



Wedding Date _____
Wedding Time in _____
Wedding Time out _____

Rehearsal Date _____
Rehearsal Time in _____
Rehearsal Time out _____

Reference # _____

Contract Terms

Share these agreements with your person-in-charge

PLEASE READ ALL INFORMATION CAREFULLY

Your signatures on the “Agreement Copy”, together with payment of the rental fee, are required to confirm this reservation, and they legally bind your responsibility to comply with all of the following conditions necessary to protect this historic building.

- 1) **Promptness is essential.** Reservations are scheduled for **1-1/2 hour only**. The parking lots also need to be cleared for the next event. Church cleaning and reset requires 30 minutes between events. Do not expect to be allowed early entry. Do not store personal items in the Changing Room; it is not secured.
- 2) The Church **seating capacity is 80** persons, as posted by the County Fire Marshal.
- 3) **Do not move any furniture** including the organ, piano, pews, pulpit, or tables. Exception is the white table. If you do move things, you will be liable for any damage. The Organ to be used by qualified musicians only.
- 4) **Read & Share the “Welcome Book”** Do not use nails, tacks, tape, or other devices which could damage the walls, woodwork, or furnishings. Note that there are eyelets on the ends of 14 pews for attaching pew bows. Craft stores sell Pew-Clips and other floral attachments that are very handy. To reach the overhead garland hooks at the pulpit, and above the entrance steps, use the pole which is stored in the pew seat storage.
Do not use a ladder on the front steps.
- 5) **NO CANDLES or FLAMES***. This includes “Unity candles”, and glass enclosed candles. (County Fire Code) Battery operated “candles” are recommended and available at florists or rental sites.
- 6) **No Food, Beverages, or Smoking*** are allowed inside the Church. (* Fire Code)
- 7) **Do not throw any materials** on the grounds, or inside the Church. This includes rice, **no birdseed**, confetti, flower petals, bath crystals, etc. Bubble blowing is not allowed inside the Church.
- 8) Please remove your flowers, decorations, and pickup any litter before leaving. **There is no garbage service.** Garbage removal will be charged against the cleaning deposit.
- 9) Please close the doors and the windows when you are leaving to protect the building, and your deposit.
- 10) Please limit the posting of signs, balloons, or other wedding related materials within the Community. Highway directional signs will assist your wedding party.
Beware that Internet mapping Services may be inaccurate. DEX phonebook map-links are not correct.
- 11) **In the event of an emergency**, or difficulty with the site, phone numbers are listed at the front door.
- 12) **Damage Deposit:** Upon Inspection of the property following your use, if no damage has been incurred, and/or no extraordinary cleanup is required, your Damage/Cleaning deposit will be mailed to you within Thirty Days. It is your responsibility to provide your accurate address information for after the wedding. Damages or cleaning in excess of your damage deposit will be billed to you.
Rental fees for the use of the Canopy do not release user from custodial responsibilities to protect and prevent same from abuse or damage during the rental period. The Renter is charged with taking all prudent measures on behalf of the Society. In the event of damage, renter will be charged for the necessary repairs.
- 13) Any communication made to the Baker Cabin answering machines, or via e-mail will not be construed as binding. Any changes or alterations to these agreements must be confirmed by Staff.

We suggest you give copies of these regulations to your wedding party, decorators, musicians, florists, and other service providers.



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Event Site Information

The Baker Cabin Historical Society is a Non-Profit Association of Volunteers operating the site as a fund raiser to help fund operations and maintenance. Your fees do not cover all the costs required to prepare for your event. Your consideration of our support to your event is appreciated.

A "Welcome Book" is in the Church which details all the site features and requirements.

- 1) A **site map** of the grounds can be downloaded from our website, or requested by mail.
- 2) If you are contracting for use of the picnic tables or the canopy you must indicate to staff the location you desire, otherwise tables will be located in the usual spot at the edge of the trees.
- 3) Electricity for musicians, caterers, etc. is available from plugs on the NW outside corner of the Church and at plugs inside (run extensions cords out the window). There are three circuits available; and the breaker box is located on the north wall by the pulpit.
- 4) Heating and Cooling: Every effort is made to ensure your comfort. Heat is provided by the fan-forced unit in front, and by baseboards in the rear. The front heater may be turned off to reduce noise. Baseboard heaters are shut off using the circuit breakers. There is no cooling. Two side windows may be opened part-way and GENTLY.
- 5) The historic Horace Baker Log Cabin (1856) is available to be opened if you have rented the grounds. This is by volunteer docent availability and appointment only. A fee will be charged.

Rental Release

In consideration for use of property owned by The Baker Cabin Historical Society, the undersigned hereby release and forever discharge The Baker Cabin Historical Society, its agents, officers, representatives, employees, or assigns from any and all claims or liability resulting from any activity in connection with the use of the property, including but not limited to, personal injury, property damage, or otherwise. It is further understood and agreed that this **Release** is intended to cover all future claims, known or unknown, and whatever legal theory that may be brought as a result of any of, or activities upon the premises. It is further expressly understood and agreed as part of this agreement that the undersigned will hold harmless The Baker Cabin Historical Society, its attorneys, agents, representatives, and assigns against any and all claims brought against it by participants of your event, their guests, or any other third parties that may present a claim against The Baker Cabin Historical Society. In the event of such a claim, the undersigned agreed to indemnify The Society and to pay for any costs associated with the defense of such claims, including litigation costs, attorney fees, and, of course, any and all judgments, and/or settlements, reached against The Society.

If alcohol is used, the lessee is required to obtain any and all permits that are required by OLCC and to comply with OLCC regulations.

The terms and conditions as set forth herein are contractual and not mere recitals.



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Agreement and Contract

- 1) Event Reservation fees are due at time of booking to secure the date and time.
- 2) Damage deposits are due 30 days prior to event date.
- 3) Damage deposits returns will be processed in 30 days. Be sure we have your address.
- 4) Fees are non-refundable unless the date can be rebooked.
- 5) NSF or returned checks will be charged a \$ 35 service fee (ORS 30.701)
- 6) I agree to the terms on page one "Contract Terms" X _____
- 7) I agree to the terms on page two "Event Site Information" X _____
- 8) I agree to the terms on page two "Rental Release" X _____
- 9) A Summary and Confirmation will be returned to you by our Reservation staff.

I, _____ (print name)
agree to be responsible to the terms set forth above in these documents including
"Contract Terms, Event Site Information, and Rental Release".

The Event party contact persons are:

<u>Name</u>	<u>Address, City, State, Zip</u>	<u>Phone (Day)</u>	<u>Phone (evening)</u>
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Person-in-charge _____

Second in charge _____

or, Organization _____

Signed : _____ Dated: _____