

Portola Inn Wedding and Reception Contract  
(updated 08/01/2022)

Contract for Wedding and/or Reception of \_\_\_\_\_

Wedding Date \_\_\_\_\_ Est. Guest Count \_\_\_\_\_

PLANNING

Portola Inn will assist you in planning your wedding as soon as you book our site. We may schedule up to 5 planning sessions. These could be on site or via video or phone. 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

Full Weddings and/or Receptions – (total of 13 hours) 1 hour wedding rehearsal the day before your wedding, 6 hours set up on the day of your wedding, 5 hours for guests to be on site for your wedding and reception, 1 hour clean up (immediately following event).

Wedding only – (total of 8 hours) 1 hour rehearsal, 4 hours set up, 2 hours wedding and photography, 1 hour clean up (immediately following your event)

Simple Wedding and Reception – (total 6 hours) 2 hours set up, 3 hours for guests to attend, 1 hour for clean up (immediately following your event)

Micro-Ceremony and Greeting – (total 4 hours) 1 hour set up, 2 hours for guests to attend, 1 hour clean up (immediately following your event)

NOTE: Portola Inn will open for you to begin getting ready NO SOONER than 10:00 am. If you want to be on site earlier, you must rent the rooms for the night preceding event. No event can go beyond 10:00 pm.

Amplified sound may be used outside up to 7:00 pm and in the Carriage House up to 10:00 pm or less. This is to accommodate local ordinances and our neighbors.

VENDORS

Any vendor who has not used our site must consult with our staff prior to booking event. Please check with us before booking any vendors to insure compatibility with our site.

**Alcohol service** must be handled by an insured professional caterer or licensed bartender. We allow “Hosted Bars” where alcohol is paid for by the bride, groom, and/or family before the event. Wine, beer, and champagne may be served by the professional caterer or licensed bartender if allowed under their license. We do not allow “No Host Bars” where guests are required to pay for their own drinks. We do not allow “open bars” where guests serve themselves.

We do not allow “full bars” where drinks with hard alcohol are served.  
We do not allow alcohol service before the ceremony. We are a NO SHOT venue.  
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.**

We do allow for 1 or 2 signature drinks to be served during the cocktail hour and dinner with prior approval.

Guests abusing these rules will be asked to leave the property.

A copy of an alcohol license is required 1 month prior to the event.

It is expected that your Bar Service will provide all barware, Ice and other items needed.

**Caterer** must be licensed, insured, and provide Portola Inn with a copy of your contract. It is expected that the caterer will provide all food and non-alcoholic beverages as well as serving dishes, place settings, serving staff, wait staff, and bussing. If you hire a caterer that is not “full service” you will be required to hire a wait staff. We can assist you in finding this service.

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

**Florist/Decorator** We encourage you to use a professional florist. We cannot provide space for arranging of bouquets, etc. on site. We cannot provide refrigeration for flowers.

**Cake/Dessert** We encourage you to use a professional bakery that will deliver and set up your cake and/or desserts. If you choose to provide your own cake/desserts, there will be an additional charge for storage and set up.

We must have names and contact information of all vendors one month prior to 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 1 month prior to your event.

We provide a limited choice of and set up of our tables and chairs for your guests. We provide a limited choice of and set up of our tablecloths for your guests.

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 unless using existing hooks. No use of glitter or confetti, artificial rose petals or any other items that would prove difficult to clean up may be used on site.

We do not allow tape, pins, nails, staples, or tacks on the floors, windows, walls, chairs, tables, or fences, that would prove difficult to clean up on site.

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

We do not allow flame of any kind. You must provide battery operated candles. Our staff will turn them on for you. No sparklers or fireworks.

The departing couple may be showered with bubbles, birdseed, flower seeds, or natural rose petals. No rice, glitter, confetti are allowed. All items need prior approval.

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

#### GUEST COMFORT AND SAFETY

We provide 60 guest and 10 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 guest's hotel/hotels. An additional fee for trolley or shuttle service will apply.

We 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 as needed.

We provide one ADA restroom (near the Master Suite). And one restroom for vendors. Restrooms in rooms (Guest House and/or Master Suite) may be used by guests. We reserve the right to close in room rest rooms to guests if they are being abused.

We provide one to two smoking areas for guests, depending on your needs. This is the only area on the property where smoking is allowed.

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.

### **CONTINGENCIES**

Change in date: If you need to change your date we will accommodate if your second date is available. If you change to a third date you will be charged a \$1000 additional fee.

Change in Guest Count: We must know of change in your guest count at least one month before the wedding date. An increase in your guest count will result in an increase in your fee.

Inclement Weather: We have no control over the weather. In case of inclement weather (i.e., rain) we can move wedding ceremonies of up to 60 into the Carriage House and dinner receptions of up to 60 into the Carriage House. For larger parties we can assist you in reserving tents to accommodate your guests. This will result in a fee paid to the tenting service.

\*Based on what is allowed for Covid 19 or other Health Restrictions at the time.

### **LOST ITEMS, MISUSE, DAMAGES**

We attempt to return found items to you but are not responsible for items left unattended. We require that you have trusted persons in charge of cards, gifts and any items of value and inform Portola Inn of who has that responsibility.

All personal items, including vehicles, must be removed from Portola Inn premises during the cleanup hour directly after your event. Alternatives require prior approval.

Up to \$1,000 security deposit may be required 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**

We encourage you to reserve the Guest House and the Portola Inn Suite when you hold your event here. (Up to 4 people in the Suite and 4 people in the Guest House). Rooms are subject current pricing and to a TOT (Transient Occupancy Tax assessed by the City of Atascadero, of an amount currently in effect at time of stay).

These rooms will be used as changing rooms for the bridal party and groom’s party. We require that you allow the Guest House bathroom to be used for your guests during dinner and keep the Master Suite for Bridal Party and or immediate family to use.

Portola Inn Wedding & Reception Contract ADDENDUM:

Due to continued uncertainty with regulations to venues related to Covid 19 and other unforeseen events, there is a chance we may need to make changes to your wedding and reception schedule. We will work to stay as close to your original plan as possible within state and county regulations.

We will offer you the “Micro-Ceremony and Greeting” Package on the date you are scheduled if we are unable to proceed with even a modified event if this is within regulations at the time.

Please note, your \$1000 deposit is non-refundable even if events are out of our control.

Thank you for understanding as we continue to work through these difficult times. 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.

Wedding Couple \_\_\_\_\_

Wedding Date \_\_\_\_\_

Responsible Party \_\_\_\_\_

Relationship to wedding couple \_\_\_\_\_

Portola Inn Owner and Coordinator \_\_\_\_\_

Date \_\_\_\_\_

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