

Wooden Shoe Tulip Farm Event Garden Rental Agreement 2021

events@woodenshoe.com
503-634-2243

Name of Renter (1): _____

Name of Renter (2): _____

Email: _____ **Phone:** _____

Address: _____

Rental Date: _____ **Expected Guests:** _____

Time of Event: _____ **Time of Setup:** _____

Reservations:

To put a hold on a date, a deposit of \$500 must be paid and the Rental Agreement must be signed and completed to the best of your ability. The deposit is included in the base price.

Deposit Paid: _____ **Deposit Received Date:** _____ **Received By:** _____

Payment and Prices:

All balances must be paid for the event 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. Price includes the garden facility for one day, 10am-11pm.

Base Price:

- May & October: \$3,000
- June & September: \$3,200
- July & August: \$3,400

Base Price Includes:

- Limited refrigerator and freezer space
- Beautiful manicured 4-acre garden
- (3) portable restrooms and (1) hand washing station
- 40x60 tent with lights
- 20x20 tent with lights for the dance floor
- Play area for kids
- Garbage disposal
- Set up and take down of tables and chairs
- Unlimited parking
- Garden liaison onsite for any questions about the venue

- (4) 10x0 white pop-up tents
- (200) white chairs
- (25) 5ft round tables, (6) 8ft tables & (1) 4ft table
- Power in the garden
- Use of farm for photography
- Bridal Lounge
- Groom Suite

Additional Items:

- (8) white chairs and (1) 5ft round table for \$25 (350 chairs and 40 tables available)
- 8ft rectangle table for \$15 (20 tables available)
- 4ft rectangle tables for \$8 (4 tables available)
- Small kitchen for \$20 an hour
- Ask for current alcohol page for availability and pricing information
- If purchasing alcohol, an OLCC server is required and is \$125

Set-up and Clean-up

You and your vendors are responsible for your own set-up and clean-up of food items and any decorations. All garbage will need to be placed in garbage bags and cans provided and disposed of in the designated dumpster for your event. Please make sure all your belonging 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 11pm will be charged \$60.00 per hour for clean-up. Minimum charge is one hour.

I have read and understand the Set-up and Clean-up Policy: _____

Vendors:

You are welcome to use any caterer, decorator, DJ, florist, or photographer. If you wish to have alcohol at your event it must be purchase through our onsite winery & tasting room, Wooden Shoe Vineyards. We can provide a list of vendors we have worked with in the past.

Once you have your vendors booked please provide us with names and numbers.

Vendor Information (Does not need to be provided at time of booking)

Event Coordinator: _____

Band/DJ: _____

Caterer: _____

Florist: _____

Photographer: _____

Decorator: _____

Other: _____

All vendors must remove equipment or items by 11PM.

Music:

We do not have a sound system, but we have power in the garden. You are welcome to bring any DJ or Band you want. Due to county sound ordinance music must be turned off at 10:00PM. Limited extension cords are available, and we suggest bringing your own.

Beverages and Alcohol:

There is no minimum alcohol purchase required, but if you want to serve beer, wine, or cider at your event, it must be purchased and served through our onsite vineyard and tasting room, Wooden Shoe Vineyards. No outside alcohol of any kind is allowed on the premises including the garden, parking lots, or private room. If you or your guests are found with any outside alcohol, it will be grounds for shutting down the event. A 3 tap kegerator is included with the purchase of beer or cider.

Alcohol consumption ends at 10:00PM and must be served by an OLCC licensed server with sufficient food and non-alcoholic beverages for the duration of your event. If you have a licensed OLCC server you would like to use, we need a copy of their license two weeks before your scheduled event. If you would prefer to use one of our servers, it will be an additional \$125. Your group is responsible for providing non-alcoholic beverages and food. 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.

Ask our garden liaison about setting up your free wine tasting or getting a complete list of current wines, beers, and ciders, available.

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 Farm Inc. as additional insured for the date of your event. This is a one-day, special event rider for bodily injury and property damage in the amount of \$1,000,000 in personal liability. Renters are liable for damages to the grounds and property rented from Wooden Shoe Garden. A copy of the renter insurance is to be emailed or given to our garden liaison before the day of the event. Liability insurance can be purchased through a third-party provider or certain homeowner insurance allows an added special one-day event. Ask your current insurance provider for details.

The renter also agrees to indemnify and hold harmless Wooden Shoe Tulip Farm, 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.

I have read and understand the Insurance Policy: _____

Decorations:

Feel free to enhance your event with your choice of decorations and linens. You will have access to the Garden starting as early as 10am on the morning of your event to decorate.

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 or bubbles. Garden stakes and shepherd’s hook with a point that is smaller than a quarter are permitted. We ask that you do not drive through the garden due to the sprinkler system and nature of the garden. While real flower petals and oil sunflower seeds can be left in the grass, fake flower petals and other decorations must be picked up and disposed of.

Lights are provided in the large 40x60 tent, 20x20 dance floor tents, and twinkle lights throughout some of the bushes around the main garden area. You can bring in additional lights, but outlets and extension cords are limited.

Any decorations that you put up must be removed and taken with you within your rented hours, 10am-11pm.

Refrigeration:

We have limited refrigeration and freezer space. All refrigeration and freezer space are in the main building and not in the garden. For refrigeration in the garden, we suggest bringing your own ice chests and ice. Early drop-off of cooler items can be discussed.

Play Area:

We have a designated play area within our garden for children to enjoy. For their safety please make sure they are supervised at all times.

Bathrooms:

We have portable toilets and a handwashing station available in the garden. Check out our vendor suggestion page for information about renting nicer toilets for the garden.

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

Signature and date: _____

Wooden Shoe Garden welcomes you and is excited about participating in your special event! If you have any questions or concerns, please email us at events@woodenshoe.com or call us at 503-634-2243.

Item	Price	Amount	Total
Base Price			
8 chairs and 1 table	\$25		
8ft table	\$15		
4ft table	\$8		
Kitchen	\$20/hour		
OLCC Server	\$125		
		Total:	

We look forward to helping you create the event of your dreams,

The Wooden Shoe Tulip Farm Family
 33814 S Meridian Rd.
 Woodburn, OR 97071