



EVERETT HALL

Wedding & Reception Pricing Information

June through September

	8 hour period	10 hour period
Monday - Thursday	\$800	\$950
Friday & Sundays	\$1100	\$1200
Saturday	\$1300	\$1500

October through May

	8 hour period	10 hour period
Monday - Thursday	\$700	\$800
Friday & Sundays	\$900	\$1000
Saturday	\$1000	\$1200

* Linens available for tables at additional charge of \$11.00 per linen and \$100 per napkin to cover cost to clean & press.

A \$300 Refundable Security/Cleaning Deposit and 50% of the rental fee secures your reservation

Everett Hall is set in a beautiful managed forest located just minutes south of Oregon City and includes the following items:

- Large meeting hall with a fireplace focal point
- Catering Kitchen
- Men and Women's restrooms
- 72" round tables and chairs to seat up to 100 guests
- Linens to cover tables available for additional fee.
- Additional tables available for guest book, gifts, cake and bar
- Free parking for up to 75 vehicles
- Audio-Visual equipment to handle all of your needs including a sound system with wireless microphones, a drop down screen and LCD projector.
- DVD /WiFi
- Use of Hopkins Hall for Bride and Bridesmaid's dressing room
- Groomsmen Dressing Room available adjacent to shop Building
- Dedicated on-site personnel to help you with your event

How to Book Everett Hall:

A signed contract, a refundable \$300 security/cleaning deposit along with one half of the expected rental rate will reserve the date of your choice. Please make separate checks for security/cleaning deposit and rental rate

Security/Cleaning Deposit:

Security/Cleaning deposit is due upon entering the agreement. The deposit is refundable under the conditions listed below and will be returned by mail.

1. Your group leaves at the designated exit time indicated on the front of your rental agreement.
2. All equipment, fixtures, grounds, and building premises are left undamaged. Renter will be billed for all replacement or repair costs not covered by the deposit.
3. Renter's possessions, decorations and equipment are removed.
4. Any dishes, glasses, utensils used in kitchen are washed and put away.



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Cancellations:

All cancellations must be in writing. If received less than ninety (90) days of the event date, no refund will be issued.

Renter's Responsibility:

Renters are responsible for set-up and take down of tables and chairs used for wedding and shall be responsible for removing all decorations, bagging garbage, wiping off tables, counters and washing used kitchen appliances and utensils.

Renters are responsible for enforcing the following rules and regulations with the guests. Renters are responsible for the decorations and entertainment. Renters are responsible for arranging for food, beverage, and alcohol servers. Renters will furnish their own supplies.

Children:

Children are to be supervised at all times and are not allowed to be on the Hopkins Demonstration Forest property without an adult.

Smoking:

Everett Hall is a non-smoking facility. Smoking is permitted in designated areas outside the building. Receptacles for cigarette and cigars are provided. Smoking is not permitted in forest.

Decorations:

Rice and Birdseed are not allowed for use at Hopkins. Please use removable blue painter's tape or command strips when hanging indoor decorations. Tacks and nails are not allowed on the walls. Candles are permitted on tables in building.

Lost or Stolen Property:

Forests Forever, Inc and the Hopkins Demonstration Forest are NOT responsible for lost or stolen property.

Wedding Rehearsal:

Wedding rehearsals are not included the event fees. Wedding rehearsal will need to be arranged with the Building Manager and are limited to one for an additional fee of \$85.00

Indemnify:

Renter assumes full responsibility for its event and assumes full responsibility for bodily injury or physical damages to persons or property arising out of or related to this event.

Insurance:

Renter agrees to maintain liability insurance which provides direct and primary coverage for claims of any kind arising out of applicant's use of premises. Evidence of appropriate insurance, in the form of a Certificate of Insurance, shall be provided to Forest Forever prior to any use of the facilities. Such insurance shall include 1) appropriate alcoholic beverage liability coverage. 2) Provide not less than \$500,000 of insurance for any one occurrence. 3) Lists Forests Forever, Inc. as an additional insured under the policy.

For more information on renting Everett Hall, contact Mike Daly, building manager at 415-200-9006/503-632-5918 or email to dalymj42@aol.com or contact Ken Everett, executive director at 503-655-5524 or email to ken@mapforesters.com