

# 2018

## Wedding Packages



*17104 SE 130<sup>th</sup> Ave*

*Clackamas Oregon 97045*

*503-655-9249*

*Eventplanner@sah-hah-lee.com*

*Located in Clackamas Oregon only 2 miles off I-205, along the banks of the Clackamas River. We are a half an hour travel time from the airport and downtown locations with plenty of lodging nearby. We are family owned and operated and have been in business for 25 years. We would love the opportunity to show you our beautiful pavilion and give tours by appointment only. We offer three different packages to meet different budgets, however we can customize it to make it special for you.*

*Sah-Hah-Lee Golf Course 17104 SE 130<sup>th</sup> Ave, Clackamas Oregon 97015*

## *"The Classic Wedding"*      *May- Oct 7<sup>th</sup>, 2018*

*\$3200 Saturdays    \$2700 Friday and Sunday    \$2000 Mon-Thurs.*

*Up to 150 guests*

- *8 Hours of Rental Time*
- *1 hour rehearsal time the day before wedding based on availability*
- *96 seated under pavilion and 54 on the deck (not covered)*
- *Onsite parking and overflow event parking*
- *4 Options for catering*

*1) Sah-Hah-Lee catering, which includes staff for food service. Please see menu and pricing.*

*2) Chef Du Jour Catering- [www.chefdujourcatering.com](http://www.chefdujourcatering.com), work directly with caterer on menu, contract and payment*

*3) Divine Catering- [www.divine-catering.com](http://www.divine-catering.com), work directly with caterer on menu, contract and payment.*

*4) Outside Catering -Provide your own licensed caterer- \$5 per person charge. Caterer will set up and provide staff for food service. Sah-Hah-Lee will provide staff to bus tables and help with clean up so caterer can leave after serving the food. Sah-Hah-Lee staff will help with cutting the cake and final clean up.*

- *Wheelchair accessible*
- *Tables (seat 6 per table) 45" Rounds and 6ft Banquets*
- *White Linens for all tables- placed and ready to decorate*
- *3 Hours to Decorate and Wedding Photography 2pm-5pm*
- *5 hour Ceremony/Reception – 5pm-10pm*
- *Gift Table, Sign In Table, D.J table with chair, Cake table, Ceremony table*
- *Mr. and Mrs. sashes for back of chairs at head table*
- *Lemon Infused Water Station*
- *Staging area for caterer's food service and 12ft Granite counter for buffet style catering*
- *Bar set up and one bartender for 5 hours, serving beer, wine and champagne only.*
- *No separate event insurance policy needed.*
- *Sound system, wireless microphone with stand, and iPod hookup.*
- *On site event manager to attend to the venue during your wedding.*
- *Staff to help breakdown so you can exit without delay.*
- *Set up and tear down of tables, chairs, linens and organization of your items to take home.*
- *Ceremony Area can be located outside on the deck or inside under cover –guests are seated at tables*
- *Event manager will greet your vendors as they arrive with flowers, cake, music and rentals.*
- *Rustic Wood Stumps for setting floral arrangements on at ceremony (optional)*
- *Golf Cart- Sah-Hah-Lee staff will transport the Bride and Groom to photo locations on golf course*
- *20 Wood Lanterns with candles for table centerpieces (optional)*
- *Unlimited Putt Putt golf for your guests entertainment 6pm-10pm*
- *Staff to help bus tables during the event, cake cutting and serving.*
- *Use of Sah-Hah-Lee Wedding Knife and Serving Utensils for cake cutting.*
- *Bride and Groom Champagne Toast with 2 glasses. Champagne included.*
- *White Twinkle Lighting on fence railing surrounding the pavilion and tiki torches.*
- *18 Holes of Golf for 4 people the week before the wedding*

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***"The Ultimate Wedding Package"***      **\$4200**    *Saturdays and Sundays*

*Up to 150 guests    July -Oct 7<sup>th</sup>*

*Please add these additional items to the "Classic Wedding" package*

- *Green Grass Ceremony on the Golf Course*
- *Up to 150 white folding ceremony chairs includes set up and tear down*
- *Lemon Water Station for your guests at ceremony site*
- *Handicap Parking at ceremony site*
- *Gift Table with linen at ceremony site and reception*
- *10x20 White Bridal Tent with table, chairs and water service*
- *1 Hour Rehearsal at Ceremony site the day before*
- *15x15 Dance floor in Pavilion for reception*
- *Battery Powered Portable Microphone with stand and Speaker System for ceremony*
- *Professional staff to oversee ceremony area*



