



Campbell Lane Winery Rental Agreement

Event Information

Purpose of Event: _____ Event date: _____

Set-up start time: _____ Event wrap-up time: _____ Total time: _____ hours

Event start time: _____ Event end time: _____ Event time: _____ hours
(to assist with scheduling staff)

Number of guests: ___ Guests under the age of 21: No ___ Yes ___ If yes, number _____
(to assist with scheduling staff) Note certain areas are off limits to guests under age of 21

Host (Individual and or Company names): _____

Address: _____ City: _____ State: ___ Zip: _____

Contact name: _____ Secondary contact name: _____

Phone: _____ Secondary Phone: _____

Email address: _____ Secondary email: _____

Fee Schedule

Item	Rate	Units	Amount
Base fee – 3 total hours	\$		\$
Additional staff hours – after 3 hours	\$ 50		
Additional staffing – per hour of event	\$ 50		
Additional facility hours – per hour after 3 hours			
Catering coordination	10%		
Beverage credit			
Other –			
Total			\$
Deposit – 50% of estimated fee			\$

The fee above is an estimate only. Actual fees may vary if number of hours, staffing, products consumed, etc., differ from the estimate.

Base fee: Includes ___ hours total time for the event. Additional charges apply beyond base number of hours.

Additional staff: A manager is required on site for all event hours. Staff time is billed in hour increments for any time exceeding base hours included. A ratio of one staff per 10-25 guests is suggested, dependent on type of service desired. Additional staff hours are billed in hour increments for actual time needed.

Additional facility hours : An hourly rate is charged for time that exceeds the base period.

Catering Coordination: If Campbell Lane Winery coordinates catering, a 10% surcharge of caterer’s fee is assessed.

Other: Additional products are billed at regular prices and/or additional services which may be requested will be billed at agreed to rates. Trash, clean-up, billed at \$50 per hour if necessary.



TERMS AND CONDITIONS

The terms and conditions associated with this agreement ensure everyone's safety keep Campbell Lane Winery a well maintained and safe location for future use.

BEVERAGE: Campbell Lane Winery shall provide **all** on site beverages which includes Campbell Lane wine, craft beers soft drinks, coffee and sparkling water, and other products desired. We will attempt to accommodate any special requests such as cider, champagne/sparkling wine, other beers and wines, soft drinks, tea or other non-alcoholic beverages for your event upon request. OLCC Licensing requirements prohibit consumption or sale of hard liquor; **no outside alcohol or beverages are permitted on site.** At all times, the HOST agrees to ensure alcoholic beverages are consumed in a responsible manner.

SPECIAL ORDER ITEMS: Costs associated with special order beer, Champagne/sparkling, cider, soft drinks, etc., will be nonrefundable. OLCC Licensing requirements prohibit opened but unfinished alcoholic beverage products or untapped keg(s) to be taken off the premises. Any unopened products except for kegs, may be taken by the HOST.

DEPOSIT/RENTAL FEES: The HOST shall complete and sign this form and return, including credit card information and authorization to charge the deposit fee to reserve your date and time. The balance of the rental fee is due the day of the event. All additional costs incurred during the event are due at the completion of the event.

CATERING: The Host can coordinate catering with caterers or food carts that have worked with Campbell Lane Winery previously or another choice of their preference. If you would like us to coordinate on your behalf with caterers an additional fee of ten percent (10%) of caterer charge will be assessed. Caterers will be referred to check lists posted in the kitchen production area for assistance with requirements in kitchen and are responsible for management of all trash, recycling, equipment and clean-up as outlined below.

SEATED GUEST CAPACITY: 25 individuals inside, 125 individuals if using inside and outside seating areas.

SITE DECORATION: Campbell Lane Winery encourages the HOST to decorate the venue to support their special event. Please note that nails, screws, staples or penetrating items are not permitted. Glitter, foil paper or non-paper confetti, untied helium balloons, silly string or other similar items are permitted outside or inside in accordance with the clean-up requirements outlined below. Inappropriate and/or insensitive decorations are not permitted.

SMOKING, DRUG USE AND CONDUCT: We ask that the HOST and guests use the premises in a considerate manner which includes no smoking or drug use of any kind on the premises or property. Disparaging remarks or any type of physical violence is not permitted. If a violation is identified, the HOST will be notified, and the violating guest will be asked to leave. If a second violation is identified, the HOST will be notified, the violating guest will be asked to leave, and an announcement will be made that any further violation will result in the immediate termination of the event.

LIVE MUSIC/DJs/NOISE: We encourage music, dancing and a great time! Campbell Lane Winery is subject to Clackamas County noise regulations as well as desire to be a "good neighbor". If the HOST's event creates a disturbance due to high noise volume, our onsite manager has full authority to ask the HOST to turn the entertainment down and/or off. **Music may be played until 9:00 p.m. We encourage acoustic music with low amplifiers. Band/DJ set up will be in approved areas with controlled volume.**



CANCELLATION: Any cancellation by the HOST will result in forfeiture of minimum of \$200. If cancellation is less than thirty (30) days prior to the event, 25% of fee will be forfeited. If cancellation is less than ten (10) days prior to an event, there will be no refund of the deposit fees. These cancellation fees are necessary as cancellation may cause the loss of other bookings or business in and scheduling costs; we appreciate your understanding.

CLEANING, TRASH AND EQUIPMENT REMOVAL: The Campbell Lane Tasting Room and grounds will be in clean condition prior to your event. The HOST will assure that the space and grounds are returned to the same condition within two (2) hours following the event. All trash, including sorted recyclables and properly sorted compostable materials, shall be collected, properly bagged and removed by the HOST and or the caterer. All rental equipment must be removed immediately following your event.

LOST AND FOUND: Campbell Lane Winery does not take responsibility for personal effects and possessions left on premises during or after an event. We do maintain a lost and found and will hold recovered items up to 30 days.

PAYMENT: Campbell Lane Winery requires a credit card to be on file during the entirety of your event. A team member will contact you and secure credit card information to complete the agreement.

Signature: _____ Date : _____

In addition to agreeing to the terms of this agreement, my signature authorizes Campbell Lane Winery to charge my credit card as a date-hold deposit per the estimated fee schedule and additional charges per the terms outlined above. This payment authorization is limited to the event described above.

Note: Campbell Lane Winery enters cardholder credit card information into a secure online system where the card number, except for the last four digits, expiration date and CVV2 number are redacted.