



Email: tthcoordinator@gmail.com **Web:** www.caswellsculpturegarden.com **Contact:** Laura 503.481.9449
902 E. Historic Columbia River Highway, Troutdale OR, 97060

Event Rental Agreement

Event date _____ Day of the week _____

Type of event _____ Number of guests _____

Please choose the following: **[ceremony and reception]** **[reception only]** **[other]**
(Price does not change if you only have reception or use less than your ten hours)

Contact names _____

Phone #1 _____ Phone #2 _____

Email _____

Mailing address _____

City _____ State _____ Zip _____

In time _____ Event start time (ceremony) _____

Event end time (one hour before out time) _____ Out time _____

Rehearsal date and time (for weddings only) _____

Down payment: A 50% down payment including the \$500 security deposit is required to hold your date. The balance is due 60 days prior to the event. In the event of a cancellation, rental down payments are non-refundable. Your security deposit is fully refundable if there is no damage to the premises, and if items or furnishings are not taken. We do encourage you to recycle your trash in the proper containers (bottles, cans, plastic, cardboard, etc.).

Event liability insurance: A "Certificate of Liability Event Insurance" naming Caswell Gardens, LLC insured is required and is usually available through your homeowner's insurance policy. This is a one-day endorsement for bodily injury and property damage in the amount of \$500,000. The certificate must also show the date of the event and the name of the rental party and needs to be provided two weeks prior to your event.

Food and alcohol: You or your caterer will be responsible for supplies, dishware and utensils. You may bring in a bartender, but they must carry **liquor liability insurance**. A "Certificate of Liquor Liability" naming Caswell Gardens, LLC insured is required if alcohol is present at your event and is usually available through your homeowner's insurance policy. This one-day endorsement in the amount of \$500,000 can be obtained either by the rental party or by the caterer of the event and needs to be provided two weeks prior to your event. Caterers and bartenders are usually insured. The bartender must also supply the cups and glassware.

Cancellations: Caswell Gardens, LLC will only refund the \$500 security deposit if your event is cancelled for any reason. A full refund minus a \$50 administration fee will be given if your event date is re-booked by another party. Otherwise, we will honor your credit for a future available date

Cleanup: You must make sure that all trash is placed in the garbage and recycle bins. Please take away all your belongings.

No firearms, fireworks, sparklers or illegal drugs may be used or possessed on or around Caswell Gardens, LLC.

Smoking: Caswell Gardens, LLC is a non-smoking facility.

Duration of event: The event itself is limited to 10 hours and must be over by the allotted time. You may choose when you want to use your 10 consecutive hours and you can also purchase additional hours. The building must be vacated by the allotted time (breakdown/cleanup and load-out must be complete) in order to avoid additional charges for time gone over.

Refunds: In the event of circumstances beyond our control that render the premises unusable (fire, natural disaster, power failure, etc.) that would cause the cancellation of your event, your rental fee would be fully refunded. However, Caswell Gardens, LLC will not be held liable for any additional compensation to you, your caterer, florist, musician, photographer or other subcontractors.

Damage from decorations: Caswell Gardens, LLC is beautifully furnished and the grounds are well maintained. You will be responsible for any damage to walls, floors, carpet, grounds, etc. Absolutely no tape, tacks, staples, rice, birdseed or confetti is permitted on the premises. Real rose petals are only allowed outside and silk rose petals are only allowed inside. If you use bubbles, be aware that too many bubbles will cause slippery floors that will be dangerous for your guests. Please use only driplless candles in containers. Candles are not allowed in unattended areas. To avoid wax spills when moving candles, blow them out and allow wax to set firm before moving.

Children: Must be 12 years of age and older and we strongly require you to designate someone to look after them. Children must be supervised at all times. Caswell Gardens, LLC is not responsible for unattended children.

Lost or abandoned items: Please keep all your valuables with you at all times. We are not responsible for any stolen items. Items left behind will be donated to charity.

Unreasonable noise: No person shall make, assist in making, permit or allow to continue any unreasonable noise between the hours of 10pm to 7am. Please help us to consistently minimize the noise levels by informing your event party of the noise ordinance before your event.

Staff gratuity: Greatly appreciated at closing time but not mandatory.

Prices:

June through September

Friday, Saturday and Sunday \$4,800 for 10 continuous hours + 1 hour rehearsal during the week of wedding, \$480 per hour for additional hours
Monday, Tuesday, Wednesday and Thursday \$350 per hour with two hour minimum

May and October

Friday, Saturday and Sunday \$3,800 for 10 continuous hours + 1 hour rehearsal during the week of wedding, \$380 per hour for additional hours
Monday, Tuesday, Wednesday and Thursday \$300 per hour with two hour minimum

Holiday events

July 4th and New Years Eve \$480/hour with 2 hours minimum

Refundable security deposit of \$500 mailed back to you within 2 weeks after your event. Receptions, ceremony, setup and cleanup are allowed 10 continuous hours + 1 hour rehearsal during the week of wedding.

Total event hours _____

Total price including security deposit _____

Amount paid _____

(50% down payment plus refundable \$500 security deposit required; balance is due 60 days prior to the event date)

Remaining balance _____ Due on _____

Liability at Caswell Gardens, LLC

1. I understand that Caswell Gardens, LLC is not responsible for any bodily or property damage incidents on or near the event site resulting from any act by anyone to cause any harm or omission by anyone. This exclusion applies to anyone at or near the event site, whether or not under the influence of alcohol or narcotics. Initial _____
2. Serving alcohol and food at the event is the sole responsibility of the lessee. Any incident related to the over-consumption or poisoning of alcohol or food on the premises is the responsibility of the lessee. Initial _____
3. I understand that Caswell Gardens, LLC is not responsible for any incidents related to the use of a motor vehicle to, and or from our facility. Initial _____
4. I understand that Caswell Gardens, LLC is not responsible for any thefts before, during, or after the event. Initial _____
5. I understand that Caswell Gardens, LLC is not responsible for any inconveniences that may occur for which we have no control. This includes, but is not limited to: power outages, adverse weather conditions, mandatory evacuation, construction, mechanical failure such air conditioning, water heater, television, lights, audio equipment, etc. Initial _____
6. I agree to hold Caswell Gardens, LLC harmless for any claim from any third party that may arise out the event I am holding at the facility. Initial _____

Any changes to this contract must be in writing and signed by both parties. This contract incorporates the entire understanding of the parties. I have read the above contract and agree to the terms as stated.

Printed Name	Signature	Date
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Printed Name	Signature	Date
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Caswell Gardens, LLC	Signature	Date
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Please mail payments and make checks payable to The Troutdale House and add on the memo part of the check your wedding date and CG.

The Troutdale House
411 E. Historic Columbia River Highway,
Troutdale OR, 97060