



**Email:** thetroutdalehouse@gmail.com **Web:** www.thetroutdalehouse.com **Contact:** Laura 503.481.9449  
411 E. Historic Columbia River Highway, Troutdale OR, 97060

### Event Rental Agreement

Event date \_\_\_\_\_ Day of the week \_\_\_\_\_

Type of event \_\_\_\_\_ Number of guests \_\_\_\_\_

Please choose the following: **[ceremony and reception]** **[reception only]** **[other]**  
(Price does not change if you only have reception or use less than your ten hours)

Contact names \_\_\_\_\_

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_

Email \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

In time \_\_\_\_\_ Event start time (ceremony) \_\_\_\_\_

Event end time (one hour before out time) \_\_\_\_\_ Out time \_\_\_\_\_

Rehearsal date and time (for weddings only) \_\_\_\_\_

**Down payment:** A 50% down payment including the \$500 security deposit is required to hold your date. The balance is due 60 days prior to the event. In the event of a cancellation, rental down payments are non-refundable. Your security deposit is fully refundable if there is no damage to the premises, and if items or furnishings are not taken. We do encourage you to recycle your trash in the proper containers (bottles, cans, plastic, cardboard, etc.).

**Event liability insurance:** A "Certificate of Liability Event Insurance" naming The Troutdale House by the Sandy River insured is required and 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 and 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, but they must carry **liquor liability insurance**. A "Certificate of Liquor Liability" naming The Troutdale House by the Sandy River insured is required if alcohol is present at your event and is usually available through your homeowner's insurance policy. This one-day endorsement in the amount of \$500,000 can be obtained either by the rental party or by the caterer of the event. Caterers and bartenders are usually insured. The bartender must also supply the cups and glassware.

**Cancellations:** The Troutdale House will only refund the \$500 security deposit if your event is cancelled for any reason. A full refund minus a \$50 administration fee will be given if your event date is re-booked by another party. Otherwise, we will honor your credit for a future available date

**Cleanup:** The Troutdale House has a cleaning crew. All that we ask of you is that all trash is placed in the garbage and recycle bins. Please take away all your belongings.

**No firearms, fireworks, sparklers or illegal drugs may be used or possessed on or around The Troutdale House by the Sandy River.**

**Smoking:** The Troutdale House by the Sandy River is a non-smoking facility.

**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 can also purchase additional hours. The building must be vacated by the allotted time (breakdown/cleanup and load-out must be complete) in order to avoid additional charges for time gone over.

**Refunds:** In the event of circumstances beyond our control that render the premises unusable (fire, natural disaster, power failure, etc.) that would cause the cancellation of your event, your rental fee would be fully refunded. However, The Troutdale House by the Sandy River will not be held liable for any additional compensation to you, your caterer, florist, musician, photographer or other subcontractors.

**Damage from decorations:** The Troutdale House by the Sandy River 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.

**Children:** If there are to be small children at your event, we strongly require you to designate someone to look after them. Children must be supervised at all times. The Troutdale House by the Sandy River is not responsible for unattended children.

**Lost or abandoned items:** Please keep all your valuables with you at all times. We are not responsible for any stolen items. Items left behind will be donated to charity.

**Unreasonable noise:** 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.

**Staff gratuity:** Greatly appreciated at closing time but not mandatory.

**Prices:**

**June, July, August and September**

Friday, Saturday and Sunday \$4,800 for 10 continuous hours + 1 hour rehearsal during the week of wedding, \$480 per hour for additional hours  
Monday, Tuesday, Wednesday and Thursday \$380 per hour with two hour minimum

**May and October**

Friday, Saturday and Sunday \$4,200 for 10 continuous hours + 1 hour rehearsal during the week of wedding, \$420 per hour for additional hours  
Monday, Tuesday, Wednesday and Thursday \$320 per hour with two hour minimum

**January, February, March, April, November and December**

Friday, Saturday and Sunday \$3,500 for 10 continuous hours + 1 hour rehearsal during the week of wedding, \$350 per hour for additional hours  
Monday, Tuesday, Wednesday and Thursday \$250 per hour with two hour minimum

**Holiday events**

July 4th and New Years Eve \$480/hour with 2 hours minimum

Refundable security deposit of \$500 mailed back to you within 2 weeks after your event. Receptions, ceremony, setup and cleanup are allowed 10 continuous hours + 1 hour rehearsal during the week of wedding.

Total event hours \_\_\_\_\_

Total price including security deposit \_\_\_\_\_

Amount paid \_\_\_\_\_

(50% down payment plus refundable \$500 security deposit required; balance is due 60 days prior to the event date)

Remaining balance \_\_\_\_\_ Due on \_\_\_\_\_

Liability at The Troutdale House by the Sandy River

- 1. I 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 omission by anyone. This exclusion applies to anyone at or near the event site, whether or not under the influence of alcohol or narcotics. Initial \_\_\_\_\_
- 2. Serving alcohol and food at the event is the sole responsibility of the lessee. Any incident related to the over-consumption or poisoning of alcohol or food on the premises is the responsibility of the lessee. Initial \_\_\_\_\_
- 3. I understand that The Troutdale House by the Sandy River is not responsible for any incidents related to the use of a motor vehicle to, and or from our facility. Initial \_\_\_\_\_
- 4. I understand that The Troutdale House by the Sandy River is not responsible for any thefts before, during, or after the event. Initial \_\_\_\_\_
- 5. I understand that The Troutdale House by the Sandy River is not responsible for any inconveniences that may occur for which we have no control. This includes, but is not limited to: power outages, adverse weather conditions, mandatory evacuation, construction, mechanical failure such air conditioning, water heater, television, lights, audio equipment, etc. No refunds will be given. Initial \_\_\_\_\_

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.

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Printed Name	Signature	Date
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Printed Name	Signature	Date
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The Troutdale House by the Sandy River LLC	Signature	Date
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