

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 (for weddings only): **[ceremony and reception]** **[reception only]**

Client(s) _____

Mailing address _____

City _____ State _____ Zip _____

Phone #1 _____ Phone #2 _____

Email(s) _____

Total event hours (from arrival to departure) _____ Arrival time _____

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

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

Payments: The client(s) agree to pay a minimum of \$2,000 down payment to reserve the event date. The client(s) also agree to pay the remaining balance and a \$400 refundable security deposit 60 days prior to the event date. The security deposit will be returned after two weeks if there is no damage, excessive cleaning or loss to the premises, and if all venue rules have been followed. The client(s) are financially responsible for damages that exceed the security deposit. Price does not change for reception only events.

Rescheduling: A \$200 fee and a new contract are required to reschedule your event. All venue payments made will transfer to the new event date. Rescheduled events are subject to price increases.

Cancellations: All venue payments are nonrefundable. Only the \$400 security deposit is refundable if already paid.

Refunds: No refunds are given for using less than the total purchased hours on the event date or for any other reason.

Duration of Event: Events are purchased in consecutive time blocks. The client(s) may choose when to use the consecutive hours. Additional hours may be purchased. The total scheduled event hours, arrival time, end time, departure time and vendor timelines will require a final review prior to the event. Setup and load out must be included in the purchased time block hours. Arriving before the scheduled arrival time for setup is not allowed (this includes vendors). Please ensure your vendors have ample time to setup and load out during the agreed event scheduled hours. The last hour of the purchased time must be reserved for cleanup and load out. The premises must be vacated by the departure time (breakdown/cleanup and load out must be complete) in order to avoid incurring additional charges. Events may be scheduled as early as 9 am and the premises must be vacated by 2 am.

Insurance: A "Certificate of Liability Event Insurance" and a "Certificate of Liquor Liability" naming "The Troutdale House by the Sandy River" as additional insured in the amount of \$1,000,000 is required. The certificate must also show the client(s) and event date.

Noise Levels: No person, DJ or band shall make, assist in making, permit or allow to continue any unreasonable noise between the hours of 10 pm and 8 am. Events playing music past 10 pm must keep all doors and windows shut. Sound levels shall not exceed 95-98 dB measured at 100 feet from the amplified sound source. Please help to consistently minimize the noise levels by informing the event party of the noise ordinance before the event.

Food & Alcohol: Serving alcohol and food at the event is the sole responsibility of the client(s). The client(s) understand that The Troutdale House by the Sandy River is not responsible for any incidents related to the over-consumption of alcohol or food poisoning on the premises. The client(s) may bring in their own food or have it catered in our kitchen. The client(s), caterer and bartender will be responsible for providing all serving utensils, cooking supplies, chaffing dishes and/or sterno cans for warming food, condiments, dishware, cups, napkins, glassware, etc. Alcohol must be served in accordance to Oregon laws by a bartender. Alcohol may not be served to minors. Cash bars or selling alcohol is not allowed. Food and alcohol are not allowed at rehearsals.

Supervision of Children: Children under the age of 13 must be supervised at all times. The Troutdale House by the Sandy River is not responsible for unattended children and requires that the client(s) designate someone to supervise young children.

Prohibitions: No smoking, vaping, firearms, fireworks, traditional or cold sparklers, or illegal substances may be used or possessed on or around The Troutdale House by the Sandy River property. The Troutdale House by the Sandy River is a non-smoking venue. Smoking will be permitted in designated outdoor areas.

Cleanup, Lost & Abandoned Items: The Troutdale House by the Sandy River staff will put away the decorations and remove table linens owned by the venue prior to cleaning. The client(s) are responsible for the following items at cleanup time: place all trash into garbage cans/recycling bins and remove all items that were brought into the venue (decorations, gifts, leftover food and drinks, personal items, etc.). The kitchen and its contents need to be returned to a clean state (oven, grill top, preparation tables and surfaces, cutting boards, keg tubs, drink dispensers, etc. need to be wiped off and cleaned). Additional cleaning fees may be incurred from the cleaning service if there is excessive garbage, spills, bodily fluids, fake flower petals, confetti or trash on the grounds. The extra fees are determined on a case-by-case basis and will be billed accordingly. Cleanup starts at the event end time (one hour before departure time) and must be completed by the departure time. Music must be turned off, lights must be turned on and no items may be left overnight. Items left behind will be donated to charity after seven days. The Troutdale House by the Sandy River is not responsible for any stolen items.

Damages: The Troutdale House by the Sandy River is beautifully furnished. The client(s) will be responsible for any damage caused directly by client(s) to walls, flooring, carpet, decor, flower arrangements, building, landscaping, grounds, etc. Tape, tacks or staples on the walls, rice, birdseed, confetti or glitter are not allowed. Only real rose petals are allowed outside. Be aware that bubbles will cause slippery floors that will be dangerous for the guests. Dripless candles are allowed only on tables in holders with the flame at least one inch below the top of the holder. Candles are not allowed in unattended areas, ground or walkways. Blow out candles to avoid wax spills when moving them.

