

The Troutdale House

by the Sandy River

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

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EVENT RENTAL AGREEMENT

Event Date: _____ Day of the Week: _____
Year Month Day

Type of Event: _____ Number of Guests: _____
(Maximum 200 guests)

Please Select (Weddings Only): ☐ Ceremony and Reception
☐ Reception Only

CLIENT INFORMATION

Client(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #1: _____ Phone #2: _____

Email(s): _____

TIMELINES & SCHEDULES

Total Event Hours (Arrival to Departure): _____ Arrival Time: _____

Event End Time (1 hour before departure): _____ Departure Time: _____

Wedding Rehearsal Date and Time (Monday – Thursday only): _____

ARTICLE 1: RETAINER, PAYMENTS, AND DAMAGE DEPOSIT

1.1 Non-Refundable Retainer. To secure and reserve the event date, the Client(s) must pay a minimum, non-refundable Retainer of \$2,000 upon execution of this Agreement. This Retainer represents the venue's commitment to take the date off the market. The Retainer will be applied toward the total contract balance but is immediately forfeited upon Client cancellation.

1.2 Balance & Damage Deposit. The remaining total contract balance, along with a separate, refundable \$400 Damage Deposit, must be paid in full at least sixty (60) days prior to the event date. If payment is not received by this deadline, the Venue reserves the right to cancel the event and retain all funds paid to date.

1.3 Damage Deposit Return. The \$400 Damage Deposit will be returned via the original payment method within fourteen (14) days following the event date, subject to an inspection of the premises. Deductions will be made only for documented physical damage to the property, property loss, late departure fees, or necessary deep cleaning costs exceeding standard event turnover. Minor venue rule infractions that do not result in property damage or financial loss shall not be grounds for withholding the deposit.

1.4 Excess Liability. The Client(s) assume full financial responsibility for any and all repair, replacement, or deep cleaning costs that exceed the \$400 Damage Deposit amount and agree to pay such excess costs within thirty (30) days of receiving an itemized invoice.

1.5 Fixed Pricing. Venue rental pricing is fixed based on the date reserved. No price reductions or discounts are provided for reception-only events.

ARTICLE 2: RESCHEDULING, CANCELLATIONS, AND REFUNDS

2.1 Rescheduling Terms. The Client(s) may request to reschedule the event date subject to venue availability. Rescheduling requires the execution of a new contract, a non-refundable \$500 Rescheduling Fee, and is subject to the Venue's current pricing and rate structures at the time of the new booking. All previous payments (excluding the Rescheduling Fee) will transfer to the new event date and remain strictly subject to Section 2.2.

2.2 Cancellations. Except for the \$400 Damage Deposit (if already paid), all venue payments—including the initial \$2,000 Retainer and any subsequent balance payments—are strictly non-refundable under any circumstances, including voluntary cancellation by the Client(s).

2.3 Unused Time. Venue rental hours are purchased as a flat block. No refunds, partial refunds, or credits will be issued if the Client(s) utilize fewer than the total hours allocated in this contract, or if the event ends early for any reason.

ARTICLE 3: DURATION, TIMELINES, AND VENUE SETUP

3.1 Event Blocks. Events are purchased in consecutive time blocks. Setup and load-out must be completely contained within the purchased time block hours. Arriving before the scheduled arrival time for setup is strictly prohibited for Client(s) and all vendors. All vendor equipment, rentals, and gear must be completely packed up and removed by the departure time; overnight vendor storage is strictly prohibited. Events may be scheduled no earlier than 9:00 AM, and the premises must be fully vacated by 2:00 AM.

3.2 Clean-Up Window & Late Departure. The final one (1) hour of the purchased time block must be reserved exclusively for cleanup and vendor load-out. The premises must be completely vacated by the designated departure time. Overstaying the departure time will result in an automatic late fee of \$150 per every 15 minutes, which will be deducted directly from the Damage Deposit.

