



Wedding/Event Contract

PLEASE PRINT

Event: _____

Name of Renter: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Event Date: _____ Event Time: _____ AM/PM to _____ AM/PM

Rehearsal Date: _____ Time: _____ AM/PM to _____ AM/PM

To reserve a specific date and time this contract MUST be signed, dated and accompanied with a Security Deposit of \$250 and ½ of the total rental fee. The balance for all rental contracts is due 60 days prior to your event date. For rentals arranged less than 30 days in advance of the event, payment in full is due with the completed and signed contract.

***Weddings on the Hill* is a subsidiary of The UNITY Center. Make checks payable to The UNITY Center. We also can take Visa and MasterCard. Confirmations will be mailed, along with a copy of the signed rental contract, to the renter within seven (7) business days.**

The following information is required to be completed and delivered to The UNITY Center **no less than two (2) weeks prior to the event date.**

1. Exact rental beginning and ending time. Starts at _____ Ends at _____
2. Clarification of any additional hours needed. Additional hours: _____
3. Clarification of intent to use Linen Package. Yes _____ No _____
4. Clarification of intent to use Satin Chair Covers. Yes _____ No _____
5. Completed Contact/Vendor Sheet. _____
6. Payment of all fees/extras. Amt. Owing: _____ Amt. Received \$ _____ Date: _____
Bal. due \$: _____ Due by: _____ Received Date: _____

TERMS AND CONDITIONS:

1. Use of Premises and Grounds

- A. Facility and grounds are only to be used for the stated purpose(s). The facility, including the grounds, is for your use only during the time of your event.
- B. We recommend that you designate a specific person as your Event Contact (NOT someone in the Bridal Party) to communicate directly with our Facilities Manager before and during your event. Your contact person will need to check in and sign off with our Facility Manager on the day of the event. This is crucial in order to have the Security/Damage deposit returned.
- C. **SMOKING IS PROHIBITED IN THE FACILITY and on the premises.**
- D. No rice, confetti or glitter is allowed inside or outside the facility. Only compostable rose petals or bubbles are permitted outside.
- E. All decorations inside the facility or on the grounds must be approved prior to the event. Decorations inside or outside must be taken down and removed from the premises on the day of the event.
- F. No pets are allowed in the facility or on the grounds except for service animals.
- G. Candles must be in holders that prevent wax from dripping onto surfaces. Dripleless candles are preferred.
- H. **DJs/Bands/Musicians must sign The UNITY Center Music Contract prior to the event.** Please respect our neighbors. Loud music jeopardizes our relationship with our community. Music cannot be audible beyond The UNITY Center grounds. Outside music must cease at 9:00 pm. Last dance must be announced no later than 8:55 pm. Light background music is permitted outside until 9:30 pm.
- I. **Children must always be supervised.**
- J. Dance floors on the grass are not allowed.
- K. If barbequing, a mat or some sort of protection is required on the concrete. The east side of the facility, on the concrete path is the permitted area for barbequing. There is a power outlet close by.
- L. If tents are used, no stakes are allowed. Please use buckets with rocks to hold the tent poles in place. If heaters are used, they must be placed on concrete or on plywood to protect the grass.
- M. The upstairs and basement areas are for the use of the Bridal Party **only**. The basement may be used by the caterer, as needed. Please keep your guests on the main floor area.
- N. Our on-site Facilities Manager monitors event activities and has the authority to enforce contract rules. The Facilities Manager can terminate a rental event at any time if the renter does not honor contract provisions or local laws.

2. Set-up and Breakdown

- A. If any of The Unity Center's glass dinner plates or flatware is used they are to be scraped and left on the kitchen counter, stacked neatly. Coffee pots and punch bowl are to be rinsed out and left on the kitchen counter, as well.
- B. If you have used rental equipment other than The UNITY Center's it is to be stacked in the basement, not on the patio or grass, and removed from the premises after 10:00am on Monday morning.
- C. **DO NOT USE** nails, tacks or staples in the walls or woodwork. If tape is used, it must be painter's tape. All decorations and tape must be removed at the end of the event. The Facilities Manager and your Event Contact will do a final inspection at the end of the event and this will determine if the Security/Damage deposit will be returned.
- D. All trash and recyclables must be removed from the facility and placed in the appropriate receptacles outside.

