



Bear Hotel Reservation Rules and Guidelines

The guidelines outlined below will answer many of your questions about the use of the Bear Hotel for special events. Reservations will be made only after the reserving party has read, agreed to abide by, and signed the contract. Reservation of the Shield Room does not mean exclusive use of the entire Bear Hotel facility. Applicants and their guests are expected to follow all rules and guidelines of the Bear Hotel. Evergreen Federal Bank reserves the right to deny or cancel any reservation or event in progress for any cause or violation of these rules. Every attempt will be made to give the applicant adequate notice of cancellation or request denial. Please give serious consideration to our rules and guidelines before making your reservation. If you have any questions or concerns, you may call: 541-479-3351.

- To reserve use of the Bear Hotel you must be: a (501c3) non-profit or an Evergreen Customer.
- Number of guests: Maximum capacity of the Shield Room is 100 persons.
- Events that promote for-profit businesses or products are prohibited.
- Applicant must inform staff of their decorating plans one week prior to the event.
- Advertising must be approved by Evergreen's marketing department prior to your event. Evergreen restricts the display of company logos, banners and signs associated with events at the Bear Hotel. Restrictions apply to the display of sponsor names within the Bear Hotel and related advertising.
- Applicants are responsible for all set up and clean up within the reserved time allotment.
- Insurance may be required before an event will be confirmed.
- Only packaged or catered food and beverage may be served. A food handler permit may be required.
- Alcohol service and consumption must comply with Oregon Liquor Control Commission laws and regulations.
- Service of alcohol must be provided through a catered, licensed bartender with liability insurance. Licensed bartender pouring and or serving alcohol must have a valid OLCC permit. Insurance binder/certificate will be requested prior to your event.
- A request to serve alcohol form must be completed and approved two weeks prior to event. In compliance with OLCC laws, food must be served in proportion with alcohol service.
- Alcohol service may not be a primary feature or theme of advertised event.
- Use, display, or promotion of marijuana is strictly prohibited under federal regulations.
- All raffles, gambling, and gaming are strictly prohibited under federal regulations.
- The Bear Hotel may not be utilized to host events related to any political campaign, levy or measure.
- The Bear Hotel may not be utilized to host religious ceremonies or meetings.
- The Bear Hotel may not be utilized for meetings promoting legal or financial services without the written consent of Evergreen Federal Bank.
- The applicant or another designated adult must be present at all times and will be responsible for the property and for the supervision and control of the event's participants/spectators.
- No smoking in any part of the Bear Hotel including restrooms.
- No inappropriate or indecent conduct, harassment and/or language.
- No illegal weapons or drugs of any kind.
- Evergreen reserves the right to deny **any event prior or during progress** that is deemed inappropriate, disrespectful to staff, or damaging to Evergreen's reputation.



**Hold Harmless For Any Sponsored Event
(To be required of every Applicant)**

I have received, read and agree to comply with all of the Reservation Rules and Guidelines for Special Events. Failure to follow guidelines and/or any request of Bear Hotel staff may result event cancelation.

(Applicant) _____, individually if an individual, or if an entity then that entity's owners, officers, employees and directors, agree to indemnify, defend and hold Evergreen Federal Bank (also known as Evergreen Federal Savings and Loan Association), its officers, directors, employees and agents free and harmless from any and all known or unknown claims, fines, judgments, actions, causes of action, proceedings, fees (including reasonable attorney's fees and costs), arising from, attributed to, or related to (the event) _____ for which I, We, hereby register for, and any actions related to that event, whether negligent or otherwise.

Date: _____ Signature of Applicant: _____

Fax completed forms to Teresa Woodall at 541-476-2027.





OFFICE USE ONLY

Date Received: _____

Received By: _____

Application Approved? YES NO

Date Approved/Denied: _____

Approved/Denied By: _____

BEAR HOTEL RESERVATION FORM

Today's Date: _____

Name of Group or Organization: _____

Contact Name: _____

Contact Phone: Work () _____ Cell: () _____

Contact Email: _____

Date of Event: _____ Time of Event: _____

of People: _____

Description of Event: _____

Equipment Required: _____