Client Initials: _____

3.3 Final Timeline Review. The total scheduled event hours, arrival time, end time, departure time, and vendor timelines require a final review and approval by the Venue prior to the event.

3.4 Venue Setup. Venue staff will begin setting up tables and interior furniture prior to the client's arrival time, while the placement of ceremony chairs may continue as clients arrive on-site. The venue guarantees that all other major structural setup will be completed to ensure the client's decorating and setup hours are not unreasonably infringed upon.

ARTICLE 4: INSURANCE AND LIABILITY

4.1 Insurance Requirements. The Client(s) must provide a "Certificate of Liability Event Insurance" and a "Certificate of Liquor Liability" naming "The Troutdale House by the Sandy River" as an additional insured party. The policy must provide a minimum of \$1,000,000 in coverage, explicitly list the Client(s) names, and cover the exact event date. This certificate must be submitted to the venue no later than thirty (30) days prior to the event.

ARTICLE 5: FOOD, ALCOHOL, AND VENUE STAFF

5.1 Catering & Supplies. Serving food and alcohol is the sole responsibility of the Client(s). The Venue is not responsible for food borne illness, food poisoning, or incidents related to the over-consumption of alcohol. The Client(s) or their hired caterer/bartender must provide all serving utensils, cooking supplies, warming equipment (chaffing dishes/sterno cans), condiments, dishware, glassware, and napkins.

5.2 Alcohol Regulation. Alcohol must be served strictly in accordance with Oregon Liquor and Cannabis Commission (OLCC) laws by a qualified, professional bartender, regardless of any personal or event liability insurance policies carried by the Client(s). Alcohol consumption by minors (under 21) is strictly prohibited. Cash bars, selling alcohol, or charging guests for alcohol in any capacity is forbidden. Tip jars are permitted. Food and alcohol are strictly prohibited during event rehearsals.

Client Initials: _____

5.3 Venue Staff & Meals. The Client(s) agree to provide a complimentary meal for on-site Venue staff members working the event. The Venue agrees to limit on-site staff to a maximum of three (3) staff members for guest count and catering calculations.

5.4 Hazardous Air Quality. If local air quality indices (AQI) are officially deemed "Hazardous" or "Very Unhealthy" (AQI of 201+) by federal or state environmental agencies on the event date, Venue staff will not perform outdoor setups (chairs, tables, or decor). In such an event, the Venue will make every reasonable effort to accommodate the setup indoors.

ARTICLE 6: NOISE, PROHIBITIONS, AND PROPERTY OPERATIONS

6.1 Noise Ordinance. To comply with local ordinances, sound levels shall not exceed 95-98 dB measured 100 feet from the amplified sound source. No client, guest, or vendor shall make or allow unreasonable noise between the hours of 10:00 PM and 8:00 AM. For any music or amplified sound played past 10:00 PM, all venue doors and windows must remain completely closed.

6.2 Prohibitions. Smoking and vaping are strictly prohibited inside the venue and are restricted solely to designated outdoor areas. Possession or use of firearms, fireworks, traditional or cold sparklers, or illegal substances anywhere on the property is strictly prohibited.

6.3 Supervision of Children. Children under the age of 13 must be supervised by an adult at all times. The Client(s) must designate a specific adult individual to supervise young children to ensure safety.

6.4 Train Proximity. The Client(s) acknowledge that the venue is located near an active railway line. The Venue has no control over the train schedule and makes no guarantees regarding train traffic or associated noise during ceremonies or receptions.

ARTICLE 7: CLEANUP, DAMAGES, AND DECORATIONS

7.1 Client Cleanup Obligations. Cleanup begins exactly at the event end time (one hour before departure). Music must be turned off and house lights turned on. The Client(s) are responsible for clearing all personal items, decorations, gifts, leftover food, and beverages. The kitchen area—including the oven, grill top, preparation surfaces, cutting boards, and beverage dispensers—must be wiped clean and returned to its original state.

7.2 Venue Cleanup Obligations. Venue staff will handle putting away venue-owned decorations and removing venue-owned table linens.

