

MEADOW LAKES EVENT CONTRACT

Organization/contact _____
Phone, Fax, Email _____
Address _____
Event Date(s) _____ **Event Hours (include set-up and clean-up) from** _____ **To** _____
Expected Attendance _____ **Event** _____

- Fees-** Events during business hours will be charged \$50.00 an hour. If full meals are ordered, the room charge will be waived for the first two hours. Additional hours will be charged accordingly. Otherwise, room charges apply per hour. Events after business hours will be \$100.00 an hour. If full meals are ordered, room charge will be waived for the first two hours. Additional hours will be charged accordingly. Otherwise, room charges apply per hour.
- A \$50.00 set-up fee will be charged per room.
- Weddings require \$550.00 to get married at Meadow Lakes.
- Linen** – Linen is available upon request.
- Gratuity-** Gratuity will be added to any food or alcohol service.
- Cleaning Requirements-** It is the customer's responsibility for the basic straightening up of the facility. This includes inside and outside the facility. Any litter must be picked up and deposited into the outside dumpster. All signage and decorations must be removed.
- Property Damage** –
I agree to defend, indemnify and hold Meadow Lakes and its guests harmless from any and all liability for injury to persons or property occurring as a result of this activity and agree to pay for any and all damage to the facility, buildings, equipment or furniture owned or controlled by Meadow Lakes.
- Meadow Lakes Alcohol Policy** – Meadow Lakes is responsible for upholding the laws of the Oregon Liquor Control Commission and does not permit the service of alcohol to persons under the age of 21 years or to persons deemed visibly intoxicated. Additionally, Meadow Lakes must check guests for valid identification, remove alcoholic beverages from minors or visibly intoxicated persons, and discontinue drink service to visibly intoxicated persons. Guests may not order multiple alcoholic beverages without clearly indentifying who they are for. If a guest attempts to serve a minor or a person who has been cut off, alcohol service may be halted to the entire party regardless of the time remaining for the event. It is the sole discretion of the bartender, server or manager on duty to make such calls, and once made, cannot be reversed. All alcohol must be purchased through our bar unless other arrangements have been made. Any outside alcoholic beverages will be confiscated and may result in the closing of the bar and/or early

termination of the event. We ask that you and your guests please drink responsibly, respect the property and abide by all rules and regulations stated above.

- ❑ **Beverages** – No outside beverages will be allowed including alcohol, coffee, soda, punch, etc. All beverages may be purchased through Meadow Lakes.
- ❑ **Food** – Menu and price will be determined. Guest count will be finalized 5 business days prior to the event. The customer is responsible to pay for the guest count given.
- ❑ **Arrival and Set-Up** – Meadow Lakes will do everything possible to accommodate the set-up for your event. However, certain restrictions may apply based on availability of the room prior to your event. Please contact management to coordinate scheduling for your set-up. Decorations and signs must not leave marks or damage. Any damage will be charged accordingly to the undersigned. All decorations and signage you provide must be taken with you upon leaving. Management must approve any rental equipment or large items brought in such as dance floors, tables, chairs, DJs, bands, entertainment, etc.
- ❑ **City Noise Ordinance** – There will be no loud music or loud noises after 7:00pm weekdays and 10:00pm weekends.
- ❑ **Smoking** – No smoking inside the building or within 10 ft. of any doorway within accordance the Oregon State law. We provide outside ashtrays and ask guests not to throw their cigarettes on the ground.
- ❑ **Children** – It is the parents' responsibility to accompany and watch their children at all times. Outside, there are hazards including golf and the river nearby. Also, the children and adults are to stay away from the tees, fairways, and greens on the golf course. If there are questions where children and adults are allowed, please ask our staff.

RESPONSIBLE PARTY-

DATE- _____ **EVENT DATE-** _____

MAILING ADDRESS-

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