



902 E. Historic Columbia River Highway, Troutdale OR, 97060

Email: caswellsculpturegarden@gmail.com **Web:** www.caswellsculpturegarden.com **Phone:** 503.481.9449

EVENT RENTAL AGREEMENT

Event date _____ Day of the week _____
Year Month Day

Type of event _____ Number of guests _____

Please select (for weddings only) : [ceremony and reception] [reception only]

Contact name(s) _____

Mailing address _____

City _____ State _____ Zip _____

Phone #1 _____ Phone #2 _____

Email(s) _____

Arrival time _____ Ceremony time _____

Event end time (one hour before departure time) _____ Departure time _____

Wedding rehearsal date and time (Monday – Thursday only) _____

Down Payment: A 50% down payment and \$500 security deposit are required to hold your date. The balance is due 60 days prior to the event. Your security deposit is fully refundable if there is no damage or loss to the premises.

Event Liability Insurance: A “Certificate of Liability Event Insurance” which names “Caswell Sculpture Garden, LLC” as insured is required. The certificate 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.

Food & Alcohol: You may bring in your own food or have it catered in our kitchen. You or your caterer will be responsible for supplies, dishware and utensils. You may bring in a bartender who carries **liquor liability insurance**. If alcohol is present at your event, a “Certificate of Liquor Liability” (which names “Caswell Sculpture Garden, LLC” as insured) is required in the amount of \$500,000. This one-day endorsement is usually available through your homeowner’s insurance policy or can be obtained by the caterer of the event. Caterers and bartenders are typically insured. Bartender must also supply cups and glassware.

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 may also purchase additional hours. The premises must be vacated by the allotted time (breakdown/cleanup and load-out must be complete) in order to avoid incurring charge for additional hour(s).

Supervision of 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 Sculpture Garden, LLC is not responsible for unattended children.

Noise Levels: 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.

Prohibitions: No smoking, vaping, firearms, fireworks, sparklers or illegal drugs may be used or possessed on or around Caswell Sculpture Garden. Caswell Sculpture Garden is a non-smoking facility.

Clean-Up, Lost & Abandoned Items: You must make sure that all trash is placed in the garbage and recycle bins. Please take away all your belongings. Items left behind will be donated to charity. Please keep all your valuables with you at all times. We are not responsible for any stolen items.

Staff Gratuity: Gratuity is greatly appreciated at closing time but is not mandatory.

Refunds/Cancellation: No refunds will be given if you use less than your purchased hours on your event date. If your event is cancelled for any reason, Caswell Sculpture Garden, LLC will refund the \$500 security deposit. If your event date is cancelled and re-booked by another party, Caswell Sculpture Garden, LLC will generously refund 100% minus \$50 administration fee. We will honor your credit for a future available event date, but be aware that event prices do change yearly and you will have to pay the difference in prices.

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

Damages: Caswell Sculpture Garden is beautifully furnished. You will be responsible for any damage to walls, floors, carpet, 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 dripless 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.

Pricing Options

Season	Friday - Sunday price for 10 hours	Price per additional hour	Monday - Thursday price per hour (two hour minimum)
June, July, August and September	\$4,800	\$480	\$350
May and October	\$3,800	\$380	\$300
Independence Day and New Year's Eve	\$480 per hour (two hour minimum)		

*Weekend Events include 10 continuous hours + one hour weekday rehearsal on week of wedding
 *All events require \$500 security deposit. Deposit will be refunded within 2 weeks following your event.
 *Price does not change if you only have a reception.

Payment Summary

Total Event Hours _____

Rental Price \$ _____

Rental Deposit Amount (50%) \$ _____ + \$500 Security Deposit = \$ _____ Paid

Remaining balance \$ _____ due on _____
Balance due 60 days prior to the event date

Liability at Caswell Sculpture Garden

Initial

- 1 I understand that Caswell Sculpture Garden, 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 by omission of anyone. This exclusion applies to anyone on or near the event site whether or not under the influence of alcohol or narcotics. _____
- 2 Serving alcohol and food at the event is the sole responsibility of the lessee. I understand that Caswell Sculpture Garden, LLC is not responsible for any incidents related to the over-consumption of alcohol or food poisoning on the premises. _____
- 3 I understand that Caswell Sculpture Garden, LLC is not responsible for any incidents related to the use of a motor vehicle to or from our facility. _____
- 4 I understand that Caswell Sculpture Garden, LLC is not responsible for any thefts before, during, or after the event. _____
- 5 I understand that Caswell Sculpture Garden, LLC is not responsible for any inconveniences that may occur over which it has no control. This includes (but is not limited to) power outages, adverse weather conditions, mandatory evacuation, construction, mechanical failure (i.e. air conditioner, heater, television, lights, audio equipment). No refunds will be given. _____

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
--------------	-----------	------

Printed Name	Signature	Date
--------------	-----------	------

Caswell Sculpture Garden, LLC	Signature	Date
-------------------------------	-----------	------

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