

# 2020

## Wedding Packages



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

Clackamas Oregon 97045

503-655-9249

[Eventplanner@sah-hah-lee.com](mailto:Eventplanner@sah-hah-lee.com) / Facebook: [Sah-Hah-Lee Wedding and Event Pavilion](#)

*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 30 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. Check out our Facebook page for photos.*

Sah-Hah-Lee Golf Course 17104 SE 130<sup>th</sup> Ave, Clackamas Oregon 97015  
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## "The Classic Wedding"      May 1st - Oct 17<sup>th</sup>, 2020

*\$3500.00 Saturdays   \$3000 Friday and Sunday   \$2500 Monday-Thurs.*

*Up to 150 guests*

- *8 Hours of Rental Time   Decorate and Pictures 2-5pm / Ceremony and Reception 5-10pm*
- *1 hour rehearsal time the day before wedding – time is based on availability- typically at 3pm -4pm*
- *96 seated under pavilion and 54 on the deck (not covered)*
- *Plenty of parking in golf course parking lot.*
- *2 Options for catering*

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

*2) Hire your own licensed caterer- \$4.00 fee per person fee. Caterer must staff the food service portion of the wedding, bus tables and cleanup. We strongly suggest using a caterer from our preferred list. Once food service is over they may leave.*

*Sah-Hah-Lee will provide staff for remainder of the night to continue to bus tables, help cut the cake and final breakdown of venue.*

*Includes:*

- *Wheelchair accessible*
- *Tables (seat 6-7 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, sweetheart table*
- *Lemon Infused Water Station*
- *Staging area for caterer's food service and 12ft Granite counter for buffet style catering only.*
- *Bar set up and one bartender for 5 hours, serving beer, hard ciders, wine and champagne only.*
- *Sound system, wireless microphone with stand, and iPod hookup for your own playlist*
- *15x15 Black slate dance floor*
- *On site event manager to oversee 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 help with organization of your items to take home.*
- *Ceremony Area can be located outside on the deck or inside under cover. Guests are typically seated at tables during ceremony and family is front and center in chairs. Options depend on weather and guest count.*
- *Sah-Hah-Lee staff will greet your vendors as they arrive (flowers, cake, music and rentals).*
- *Cake cutting service*
- *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 fairy light for table centerpieces (optional) 10 medium, 10 large. Allowed to decorate.*
- *Wood Rounds are available for centerpieces to use with lanterns or alone. (optional)*
- *Unlimited Putt Putt golf for your guests entertainment 6pm-10pm*
- *White Twinkle Lighting on fence railing surrounding the pavilion and tiki torches for late evening.*
- *White Café Bistro Lighting and twinkle lights on beams in the ceiling of pavilion.*
- *18 Holes of Golf for 4 people the week before the wedding*

*\*\*\*Day of event insurance will need to be purchased. Eventhelper.com Typically \$60-\$100.*

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## *Golf Course Ceremony Add On*      \$1000.00

*Up to 150 guests    May 1st –Oct 17th*

- *Green Grass Ceremony on the Golf Course with Wood Arch you can decorate*
- *Up to 150 white folding ceremony chairs includes set up and tear down*
- *Lemon Water Station with white linen for your guests at ceremony site*
- *Handicap Parking at ceremony site*
- *Gift Table with linen at ceremony*
- *10x20 White Bridal Tent with table, chairs and water service*
- *1 Hour Rehearsal at Ceremony site the day before*
- *Battery Powered Portable Microphone with stand and Speaker System for ceremony*



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*“Winter and Holiday Season”* – 7hrs. Jan –April / Oct 18<sup>th</sup> -Dec 30<sup>th</sup>

