

# EVERETT HALL

## WEDDING/RECEPTION RENTAL AGREEMENT

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

PHONE: MIKE DALY AT 415-200-9006 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 IS LIMITED TO ONE REHEARSAL FOR AN ADDITIONAL FEE OF \$100.00. REHEARSAL IS LIMITED TO ONE (2) HOUR TIME PERIOD.

### 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 SUPPLIES AND SERVERS. **IF YOU ARE GOING TO ARRIVE LATER THAN THE SPECIFIED STARTING TIME ON THE AGREEMENT, PLEASE LET STAFF KNOW! RENTAL HOURS FOR EVERETT HALL ARE FROM 8:00AM UNTIL 10:00 PM**

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 INTO 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. BUILDING SHOULD BE LEFT IN A CLEAN CONDITION.

#### **INDEMNIFY**

RENTER ASSUMES FULL RESPONSIBILITY FOR ITS EVENT AND ASSUMES FULL RESPONSIBILITY FOR BODILY INJURY OR PHYSICAL DAMAGE 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 BELTON OUTREACH CENTER AND THE HOPKINS DEMONSTRATION FOREST.

#### **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. A RECEPTACLE FOR CIGARETTES 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.

#### **DRESSING ROOMS**

THE BRIDE MAY USE THE RESTROOM BUILDING WHICH INCLUDES A SEPARATE PRIVATE BATHROOM AND THE GROOM MAY USE THE DRESSING ROOM LOCATED ADJACENT TO THE SHOP AT NO ADDITIONAL CHARGE.

**USE OF OUTREACH CENTER FOR DRESSING ROOM:**

**IF THE BRIDAL PARTY WOULD LIKE TO HAVE MORE ROOM TO CHANGE AND PREPARE FOR THE WEDDING THEY MAY USE THE BELTON OUTREACH CENTER FOR AN ADDITIONAL COST OF \$200.00**

**RULES FOR USE OF THE BELTON OUTREACH CENTER:**

1. RENTERS MAY USE THE CONFERENCE ROOM, OFFICE AND RESTROOM AREAS OF THE BUILDING DURING THE SCHEDULED HOURS OF THEIR EVENT.
2. RENTERS SHALL BE RESPONSIBLE FOR REMOVING ALL ITEMS FROM THE OUTREACH BUILDING AND LEAVING THE BUILDING IN A CLEAN CONDITION.
3. FORESTS FOREVER, INC. AND THE HOPKINS DEMONSTRATION FOREST SHALL NOT BE RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS.
4. NO SMOKING OR ALCOHOL ARE ALLOWED IN THE BELTON OUTREACH CENTER.
5. RENTER AGREES TO BE SOLELY AND COMPLETELY RESPONSIBLE FOR THE CONDITION OF THE FACILITY AND TO LEAVE THE BUILDING IN A CLEAN CONDITION WITHOUT DAMAGE.

**WEDDING & RECEPTION PRICING INFORMATION - PRICES EFFECTIVE 02-01-2023**

**JUNE THROUGH SEPTEMBER**

	<b>6 HOUR PERIOD</b>	<b>10 HOUR PERIOD</b>
<b>MONDAY - THURSDAY</b>	<b>\$1,265</b>	<b>\$1,450</b>
<b>FRIDAY &amp; SUNDAY</b>	<b>\$1,640</b>	<b>\$1,815</b>
<b>SATURDAY</b>	<b>\$2,000</b>	<b>\$2,310</b>

**OCTOBER THROUGH MAY**

	<b>6 HOUR PERIOD</b>	<b>10 HOUR PERIOD</b>
<b>MONDAY - THURSDAY</b>	<b>\$1,100</b>	<b>\$1,400</b>
<b>FRIDAY &amp; SUNDAY</b>	<b>\$1,450</b>	<b>\$1,580</b>
<b>SATURDAY</b>	<b>\$1,640</b>	<b>\$1,815</b>

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

**RENTAL RATE**

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

<b>MONDAY – THURSDAY</b>	<b>6 HOUR</b>	<b>\$ _____</b>	<b>10 HOUR</b>	<b>\$ _____</b>
<b>FRIDAY EVENT</b>	<b>6 HOUR</b>	<b>\$ _____</b>	<b>10 HOUR</b>	<b>\$ _____</b>
<b>SATURDAY EVENT</b>	<b>6 HOUR</b>	<b>\$ _____</b>	<b>10 HOUR</b>	<b>\$ _____</b>
<b>WEDDING REHEARSAL FEE</b>		<b>\$ _____</b>		<b>\$ _____</b>
<b>SECURITY/CLEANING DEPOSIT</b>		<b>\$ <u>300.00</u></b>		<b>\$ <u>300.00</u></b>
<b>BRIDE CHANGING ROOM FEE FOR USE OF OUTREACH CENTER - \$200</b>		<b>\$ _____</b>		<b>\$ _____</b>
<b>ADDITIONAL COST FOR LINENS*</b>		<b>\$ _____</b>		<b>\$ _____</b>
	<b>TOTAL</b>	<b>\$ _____</b>	<b>TOTAL</b>	<b>\$ _____</b>

**\*LINENS ARE AVAILABLE FOR TABLES AT THE COST OF \$11.00 PER LINEN WHICH COVERS THE COST TO CLEAN AND PRESS THE LINENS. COST OF LINENS WILL BE SUBTRACTED FROM THE REFUNDABLE DEPOSIT AFTER THE EVENT OVERTIME HOURS SHALL BE CHARGED AT THE RATE OF \$95/HOUR OR PART THEREOF.**

