than 72 hours in advance of the event. If Group will be using Bar's A/V equipment, Bar staff will meet with the Group designee immediately prior to the event in order to demonstrate how to operate the equipment. Bar staff will not be available for assistance with the equipment during the event, except in the case of an emergency.

Group is responsible for providing its own laptops, connection equipment and conference phone service. Group may bring in its own A/V equipment, but no technical assistance will be available or provided by Bar for the setup or use of such equipment. Group is solely responsible for ensuring that any and all such outside A/V equipment is compatible with and can be used in the facilities provided by Bar. If Group needs A/V services beyond those provided by Bar, Group must use one of the following Preferred Contractors, except with prior approval from Bar:

Devin Williams, Discovery Media Productions
(for audio & video recording only): (503) 892-1998
dwilliams@discoverymediaproductions.com

Scott Essig, Essig Entertainment, Inc., (for A/V equipment only): (541) 345-7989, www.essigentertainment.com

Food/Beverage: Bar does not provide food, beverage, or catering services. If Group needs catering services, Group must use one of the following Preferred Caterers, except with prior approval from Bar: West Hills Catering: (503) 228-6822; Elephant's Delicatessen: (503) 224-3955; Amerigo's: (503) 699-2087.

Force Majeure: In the event a strike, act of God, terrorist attack, government regulation, natural disaster, or civil disturbance prevents Bar or Group from performing under this contract, this contract may be terminated by the affected party by giving actual notice to the other party within five days of the force majeure event.

Damage/Insurance: Group will be responsible for any and all damage, breakage, loss or destruction caused to Bar's facility, A/V equipment and other property, and for any personal injury at Bar's facility caused by Group, Group's members, employees, agents, contractors, suppliers or guests, and shall reimburse Bar upon demand for any such damages. Group agrees to carry, maintain and provide proof of general liability insurance coverage with limits of no less than $1 million per occurrence, naming the Bar as an additional insured.

Indemnification: Group agrees to indemnify, defend and hold the Bar harmless, as well as its officers, board members, employees and agents, from any liability, loss, damage, cost or expense (including attorney fees and other costs and expenses of litigation through and including trial and appeals) arising from actual or threatened claims or causes of action resulting from the negligent, reckless or intentional acts or omissions of Group or its respective officers, directors, employees, agents, contractors, members or participants, provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency in rendering services pursuant to this contract.

Accessibility: Bar warrants to Group that Bar's facility complies with all applicable regulations and guidelines of the Americans with Disabilities Act. Bar has made every effort to make its premises accessible by removal of barriers wherever reasonable and has provided alternative services wherever barriers cannot be reasonably removed. Group shall be responsible for compliance with the ADA in connection with activities that are controlled by Group, including but not limited to the provision of auxiliary aids for communication and any other accommodation necessary to enable participation in the Group activity by all attendees.

Outside Vendors: The use of any and all outside contractors, other than those preferred contractors and caterers specified above, shall be subject to prior approval of Bar.

Anti-Discrimination Policy: Group warrants that it does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation or any other invidious discrimination. Bar reserves the right to refuse to rent its facilities to groups that do not comply with its anti-discrimination policy.

Noise: Group will confine congregating prior to meetings and during breaks to the lobby/lounge areas adjacent to the reserved meeting room(s). Group will ensure that noise is kept to a minimum to avoid disturbing Bar personnel working in adjacent areas.

Other rules/policies: Group agrees to pay for room, equipment rental, coffee/tea service and for any other services or supplies provided in accordance with the current fee schedule. Group agrees to comply with all other rules, regulations and policies governing the Bar facilities, and with state and local laws and regulations applicable to Group's event.

Miscellaneous: This contract is the entire agreement between the parties, superseding all prior proposals, negotiations, representations, commitments and other communications between the parties and their agents, and may only be supplemented or changed in writing, signed by an authorized representative of Group and Bar. Group may not assign any benefits arising under or associated in any way with this contract without prior written consent of Bar. In the event of litigation arising from or associated with this contract, the parties agree that the prevailing party therein shall recover all of its attorneys' fees and all litigation expenses, charges and costs incurred therein, including those incurred on appeal. Any legal action in connection with this agreement shall be brought or maintained in the Washington County Circuit for the state of Oregon, and Oregon law shall apply.