



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 _____

Please select (for weddings only) : [ceremony and reception] [reception only]

Contact name(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 _____

Rehearsal date and time (for weddings only) _____

Down Payment: A 50% down payment and \$400 security deposit are required to hold your date. The balance is due 60 days prior to the event. Your security deposit is fully refundable if there is no damage or loss to the premises.

Event Liability Insurance: A "Certificate of Liability Event Insurance" which names "The Troutdale House by the Sandy River, LLC" as insured is required. The certificate 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 & 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 who carries **liquor liability insurance**. If alcohol is present at your event, a "Certificate of Liquor Liability" (which names "The Troutdale House by the Sandy River, LLC" as insured) is required in the amount of \$500,000. This one-day endorsement is usually available through your homeowner's insurance policy or can be obtained by the caterer of the event. Caterers and bartenders are typically insured. Bartender must also supply cups and glassware.

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 may also purchase additional hours. The premises must be vacated by the allotted time (breakdown/cleanup and load-out must be complete) in order to avoid incurring charge for additional hour(s).

Supervision of Children: If small children will attend your event, we strongly recommend you designate someone to look after them. Children must be supervised at all times. The Troutdale House by the Sandy River, LLC is not responsible for unattended children.

Noise Levels: 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.

Prohibitions: No smoking, vaping, firearms, fireworks, sparklers or illegal drugs 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 facility.

Clean-Up, Lost & Abandoned Items: The Troutdale House by the Sandy River has a cleaning crew. All that we ask of you is that all trash be placed in the garbage and appropriate recycle bins. Please take away all your belongings. Items left behind will be donated to charity. Please keep all your valuables with you at all times. We are not responsible for any stolen items.

Staff Gratuity: Gratuity is greatly appreciated at closing time but is not mandatory.

Refunds/Cancellation: No refunds will be given if you use less than your purchased hours on your event date. If your event is cancelled for any reason, The Troutdale House by the Sandy River, LLC will refund the \$400 security deposit. If your event date is cancelled and re-booked by another party, The Troutdale House by the Sandy River, LLC will generously refund 100% minus \$50 administration fee. We will honor your credit for a future available event date, but be aware that event prices do change yearly and you will have to pay the difference in prices.

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

Damages: 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.

Pricing Options

Season	Friday - Sunday price for 10 hours	Price per additional hour	Monday - Thursday price per hour (two hour minimum)
June, July, August and September	\$3,900	\$390	\$290
May and October	\$3,500	\$350	\$250
January, February, March, April, November and December	\$3,000	\$300	\$200
Independence Day and New Year's Eve	\$390 per hour (two hour minimum)		

*Weekend Events include 10 continuous hours + one hour weekday rehearsal on week of wedding
 *All events require \$400 security deposit. Deposit will be refunded within 2 weeks following your event.
 *Price does not change if you only have a reception.

Payment Summary

Total Event Hours _____

Rental Price \$ _____

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

Remaining balance \$ _____ due on _____

Balance due 60 days prior to the event date

Liability at The Troutdale House by the Sandy River

Initial

- 1 I understand that The Troutdale House by the Sandy River, LLC 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 exclusion applies to anyone on or near the event site whether or not under the influence of alcohol or narcotics.
- 2 Serving alcohol and food at the event is the sole responsibility of the lessee. I understand that The Troutdale House by the Sandy River, LLC is not responsible for any incidents related to the over-consumption of alcohol or food poisoning on the premises.
- 3 I understand that The Troutdale House by the Sandy River, LLC is not responsible for any incidents related to the use of a motor vehicle to or from our facility.
- 4 I understand that The Troutdale House by the Sandy River, LLC is not responsible for any thefts before, during, or after the event.
- 5 I understand that The Troutdale House by the Sandy River, LLC is not responsible 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, construction, mechanical failure (i.e. air conditioner, heater, television, lights, audio equipment). No refunds will be given.
- 6 Please initial that you understand our maximum ceremony and reception seating capacity matrix below.

Maximum seating capacity				
Location	Indoors/Outdoors	Ceremony seating	Reception seating	Notes
Bridal Park (French doors side)	Outdoors under trees	200	n/a	Extra seating for 30 on benches
Bridal Park (wood arch side)	Outdoors under trees	160		
Wisteria Courtyard	Outdoors under wisteria	200	100 (10 tables)	
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)	
Wine Cellar (basement)	Indoors	140	120 (12 tables)	Basement
Victorian Room (basement)	Indoors	80		
Gazebo (West garden)	Outdoors	20	n/a	
* For ceremony seating, remember to remove your bridal party from the seating count because they will be standing with you.				

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.

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

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