

Portola Event Planning – Event Agreement

P.O. Box 808

Atascadero, CA 93423

www.PortolaInn.com

(Last form revision – 1/1/13)

Event: _____ Agrees: _____

Date: _____ Est. Guest Count: _____

Start Time: _____ End Time: _____ PEP Agrees: _____

This is intended as a supplement to planning documents created by _____ and is not necessarily inclusive of all activities by persons working on this event.

ALL event activities/arrangements/ideas/participants/plans must be finalized two months prior to the event.

Peggy and Tom O'Malley agree to provide the following in support of this event:

1. Set up of venue and off street parking for up to fifty (50) cars.
Parking is not allowed on Portola Road or other City streets.
Overflow parking is permissible at Refuge Church if prearranged.
2. Tables and seating for up to _____ guests,
including _____ sponsor tables with seating for six each.
3. Set up for live auction in the Carriage House with seating for up to _____ guests;
Set up two banquet and one round table between glass doors for _____.
4. Linens for all tables. Color choice: _____
5. Set up for entertainment in front of Main House and or Carriage House and or Oak Tree
Garden to include: _____
And provide seating area for entertainers and any needed electrical outlets.
6. Provision of three (3) porti-potties, including one that is accessible.
7. Provide four (4) attendants that are experienced with this venue
to assist with set up, parking and clean up. (alternative to Trolley)
8. Assistance in seeking sponsorships and ticket sales.
9. Set up _____ tables for _____ caterers, _____ wineries and _____ other vendors.
10. Set up, disposal and clean up of _____ recycling and _____ trash cans.
11. Provide Ice water.
12. Set up _____ tables for welcome/sign-in, auction payment, and or information.
13. Coordinate with wineries and other vendors for arrival and setup.

_____ will provide:

1. Coordination and planning of event.
2. Insurance covering all individuals and property locations, as previously specified.
3. Coordination of all registrations, sponsorships and ticket sales, if any.
4. Coordination and provision of all Auction items, raffles, gifts, etc. if any.
5. Provide _____ additional attendants to assist with setup, parking, greeting and clean up.
6. Provide all food and beverages through vendors and or wineries each licensed to provide their own area of service or product. Provide all information to PEP.
7. Provide any entertainment or music for this event, including contact information.
8. Arrange for and coordinate transportation from overflow parking to site if needed.
9. Provide payment to Portola Event Planning of \$1,000 towards expenses of this event, due at booking.
10. Primary event contact person for organization will be: _____
Cell Phone Number: () - Email address: _____
Mail Address: _____ City: _____ St. _____ Zip: _____