

Portola Inn Wedding and Reception Contract (as of 1/1/17)

Contract for Wedding and/or Reception of _____

Wedding Date _____

PLANNING

Portola Inn will assist you in planning your wedding as soon as you book our site. We schedule 5 planning meetings.

We will provide a coordinator for your rehearsal, set up, event, and clean up. The coordinator will have the final say on all decisions related to the site.

SITE USE

Weddings and Receptions – (total of 11 hours) 1 hour wedding rehearsal the day before your wedding, 3 hours set up on the day of your wedding, 6 hours for guests to be here for your wedding and reception, 1 hour clean up (immediately following your event)

Wedding only – (total of 7 hours) 1 hour rehearsal, 3 hours set up, 2 hours wedding and photography, 1 hour clean up (immediately following your event)

Reception only – (total 9 hours) 3 hours set up, 5 hours for guests to attend your reception, 1 hour clean up (immediately following your event)

Amplified sound may be used in the Carriage House up to 11:00 pm

If you would like to have a longer event, please ask for our help in booking an “after party.” Additional costs will apply.

VENDORS

We encourage you to use our preferred vendors. Any vendor who has not used our site is required to visit prior to your event. Please check with us before booking any vendors to insure compatibility with our site.

Alcohol service must be handled by a professional caterer or licensed bartender. We allow wine, beer, and champagne on site. NO open bars, NO full bars, NO hard alcohol on site. We do not allow alcohol service to begin before the ceremony. Alcohol service must be shut down one full hour before your event is scheduled to end. At no time can a bar/alcohol be left unattended. Guests abusing these rules will be asked to leave the property.

Caterer must be licensed and provide Portola Inn with a copy of your contract. Additional fees will apply if the caterer uses our dishes. It is expected that the caterer will

provide all food and non-alcoholic beverages as well as their own serving dishes, serving staff, wait staff, and bussing.

DJ must be licensed and provide Portola Inn with a copy of your contract.

We must have the names and contact information of all vendors one month prior to your event. This includes, but is not limited to, caterer, DJ, bartender (if not provided by caterer), florist, bakery, hair and make up artists, officiant.

Vendors must park in pre-approved parking spots. We need to know the arrival and departure times of each vendor and will coordinate their parking. If we do not receive this information we may not be able to park your vendor on site.

It is your responsibility to share this information with your vendors.

DECORATIONS

We will help you with a decoration plan and have many items you may use. A decoration plan must be approved by the site at least 2 months prior to your event.

We provide and set up table linens for up to 200 guests (see Accessories List for numbers and colors).

We provide and set up tables, and chairs for up to 200 guests (see Accessories List)

We will set out basic decorations for you (i.e. placing of simple centerpieces, placing of aisle bouquets, setting out of favors). If you are having more detailed decorations you will need to provide a decorator. This decision will be made when your decoration plan is approved.

We do not allow items hanging from trees, use of glitter or confetti, artificial rose petals or any other items that would prove difficult to clean up.

We do not allow tape, pins, nails, staples, or tacks on the floors, windows, walls, chairs, tables, or fences.

Decorating items may be dropped off a day prior to the event at a specified time and to a specified location.

We can provide up to 100 votive candle holders for you. We do not allow flame of any kind. Battery operated candles may be used. Our staff will turn them on for you.

The departing couple may be showered with bubbles, birdseed, flower seeds, or natural rose petals. No rice, glitter, confetti, or sparklers are allowed.

All decorating items must be removed during the 1 hour clean up time after your event. Please designate a person to be in charge of this and alert the Portola Inn staff to who this person is.

GUEST COMFORT AND SAFETY

We provide 60 guest and vendor parking spaces on site and parking attendants to assist your guests and vendors in parking. If your parking needs exceed 60 parking spaces we will assist you in setting up a trolley or shuttle from your guests hotel/hotels. An additional fee for trolley or shuttle service will apply.

We will provide a welcoming sign for your event at the entrance of the driveway.

We provide at least one person to greet guests as they arrive and direct them to the event site.

We provide 3 clean, portable rest rooms. Two are flushable; one is ADA (Americans with Disabilities Act) accessible. Indoor restrooms to rooms you have rented (Guest House, Master Suite, Hall Guest Room) may be used by guests if you approve it and accept the responsibility. We reserve the right to close indoor rest rooms down to guests if they are being abused.

We provide an upscale smoking area for guests. This is the only area on the property where smoking is allowed.

We provide ice water and disposable cups when your guests arrive if your caterer does not provide them.

We are happy to assist guests with access needs. Please alert us in writing before your event of guests who may need assistance.

Children must be supervised by a responsible adult (i.e. parent). Not all areas of the property are safe for children.

We reserve the right to have disruptive guests removed from the property at any time.

We are close to first responders (fire, police, paramedics, ambulance).

Private Event Insurance must be obtained one month prior to your event. We can help you with this process. Information is available on our website.

LOST ITEMS, MISUSE, DAMAGES

We will make every effort to return found items to you, but are not responsible for personal and vendor items.

A \$500 security deposit is due with your final payment. This deposit will be returned one week after your event if there are no damages, changes to your contract, or failure by vendors or guests to comply to agreed upon rules and policies resulting in extra hours by Portola Inn staff. Any damages, changes, or failures will be reported to you in writing. The replacement costs of items and costs of additional changes and failure to comply will be deducted from your security deposit.

ADDITIONAL COSTS

It is required that you reserve the Guest House (\$175 per night) and the Portola Inn Suite (\$250 per night) when you hold your event here. Wedding and Reception – 2 nights, Wedding only – 2 nights, Reception only – 1 night. One of the rooms will serve as the Bridal Changing area but can also be used by your designated guests (5 people in the Guest House, 2 people in the Master Suite). Rooms are subject to a 13% TOT (transient occupancy tax accessed by the City of Atascadero).

If your wedding party exceeds 10 people (i.e. Bride and Groom, 4 bridesmaids, 4 groomsmen) you will be required to reserve the Main House Guest Room for the day of the wedding at an additional \$150 plus 13% TOT.

Breakfast is included for those staying overnight at no additional cost.

We make every effort to comply with city, state, and federal laws as well as be good neighbors.

Please initial the bottom of each page and sign below.

Responsible Party _____

Relationship to wedding couple _____

Portola Inn Owner, Coordinator, Peggy O'Malley _____

Date _____

Return to:
Tom O'Malley
PO Box 808
Atascadero, CA 93423