*Any Day \$1800.00 -75 guests ideally with Ceremony/ Max 100*

*No Weddings Dec 23, 24, and 25<sup>th</sup>*

*New Year’s Eve / Halloween \$2,500*

- *2 Hours for Decorations, Photography and Vendor arrival and deliveries*
- *5 Hours Ceremony and Reception – event must end at 10pm*
- *1 Hour rehearsal the day before the wedding*
- *Pavilion is fully enclosed and heated*
- *75 guests ideal, up to a maximum of 100 guests*
- *Onsite parking*
- *Wheelchair accessible*
- *Tables and Chairs – rounds and banquets*
- *White Linens for all tables- placed and ready to decorate*
- *Gift Table, Sign In Table, D.J table with chair, Cake table, Ceremony table, and Sweetheart 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, hard cider, wine and champagne only. Alcohol must be purchased from SHL. (See price list )*
- *Bar can be Hosted or Non Hosted- can take credit cards, debit and cash*
- *15x15 black slate dance floor*
- *Lemon infused water station*
- *Sound system, wireless microphone with stand, and iPod hookup for your own playlist (optional), Wifi*
- *On site event manager to oversee the venue*
- *Staff to help you 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*
- *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 and White Café Bistro lights inside pavilion*
- *Catering- you have 3 options*
  - 1) *Sah-Hah-Lee catering, which includes staff.*
  - 2) *Hire your own caterer \$4.00/ person- We recommend that you choose a caterer on our preferred list. Caterer must provide staff during food service time. No food drop offs. Sah-Hah-Lee staff will work the remainder of event.*
  - 3) *Bring your own Food or Catering/ To Go that you pick up or have delivered. Fee of \$4.00/person. Sah-Hah-Lee staff will handle food service, restocking, busing tables and clean up. All food must be fully prepared before bringing to the venue. No food prep allowed on site. Must sign a food liability waiver. You must bring all serving and eating utensils. We rent food service items so please ask before purchasing.*

*\*\* Day of event insurance will need to be purchased.*

### Not Included in Packages

- 1) **Day of Event Insurance**- Can be purchased from these sources
  - Your personal home owner's insurance policy- Call you agent to get pricing
  - "The Event Helper" [www.theeventhelper.com](http://www.theeventhelper.com) price is based on # of guests – Under \$150 typically.  
You will need to list the venue by name and the owners as additional insured and 1 Million Dollars for each occurrence. Ask for prefilled form sent by email.
- 2) **Day of Coordinator**- Our event planner is here to make sure the **venue** is in working order and running smoothly. We highly encourage you hire a professional day of coordinator so your wedding is perfect. Please see our list of preferred vendors that would love to help you with all your days needs so you can enjoy your day without stress.
- 3) **Rehearsal Coordination**- We recommend that you hire a professional officiant that will run your rehearsal practice and ceremony the day of the event. Our venue manager will be in attendance, however will not be expected to guide your rehearsal. You have one hour for your rehearsal so you will need to be organized and on time. If a family member is your officiant, we strongly suggest you hire a day of planner that will also be available to help with your rehearsal.

### Payments and Deposits for Weddings

Deposit - \$1,000 (nonrefundable) deposit to ensure your selected date.

Balance of Wedding Package is due 3 months prior to wedding date.

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 (refundable) \$500 due at final payment 30 days before event in cash or check.

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.

### Catering

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.

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

Event details will need to be 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 you choose to use our preferred caterer, you will work with them directly and pay them for all food costs, staff and gratuity. You will sign a separate contract for catering services with the caterer.

