



**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 premises must be vacated by the departure (breakdown/cleanup and load-out must be complete) in order to avoid incurring additional charges. Events must end by 2AM.

**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.

**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.

**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.

**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, 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.

**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 (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	Covered outdoors	200	100 (10 tables)	Heated 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 covered area
Wine Cellar (basement)	Indoors	140	120 (12 tables)	Basement
Victorian Room (basement)	Indoors	80		
Gazebo (West garden)	Outdoors	20	n/a	Fun photo area

\* For ceremony seating, remember to remove your bridal party from the seating count because they will be standing with you.

**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 \_\_\_\_\_

### Pricing Options

Season	Friday and Sunday price for 10 hours	Saturday price for 10 hours	Additional per hour Fri, Sun / Sat	Monday - Thursday price per hour (two hour minimum)
May - October	\$5,600	\$6,000	\$560 / \$600	\$520
November - April	\$5,200	\$5,600	\$520 / \$560	\$480
Major Holidays	\$6,000	\$6,000	\$600	\$600

*Weddings include 10 continuous hours plus a one hour weekday rehearsal. All events require a \$400 security deposit refundable within 2 weeks following the event. Price does not change for reception only. Major Holidays: New Year's Eve, Memorial Day, 4<sup>th</sup> of July, Labor Day. We are closed on Thanksgiving Day, Christmas Eve and Christmas Day.*

### 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 \_\_\_\_\_

---

Client Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

---

The Troutdale House by the Sandy River \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_