

WOODEN SHOE GARDENS
RENTAL AGREEMENT

Phone: 503-634-2243 or Email: office@woodenshoe.com

Renting the Gardens 2018

Reservations:

In order to **confirm a reservation of a date, a deposit of \$500** must be paid. \$250 of this amount is non-refundable; and is applied to the total cost of renting the facility. The other \$250 of this amount will be held as a cleanup, damage deposit which will be refunded 2 weeks after the event if there is no extra costs or cleanup to the property.

Name of Bride: _____ **Phone:** _____

Name of Groom: _____ **Phone:** _____

Address: _____

Email: _____ **Best way to Contact:** _____

Wedding Date: _____ **Time:** _____ **Expected Guests:** _____

Set-up and Clean-up

You and your vendors are responsible for your own clean-up of food items, and any decorations brought onsite. All garbage will need to be placed in garbage bags provided and disposed of in the designated dumpster for your event. Please make sure all your belongings are set up and cleaned up within your rented hours. If more time is needed beyond your rented hours, overtime and clean-up charges may apply.

Any additional set up and clean-up of items brought by you, your guests, or vendors left on grounds after your wedding will be charged at \$60.00 per hour. Minimum charge is one hour.

If damages or repairs arise from your event, it will be deducted from your \$250 refundable deposit. If damages or extra clean-up exceed your \$250 deposit you will be billed for the difference.

Deposit Paid: _____ **Deposit Received Date:** _____ **Received by:** _____

Payment

The remaining balance due for the event is to be paid no later than two weeks before the event takes place.

This is an outdoor facility and there are no refunds for weather related problems, so plan your event accordingly.

Rehearsals

Your package includes a one-hour rehearsal. Please schedule a time for your one-hour rehearsal with our garden liaison. Keep in mind the day before your wedding may not be available, reservations are made on a first come first served basis.

If you are wanting to have a sit-down rehearsal dinner there is an additional charge of \$350. The rehearsal dinner price consists of a 3-hour space of time, set-up and tear down of tables and chairs

outside the wine tasting room patio near our water feature or in the tasting room. (We do not provide food, alcohol additional).

Rehearsal Date: _____ **Rehearsal Time:** _____ **Onsite Dinner:** Yes / No

Vendors

We allow you to choose any caterer, DJ or Band, photographer, florist, or decorator for your event. Once you have your vendors booked please provide us with names and numbers.

Vendor information (Does not need to be decided at time of booking)

Wedding Coordinator: _____
Name - Phone

Caterer: _____ Band/DJ: _____
Name – phone Name – phone

Florist: _____ Photographer: _____
Name- phone Name- phone

Decorator: _____ Other: _____
Name – phone Name - phone

Music

We have no sound systems available onsite but we do have power both near the ceremony site as well as the reception designated dance tent. You are welcome to bring in any DJ or Band that want. Due to county sound ordinance Music must be turned off at 10:00PM. Limited extension cords available.

DJs/or Bands will be required to remove all equipment, by 11PM.

Beverages/Alcohol

Beer and Wine can be served in the Gardens for the reception but must be purchased from our onsite vineyard, Wooden Shoe Vineyards. No outside wine, hard alcohol or distilled spirits are allowed on the premises including the garden, parking lots, or bride and grooms room. Alcohol consumption ends at 9:30PM and must be served by our OLCC licensed server.

Ask your garden liaison for a current list of wines and to schedule your free wine tasting to pick out your wine. Wine purchases for your booked wedding will receive a 15% discount.

Alcohol may be served for a maximum of 5 hours, sufficient food and non-alcoholic beverages must be served along with the alcohol. Alcohol consumption ends at 9:30PM and must be served by our OLCC licensed server.

No outside alcohol of any kind is allowed on the premises including the garden, parking lots, or bride and grooms room. If you or your guests are found with any of the above, it will be grounds for shutting down the event.

Wooden Shoe Wooden Shoe Gardens reserves the right to end alcohol service and/or the event at any time if our staff feels that behavior and/or alcohol consumption is getting out of control or dangerous.

I have read and understand the alcohol policy: _____

Certificate of liability insurance

The renter is required to purchase event insurance. Please list Wooden Shoe Bulb Company Inc. & Iverson Family Farms Inc. as additional insured for the date of your event. This is a one-day, special event rider for bodily injury & property damage in the amount of \$1,000,000.00 in personal liability. Renters are liable for damages to the grounds & property rented from Wooden Shoe Gardens. A copy of the renter insurance is to be emailed or given to your garden liaison before the day of the event.

The renter also agrees to indemnify and hold harmless Wooden Shoe Gardens, its owners, employees and affiliates from any and all claims, demands, losses, actions and liabilities including: injury to persons, damage to property, including but not limited to those caused by any service, food or alcohol provider and/or their products hired or obtained by the renter; except for such claims, demands, losses, actions or liabilities that arise out of negligence or willful misconduct by said owners, employees or affiliates.

Wooden Shoe Gardens and its staff will not be held responsible for lost, stolen or forgotten articles.

Decorations

Feel free to enhance your wedding with your choice of decorations and linens. You will have access to the Gardens starting at 8am on the morning of the event to decorate. Early drop-off of cooler items can be discussed.

Duct tape, nails, glue or any other intrusive methods of attaching things are prohibited. Use of confetti, glitter, rice, bird seed, wrapped candies or any such materials are prohibited. We suggest instead using real flower petals, bubbles or black oil sunflower seed. We ask that you do not drive through the gardens, due to the sprinkler system and nature of the garden. While real flower petals, and oil sunflower seeds can be left in grass, fake flower petals must be picked up and disposed of.

Lights are provided in the large reception tent, dance floor tent and twinkle lights throughout some of the bushes around the reception area.

Any decorations that you put up must be removed and taken with you within your rented hours.

Refrigeration:

An onsite walk-in cooler is available for use during your event but no onsite kitchen appliances are available.

Ask about dropping off flowers or items during the rehearsal or a day before the event.

Pets

We allow pets but **please clean up after your pet** and keep them leashed.

Play Area:

We have designated play areas within our garden for children to enjoy. We do ask that for their safety that they are supervised at all times.

Bathrooms:

Flushable toilets are available for the wedding party while they are getting ready in the bride and groom room, and the bride may use the bathroom throughout the evening.

We ask the majority of the guests use the outhouses provided within the garden or behind the gift shop to ensure that everyone stays within the garden and because our flushable toilets cannot handle heavy traffic.

Pricing: Base price is set for 100 people

- May & October: \$2800
- June & September: \$3000
- July & August: \$3200

Events held on Sunday-Thursday are eligible for a 30% discount, excludes holidays

Additional Add-Ons:

- Wedding chairs: \$2 per extra chair (110 included)
- 5ft round or 8ft rectangle tables: \$15 per table ('15'- 5ft included, '6'- 8ft included)
- 4 ft. rectangle tables: \$8 per table (1 included)
- Kitchen Use: Counter space: \$100 for day; Stove Use: \$175 for day
- See Alcohol page for additional information on serving

Lessee Signature and Date _____

By signing this document, you are agreeing to the terms stated above.

Lessee Signature and Date _____

By signing this document, you are agreeing to the terms stated above.

Lessor Signature and Date _____

Wooden Shoe Gardens welcomes you and congratulates you on your special day!

Wooden Shoe Gardens / Iverson Family Farms
33814 S. Meridian Road
Woodburn OR 97071
www.woodenshoe.com * office@woodenshoe.com