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 Wedding Package is due 3 months prior to wedding date. If you need to cancel wedding once you have made this payment, there is NO refund.*

*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 that has not been ordered or purchased. You will lose full payment made for wedding package. 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.*

*Rentals- that have been ordered for you will follow the rental company's guideline for refunds for cancelations.*

## Bar Services

*Hosted or Non-Hosted*

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

*You will need day of insurance that will cover the event and liquor liability from "Event Helper"*

*Includes one bartender for your event.*

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

*Assortment of non-alcoholic beverages available—please discuss preferences*

*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, hard cider, wine and champagne with event planner and for price quote.*

**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 for a fee.*

## Decorations-

*We suggest you have a team of family and friends or hire a professional for the decorating of the venue. Our event planner can help with decorations for an additional fee if needed, please inquire if needed. Decorating during designated time only, if you arrive early there will a \$100/hr. fee added to your bill.*

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

*Table center pieces- we recommend low and sturdy vases in case of wind.*

*We allow candles and tea lights, they will need to be placed inside glass votive, hurricane or lantern.*

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

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

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

### Vendors Arriving/ Departing

*Set up during designated time slot, no exceptions.*

*Our staff will be here to greet your vendors as they arrive.*

*Please stagger arrival times and have them pull behind the pavilion to unload their vehicles.*

*Please notify event planner of all vendors that will be arriving and any special set up needed.*

*Vendors must remove all equipment from the premises at the end of event. All events end at 10pm.*

### Parking

*We have plenty of parking for your event, but please encourage your guests to ride together if possible.*

*We will lock the gate to the parking lot once all the guests have left. Please notify the event planner if any of your guests plan to leave a car overnight. Any guest can pick up their car the next morning when we open.*

### Wedding Liability Insurance-

*You will need to purchase day of event insurance through an online website [www.eventhelper.com](http://www.eventhelper.com) for coverage up to \$1,000,000 for each occurrence and liquor liability. You may also want to purchase cancellation insurance for an additional price. This covers the venue and couple against injuries and property damage, liquor liability to protect against alcohol-related accidents (alcohol insurance for weddings). Venue must be named as additional insured as well as venue owners named as well. You must have this purchased and emailed to venue at final meeting 30 days before wedding. Event Helper policy will pay first, before other insurance you may have. Event planner can email you a pre filled out form or you to purchase on line. Cost is based on your number of guests and typically runs \$60- \$150.*



## 2020 Sah-Hah-Lee Recommended Vendors

### In House Catering

Sah-Hah-Lee Catering- Tracy 503-655-9249 Catering Smoked Meats/BBQ eventplanner@sah-hah-lee.com

### Preferred Caterers

Devine Catering- Rob Lester 503-347-7783 info@devine-catering.com

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

Busy Bee Catering –Jan Ostrom 503-622-6743 [www.busybeecatering@hotmail.com](mailto:www.busybeecatering@hotmail.com)

2 Girls Catering- Pam McClung- 503-318-1719 two.girls.catering@hotmail.com

Premier Catering – Michael [www.premierecatering.biz](http://www.premierecatering.biz) 503-235-0274 Full Menu and Grab n Go

2 Chicks and a Rooster- Vicki Irish 503-407-7915 [www.TCRCatering.com](http://www.TCRCatering.com)

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### Cake:

Fat Cupcake- 1927 Molalla Ave Suite C Oregon City OR 97045 503-518-0110 fatcupcake.com

Helen Bernhard Bakery 1717 NE Broadway Portland, OR 97232 503-287-1251

Market of Choice – West Linn 503-594-2901

### 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)

Northwest Wedding Photography- 541-993-0875 northwestweddingphotography.com

Grey Hawk Photography- 503-863-1997

Sightglass Photography- Amber and Eric (360)521-9486 info@sightglassphoto.com

Here and Now Photography- Natalie 210-243-7175 <https://www.heretodayphoto.com>

### DJ's

Ryan Love- Love your D.J.- <http://loveyourdj.squarespace.com>

Pure Vison D.J.- Jared Berglund [www.purevisiondj.com](http://www.purevisiondj.com) 503-720-1673

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

The Aussie D.J.-Gavin Bruhn 503-302-4819 theaussiedj.com

Great Beginning Dj Service – Brandon Tjaden 503-998-8768 [brandontjaden@gmail.com](mailto:brandontjaden@gmail.com)

