

# EVERETT HALL

## WEDDING/RECEPTION RENTAL AGREEMENT

FOREST FOREVER, INC. P.O. Box 1320, OREGON CITY, OR 97045

PHONE: MIKE DALY AT 503-632-5918 OR FORESTS FOREVER, INC. AT 503-655-5524

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APPLICANT INFORMATION		
APPLICANT/RESPONSIBLE PARTY		
PRIMARY CONTACT		
STREET ADDRESS		
CITY, STATE, ZIP		
PHONE	CELL	EMAIL

EVENT INFORMATION			
DATE	DAY OF WEEK	S ___ M ___ T ___ W ___ T ___ F ___ S ___	
START TIME (INCLUDING SET-UP)	AM-PM	END TIME (INCLUDING CLEAN-UP)	AM-PM
TYPE OF EVENT		ESTIMATED ATTENDANCE	
APPROVALS REQUESTED FOR: <input type="checkbox"/> ALCOHOL <input type="checkbox"/> AMPLIFIED MUSIC <input type="checkbox"/> SPECIAL			
EQUIPMENT(SPECIFY)			

### WEDDING REHEARSAL

WEDDING REHEARSALS ARE NOT INCLUDED IN THE EVENT FEES. WEDDING REHEARSALS WILL NEED TO BE ARRANGED WITH THE BUILDING MANAGER AND ARE LIMITED TO ONE 2-HR PERIOD FOR AN ADDITIONAL FEE OF \$95".

### RENTER'S RESPONSIBILITY

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 THEIR OWN FOOD, BEVERAGE, AND ALCOHOL SERVERS. RENTERS WILL FURNISH THEIR OWN SUPPLIES.

RENTER AGREES TO BE SOLELY AND COMPLETELY RESPONSIBLE FOR THE CONDITION OF THE FACILITY AND TO LEAVE THE BUILDING AND GROUNDS IN A NEAT AND CLEAN CONDITION WITHOUT DAMAGE.

### SECURITY/CLEANING DEPOSIT

**A \$300 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.

**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.

RENTER AGREES TO RELEASE, INDEMNIFY AND HOLD FOREST FOREVER, INC., AND ITS STAFF AND AGENTS, HARMLESS FROM ANY AND ALL LOSSES, COSTS, CLAIMS, AND DAMAGES RESULTING FROM THE USE OF EVERETT HALL AND THE HOPKINS DEMONSTRATION FOREST.

**CHILDREN**

CHILDREN ARE TO BE SUPERVISED AT ALL TIME 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. A RECEPTACLE FOR CIGARETTE AND CIGARS IS PROVIDED.

**DECORATIONS**

RICE AND BIRDSEED ARE NOT ALLOWED INDOORS OR OUTDOORS AT HOPKINS. PLEASE USE REMOVABLE BLUE PAINTER'S TAPE WHEN HANGING INDOOR DECORATIONS. TACKS AND NAILS ARE NOT ALLOWED ON THE WALLS. CANDLES MAY BE USED ON TABLES LOCATED IN BUILDING

**LOST OR STOLEN PROPERTY**

FOREST FOREVER AND THE HOPKINS DEMONSTRATION FOREST ARE NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.

**CANCELLATIONS**

ALL CANCELLATIONS MUST BE IN WRITING. IF RECEIVED WITHIN LESS THAN (90) DAYS OF THE EVENT DATE, NO REFUND WILL BE ISSUED.

**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.

**WEDDING & RECEPTION PRICING INFORMATION****JUNE THROUGH SEPTEMBER**

	6 HOUR PERIOD	10 HOUR PERIOD
MONDAY - THURSDAY	\$1,050	\$1,200
FRIDAY & SUNDAY	\$1,350	\$1,500
SATURDAY	\$1,650	\$1,900

**OCTOBER THROUGH MAY**

	6 HOUR PERIOD	10 HOUR PERIOD
MONDAY - THURSDAY	\$900	\$1,150
FRIDAY & SUNDAY	\$1,200	\$1,250
SATURDAY	\$1,350	\$1,500

\* ALL PRICING INCLUDES ROOM SET-UP AND TEAR DOWN OF TABLES AND CHAIRS

**RENTAL RATE**

MONTH/DAY/YEAR OF EVENT: \_\_\_\_\_

MONDAY – THURSDAY	6 HOUR	\$ _____	10 HOUR	\$ _____
FRIDAY EVENT	6 HOUR	\$ _____	10 HOUR	\$ _____
SATURDAY EVENT	6 HOUR	\$ _____	10 HOUR	\$ _____
WEDDING REHEARSAL FEE		\$ _____		\$ _____
SECURITY/CLEANING DEPOSIT		\$ <u>300.00</u>		\$ <u>300.00</u>
ADDITIONAL COST FOR LINENS		\$ _____		\$ _____
	<b>TOTAL</b>	\$ _____	<b>TOTAL</b>	\$ _____

\*LINENS ARE AVAILABLE FOR TABLES AT THE COST OF \$11.00 PER LINEN WHICH COVERS THE COST TO CLEAN AND PRESS THE LINENS. RENTAL HOURS FOR EVERETT HALL ARE FROM 8:00AM UNTIL 10:00 PM

**A \$300 REFUNDABLE SECURITY/CLEANING DEPOSIT AND 50% OF THE RENTAL RATE SECURES YOUR RESERVATION.**

**APPLICANT SIGNATURE**

I AGREE TO FOLLOW ALL CONDITIONS OF USE DESCRIBED IN THE WEDDING/RECEPTION RENTAL AGREEMENT.

NAME : \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FOREST FOREVER, INC. \_\_\_\_\_ DATE: \_\_\_\_\_  
EXECUTIVE DIRECTOR

**CREDIT CARD INFORMATION:**

CREDIT CARD: \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ DISCOVER CARD

NAME APPEARING ON CARD: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ CVC CODE \_\_\_\_\_

CREDIT CARD BILLING ADDRESS: \_\_\_\_\_

FFI OFFICIAL		USE ONLY	
DATE APPLICATION RECEIVED		FINAL PAYMENT RECEIVED	
DATE DEPOSIT RECEIVED		SPECIAL USE AGREEMENT REQUIRED	
INSURANCE CERTIFICATE RECEIVED		ADDITIONAL COST FOR LINENS	