

# THE HISTORIC ASHLAND ARMORY

208 Oak St, Ashland OR 97520

(if mailing, please use 208 Oak St #200, Ashland OR 97520)



## RENTAL INFORMATION

BASIC PACKAGE | BOOKING PROCESS | ARMORY FACILITIES | FLOORPLAN





# Renting the Ashland Armory

(pricing is subject to change, but will be locked in upon signing of contract)

## The Basic Package

\$2300

### INCLUDED:

- Use of the Great Hall
- Stage apron with 2 mics & lights
- Use of Kitchen
- Use of 30 round tables
- Use of 300 folding chairs
- Use of banquet tables
- Set up & Tear down of tables & chairs
- Sound & Lights Technician, either in person or pre arranged set up (if booking multiple days, the technician will need to be negotiated & paid for separately)

### ADDITIONAL OPTIONS:

DAY BEFORE ACCESS:  
Add \$200

MULTI-DAY EVENTS:  
\$300/extra day

*Optional for multi-day events:*  
OVERNIGHT CLEANING:  
\$100/day



## Canopy Silks

Take your event to an entirely new level with the beautiful silk canopy. \_\_\_\_\_\$1200

(Rental includes professional install, removal and cleaning)

## VIP Lounge

Create a special space for your event by using our VIP Lounge that has a birds-eye view of the Great Hall and offers a haven from the crowds. \_\_\_\_\_\$200



## RENTING THE HISTORIC ASHLAND ARMORY

### ~ WHAT YOU NEED TO KNOW ~

#### **HOLDING YOUR DATE WITH A DOWNPAYMENT (Payable to 'The Historic Ashland Armory LLC')**

We will put a non-binding hold on the date of your choice. Other parties also have the option of claiming that date until it has been secured. To secure the date as yours, we will need a \$500 non-refundable down payment. This will be applied to the cost of the rental.

**The remaining balance must be paid in full no later than 10 business days prior to the event.**

#### **DAMAGE & EXCESSIVE CLEANING DEPOSIT (Payable to 'The Historic Ashland Armory LLC')**

A separate damage deposit of \$250 will also be required and deposited 10 business days prior to your event. If there is no damage or excessive mess, you can expect to get a full refund within 21 days of your event.

#### **ADDITIONAL SERVICES**

Any additional services provided by other preferred vendors will be invoiced and due prior to the event.

#### **INSURANCE**

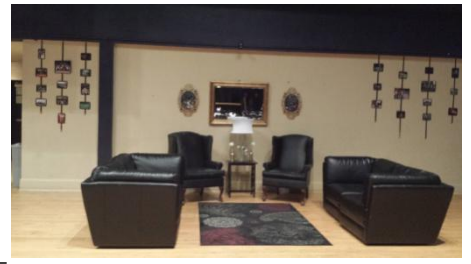
You will need a certificate of insurance that names The **Historic Ashland Armory LLC** as 'Additional Insured' for \$1,000,000 coverage. Some business and home owners policies can be utilized (check with your agent). Otherwise, event insurance can be obtained through our insurance partner, THE EVENT HELPER. Use this link for a 10% discount and they will send us the policy automatically. <https://www.theeventhelper.com#QvVxyN> (usually under \$150).

#### **SECURITY**

Unless specifically waived by the management in writing, every event is required to hire licensed & bonded security personnel. We recommend **GQ Security LLC** at **541-500-2363** or **Alpha Defense** at **541-690-6100**. Both companies have bilingual guards upon request. **CYA** is another great option **888-226-7550**.

#### **FLOOR PLANS**

Table & chair set up is included. Please print out the diagram on page 5 and email it to [info@historicalashlandarmory.com](mailto:info@historicalashlandarmory.com) at least a week before the event. Be sure to note how many chairs per table and avoid blocking the exits when planning table placement.



## ARMORY FACILITIES

~ Venue Technical Specs are available upon request ~

Most everything in the Great Hall is available for use -  
either for a fee or included in the rental.

### INCLUDED:

Great Hall 62' deep x 76' wide

30 6-ft diameter banquet tables

300 folding chairs

6 6-ft rectangle tables

Marble bar with large surface

Dressing Rooms

Kitchen includes: hand washing station,  
double sink with sprayer, ice machine, gas  
stove with 4 burners, warmer oven with  
racks, large fridge, counter space.

2 wireless mics and sound equipment

Stage lighting

2 large projection screens & 5500 lumen  
projector with ability to run powerpoint  
slides, videos, DVD, etc...

Stage: Apron (8'x51')

Coat racks

### AVAILABLE FOR ADDITIONAL FEE:

Spotlight Service

Tech Rehearsals

DETAILED VENUE SPECS AVAILABLE UPON REQUEST

~ **no open flame, glitter or confetti allowed in venue** ~  
(please see our House Policies)



# ASHLAND ARMORY FLOORPLAN

(print this out to play with set up ideas)

