

**WOODEN SHOE GARDEN  
RENTAL AGREEMENT**

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

*Renting the Garden 2019*

**Name of Renter:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Group or Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Best way to Contact:** \_\_\_\_\_

**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. \$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.

**Deposit Paid:** \_\_\_\_\_ **Deposit Received Date:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

**Payment & Prices:**

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. Price includes the garden facility for one day, 8am-11pm.

**Base Price:**

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

*Events held on Sunday-Thursday are eligible for a 30% discount, excluding certain holidays*

**Base Price Includes:**

Refrigerator Space available, limited freezer  
Beautiful manicured 4-acre garden  
(3) Clean portable restrooms and (1) hand washing station  
30x60 tent with lights, 20x20 tent with lights (for dance floor)  
Play area and games for kids and adults  
Garbage disposal  
Set up and take down of tables and chairs  
Unlimited parking  
Garden liaison onsite for any questions about venue

(4)- 10x10 white pop-up tents  
(110) chairs for event (more available at additional cost)  
(14)- 5 ft. round, (6)- 8 ft. tables available & 1-4ft table (more available at additional cost)  
(6) wine barrels that can be moved to select locations in the garden  
Power in the garden  
Use of entire farm for photography

**Additional Items over the Base:**

- White chairs: \$2 per chair (350 total available)
- 5ft round or 8ft rectangle tables: \$15 per table (40- 5ft round, 20- 8ft rectangle available)
- 4 ft. rectangle tables: \$8 per table (4 total available)
- Kitchen: Ask about Kitchen Rental
- See Alcohol page for additional information on serving

**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.

**Vendors**

Customize your event with additional 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 purchased through our Tasting Room, Wooden Shoe Vineyards. If you would like a list of vendors, we have worked with in the past, please ask.

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)

Event 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 available throughout the garden. You are welcome to bring in any DJ or Band you want. Due to county sound ordinance Music must be turned off at 10:00PM. Limited extension cords are available.

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

**Beverages/Alcohol**

Beer and Wine can be purchased and served through our onsite vineyard, 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.

Alcohol consumption ends at 9:30PM and must be served by our OLCC licensed server with sufficient food and non-alcoholic beverages. 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 a complete list of current wines, alcohol specials 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 & 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 Garden. A copy of the renter insurance is to be emailed or given to our garden liaison before the day of the event.

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.

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

### **Decorations**

Feel free to enhance your event with your choice of decorations and linens. You will have access to the Garden starting at 8am on the morning of the event to decorate. We have no linens.

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. 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 30 x 60 tent, 20 x 20 dance floor tent, 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.

### **Refrigeration:**

Some onsite refrigeration is available. Freezer space limited. Early drop-off of cooler items can be discussed.

### **Pets**

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

### **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:**

Flushable toilets are available for the limited use. We ask the majority of the guests use the outhouses provided within the garden or behind the gift. Our flushable toilets cannot handle heavy traffic.

Check out our vendor suggestion page for information about renting nicer toilets for in the garden.

*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 Garden welcomes you and is excited about participating in your special event!*

<u>Description</u>	<u>Included</u>	<u>Quantity</u>	<u>Price</u>	<u>Total Needed</u>	<u>Total Price</u>
<b>Base Venue Price</b>					
Cleaning Deposit			\$250		
Reservation Deposit					
60" Round Table (5 ft.)	14		\$15		
48" * 24" Rectangle Tables (4ft*2ft)	1		\$8		
96" * 24" Rectangle tables (8ft*2ft)	6		\$15		
White, padded folding chairs	110		\$2		
<b>Sub Total</b>					
<b>Total</b>					