7.3 Excessive Cleaning Fees. Standard sweeping and trash bagging are included in the rental. Excessive cleanup required for spills, bodily fluids, unapproved confetti, or trash left on the grounds will be billed to the Client at a flat rate of \$150 per hour, or deducted directly from the Damage Deposit.

7.4 Abandoned Items. Any personal property left overnight will be held for seven (7) days, after which it will be donated to charity. The Venue assumes no responsibility for lost, stolen, or damaged personal items.

7.5 Decoration Restrictions. No tape, tacks, staples, screws, rice, birdseed, confetti, or loose glitter may be used on walls, floors, or surfaces. Only real rose petals are permitted for outdoor use. Bubbles are prohibited indoors due to slipping hazards. Dripless candles are permitted on guest tables only, provided the flame is contained at least three inches below the top of an approved candle holder. Candles are prohibited on the ground, walkways, or in unattended areas. Battery-operated LED candles are highly encouraged and are permitted in all areas of the venue without restriction.

ARTICLE 8: VENUE CHANGES AND MEDIA RIGHTS

8.1 Venue Improvements. The Venue continuously updates its property. The Client(s) acknowledge that landscaping, grounds, interior decor, and structural aesthetics may change between the date of booking and the event date.

8.2 Social Media Consent. The Venue reserves the right to take photographs and videos of the event setup, ceremony, reception, clients, and guests for promotional and social media use. The Client(s) may opt out of this media usage by submitting a written request via email to tthcoordinator@gmail.com at least thirty (30) days prior to the event.

ARTICLE 9: INDEMNIFICATION AND LIMITATION OF LIABILITY

9.1 Third-Party Actions. The Client(s) acknowledge and agree that the Venue is not responsible or liable for any bodily injury, illness, death, or property damage occurring on, near, or en route to the event site resulting from the intentional acts, omissions, negligence, or misconduct of any guests, vendors, or third parties, regardless of whether such individuals are under the influence of alcohol or controlled substances.

9.2 Hired and Personal Vehicles. The Venue assumes no responsibility or liability for any incidents, accidents, or injuries related to the operation of motor vehicles traveling to or from the facility. The Venue is not liable for the loss, theft, vandalism, or damage to any vehicles or their contents parked on or near the premises before, during, or after the event.

9.3 Indemnification. The Client(s) agree to indemnify, defend, and hold harmless the Venue, its owners, partners, directors, employees, and authorized agents from and against any and all liabilities, costs, penalties, legal expenses, attorney fees, third-party claims, lawsuits, demands, actions, or proceedings arising out of, or resulting from, the Client's use of the premises, including but not limited to claims for indirect, incidental, consequential, special, emotional distress, or exemplary damages.

ARTICLE 10: FORCE MAJEURE AND UNCONTROLLABLE INCONVENIENCES

10.1 Incidental Inconveniences and Failures. The Venue shall not be held liable, and no refunds, price reductions, or financial compensation will be issued to the Client(s) or their vendors, for disruptions or inconveniences beyond the Venue's direct control. This includes, but is not limited to, public utility power outages, adverse weather conditions, local or federal government mandatory evacuations or emergency mandates, acts of God, pandemics, city-sponsored events in the City of Troutdale, construction adjacent to the property, or parking limitations exceeding venue capacity.

10.2 Mechanical and Equipment Failure. While the Venue makes every effort to maintain its systems in top operating condition, the Venue is not liable for spontaneous mechanical or utility disruptions during the event, including unexpected failures of overloaded power circuits, air conditioning units, heaters, televisions, lighting fixtures, audio systems, internet/Wi-Fi outages, or commercial kitchen appliances.

ARTICLE 11: MAXIMUM SEATING CAPACITY AND CONFIGURATIONS

11.1 Maximum Capacity. The Client(s) understand and agree that the absolute maximum overall event seating capacity for the Venue is 200 total guests.

