

The Phoenix Clubhouse ~ Venue Rentals

Hours, Rates, Packages & Add Ons

HOURLY RENTAL RATES

*** WEEKDAYS (Monday-Thursday) : \$25.00/hr**

Available 12:00-10:00pm on weekdays

***WEEKENDS (Friday/Saturday/Sunday) \$35.00/hr**

Available from 12:00pm-12:00am on weekends

\$200 minimum required

***HOLIDAYS/ AFTER HOURS : additional \$15/hr**

Added to the weekday or weekend hourly rate

STEPS to BOOK

1) Check the availability of a specific date.

Include your Name, Contact Info & Desired Date/Time for the event.

- Submit a *Date Inquiry Form*
- Call/Text: (541)292-8532 or Email:
thephoenixoregon@gmail.com

The Phoenix Clubhouse will respond to date inquiries as soon as possible. If the requested date is available a courtesy hold will be placed for up to two weeks or until an application is submitted and approved or another inquiry is made for the same date.

2) Read all the appropriate forms *before submitting an application:*

- *Venue Rules + Conditions of Use*
- *Hours, Rates + Packages*
- *Event Partner Duties, Responsibilities & Expectations*

3) Submit the appropriate application:

- *PUBLIC: Venue Rental*
- *PRIVATE: Venue Rental or*
- *EVENT PARTNERSHIP: Public Event*

If your application is approved, an invoice and confirmation will be sent via email and must be paid online via debit or credit card.

4) To finalize your reservation and begin promoting the event or inviting guests you must:

For Venue Rentals (private or public)

- Pay booking fee (50% of invoice total) due immediately.
 - Remaining rental fees due 24 hours before rental start.
- Place a CC on hold for incidental charges and fees on Square.

For Event Partnerships

- Pay \$50 public event fee and place CC on hold for incidentals.
- Submit pdf event flyer and other follow-up info for approval.

RENTAL ADD ONS

Black Cushioned Chairs: \$2.50/each

Tables: \$5/each

Large Round/ Small Square Bistro/ Small Round/ Assorted Folding

Projector ADD ON: \$75.00

This add-on includes a Smart Projector & 100in screen w/stand.

- *Does NOT include stage access, sound system, or amps.*

Small Speaker (BYO Music) ADD ON: \$15.00/event

This add on includes: 1x Kustom brand speaker w/AUX cord to plug in your phone or computer.

- *Does NOT include stage access, sound system, microphones, amps or instruments.*

Stage Access ADD ON: \$25.00/event

This add on includes stage access (wheelchair accessible) & stage lights only. No food or drinks are allowed on the stage or sound table.

- *Does NOT include sound system access, microphones, amps, instruments, cords or stands.*

Sound & Stage ADD ON: \$100.00/event

This add on includes stage access (wheelchair accessible), stage lights, and house sound system (16 channel snake, 3x onstage monitor speakers, 1x subwoofer, 3x main/front of house speakers).

- *Does NOT include microphones, amps, instruments, cords or stands.*

Full Backline w/ Sound & Stage ADD ON: \$150.00/event

This add on includes stage access (wheelchair accessible), stage lights, 1-3 microphones w/stands and cords, sound system(16 channel snake, 3x onstage monitor speakers, 1x subwoofer, and 3x main/front of house speakers) and full stage backline (drum kit, amps & cords x3)

- *Does NOT include instruments (guitar,bass,keyboard) or sticks.*

Music Equipment ADD ON

- Amp (Fender/Bugera/Behringer) (\$15/each)
- Instrument w/cord (Guitar/Bass/Keyboard)
- Vocal Microphone w/cord and stand

- Drum Kit (Pacific Standard) (\$25/event)

***Video Camera ADD ON: \$50.00 Band Practice/ \$75.00 Live Music**

- Cameras x3 (Mevo Start) ADD ON
 - Video feed from 3 angles into 1 recording on each take
 - Audio feed sent from soundboard to cameras/recording
 - Up to 7 Instrument & 2 Vocal mics into sound board

Sound Technician ADD ON: \$50.00/ First 4 hours

Plus \$15.00/hr for each additional hour

- Required at all Live Music/Performance Events and any rental that includes access to the house sound system.