### Musicians:

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

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

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

24/7 Band – Vic Sorisio 360-600-9101 female singer and keyboard

James Clem- American Roots Music [www.jamesclem.com](http://www.jamesclem.com) 503-493-2424

### Rentals-

Bridgewood Rentals - 503-656-9857 [www.bridgewoodevents.com](http://www.bridgewoodevents.com)

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

### Florists-

Crystal Lillies – Crystal 503-221-7701 <http://crystallillies.com>

Flowers and Stuff- Stacey Juarez. 503-310-0517 [Stacey@flowersandstuff.com](mailto:Stacey@flowersandstuff.com)

Flowers by Vanessa – Vanessa 503-730-9430 Happy Valley

### Day of Coordination/Styling

Krystal Clear Events – Krystal [www.krystleclearevents.com](http://www.krystleclearevents.com)

Periwinkle Events NW - Shannon Huffman- 503-481-3555 [periwinkleeventsnw@gmail.com](mailto:periwinkleeventsnw@gmail.com)

### Officiant, Clergy –

Heart Rock Ceremonies- Theresa Tuffli 503-705-7346 [www.heartrockceremonies.com](http://www.heartrockceremonies.com)

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

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

### Sparklers –

Order online from Sparklersdirect.com 20 inch Gold is best – order early

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



*12 ft. Granite counter top for food served buffet style.*

**3 Options for Catering – May 1st- Oct 17th**

- 1) *Sah-Hah-Lee Catering Services – staff is included in price.*
- 2) *Preferred Caterer- \$4.00/pp Must provide staff for meal portion of event.*
- 3) *Outside Licensed Caterer- \$4.00/pp Must provide staff for meal portion of event.*  
*For both 2 and 3 option -\*\* Sah-Hah-Lee Staff will take over bussing tables after meal service for cake cutting and cleanup.*

**Winter Package Additional Options – Oct 18th- April 30th 2020**

- 4) *Sah-Hah-Lee Staff will provide food service staff, to serve, bus tables, and clean up so your family can enjoy your wedding for fee of **\$4 per person.***  
*All food must be ready to serve – no food prep on site. Must sign food liability form. We have chaffing dishes, glass beverage jugs, and more for rent. Please ask for rental details.*
- 5) *You do all the work for **no additional fee.***



