



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

BOOKING PROCESS

PRICING

VIP LOUNGE

ARMORY FACILITIES

FLOORPLAN

WEDDING RENTAL PROCESS

~ Thank-you for considering the Historic Ashland Armory for your wedding ~

HOLDING YOUR DATE WITH A DEPOSIT (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 deposit. This deposit 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/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 (Payable to 'VENDOR NAME')

Any additional services provided by Live at the Armory or 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 at: <https://www.theeventhelper.com#QvVxyN> (usually under \$150). By using this link you will get a 10% discount and the policy will be emailed to us automatically.

SECURITY

Every event is required to hire licensed & bonded security personnel unless specifically waived by the management in writing. We recommend Alpha Defense, GC Security and CYA as they know our building and policies well.

Alpha Defense: 541-690-6100

GQ Security: 541-500-2363

CYA: 888-226-7550 or go to www.cyasecurity.com

FLOOR PLANS / TABLE & CHAIR SET UP & TEAR DOWN

In this packet is a generic floorplan. A week before your wedding, we ask that you draw in the rough placement of tables and send us a photo or scan of the document. Let us know how many chairs per table you will need. When you arrive to decorate, we will have the tables and chairs set up for you so you can start decorating right away

~ The Historic Ashland Armory ~

Weddings at the Armory

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

The Basic Package

\$3,000

- Use of the Great Hall
- Stage apron with mics & lights
- Pre &/or day of tech support
- Kitchen access
- Table & Chair Set up/Tear down
- Use of 30 round tables
- Use of 300 folding chairs
- Use of rectangular 5' & 6' tables

DAY BEFORE ACCESS: Add \$200



Canopy Silks

Take your wedding to an entirely new level with the beautiful silk canopy. _____\$1,200

(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 crowd. _____\$200



~ Venue Technical Specs are available upon request ~

~ The Historic Ashland Armory ~

THE VIP LOUNGE

\$200

The VIP LOUNGE is a very special room that can come complete with or without a staffed bar and an amazing view of the Great Hall. Elegantly decorated and perfectly lit, the VIP room will definitely add a level of sophistication and exclusivity to your wedding.

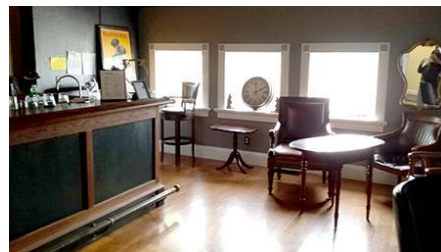
~ Suggested Uses ~

Photos

Inner Family Sanctuary

Wedding Party Gathering

Bride's Private Room



Please no unattended children in this room

~ The Historic Ashland Armory ~

ARMORY FACILITIES

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

Great Hall 62' deep x 76' wide

Full mic and sound equipment (w/tech)

30 6 ft diameter banquet tables

Full theater lighting / Spotlight options

300 padded folding chairs

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

10 6 ft rectangle tables

22 tall bistro style tables with bar stools

Stage: Apron (8'x51')

Marble bar with large surface

Green room & 2 private dressing rooms

Kitchen includes: hand washing station, double sink with sprayer, high powered 90 second single load dishwasher, ice machine, gas stove with 4 burners, warmer oven with rack supports, top 2 shelves in large fridge, counter space.

Multi-stall male and female bathrooms

AVAILABLE FOR ADDITIONAL FEE:

*Pipe & Drape

*Chandelier

2 large moveable full service bars

*VIP Room with staffed bar & view of stage

*(Please note that the bars, when not in use, will be discreetly stored on both sides of the stage)

ASHLAND ARMORY FLOORPLAN

(print this out to play with set up ideas)

