

Mason Building Ballroom
366 S. Broadway, Estacada, OR 97023
503-656-1490

The ballroom is located on the second floor of the Mason Building in Estacada, Oregon. Originally the room was used as a meeting hall for the Masons and had been closed to the public from 1924 until 2009. In 2006 the building was purchased and in 2009 the ballroom was completely renovated. The renovation restored the features of the original 1924 architecture while adding modern amenities.

The ballroom includes a hardwood maple floor, wainscoting, some of the original theater seats from the Broadway Theater that was a part of the building, tall ceilings, period chandeliers, wall sconces and ceiling fans. As part of the renovation the room was rewired and new heating/air conditioning was installed.

Capacity: 125+ for dinner seating, 149 lecture seating

Rental Fees (subject to change without notice):

Saturday, full day rental, up to 10 hrs	\$950
Additional time	\$75/hr.
Saturday, half day rental, up to 6 hrs, 9am-3pm	\$550
Additional time, before 9am	\$75/hr
Saturday, half day rental, up to 6 hrs, 5pm-11pm	\$750
Additional time, after 11pm	\$75/hr
Friday/Sunday, full day, up to 10 hrs	\$750
Friday/Sunday, half day, up to 6 hrs	\$600
Additional time	\$75/hr.
Monday – Thursday	\$50/hr
2 hr minimum	
Holidays	\$100/hr
4 hour minimum (New Year’s Eve, 4 th of July, Halloween)	
Cleaning fee	\$75

(If your needs do not fit these times, please call for a special quote.)

Price includes use of

- Up to twelve 60 in. round tables
- Up to three 6ft rectangular tables
- Up to 50 chairs
- Warming kitchen: refrigerator, microwave, 2 electric ranges

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. Make sure you can provide a “*Certificate of Liability Insurance*” before you book your event. If for any reason, 390 Broadway LLC is unable to fulfill its obligation under this contract, liability is limited to the refund of any fees or deposits paid to 390 Broadway LLC.

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 21 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. The Mason Building Ballroom is not responsible for valuables or other items left in the building after the date of the event.

General Liability Insurance: A “*Certificate of Liability Insurance*” naming

390 Broadway LLC
PO Box 1421
Oregon City, OR 97045

as additional insured is required and is usually available through your homeowner’s insurance policy at no cost. 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. Two places where you can get a quote on alcohol insurance and get the insurance online are

Gales Creek Insurance, www.galescreek.com
Private Event Insurance, www.privateeventinsurance.com

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. This includes but is not limited to, the Ballroom, hallways, waiting area, restrooms, stairways, warming kitchen, sidewalk and parking lot.

Smoking: Smoking is NOT permitted anywhere in the building.

Bands: Bands are NOT permitted without prior written approval by 390 Broadway LLC. DJ's are welcome.

Catering: You may use any caterer you wish but they must be approved by 390 Broadway LLC. Please check our website www.masonballroom.com for a list of recommended caterers, event planners, photographers, etc.

Decorations: Decorations are permitted. However, do not use nails, tack, staples, or other fasteners that leave holes in the walls, trim, doors, and door frames. No spray paint, rice, birdseed, glitter or confetti is permitted. Open flame candles are NOT permitted, all candles MUST be enclosed.

Table coverings: Tabletops must be covered with linens or disposable tablecloths. White tablecloths are available for rent @ \$10 each.

Noise: In general – if you can hear the noise 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. If your party is closed down all deposits will be forfeited. Violation of the maximum capacity will not be allowed and will also result in the forfeiture of all deposits.

Questions? Contact

Tom Wille
tw@tm-associates.com
503-656-1490
503-656-4775 fax

Rental Agreement

Mason Building Ballroom

As the Rental Party, I (we) have read and understand the terms of use outline 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 390 Broadway LLC 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 390 Broadway LLC to charge my (our) credit card.

Today's Date: _____

Signature or Rental Party

Signature of Rental Party

Print Name

Print Name

Rental Party Mailing Address

Date of Event: _____

Type of Event: _____

Event Hours: _____

Estimated # of Guests: _____

Contact Person: _____

Phone #: _____

Email address: _____

Will alcohol be served? (Y/N) _____

Will this event be catered? (Y/N) _____ If yes, by whom? _____

Credit Card Number _____ Expiration: _____

Type of card: VISA MASTERCARD DISCOVER Am EXPRESS DEBIT

Name of Credit Card Holder: _____

Credit Card Billing Address: _____

Other payment methods available on request.