

# The Troutdale House

by the Sandy River

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

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

## 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.

**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.

**Duration of Event:** Events are purchased in 10 hour time blocks (unless otherwise stated). The client(s) may choose when they want to use the 10 consecutive hours and may also purchase additional hours. Additional hours must be purchased no later than rehearsal, and cannot be added on the day of the event. Events are allowed between 9:00 am and 2:00 am. The last hour of the purchased time is always reserved for cleanup (unless otherwise noted). Setup and cleanup are included in your 10 hour block of time. Arriving before the start of your scheduled time for setup is not allowed. This includes vendors. Please check with your vendors to ensure that they have ample time for setup and plan your timeline accordingly. 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 must vacate premises by 2:00 am. Please plan the event timeline accordingly to account for cleanup.

**Noise Levels:** No person, DJ or band shall make, assist in making, permit or allow to continue any unreasonable noise between the hours of 10PM and 8AM. Events playing music past 10PM 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](mailto: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.				

{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.

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Client Name	Signature	Date
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Client Name	Signature	Date
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The Troutdale House by the Sandy River	Signature	Date
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## Amenities included with the venue

- Venue access for 10 hours – can be in as early as 9:00 am and stay as late as 2:00 am
- One hour rehearsal the week of your wedding (typically on a Thursday evening)
- Seven ceremony locations to choose from - three indoors and four outdoors, including two year-round outdoor locations that are covered and heated
- Open vendor policy (no extra fees)
- Venue coordinator on your wedding day that is here to set up venue related items and answer questions
- Cleaning crew after each event
- Air conditioning on all three levels
- Overhead heaters and outdoor gas fireplace at our covered Rustic Lodge
- Fully transparent pricing, no extra or hidden fees
- No limit on the number of emails, phone calls, text messages or site visits
- Commercial kitchen with extra large refrigerator, 500 lb. ice machine, stove, ovens, prep areas, drink dispensers, coffee maker and cupcake stands of various sizes
- 120 wooden cross-back indoor chairs and 400 white resin indoor/outdoor chairs (no need to move chairs around, we have enough for all areas)
- Large selection of table sizes: 22 - 60" rounds, 10 - 6' banquet and 4 - 6.5' wood buffet tables, 4 - high-top cocktail, and additional sweetheart, cake, appetizer, sign-in and gift tables
- White linens available for all tables
- Large selection of table centerpiece decorations, garlands, wood rounds, square and round mirrors, easels, signs, flower columns and battery operated candles
- 20' long antique wood bar with 10 bar stools
- 47" LCD TV with media player for slideshows and presentations
- Sound system with microphones, loudspeaker, AUX or Bluetooth connections for ceremony and dancing
- LED DJ dancing lights
- Free WIFI fiber internet
- All main floor lights are on dimmers
- Lounge and Speakeasy with couches and additional bar
- Game room with pool table, foosball, air hockey and miniature golf putting green
- Vintage coin operated arcade games and pinball
- Bridal suite with make-up stations, powder room, mini bar and fridge, steamer and fans
- Groom lounge with bar, mini fridge, steamer, fans next to game room
- Wedding gazebo for intimate ceremony or additional bridal party photos
- Coat closet on main level
- Restrooms on main level, including 2 stalls for men, 2 stalls for women and a large handicap restroom with baby changing station
- Additional powder room in the bridal suite
- Free parking everywhere
- Step ladders, ladders and hand carts available
- Keg and bottle tubs available with ice
- Food serving cart with wheels
- Dark wood podium
- Outdoor ashtrays
- We are always adding new amenities and Instagram worthy photo opportunities



## Venue coordinator responsibilities

### Our venue coordinators are responsible for:

- Set up of all tables and chairs for ceremony, reception, buffet, cake area, gift, sign-in, unity and any additional tables that may be needed.
- Put out white tablecloths (if you are bringing in different tablecloths you will be responsible for putting them on the tables).
- Set up Troutdale House decor. This includes, but is not limited to:
  - Silk flowers, glass mirrors, wood rounds (centerpieces)
  - Any signage, easels or props that we have available for your use
- “Flip” and reset Main Room/Courtyard/Lodge/Wine Cellar after ceremony. This includes setting out any decorations you are using that belong to The Troutdale House. If you are bringing in decorations of your own, please make sure you have people available from your group to set up these items (during setup time & reset/flip time).
- Lining up, coordination and queuing of bridal party down the aisle for ceremony
- Explain bar setup and show group/vendors where venue items are kept
- Welcome and answer questions from wedding group/vendors
- Control and adjust air conditioning and heating
- Light gas ovens for caterers or wedding group
- Focus on security inside and outside of venue by monitoring security cameras and walking grounds
- Enforce and inform guests of rules and regulations if needed
- Stock bathrooms with toilet paper/paper towels/seat covers/soap, as well as provide trash bags, electrical cords, etc.
- Venue coordinators are the first to arrive and the last to leave. Shifts can be 10+ hours, please keep in mind that they may eat dinner and to include enough food in your catering plans for your coordinators and vendors.
- Coordinators receive breaks and meal times. They may leave the venue for a short time (if schedule allows) to pick something up. They will communicate with you if they choose to leave for a break.
- You may have a different coordinator at your rehearsal then you have on your event day. We make every effort to schedule accordingly, but it is not always possible to meet them before your event.
- Coordinators have their own duties at closing time; they will help direct cleanup, answer questions and do a walkthrough of the venue before you leave at the end of the day.

### Our venue coordinators are not responsible for:

- Serving or setting up of your food, beverage, cake or decorations (we will set up venue decorations that you are using)
- Playing music or slideshows (we will show people how the equipment works)
- Making announcements over the sound system (we will ask guests to take a seat before ceremony)
- Create or execute all day timelines (we do appreciate a copy if you make one)
- Wait on tables or clear them off – you are responsible for putting all garbage into garbage cans and taking out the decorations you brought in with you.
- Steam clothing, linens or other fabric (we will show someone how the steamers work)
- Wash borrowed items from our kitchen. It is the group’s responsibility to wash any drink container, coffee percolator, trays, etc. before you leave at the end of the night.
- Hang any overhead decorations from the ceiling or overhead in our ceremony sites; this includes decorations from our inventory (we ask to put someone in charge of any hanging decorations in a manner that does not damage property and must be taken down properly at the end of the night during cleanup).

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