**"Winter and Holiday Season" – 7hrs. Jan - April / Oct 8th -Dec 30<sup>th</sup>**

*Any Day of the Week \$1,500*

*75 guests ideally up to maximum of 96*

*All days except Dec 23, 24, and 25<sup>th</sup>.*

*New Year's Eve wedding \$2,000*

- *Pavilion is fully enclosed and heated*
- *96 maximum for seating*
- *1 Hour Rehearsal*
- *Onsite parking*
- *Wheelchair accessible*
- *Tables (seat 6 per table) 45" Rounds and 6ft Banquets*
- *White Linens for all tables- placed and ready to decorate*
- *Venue is yours for the day for decorating and Wedding Photography*
- *5 hour Ceremony/Reception – You can choose the time of day*
- *Gift Table, Sign In Table, D.J table with chair, Cake table, Ceremony table*
- *Mr. and Mrs. sashes for back of chairs at head table*
- *12ft granite counter for buffet style food service and catering food service staging area.*
- *Bar set up and one bartender for 5 hours, serving beer and wine only. Alcohol must be purchased from Sah-Hah-Lee, please see menu. Bar is Optional and not required.*
- *No separate insurance policy needed*
- *Lemon infused water*
- *Sound system, wireless microphone with stand, and iPod hookup.*
- *On site event manager to oversee venue*
- *Staff to help breakdown so you can exit without delay*
- *Set up and tear down of tables, chairs, linens and help with organization of your items to take home.*
- *Ceremony inside the Pavilion –guests seated at tables*
- *His and Her Bathrooms*
- *Staff to greet your vendors as they arrive with flowers, cake, music and rentals.*
- *White Twinkle lights on fence and deck railing*
- *Rustic Wood Stumps for setting floral arrangements on at ceremony (optional)*
- *Catering- you have 3 options*
  - 1) *Sah-Hah-Lee catering, which includes staff for food service. Please see menu.*
  - 2) *Preferred Caterers- Chef Du Jour or Devine Catering- you will work with caterer directly for food selection, payment and contract.*
  - 3) *Bring in your own food- \$3 pp charge to staff your event to help with food service, restocking, bus tables and clean up.*

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### **Payments and Deposits for Weddings**

Deposit - \$500 (nonrefundable) deposit to ensure your selected date.

Balance of Venue rental is due 3 months out.

Final Payment is due 30 days prior to your event. 100% payment of food, alcohol, and headcount for catering is due at this time. All details will be discussed and finalized at this time.

Security Deposit \$200 due at final payment 30 days before event.

Refund of Security Deposit will come after the Pavilion has been checked for damages. You will receive check in the mail within 2 weeks after your event minus any added charges.

### **Guarantees**

Final guaranteed number of guests must be specified 30 days prior to your event and is not subject to reduction. If you need to add more guests then please let the event planner know as soon as possible. You must get approval by event planner to add more guests. Payment will need to be made for adjustment.

The amount charged will be the guaranteed number or the actual number whichever is greater.

Event details will need to be confirmed and agreed upon 30 days prior to your event with final payment.

A service charge of 20% will be added for all food and beverage provided by Sah-Hah-Lee.

If your event requires the use of one of our preferred caterers, you will work with them directly and pay them for all food costs, staff and gratuity.

We are a public facility and there may be additional events being held at the golf course at the same time as your event.

### **Refunds**

Deposit is non-refundable. If you need to cancel your date then you will lose your deposit. You can transfer to a different date if approved by the event planner.

Balance of Venue rental is due 3 months prior to wedding date. If you need to cancel wedding once you have made this payment, you will only get a 50% refund on the venue rental price you paid.

Final Payment is due 30 days from wedding date. If you need to cancel the wedding at this time, then you will only receive a refund on food and alcohol. You will lose full payment made for venue rental. If using a preferred caterer, their contract rules will apply for catering refund.

10 days before wedding- Food and alcohol orders have been placed. There will be NO refunds.

