



Email: thetroutdalehouse@gmail.com **Web:** www.thetroutdalehouse.com **Contact:** Laura 503.481.9449

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

Prices:

\$2,100 Friday – 10 hours

\$2,400 Saturday – 10 hours

\$2,100 Sunday – 10 hours

Monday – Thursday events \$150/hour with 2 hours minimum, \$240/hour for holidays

- Seating capacity: 200+ persons
- Refundable security deposit of \$400 mailed back to you within a week after your event.
- Receptions, ceremony, setup and cleanup are allowed 10 continuous hours + 1 hour rehearsal during the week of wedding. Additional hours for Saturday weddings will be \$240/hour. Friday and Sunday weddings will be \$210/hour.

Event Rental Agreement

Event date _____ Event day of event 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 then your ten hours)

Contact names _____

Phone #1 _____ Phone #2 _____

Email _____

Mailing address _____

City _____ State _____ Zip _____

Event start time _____ Event end time _____

Setup time _____ Cleanup time _____

Rehearsal date and time _____

Downpayment: A 50% down payment including the \$400 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.).

Liability Event 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.

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 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: 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. 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 on carpeted or unattended areas. To avoid wax spills when moving candles, blow them out and allow wax to set firm before moving.

The Troutdale House by the Sandy River is not responsible for theft or damage to personal or rented items brought onto the property or into the facility. You are responsible for the behavior of your guests and for any damage during your rental period.

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.

