



Oregon Coast Military Museum Rental Agreement

Rental Packages:

Packages Additional Hours see Price List	Cost Includes Setup	Option Selected
<p>Theater/Meeting Room Package – 2 Hours</p> <ul style="list-style-type: none"> • Seating for 14 - 7x Benches • Projector & Screen • Speaker Lectern w/ Microphone <p>(Additional Equipment may result in additional fees.)</p>	\$60	
<p>Gift Shop Lecture Package – 2 Hours</p> <ul style="list-style-type: none"> • Seating for 18 to 24 – Wooden Chairs • 6x 6’ft Tables • Speaker Lectern w/ Microphone • Projector & Screen <p>(Additional Equipment may result in additional fees.)</p>	\$100	
<p>Gift Shop Gathering Package – 2 Hours</p> <ul style="list-style-type: none"> • Seating for 36 – Wooden Chairs • 6x 6ft Tables • 1x 4ft Table <p>(Additional Equipment may result in additional fees.)</p>	\$125	
<p>Outdoor Ceremony Package – 2 Hours</p> <ul style="list-style-type: none"> • Seating for 80 – Wooden & Metal Chairs • 1x Outdoor Canopy for Shaded Area • 8x 6ft Tables • Speaker Lectern w/ Microphone OR Lectern w/ Single Speaker System <p>(Additional Equipment may result in additional fees.)</p>	\$150	
<p>Full Facility Package – 2 Hours</p> <ul style="list-style-type: none"> • Seating for 48 – Wooden Chairs • 8x 6ft Tables • 8x Table Cloths • 3x 3ft Round Tables • Projector & Screen in Theater • Speaker Lectern w/ Microphone <p>(Additional Equipment may result in additional fees.)</p>	\$300	
<p>Customized Package – 2 Hours Please see Hourly Rates & Equipment Rental Sheets to customize what is needed for your event.</p>	Varies	



Oregon Coast Military Museum Rental Agreement

Additional Hour Rates

X	Spaces for Rental	Capacity	Rental Costs per Hour	Availability of Section
	Theater / Meeting Room	15-20	\$35/hr	8:00 a.m. to 10:00 p.m.
	Gift Shop	40	\$45/hr	Before and After Business Hours
	Parking Lot/Outside	80	\$70/hr	Before and After Business Hours
	½ Main Exhibit Hall	45	\$75/hr	Before and After Business Hours
	Main Exhibit Hall, & Theater	60	\$100/hr	Before and After Business Hours

Additional Equipment and Supply Fees

(Added as additional costs to packages)

Items Available	Amount Available	Price per Each Item	Number of Items Requested
6' Ft x 30" In Rectangle Tables	10	\$5.00 each	
3' Ft Round Tables	3	\$4.00 each	
4' Ft Rectangle Tables	1	\$4.00 each	
Wooden Chairs w/ Padded Seating	60	\$0.50 each	
Metal Chairs	73	\$0.30 each	
Cold Beverage Drink Dispensers	4	\$3.00 each	
Serving Platters	10	\$2.00 each	
Table Cloths (See list of Tablecloths for Options)	12	\$5.00 each	
American Flag w/ Stand	3	\$2.00 each	
Easels	6	\$3.00 each	
Mannequin Torso Uniform/Outfit Stands	4	\$4.00 each	
Pedestal (3x Large, 6x Medium, 4x Small)	10	\$4.00 Each	
Stage Section Two Angled & Two Rectangle Sections	4	\$4.00 per section or \$12 for all four	
Photo/Speaker Backdrop W10'xH7' (See List of Backdrops for Options)	1 – Stand 5 - Backdrops	\$7.00 for Set	
Wooden Lectern	4	\$5.00 each	
Lectern w/ Built-in Speaker	1	\$10.00	
Final Amount of Items Requested:		Final Cost:	



Oregon Coast Military Museum Rental Agreement

Electronic and Appliance Equipment Fees

(Added as additional costs to packages)

Items Available	Amount Available	Price per Each Item	Number of Items Requested
Keurig K-Cup Coffee Machine (K-Cups not Supplied)	1	\$5.00	
Large Party Coffee Machine (Coffee Grounds & Filters not Supplied)	1	\$6.00	
Projector Screen & Projector	1 – Theater 1 – Gift Shop 1 – Free-Stand	THR - Package GS - Package FS - \$10.00	
Portable Single Speaker System (1x Speaker, 1x Microphone)	1	\$5.00	
PA Speaker System (2x Speakers, 2-4 Microphones)	1	\$15.00	
Blue-Tooth Surround Sound System	1 – Gift Shop 1 – Main Hall	\$6.00 each	
Final Amount of Items Requested:		Final Cost:	

Equipment Packages

Packages Available	Amount Available	Price per Each Item	Packages Requested
Sit Down Table Package: 6ft Rectangle Table & 6 Wood Chairs.	10	\$6.00 per Set	
Single Presenter Package: Portable Single Speaker System, Lectern, Wireless Microphone, Microphone Stand, 4x Stage Sections, 2x Flag Stands.	1	\$20.00	
Multiple Presenter Package: PA Speaker System, Lectern, 4x Wireless Microphone, 3x Microphone Stand, 4x Stage Sections, 2x Flag Stands.	1	\$30.00	
Packages Requested		Final Cost:	

Agreement Form Revised 5/18/2021 Mailing Address: P.O. Box 2040, Florence, Oregon 97439

www.oregoncoastmilitarymuseum.com | 541-902-5160 | ocmmflorence@gmail.com