*Ceremony on the Golf Course can be added to Classic Package*

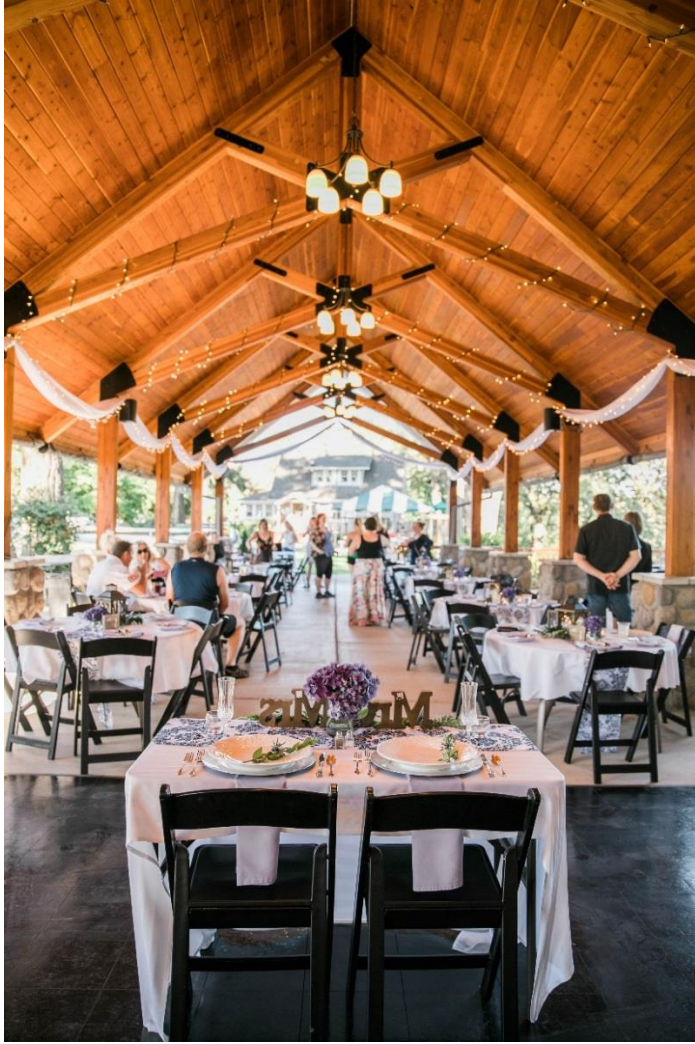


*Includes unlimited putt putt golf for entertainment for your guests, located next to pavilion.*



*Tables come with white linens and wooden lantern with fairy lights. You add the additional décor or floral.*

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*Sweetheart table view of all your guests*



*Deck for Ceremony or additional seating for guests.*

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



*Classic Wedding Package- Deck of Pavilion Ceremony. Wireless microphone with speakers are provided for vows, toasts and music.*

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*Winter Months- Pavilion is enclosed and heated and seats up to 100 guests.*



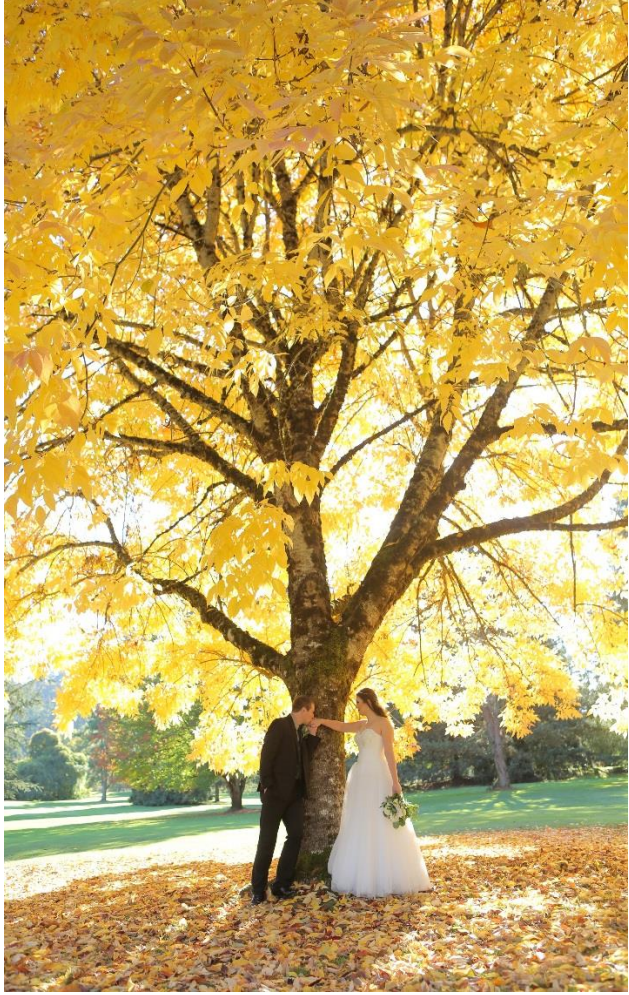
*Bar set up with one bartender, serving beer, wine and champagne.*

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*Beautiful Areas for Wedding Photography*

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*Weddings for all seasons*

Contact Tracy for a tour at [eventplanner@sah-hah-lee.com](mailto:eventplanner@sah-hah-lee.com) or 503-655-9249

Find us on Facebook- [www.facebook.com/sahhahleeweddingandeventspavilion](http://www.facebook.com/sahhahleeweddingandeventspavilion)

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