



Oakridge Hostel
48175 East First St.
Oakridge, OR 97463
Phone: 1 (541) 782-4000

Event Space Request for Proposal

Contact Information:

Name

Phone

Email address

Meeting Name:

Organization/Company/Individual Making Request:

Response Due:

Decision Due:

Number of Attendees:

Additional Information: (daily schedule, space needs, set up required, A/V, etc.)

Will guests stay over?

How many individuals?

How many nights?

Refreshments & Breaks: (describe the food and beverages you would like served, or request a proposal from us)

**We will contact you promptly once we've reviewed your event specifications.
Thank you for considering our property for your event.**

Best Regards, Oakridge Hostel