



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 \_\_\_\_\_  
(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) \_\_\_\_\_

**Payment:** The Client(s) agree to pay a 50% non-refundable down payment plus a \$400 security deposit to reserve the event date. The remaining balance is due 60 days prior to the event date. The security deposit is returned after two weeks if there is no damage 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.

**Refunds/Cancellations/Rescheduling:** No refunds are given for using less than the total purchased hours on the event date. If the event date needs to be cancelled, The Troutdale House by the Sandy River will refund the \$400 security deposit minus a \$50 administration fee. If the event date is then re-booked by other client(s) at the same monetary value, The Troutdale House by the Sandy River will also refund the down payment. If the event date is not re-booked, the client(s) will always have a credit with The Troutdale House by the Sandy River to be used towards future events. If the event date needs to be rescheduled, The Troutdale House by the Sandy River will allow the client(s) to reschedule to an available future date (subject to pricing changes and a \$250 fee if the rescheduling request happens within 90 days of the original 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 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 to 8AM. Events playing music past 10PM must keep all doors and windows shut. Sound levels shall not exceed 95-98 decibels measured at 100 feet from the source of the amplified sound. 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” namesing “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:** 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 has a cleaning crew and our 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, clean out any items used from our kitchen (keg tubs, drink dispensers, etc.), and remove all items that were brought into the venue (this includes but not limited to: decorations, gifts, leftover food and drinks, personal items, etc.). 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. Please keep all valuables with you at all times. 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, building, landscaping, grounds, etc. We do not allow tape, tacks or staples on the walls, rice, birdseed, confetti or glitter. 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 in holders with the flame at least one inch below the top of the holder. 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.

**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.

### 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)
June, July, August and September	\$3,900	\$4,400	\$390 / \$440	\$350
May and October	\$3,500	\$3,900	\$350 / \$390	\$300
January, February, March, April, November and December	\$3,000	\$3,500	\$300 / \$350	\$250
Independence Day and New Year's Eve	\$440 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 the event.*

*\*Price does not change if you only have a reception.*

### Payment Summary

Total Event Hours \_\_\_\_\_

Rental Price \$ \_\_\_\_\_

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

Remaining Payment Balance \$ \_\_\_\_\_ due on \_\_\_\_\_

*Balance due 60 days prior to the event date*

## Liability at The Troutdale House by the Sandy River

**Initials**

- 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 exclusion applies to anyone on or near the event site whether or not under the influence of alcohol or illegal substances.
- 2 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.
- 3 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 before, during, or after the event.
- 4 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.
- 5 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, construction, city of Troutdale events, parking beyond venue capacity, mechanical failure (i.e. overloaded power circuits, air conditioner, heater, television, lights, audio equipment). No refunds or compensation will be given to the client(s) or vendors.
- 6 The client(s) understand that the maximum event seating capacity is 200 guests and have reviewed the chart 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.

Client Name	Signature	Date

Client Name	Signature	Date

The Troutdale House by the Sandy River	Signature	Date