*** Door Manager ADD ON: \$50.00/ First 4 hours***

Plus \$15.00/hr for each additional hour

Carnival Game ADD ON: \$40.00/each

- RING TOSS (6 rings), HOLE IN ONE (3 balls & 1 putter) and KNOCK 'EM DOWN (6 cans/ bean bags)
- Games must be supervised by an adult while in use.

RENTAL PACKAGE DETAILS

***CLUB & MEETING PACKAGE: ONLY \$100.00**

- Venue Access for 3 Hours (Monday-Thursday Only)
- 2 Large Round Tables
- 12 Cushioned Black Chairs
- Does NOT include stage access or sound system.
- VIDEO CAMERA ADD ON AVAILABLE: +\$50

***PRESENTATION PACKAGE: \$250.00 weekday/ \$275.00 weekend**

- Venue Access for 2 Hours
- Smart Projector and 100" screen w/stand
- 2 Folding Tables
- 30 Black Cushioned Chairs
- Garbage Fee (waived)
- 1 Microphone w/stand
- Stage Access ADD ON (wheelchair accessible)
- Small Speaker (BYO Music) ADD ON
 - 1x Kustom brand speaker w/AUX hookup to plug in your phone or computer.
- VIDEO CAMERA ADD ON AVAILABLE: \$50

***CARNIVAL PARTY PACKAGE: \$250.00 weekday/ \$295 weekend**

- Venue Access for 4 Hours
- 2 Large Round Tables
- 24 Black Cushioned Chairs
- 2 Assorted Folding Tables
- 3 Carnival Game ADD ONS
 - Ring Toss / Hole in One / Knock 'Em Down

***BASIC PARTY PACKAGE: \$175.00 weekday/ \$210.00 weekend**

- Venue Access for 3 Hours
- 4 Large Round Tables
- 24 Black Cushioned Chairs
- 1 Folding Table
- Garbage Fee (waived)
- Small Speaker (BYO Music) ADD ON
 - 1x Kustom speaker w/AUX hookup to plug in your phone/mp3/computer
 - Does NOT include stage access or sound system.

***LIVE MUSIC/PERFORMANCE PACKAGE: \$250.00weekday/ \$300 weekend**

- Venue Access for 5 Hours + Public Event Fee
- Sound Technician ADD ON
- 1 Folding Table
- Sound & Stage ADD ON (wheelchair accessible)
 - This add on includes stage access, stage lights, sound system (16 channel snake, 3x onstage monitor speakers, 1x subwoofer, and 3x main/front of house speakers).
 - *Does NOT include microphones, amps, instruments, cords or stands.*

VIDEO CAMERA ADD ON AVAILABLE: +\$75

***RECORDING EQUIPMENT PACKAGE: \$150.00 weekday/ \$190.00 weekend**

- Venue Access for 3.5 hours
- Stage Access ADD ON (wheelchair accessible)
- Sound Tech ADD ON
- Equipment and microphone set up for 1-2 performers or instruments (multi-track recording)

Available Recording Equipment

- Focusrite Scarlett 18i20 Audio Interface (w/Logic Pro)
- Vocal Booth
- 4 ch Headphone Amp
 - 4x Closed Back Headphones (MC100)

Available Recording Microphones

- SM7B w/ Cloud Mic Boost (dynamic cardioid)
- Rode NT1a (large diaphragm condenser)
- Shure Beta52A (supercardioid dynamic)
- KSM137 x2 (small diaphragm cardioid condenser)
- SM57 x5 (unidirectional dynamic)

ADD ON EXTRA RECORDING HOURS

- \$40/hr (Monday-Thursday) or \$50/hr (Friday, Saturday, Sunday)

BAND PRACTICE PACKAGES

***BASIC PACKAGE: \$50.00 (Monday-Thursday Only)**

- Stage Access only for 3 Hours (wheelchair accessible)
- Stage Lights
 - Does NOT include sound system, microphones, amps, instruments, cords or stands.