E. Event trash on the grounds, sidewalks and street must also be removed and placed in the appropriate receptacles.

F. Notify the Facilities Manager immediately of any damages that occur during the event.

3. Security Deposit; Property Damage

After review of the facility and property by the Facilities Manager and your Event Contact, the \$250 Security/Damage Deposit will be refunded within fourteen (14) days after your event, if the rental checkout list has been satisfied, there are no damages to the building and/or grounds, and the Renter has used the facility for the time stated in the contract. Damages, additional cleaning and/or additional time costs will be withheld from the Security/Damage Deposit. If damage to The UNITY Center exceeds the amount of the Security/Damage Deposit, Renter agrees to pay for or replace any object that is destroyed, damaged, or stolen during your event. Such payment or replacement must be made immediately upon receipt of notification from The UNITY Center.

4. Indemnification and Hold Harmless Agreement

The Renter agrees to indemnify and hold The UNITY Center and Weddings on the Hill, its officers and agents harmless from and against any and all liability, claims, actions, demands or losses of any kind and nature that may occur or be claimed with respect to any person or persons, corporation, property of chattels, on or about The UNITY Center, or to the property itself resulting from any act done, or omissions by or through the Renter, its agents, contractors, employees, invitees, or any person on the premises of The UNITY Center by reason of the Renter's use or occupancy thereof. These may include, but are not limited to accident, injury or damage to property arising from any act of the Renter or Renter's guest, whether intentional or negligent, which occur during use. Renter agrees to pay all costs and attorney fees incurred by The UNITY Center owners and representatives in defending any such claim or action brought against the owners and representatives.

5. Personal and Abandoned Property

The UNITY Center and Weddings on the Hill and its representatives assume no responsibility for any property placed in the facility or on the premises or any property that is left on the premises after the event is over.

6. Cancellation Policy

A. All cancellations must be in writing.

B. Cancellations made within three (3) days of signing this Rental Agreement: All money paid will be refunded less a \$100 administration charge.

C. Cancellations made more than 60 days prior to the event: 50% of the TOTAL rental fee is forfeited by the Renter. 100% of the Security/Damage Deposit and 50% of the TOTAL rental fees will be refunded to the Renter.

D. Cancellations made less than 60 days prior to the event: The entire TOTAL rental fee is nonrefundable. The Security/Damage Deposit only will be refunded to the Renter.

E. The UNITY Center may cancel rentals due to inclement weather, emergency conditions, or events beyond the control of The UNITY Center. In case of cancellation initiated by The UNITY Center, all rental and deposit monies will be refunded.

7. Insurance

Renter MUST provide a Certificate of Liability Insurance **30 days prior to the event**. This insurance certificate must explicitly state the following conditions:

- A. \$1,000,000 Bodily Injury and Property Damage Liability Limits;
- B. \$1,000,000 Host Liquor Liability must be specifically included in the above coverage;
- C. The UNITY Center, its owners, officers, agents and employees must be named as additional insured for any claim or claims resulting from or growing out of the Renter or Renter's event.

Failure to provide evidence of this insurance to The UNITY Center 30 days prior to your event can cause immediate cancellation of your event. Cancellations resulting from failure to provide The UNITY Center with proper and timely certificate of liability insurance will be treated as a renter caused cancellation occurring less than 60 days prior to the event (see Cancellation Policy above).

8. Alcohol Policy

- A. Renter agrees and warrants that there shall be NO CONSUMPTION OF ALCOHOL BY PERSONS UNDER THE AGE OF 21. Renter agrees to refuse to allow alcohol to be served to, or consumed by any person who is visibly intoxicated or under 21 years of age. Renter or Renter's Contact shall monitor all service, if any, of alcohol and specifically acknowledges that Renter is solely liable for the consumption of any alcohol by any person on the premises and that such liability shall extend to any aspect regarding the consumption of alcohol. The UNITY Center's Facilities Manager may ask guests for identification to verify age and reserves the right to ask the entire party to leave if (1) a minor is consuming alcohol; (2) an adult is providing alcohol to a minor; (3) a guest or guests appear(s) intoxicated and refuses to leave the premises.
- B. If alcohol is served at an event we must receive proof in advance that you or persons contracted by you have a valid Service Permit from the Oregon Liquor Control Commission (OLCC). **Only the OLCC licensed server(s) may pour the alcohol.**
- C. **No alcohol may be SOLD on the premises.**
- D. **ONLY champagne, wine and bottled beer may be consumed on the premises.**
- E. **No alcohol is allowed in the sanctuary, upstairs or in the basement.**
- F. **No alcohol is allowed to be consumed on the street, sidewalk or parking lot area.**
- G. Renter shall indemnify and hold The UNITY Center harmless from all liability for improper use of alcohol during the Renter's event.

Agreement by Signature

By signing below the Renter agrees to all the terms and conditions stated herein.

Signature of Renter

Date

Signature of Renter

Date

Signature of The UNITY Center representative

Date