



107 W Main St  
Enterprise, OR 97828  
fishtrap.org 541-426-3623

## Bowlby Building Event Use

### Venue Space

Fishtrap is located in the historic Bowlby Building on Main Street in downtown Enterprise . The centrally located space features a 1500 sq ft event space, a conference room with a small kitchen and two fully accessible bathrooms. Originally built in 1899, the Bowlby Building offers a unique, historic space for your event.

Fishtrap is happy to offer our venue to non-profit, business, school, and community organizations for public events, performances, classes, workshops, meetings, and celebrations.\* The main event space can accommodate up to 100 people. The space offers adjustable lighting, event lighting, and large fans for air circulation. The kitchenette/conference space includes a refrigerator, microwave, sink, and dishwasher. This space also houses a large conference table that seats up to 12 people, a whiteboard, and a rolling TV cart with streaming capabilities for smaller presentations. Tables and chairs are available for use during your event. We have 10 event tables and 100 heavy duty folding chairs.

*\* We are not currently accepting reservations for individual private events.*

### Suggested Donations & Availability

Fishtrap is committed to providing an affordable gathering space for our community. The following is a suggested donation to help cover costs. We are happy to work with you to meet your budget. Please contact us with any questions.

	Main Hall	Conference Room Only
Up to 2 hours Wallowa County Residents	\$175	\$50
Non-Wallowa County Residents	\$250	\$75

Additional Hour(s)

\$50

\$25

Venue reservations are subject to availability. Please check the Fishtrap Event [Calendar](#) or contact [jessica@fishtrap.org](mailto:jessica@fishtrap.org) to check availability for your event.

## Rules & Regulations

- Legal capacity of the Main Hall is limited to 100 persons. Please do not exceed this number.
- Large furniture and displays may be moved with prior notification. All items must be returned to their original location.
- Smoking and vaping are prohibited in the building and within 25 feet of entrances and windows.
- No open flames are allowed inside the building. Only battery-operated candles are permitted.
- You are responsible for cleaning the space after your event. Please remove all food items, supplies, and materials. Garbage cans can be found in the alley behind the building. .
- All events must conclude by 10:00 PM in alignment with the City's sound ordinance.
- Pets are not permitted on the premises.

## Heating and Cooling

Heating and cooling is regulated by several heat pumps. There will be guidelines and instructions for use included in the Welcome Binder, provided when you check into the building.

## Security

The venue space is secured with keycodes. We will contact you 48 hours prior to your event with the codes you will need to enter the space. There will be a set of keys with the Welcome Binder which will give you access to all of the spaces included in your reservation.

## Parking

Fishtrap does not have a parking lot. There is a relative abundance of on-street parking along Main Street and throughout Downtown Enterprise. Please do not block the alley beyond any need for loading and unloading.

## Sound System & Visual Technology

Fishtrap does not provide music, DJ or musical accompaniment for outside events. If required or desired for the event, the Host must make prior arrangements and inform Fishtrap at the time of the rental agreement. Bands and music must remain at a reasonable volume.

Two big-screen TV's are mounted on the ground floor: in the Main Hall. There is also a TV on a rolling cart located in the conference room. These are available for use. Upon request, Fishtrap can provide additional assistance with audio and visual technology for a fee.

## Decorations

Fishtrap allows the Host to decorate the rental space with table clothes, table-toppers, centerpieces, flowers, dining accoutrement, and signage or display boards. We do not allow items to be hung from the woodwork, ceilings, or attached in any way to walls or over any preexisting artwork. All decorations are supplied by the Host and must be removed by the Host at the conclusion of the event.

## Alcohol

Fishtrap allows the serving of alcoholic beverages to guests at events provided the Host has obtained the applicable permits and licenses from the State of Oregon. It is the Host's responsibility to obtain all permits and licenses necessary and provide a copy of the permit to Fishtrap a minimum of seven days prior to the rental date.

## Payment

Event Host will receive a written quote in response to a reservation request. The final suggested donation will reflect actual hours and services used based on the rates provided in this document. Payment shall be made no less than 48 hours prior to the start of the event,. Damages are administered separately.

Donation Bowlby link

## Terms

Violation of this contract may result in immediate termination of the contract at the request of Fishtrap Staff or Board.

## Rental Details

Host Name:

Organization:

Phone:

Email:

Event:

Date(s) and Time(s):

## Signatories

FISHTRAP:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

RENTER:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date