***DELUXE PACKAGE:\$75.00 (Monday-Thursday Only)**

- Stage Access only for 3 Hours (wheelchair accessible)
- Sound & Stage ADD ON
 - This add on includes stage lights, sound system (16 channel snake, 3x onstage monitor speakers, 1x subwoofer, and 3x main/front of house speakers).
 - Does NOT include microphones, amps, instruments, cords or stands.

VIDEO CAMERA ADD ON AVAILABLE: +\$50

***PLUG & PLAY PACKAGE: \$100.00 (Monday-Thursday Only)**

- Stage Access only for 2 Hours (wheelchair accessible)
- Full Backline w/ Stage and Sound ADD ON
 - This add on includes stage access, stage lights, 1-3 microphones w/stands, full stage backline (drum kit and amps x3), and house sound system (16 channel snake, 3x onstage monitor speakers, 1x subwoofer, and 3x main/front of house speakers).
 - Does NOT include instruments or cords.

VIDEO CAMERA ADD ON AVAILABLE: +\$50

RENTAL FEES & PENALTIES

***Booking Fee: 50% of rental fees/invoice total**

This fee must be paid in full to confirm your reservation and is non-refundable.

***Rental Fees: Must be paid in full at least 24 hours before your rental time begins and are non-refundable.**

If you fail to make your payment on-time or in full, your reservation will be canceled.

***Credit Card on Hold & Authorization Form: Required for all rentals and event partnerships**

- When paying an invoice on Square you must select the option to save your card on file. You will also need to sign a Credit Card Authorization Form when you arrive for your rental or event partnership.
- If you or any guests incur additional charges or fees during your rental time or event partnership, The Phoenix Clubhouse is authorized to charge the card placed on hold for the fee amount(s) specified in this agreement and/or 125% times the current venue and equipment rates for any space and equipment use that was not covered in the original agreement.
- If a card on hold is used to process a payment an additional 5% processing fee will be added first and a receipt will be sent to the email associated with your account. Your card may be held and charged more than once if needed for at least 30 days after your rental.

***Online Processing Fee: Additional 4% non-refundable fee**

Added to all invoice payments made online or by debit/credit card.

***Card On File Processing Fee: Additional 5% non-refundable fee**

Added to any payment made using a stored card on file for incidental charges and fees or damages incurred during the rental time or event partnership.

***Garbage Fee: \$15.00/event**

- Charged at all events where outside food or beverages are served. Includes 2 small garbage and 1 small recycling bin for empty cans and bottles.
- An additional \$15 will be charged for each additional bag of garbage left onsite.
- If any liquids are disposed of in the garbage or recycling cans, you fail to clean up any spills or food messes, or if anyone brings food or drinks on the stage at any time you will be charged a fee.

***Misuse of Venue Space and Equipment Fee: \$100.00 minimum**

Charged per occurrence, for any violation of the venue rules and conditions of use. The Phoenix Clubhouse space and equipment must all be returned on-time, clean, and damage free to avoid additional charges and fees.

***Space Abandonment Fee: \$500.00 minimum**

The person responsible for the rental must remain onsite for the entire duration of the scheduled rental time. You may not leave your guests unattended in the space for any period of time and if the event ends earlier than expected you must wait onsite until venue staff is able to arrive. Violating this rule will result in a \$500 fee plus any additional charges and fees incurred.

***Public Event Fee: \$50.00/event**

Non-refundable fee charged at all Public Events or Partnerships that are promoted to the general public, charge a cover to attend, or include sales of some kind.

***Public Event Cancellation Fee: \$100.00/event**

An additional fee charged when a public event is canceled for any reason after promotions have begun. This fee will be due immediately upon cancellation and will be charged to the card on hold. Canceling a public event at The Phoenix Clubhouse may affect future applications being approved.

***Public Event Change Fee: \$20.00/approved change**

An additional fee is charged for each approved change made to a public event after the finalized details have been confirmed and promotions have begun.