

Ecotrust Event Spaces

Jean Vollum Natural Capital Center and The Center for Architecture

WEDDING RENTAL POLICIES

Rental Times: All setup and teardown must take place within the specified rental times, including but not limited to, the load-in and removal of all décor, rentals, and any additional audiovisual equipment for the event.

The event will be staffed until the contracted end of the rental. Extending rental times for daytime events the day of the event is not possible due to the full schedule we maintain. If an evening event unexpectedly extends beyond the agreed to rental time additional time will be billed at \$300 an hour.

Hours prior to 7AM and after 1AM are billed at \$300 per hour.

Rental Payments: A deposit payable to Ecotrust in the amount of 1/2 the total charges must be included with the signed rental agreement. Deposits are non-refundable.

A payment for the remaining 1/2 of the total rental charge plus the Security Deposit, payable to Ecotrust, must be received 30 days prior to your event.

Security Deposit: A refundable security deposit of \$250 is required to rent our venues. This security deposit will be returned after the event provided there is no damage to the property, the event did not overextend its rental time and there are no noise complaints from the neighbors.

Catering and Beverage Services: Ecotrust will provide a list of exclusive catering and beverage providers. You are required to contract with one of these catering providers and make arrangements directly with them.

Sound on Terrace: Speakers may be placed on either side of the fireplace, directed toward the building. All outdoor amplified sound must end at 10PM. Amplified sound on the Terrace above 65 dBA requires a Noise Variance from the City of Portland. Noise Variances require notification of the neighboring properties and must be applied for three weeks in advance. It is your sole responsibility to secure the necessary permit from the City. Noise complaints after 10PM will end your event. Rental fees will not be refunded if the event is ended prematurely due to a noise complaint, and the Security Deposit will be forfeit. Furthermore, should there be a citation issued for noise, you will be held responsible for the payment of the citation.

Insurance: Liability Insurance covering this event is required to host an event at the Natural Capital Center. Green Company shall provide Ecotrust with proof of liability insurance or purchase insurance through Ecotrust's Tenant Users Liability Insurance Protection program (TULIP Program) through Philadelphia Insurance Companies.

If Green Company is providing their own insurance, insurance shall cover itself and all of its participants, agents, employees, or designees in the event. The limits of such liability insurance shall be not less than One Million Dollars (\$1,000,000), combined single limit for each person/occurrence for bodily injury and/or property damage. Such insurance shall remain in full force during the term of this agreement. Ecotrust shall be name as additional insured on such policy. Green Company should provide Ecotrust a certificate of such insurance with the final rental payment prior to the event date.

- Green Company purchasing insurance through the TULIP Program at the rate of \$100
- Green Company providing own insurance

If alcoholic beverages will be consumed at the event, Green Company shall either use our list of exclusive caterers for the bar service or obtain liquor liability insurance coverage in compliance with Oregon law. Green Company should provide evidence of such coverage to Ecotrust and it shall also cover Ecotrust.

Green Company shall provide Ecotrust with proof of workers compensation insurance covering all employees hired by Green Company to perform labor in connection with the event.

Smoking: We ask that you join us in upholding our indoor air quality standards by not smoking in or around our buildings.

Cancellations: Deposits are non-refundable. If full payment has been received for the event, and the event is cancelled more than six months out, the difference between the full payment and deposit will be refunded. If the event cancels less than six months from the contract date, the difference between the full payment and deposit will be refunded only if Ecotrust is able to re-rent the space for the same or greater value.