### **Bar Services**

Hosted or Non-Hosted

We serve Beer, Wine and Champagne. We do not serve hard alcohol.

You do **not** need additional alcohol insurance for our venue. (\$300 Value)

If you choose to do a No host bar your total tab must reach a minimum of \$300 or you will be charged the difference.

Includes one bartender for your event.

100-150 guests require an additional server at \$75 /event.

Up to 3 choices of draft beer-Must purchase kegs from Sah-Hah-Lee, see price list.

Assortment of alternative beverages available—please discuss preferences

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**20% Service charge** is added on for all hosted beverage services

No outside alcohol is permitted to be consumed on our premises and anytime.

Plastic Beer and Wine cups are provided with basic bar set up

If you prefer glassware for Beer, Wine and Champagne glasses then we can arrange rental service to provide them.

Cocktail Napkins, Condiments for drinks if needed.

At Sah-Hah-Lee we believe in drinking responsibly and reserve the right to refuse service to anyone.

Please discuss choice of beer and wine with event planner and for price quote.

### **Decorations-**

We do not allow anything that would damage any surface. Please discuss your ideas with planner before purchasing any items.

Table center pieces- we recommend low and sturdy vases in case of wind. Several small votive candles on each table are nice with 3 small heavy flower vases.

Sah-Hah-Lee provides wooden lanterns as centerpieces (optional) that you may use and add decorations.

No Confetti or anything that is not biodegradable that would require picking up. Please no flower petals, candies with wrappers, and plastic confetti.

Please discuss your ideas with coordinator before purchasing.

There could be a charge if unauthorized items are used and will be deducted from security deposit.

### **Parking**

Depending on the time of your event extra parking might be needed. We have access to additional parking next door and would require guests to walk over to the Pavilion.

You will be expected to provide a person to direct traffic to parking lot and Sah-Hah-Lee will provide signage.

Cars in the neighbor's lot cannot be left overnight. Cars may be left in Sah-Hah-Lee's parking lot overnight but will be locked inside the gate and will not be available to be picked up until the next morning when we open.

You must notify the planner that you plan to leave a car overnight before you leave.

### **Music and Entertainment-**

Set up during designated time slot, no exceptions.

You must contact the event coordinator prior to the event to discuss placement and any special needs.

All music must be turned off by 10pm due to county noise ordinance. All events end at 10pm unless you have purchased additional time.

Vendors must remove all equipment from the premises at the end of event.

### **Vendor List-**

Our vendor list gives you businesses we have worked with that are familiar with our venue and provide a wonderful product. You are not required to use any of them but consider it a great place to start.

## **Recommended Vendor List**

### **In House Catering**

Sah-Hah-Lee Catering- Tracy 503-655-9249 Catering Smoked Meats/BBQ [eventplanner@sah-hah-lee.com](mailto:eventplanner@sah-hah-lee.com)

### **Preferred Caterer**

Chef Du Jour Catering- Eric Youel 503-222-4553 [www.chefdujourcatering.com](http://www.chefdujourcatering.com)

Devine Catering- Miranda Kerr- 503-344-7783 [www.devine-catering.com](http://www.devine-catering.com)

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### **Cake:**

Fat Cupcake- 1927 Molalla Ave Suite C Oregon City OR 97045 503-518-0110 [fatcupcake.com](http://fatcupcake.com)

Fat Cupcake--6011 SE 72nd Avenue, Portland, OR 97206 503-775-0731 [fatcupcake.com](http://fatcupcake.com)

Helen Bendard Bakery 1717 NE Broadway Portland, OR 97232 503-287-1251 [helenbenardbakery.com](http://helenbenardbakery.com)

Charlie Chalk – Custom Cake Toppers [www.charliechalk.com](http://www.charliechalk.com)

### **Photographers:**

Kalahan Kayla 530-262-5902 [www.kalahankaylaphotography.com](http://www.kalahankaylaphotography.com)

Andrea Zajonc 813-325-9830 [www.adreazajonc.com](http://www.adreazajonc.com)

Heather Fitch Photography- 503-799-3149 [Heatherfitchphotography@gmail.com](mailto:Heatherfitchphotography@gmail.com)

Northwest Wedding Photography- 541-993-0875 [northwestweddingphotography.com](http://northwestweddingphotography.com)

Photography by A.Jay-503-740-1802 [photographybyajay.com](http://photographybyajay.com)

### **DJ's**

John Ross Music- John Ross 503-515-3559 [johnrossmusic@gmail.com](mailto:johnrossmusic@gmail.com) live music, D.J music, M.C and lights.

