

Corvallis Depot Passenger Room
700 SW Washington Avenue, Corvallis, OR 97333
541-754-6506 DavidLivingston@exchangenet.net

Reservation Form

Your contact information:

Name _____

Email _____

Phone _____

Your Organization

Dates required _____
(Depot hours: Monday-Friday, 7 am – 6 pm)

What time do you or your caterer need the doors
unlocked? _____

What time may we lock up? _____

Total hours _____

RATES:

_____ 1 - 4 hours.....\$ 70

_____ 4 – 8 hours\$ 125

_____ 8 -11 hours.....\$ 150

Your facility requirements:

Number of tables _____
(12 available)

Number of chairs _____
(30 available)

Our equipment that you'll need:

_____ Two flipchart easels
(You must provide flipchart paper and pens.)

_____ 9' x 9' projection screen

_____ Movable dry-erase board.
(Pens are provided.)

_____ Speaker's stand

Event Description _____

Total expected occupants _____
(Room capacity is 30 persons.)

Music? Please describe.

(We cannot accommodate events with loud music since there are
resident guests living upstairs.)

Alcohol? Sorry, we cannot have events with alcohol.

Candles? Sorry, we cannot have events with candles.

Food? Please describe:

Room Layout:

Please indicate preferred room layout from
Passenger Room Layout page:

Your Caterer:

Rental Fee _____

Payable to Marysville Properties, dba Corvallis Depot, P.O.
Box 1442, Corvallis, OR 97339