Venue Improvements: The Troutdale House by the Sandy River is always striving to be the best in the industry. Please understand that our imagineers are constantly making improvements to the look and feel of the venue including landscaping and grounds. Some areas might look different from the time the event was booked to the actual event date.

Venue Setup: The client(s) understand that venue setup by the staff will start prior to the event arrival time and is always a work in progress. Venue staff will make it a priority to complete the setup with ample time for the client(s) to perform any decorating or other setup duties.

Venue Staff: The client(s) understand that our venue staff will arrive prior and leave after the event scheduled times and they will be on site performing their duties. Please add them to the total guest count and provide them with a meal. Also, if air quality levels have been deemed dangerous per official air quality alerts, our staff will not set up chairs, tables, or any outdoor decor and would strongly recommend keeping the event indoors.

Train schedule: The client(s) understands that there is no train schedule and that no guarantees can be made on whether a train goes by during your ceremony or not.

Social Media: The Troutdale House staff may take pictures or videos of venue reception or ceremony setups including clients and guests for social media use. To opt out of pictures or videos being taken of your event, please email us your request in writing at tthcoordinator@gmail.com.

Maximum Seating Capacity: The client(s) understand that the maximum event seating capacity is 200 guests and have reviewed the chart below for differences in seating capacities between ceremony and reception configurations.

Location	Indoors/Outdoors	Ceremony seating	Reception seating	Notes
Bridal Park (doors side)	Outdoors under trees	200	n/a	Extra seating for 30 on benches
Bridal Park (arch side)	Outdoors under trees	160		
Wisteria Courtyard	Covered outdoors	200	100 (10 tables)	Heated and covered area
Enchanted Ballroom (main floor)	Indoors	200	120 (12 tables)	Additional reception seating is available when combined with the other reception locations
Rustic Lodge (east wing)	Covered outdoors	100	50 (5 tables)	Heated and covered area
Wine Cellar (basement)	Indoors	140	120 (12 tables)	Basement
Victorian Room (basement)	Indoors	80		
* For ceremony seating, remember to remove your bridal party from the seating count because they will be standing.				

Liability

{1} The client(s) understand that The Troutdale House by the Sandy River 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 applies to anyone on or near the event site whether or not under the influence of alcohol or illegal substances.

{2} The client(s) understand that The Troutdale House by the Sandy River is not responsible for any incidents related to the use of a motor vehicle to or from our facility. The client(s) understand that The Troutdale House by the Sandy River is not responsible for any thefts or damage to vehicles before, during, or after the event.

{3} The client(s) agree to indemnify, defend and hold harmless The Troutdale House by the Sandy River and its owners, partners, employees and vendors for, from and against any liabilities, costs, penalties, expenses, third-party claims, suits, demands, actions or other proceedings arising out of and/or resulting from the event rental agreement and use of premises, including but not limited to any indirect, incidental, consequential, special, emotional or exemplary damages.

{4} The client(s) understand that The Troutdale House by the Sandy River is not liable 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, local or federal government orders and mandates, disasters, pandemics, unexpected seating capacity changes, hearsay, construction, City of Troutdale events, parking beyond venue capacity, internet outages, venue mechanical failure (i.e. overloaded power circuits, air conditioner, heater, television, lights, audio equipment, oven). No refunds or compensation will be given to the client(s) or vendors.

Initial _____

Prices

November – April

Saturday: \$6,000 - Additional hours: \$600 per hour
Friday & Sunday: \$5,600 - Additional hours: \$560 per hour
Mon-Thur: \$520/hr. (two-hour minimum)

May – October

Saturday: \$6,400 - Additional hours: \$640 per hour
Friday & Sunday: \$6,000 - Additional hours: \$600 per hour
Mon-Thur: \$560/hr. (two-hour minimum)

Holidays

\$6,400 - Additional hours: \$640 per hour

All the prices listed above are for 10 hours and include a one hour rehearsal the week of the wedding (typically on Thursday). All events require a \$400 refundable security deposit. Price does not change for reception only.

Payment Summary

Total Event Hours _____
Rental Price \$ _____
Down Payment Amount \$ _____ paid on _____
Remaining Payment Balance \$ _____ due on _____
+ \$400 security deposit *Balance due 60 days prior to the event date*

Any changes to this contract must be in writing and signed by both parties. This contract incorporates the entire understanding of the parties. The Troutdale House by the Sandy River reserves the right to refuse service to any client at any time. I have read the above contract and agree to the terms as stated.

Client Name _____ Signature _____ Date _____

Client Name _____ Signature _____ Date _____

The Troutdale House by the Sandy River _____ Signature _____ Date _____