11.2 Location Configuration Capacities. The Client(s) agree to adhere to the capacity constraints for individual areas and specific room configurations as set forth below:

Bridal Park (doors side) (*Outdoors under trees*): Maximum ceremony seating capacity of 200 guests.

Bridal Park (arch side) (*Outdoors under trees*): Maximum ceremony seating capacity of 160 guests.

Wisteria Courtyard (*Covered and heated outdoors*): Maximum ceremony seating capacity of 200 guests. Maximum reception seating capacity of 100 guests (*limited to 10 tables*).

Enchanted Ballroom (main floor) (*Indoors*): Maximum ceremony seating capacity of 200 guests. Maximum reception seating capacity of 120 guests (*limited to 12 tables*). Notes: Additional reception seating is available in this space when it is combined with other venue reception areas.

Rustic Lodge (east wing) (*Covered and heated outdoors*): Maximum ceremony seating capacity of 100 guests. Maximum reception seating capacity of 50 guests (*limited to 5 tables*).

Wine Cellar / Victorian Room (*Downstairs*): Maximum ceremony seating capacity of 140 guests in the Wine Cellar and 80 guests in the Victorian Room. Maximum combined reception seating capacity of 80 guests (*limited to 8 tables*).

Speakeasy Lounge (*Downstairs*): Maximum reception seating capacity of 30 guests (furnished with a mix of vintage chairs and couches).

11.3 Ceremony Seating Calculations. When calculating seat counts for any ceremony layout, please exclude members of the bridal/wedding party who will remain standing for the duration of the ceremony.

ARTICLE 12: RENTAL PRICING STRUCTURES

Note: All 10-hour venue packages include a one (1) hour wedding rehearsal block to be scheduled during the week of the wedding (strictly limited to Monday through Thursday).

November – April (Off-Peak Season)

Saturday (10 Hours): \$6,000 (Additional hours billed at \$600 per hour)

Friday & Sunday (10 Hours): \$5,600 (Additional hours billed at \$560 per hour)

Monday – Thursday (Hourly Rates): \$520 per hour (Subject to a mandatory 2-hour rental minimum)

May – October (Peak Season)

Saturday (10 Hours): \$6,400 (Additional hours billed at \$640 per hour)

Friday & Sunday (10 Hours): \$6,000 (Additional hours billed at \$600 per hour)

Monday – Thursday (Hourly Rates): \$560 per hour (Subject to a mandatory 2-hour rental minimum)

Holiday Rates

Holiday (10 Hours): \$6,400 (Additional hours billed at \$640 per hour)

ARTICLE 13: PAYMENT SUMMARY & FINANCIAL BALANCE

Total Contracted Event Hours: _____

Base Rental Package Price: \$ _____

Non-Refundable Retainer Amount Paid: \$ _____

Date Retainer Received: _____

Remaining Venue Rental Balance: \$ _____

Mandatory Damage Deposit: +\$400.00

TOTAL REMAINING BALANCE DUE: \$ _____

Final Payment Due Date: _____ (Strictly due 60 days prior to the event date)

ARTICLE 14: LEGAL INTEGRATION & DISCRETION

14.1 Entire Agreement & Amendments. This contract incorporates the entire legal understanding of both parties. No external verbal agreements, promises, or representations shall have any binding legal authority. Any modifications, changes, amendments, or adjustments to this contract must be made explicitly in writing and signed by both the Client(s) and an authorized representative of the Venue.

14.2 Right of Refusal. The Troutdale House by the Sandy River explicitly reserves the right to refuse service to any client, vendor, or guest at any time in accordance with applicable state and federal laws.

ACKNOWLEDGMENT AND EXECUTION

By signing below, the Client(s) acknowledge they have thoroughly read, understood, and agreed to follow all rules, terms, payment obligations, and legal liabilities outlined across all sections of this Event Rental Agreement.

Client #1 Name (Printed): _____

Client #1 Signature: _____ Date: _____

Client #2 Name (Printed): _____

Client #2 Signature: _____ Date: _____

Authorized Venue Representative Signature: _____ Date: _____