Bust a Move – Frank Bratcher 503-201-3710 [www.bustamovedjservice.com](http://www.bustamovedjservice.com) D.J and Videography

Event Team D.J.-503-380-9479 [info@eventteament.com](mailto:info@eventteament.com) [www.eventteament.com](http://www.eventteament.com)

The Aussie D.J.-Gavin Bruhn 503-302-4819 [theaussiedj.com](http://theaussiedj.com)

### **Musicians:**

Whispering Roses- 503-915-8013 [www.whisperingroses.net](http://www.whisperingroses.net)

Notes of Celebration- Linda Smith 503 -645-2763 [lindasmith@notesofcelebration.com](mailto:lindasmith@notesofcelebration.com)

Jason Matthew Thomas – Professional Guitarist 503-703-5951 [jtisjammin@yahoo.com](mailto:jtisjammin@yahoo.com)

Seymour Baker Band- Mark Seymour and Rex Baker- Guitar and Vocal Brenda 503-701-2884

### **Rentals-**

Barclay Rentals- Linda Barclay 503-656-9857 [www.barclayeventspdx.com](http://www.barclayeventspdx.com)

Cordial Events Audra Jones 503-658-1627 [cordialevents.net](http://cordialevents.net) [cordailevents@msn.com](mailto:cordailevents@msn.com)

### **Florists-**

Floralshop by Meuy Tzeo- Meuy 503-409-0098 [floralshopbymt@gmail.com](mailto:floralshopbymt@gmail.com)

Forte" Floral- Jennifer Agard [www.fortefloral.com](http://www.fortefloral.com) 503-659-4000

### **Officiant, Clergy -**

Radiant Touch, Oregon City - Beverly Mason 971-570-5121 [www.theradianttouch.com](http://www.theradianttouch.com)

Divamatters Ministry- Rev. Dee Richardson 503-998-7481 [divamattersministry.com](http://divamattersministry.com)

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*Pavilion in the Summer Months – June- Early October*

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*4 Options for Catering your Wedding. 12 Ft. Granite Counter Top.*

*Sah-Hah-Lee In House Catering –See Menu. Prices include staff.*

*Chef Du Jour Catering- work directly with caterer*

*Devine Catering –directly work with caterer*

*Provide your own licensed caterer for \$5 person. Caterer will set up and serve food and Sah-Hah-Lee staff will bus tables and help with clean up.*

*Bring your own food – Winter Package Only (Jan-April / Oct 8<sup>th</sup>-Dec 30<sup>th</sup>) \$3 fee per person and Sah-Hah-Lee will have staff to help with food service, bussing tables and cleanup.*

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*Ultimate Wedding Package*

*Includes up to 150 white ceremony chairs*

*10x20 Tent for Bridal Party*

*Water station for your guests*

*Portable Battery Powered Microphone for music and vows*

*Tables for Gifts, Water, Ceremony and Bridal party in tent*

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*Includes unlimited putt putt golf for entertainment for your guests, located next to pavilion.*

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*Winter Months- Pavilion is enclosed and heated and seats up to 96 guests.*

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*Venue is flexible with different types of seating arrangements/ Ceremony inside Pavilion*

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*Classic Wedding Package- Deck of Pavilion Ceremony. Family seated up close and guests are seated at tables. Wireless microphone with speakers are provided for vows, toasts and music.*

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*Beautiful Areas for Wedding Photography*

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*Bar set up with one bartender, serving beer, wine and champagne.*





*Professional staff to make sure your day is perfect.*

*We are available for tours year round. Please contact me directly to schedule.*

*Tracy Lisac [eventplanner@sah-hah-lee.com](mailto:eventplanner@sah-hah-lee.com) 503-655-9249*



*Please visit our page to see more pictures at Sah-Hah-Lee Wedding and Event Pavilion. Click on Photos, then click on Albums.*

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