

Antonia Ballroom

221 N Grant Street, 2nd Floor, Canby, OR 97013

Ph 503-263-2085 Fax 503-263-2007

The ballroom is located on the second floor of the Oddfellows Building in Canby, Oregon, renovated in 2005. Originally, the room was used as a meeting hall for the International Order of Odd Fellows (IOOF). The renovation restored most of the features that originally existed in 1913.

The ballroom features a fir hardwood floor, extensive woodwork, high ceilings with skylights, and twelve exquisite chandeliers.

Capacity: 139 dinner seating, 199 lecture seating

Rental Fees (subject to change without notice):

Saturday – 7 Hours	\$1,300
Add'l time	\$150/ hr
Friday / Sunday – 5 Hours	\$750
Add'l time	\$125/ hr
Monday – Thursday	\$125/ hr
2 hour minimum	
Holidays	\$200/ hr
4 hour minimum (New Years Eve, 4 th of July, and Halloween)	
Cleaning Fee	\$75

Use of:

- Tables and chairs
- Warming kitchen: Coffee maker, 2 microwaves, refrigerator
- Sound system with built-in speakers, CD player, wireless microphone and lapel
- Elevator for handicap access and catering equipment

Rental period includes set-up and take-down time for caterer, DJ, decorations, etc.

TERMS OF USE

Booking Deposit: 50% non-refundable deposit is required at the time of booking. Balance is due no later than three weeks before your scheduled event, along with the \$75 cleaning fee.

Visa, Mastercard, Discover Card, and American Express are accepted. *Make sure you can provide a "Certificate of Liability Insurance" when booking your event.*

Damage Deposit: A \$350 refundable deposit is due no later than three weeks before your scheduled event. Amount will be refunded within 2 weeks after event if no damage is observed and/or excessive cleaning is required. You will be notified within two business days regarding any issues which results in the deposit being held.

Cancellations: The rental party is liable for the full rental amount if cancellation is made less than 18 days prior to the event.

Rental Agreement: A signed rental agreement is required.

Cleaning-Up: Garbage bags are provided. Please remove all food, beverages, and decorations from the premises immediately after your event. A trash container is located in the back of the building – behind the Canby Herald Building next door. The Antonia Ballroom is not responsible for valuables or other items left in the building after the date of the event.

Liability Insurance: A “Certificate of Liability Insurance” naming the Antonia Ballroom as additional insured is required and is usually available through your homeowner’s insurance policy. This is a one-day rider for bodily injury and property damage in the amount of \$500,000. The certificate must also show the date of the event and the name of the rental party.

Liquor Liability: Liquor liability insurance is required if alcohol is to be served at your event. This shall be obtained either by the rental party or by the caterer.

Alcohol: If serving alcohol, it must be brought into the building before the event starts.

Liability: The rental party is responsible for any physical damages that might occur.

Smoking: Smoking is NOT permitted anywhere in the building.

Security: The Antonia Ballroom reserves the right to request that the rental party provide security at their expense.

Bands: Bands are NOT permitted without prior written approval by the Antonia Ballroom. DJ’s are welcome.

Catering: You may use any caterer you wish. A list of catering services is available upon request.

Sound System: The rental party is responsible for any damage to or loss of equipment. Please make sure cabinet is locked when you leave the building.

Use of Elevator: When moving equipment and supplies, please make sure you use protective padding in order not to damage the elevator walls. Any damage to the elevator will be deducted from your damage deposit.

Decorations: Decorations are permitted. However, do not use nails, tacks, staples, or other fasteners that leave holes in the walls, trim, doors, and door frames. Open flame candles are NOT permitted– all candles MUST be enclosed.

Tables Coverings: Tabletops must be covered with linens or disposable tablecloths.

Noise: Current City of Canby Municipal Code 9.48.040 prohibits noise levels above 65 dBA after 10:00PM. In general – if you can hear outside, it is too loud.

Safety Issues: We reserve the right to close down the party if unruly behavior, drunkenness, and noise violations become an issue. Violation of the maximum capacity shall not be tolerated.

Rental Agreement

As the Rental Party, I (we) have read and understand the terms of use outlined above. I (we) agree to abide by these terms and understand that I (we) will be held financially accountable for any violations or damage that may occur. By providing my (our) credit card information, I (we) authorize the Antonia Ballroom to charge the credit card. Also, if the event goes beyond the original hours specified OR there is damage in excess of the deposit, I (we) authorize the Antonia Ballroom to charge my (our) credit card.

Date: _____

Signature of Rental Party

Signature of Rental Party

Print Name

Print Name

Rental Party Mailing Address: _____

Bride: _____

Groom: _____

Date of Event: _____

Type of Event: _____

Event Hours: _____

Estimated # of Guests: _____

Contact Person _____

Phone # _____

Will alcohol be served? YES or NO

Will this event be catered? YES or NO If yes, by whom? _____

Credit Card Number: _____ Expiration: _____

Type of Card: VISA MASTERCARD DISCOVER AMERICAN EXPRESS DEBIT

Name of Credit Card Holder: _____

Credit Card Billing Address: _____

Other payment methods available upon request How did you hear of us? _____

OFFICE USE ONLY

Accepted by: _____

Amount Due:	_____	<u>\$75</u>	<u>\$350</u>	_____
	Booking Deposit	Cleaning Fee	Refundable Damage Deposit	Remainder Booking

Due Date: _____

Date Paid: _____

Initial _____