

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) _____

Arrival time _____ Ceremony 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 50% non-refundable down payment plus a \$400 security deposit to reserve the event date. The client(s) also agree to pay the non-refundable remaining balance 60 days prior to the event date. The security deposit is 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 amount. Price does not change for reception only events.

Refunds/Cancellations/Rescheduling: No refunds are given for using less than the total purchased hours on the event date. A rescheduled event will require a new contract and payment to reach the 50% down payment (after money from the previous event has been applied according to the policy below). Confirmation of the reschedule will only happen after these requirements have been met. All rescheduled dates are subject to price increases. If the client reschedules their event a second time, a new contract and payment in full for will be required before the rescheduled request is granted.

Refund timeline	0 to 90 days prior to event date	91 to 180 days prior to event date	181 days or more prior to event date
Reschedule prior to event date	If the client(s) reschedules the event within 90 days prior to event date, client(s) will forfeit all money paid.	\$400 security deposit will transfer to the new date. 50% of venue payment made will transfer to the new date, minus a 50% rescheduling fee.	\$400 security deposit will transfer to the new date. 75% of venue payment made will transfer to the new date, minus a 25% rescheduling fee.
Cancellation prior to event date	If the client(s) cancels the event within 90 days prior to event date, client(s) will forfeit all money paid.	\$400 security deposit will be refunded minus a \$100 fee. 50% of venue payment made will be refunded if the date is rebooked at the same monetary value. No refunds or credits will be given if the date does not rebook.	\$400 security deposit will be refunded minus a \$100 fee. 75% of venue payment made will be refunded if the date is rebooked at the same monetary value. No refunds or credits will be given if the date does not rebook.

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. The last hour of the purchased time is always reserved for clean-up (unless otherwise noted). 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 2AM. Please plan the event timeline accordingly to account for clean-up.

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.

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, sparklers or illegal substances may be used or possessed on or around The Troutdale House by the Sandy River. The Troutdale House by the Sandy River is a non-smoking venue. Smoking will be permitted in designated outdoor areas.

Clean-Up, 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 clean-up 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 deducted from the security deposit. The venue staff is not authorized to promise a full or partial return of the security deposit at departure time. Clean-up must be completed by the departure time 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 and only silk petals are allowed inside. 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 Meal: 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.

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 _____

Investment

November - April	May - October	Holiday
Saturday: \$6,000 Additional hours: \$600 per hour	Saturday: \$6,400 Additional hours: \$640 per hour	Memorial Day & Labor Day: \$5,600 Additional hours: \$560 per hour
Friday & Sunday: \$5,600 Additional hours: \$560 per hour	Friday & Sunday: \$6,000 Additional hours: \$600 per hour	New Year's Eve & 4th of July: \$6,400 Additional hours: \$640 per hour
Mon-Thur: \$520/hr. (two-hour minimum)	Mon-Thur: \$560/hr. (two-hour minimum)	

Weddings include 10 continuous hours plus a one hour weekday rehearsal. All events require a \$400 security deposit refundable within two weeks following the event. Price does not change for reception only.

Payment Summary

Total Event Hours _____

Rental Price \$ _____

Down Payment Amount (50%) \$ _____ + \$400 Security Deposit = \$ _____ Paid

Remaining Payment Balance \$ _____ due on _____
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
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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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We include the following when you book with the Troutdale House by the Sandy River:

- 10 hours for your wedding and reception - includes set up and tear down
- 1 hour during the week (Monday-Thursday) for rehearsal
- Use of the entire Troutdale House property on event day with many indoor and outdoor ceremony and reception options
- Air conditioning on all three levels!!
- Overhead heaters and gas fireplace with logs at our covered Rustic Lodge
- Bring your own food and alcohol or caterers and bartenders!!
- Venue coordinator to help on your event day
- Cleaning crew after event
- Ice machine - makes 500 lb of ice
- Double gas commercial oven, commercial refrigerator and three food prep tables in our large kitchen
- 55 cup coffee maker and two cold drink dispensers
- Cupcake stands in various sizes
- 200 white chairs for outside ceremony
- Wedding gazebo for intimate ceremony
- Free parking
- Bridal suite and lounge with mini bar and steamer
- Groom's room / man cave with mini bar and steamer
- 47" LCD TV for slideshows and presentations; laptop VGA and HDMI cable included
- Free WIFI internet
- Play your own music through our sound system; iPod/MP3/Bluetooth cable included
- Microphone that reaches all three levels and courtyard
- Wireless ceremony speaker with lapel microphone
- DJ lights on main level with many color choices
- Basement lounge
- Game room with pool table, foosball and air hockey
- 20' antique wood bar with 10 bar stools
- Twenty two 60" round tables and 200 chairs for guests
- Ten 6' banquet tables for food catering
- Tables for your cake, gifts and guest book
- Dark wood podium
- White table linens
- Wood rounds for centerpieces or decor
- Silk flower center pieces for tables and ceremony
- Square (12"x12") and round (12") glass mirrors for table centerpieces
- Coat closet on main level
- Large restrooms on the main level
- Ladder and hand cart
- Food serving cart with wheels
- Outdoor ashtrays

The main responsibilities of our venue coordinators:

- 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 set-up time & reset/flip time).
- Lining up, coordination and queuing of bridal party down the aisle for ceremony
- Explain bar set-up 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 clean-up, 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.