

# Architectural Heritage Center

## RENTAL GUIDELINES

*We want you and your guests to enjoy your event experience here at the Architectural Heritage Center.*

*Safety issues, excessive mess, building damage and other problems are almost always associated with uncontrolled availability of alcohol. As a renter of the space, you are accepting all liability for damage and for the safety of your guests.*

### **SPECIAL EVENT INSURANCE**

Renters are responsible for providing proof of insurance for their special event covering bodily injury, damage, and if serving alcohol, Host Liability Insurance, for coverage up to \$1 million. The Architectural Heritage Center must be listed as an additional insured on that coverage. Proof of that insurance coverage is required one week prior to your event.

### **ALCOHOL CONTROL POLICY**

We require that any alcohol is served only by OLCC licensed servers. This includes keg and bottled beer. We do not allow self-service bars. Generally your caterer can provide licensed servers. You must have an appropriate OLCC license or permit if you are selling alcohol.

Your event must be covered by Host Liquor Liability Insurance. Coverage may be provided by your own insurance company or by the licensed servers company.

We recommend you terminate your alcohol service at least 30 minutes before your event ends. It is a crime to supply alcohol to minors.

Do not allow unauthorized alcohol to be brought onto the premises by guests or others

### **RESERVATIONS AND POLICIES**

A signed *rental agreement* and *reservation form* and a 50% non-refundable deposit, which will be applied to the total cost of the rental, must be received by the AHC to reserve the date of the rental.

All set-up instructions must be received one-week prior to your event.

Payment for the facility rental and all goods and services provided by the AHC are due in full on the day of the event.

Reservation cancellations must be made at least 30 days prior to your event. The 50% deposit will be retained, but may be transferred to another date in the same calendar year if the facilities are available. You are responsible for payment of the full rental balance with less than 30 days cancellation notice.

Renters are responsible for any damages that occur to the building or equipment either inside or to the exterior of the AHC. Using anything that might stain, scratch or mar the surfaces such as nails, push-pins, tacks, staples, or tape is prohibited.

The time period requested for a rental must include all set-up and breakdown time necessary for the event.

The Architectural Heritage Center must be informed of all deliveries for an event. Any deliveries or pick-ups occurring outside the rental period must be approved by the AHC.

Caterers contracted by the client must remove their equipment, supplies, and trash at the time of their departure from the AHC.

The client must provide general clean-up for their event. Sorted and contained trash and recyclables may be left at the AHC with prior approval.

Equipment and supplies belonging to the client or any agent of the client must be removed from the AHC at the conclusion of the event, unless other arrangements have been approved by the AHC prior to the event.

The AHC is not responsible for any damage to or loss of property left at the AHC.

## **PARKING / LOADING INFORMATION**

Temporary parking for loading/unloading is available for marked "delivery" vehicles near the backdoor on SE Alder Street.

On street parking is available around the Architectural Heritage Center. Weekday - daytime hours can be more challenging, but parking should be available within a four block range of the AHC.

Tri-Met bus stop # 6 – Martin Luther King Jr. Blvd. & Grand Avenue  
Tri- Met bus stop #15 – SE Morrison & Belmont