

Portola Inn Wedding and Reception Contract  
2025 Pricing (Updated 7/24/2024)

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

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

SITE USE & PLANNING OPTIONS

Full Wedding and Reception (total of 14 hours) \$5,500 - \$9,500

- Planning: 5 consults, no more than 1 hour each, via onsite meetings or phone calls with the Portola Inn Site Coordinator
- Wedding and Reception: 14 Hours of Time with Portola Inn
  - o Rehearsal evening: 30 minutes staff set up, 1-hour rehearsal with participants on site, 30 minutes staff cleanup. You may arrange to drop off items needed for the wedding day prior to rehearsal.
  - o Wedding Day Arrival up to 6 hours before your ceremony
  - o Ceremony and Reception: 5 Hours on site
  - o 1 hour clean up (immediately following event)
- Total wedding participants and guests
  - o Up to 50 \$5500 o Up to 100 \$8500
  - o Up to 75 \$7500 o Up to 125 \$9500
- Day use of rooms
  - o Guest House o Master Suite
- Use of all venue areas:
  - o Oak Tree Garden Lawn & Terrace
  - o Ancient Oak Terrace
  - o Carriage House & Terrace with Fire Pit
- Use of Portola Inn Items & Set Up
  - o Tables o Tablecloths
  - o Chairs
- Option to use outside rental group with added site fees
  - o Tables \$50-100 o Tents \$100
  - o Chairs \$50-100 o Other \$50-100
  - o Tablecloths \$50
- Use of Portola Inn Simple Decorations,
  - o List available on request, prices vary
- Assistance choosing & coordinating vendors:
  - o Bakery o Florist
  - o Bar Tender o Officiant
  - o Caterer o Photographer
  - o DJ o Videographer

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Simple Wedding and Reception (total of 8 hours)

\$4,000

- Planning: 3 consults, no more than 1 hour each, via onsite meetings or phone calls with the Portola Inn Site Coordinator
- Wedding and Reception: 8 Hours of Time with Portola Inn
  - Rehearsal evening: 30 minutes staff set up, 1-hour rehearsal with participants on site, 30 minutes staff cleanup. You may arrange to drop off items needed for the wedding day prior to rehearsal.
  - Wedding Day Arrival up to 2 hours before your ceremony
  - Ceremony and Reception: 3 Hours on site
  - 1 hour clean up (immediately following event)
- Total wedding participants and guests
  - Up to 32
- Day use of 1 room of choice
  - Guest House
  - Master Suite
- Use of single venue area:
  - Oak Tree Garden Lawn & Terrace
  - Ancient Oak Terrace
  - Carriage House & Terrace with Fire Pit
- Use of Portola in Item & Set Up
  - Tables
  - Tablecloths
  - Chairs
- Option to use rental group with added site fee.
  - Tables \$50-100
  - Chairs \$50-100
  - Tablecloths \$50
  - Tents \$100
  - Other \$50-100
- Use of Portola Inn Simple Decorations,
  - List available on request, prices vary
- Assistance choosing & coordinating vendors:
  - Bakery
  - Officiant
  - Bar Tender
  - Photographer
  - Caterer
  - Videographer
  - DJ
  - Other
  - Florist

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Micro-Ceremony and Greeting (total of 5 hours)

\$2000

- Planning: 2 consults, no more than 1 hour each, via onsite meetings or phone calls with the Portola Inn Site Coordinator
- Wedding: 5 Hours of Time with Portola Inn
  - Wedding Day Arrival up to 2 hours before your ceremony
  - Ceremony and cake/champagne reception: 2 Hours on site
  - 1 hour clean up (immediately following event)
- Total wedding participants and guests
  - Up to 12
- Day use of 1 room of choice
  - Guest House
  - Master Suite
- Use of single venue area:
  - Oak Tree Garden Lawn & Terrace
  - Carriage House & Terrace with Fire Pit
- Use of Portola in Item & Set Up
  - Tables
  - Chairs
  - Tablecloths
- Use of Portola Inn Simple Decorations,
  - List available on request, prices vary
- Assistance choosing & coordinating vendors:
  - Bakery
  - DJ-on site staff for fee
  - Florist
  - Officiant
  - Photographer
  - Videographer

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2025 Pricing (Updated 7/24/2024)

HOURS OF OPERATION: 10:00 am to 10:00 pm.

Arrival time is no earlier than 10:00 am. No event can go beyond 10:00 pm.

NOTE: If you want to be on site earlier than the allotted time, you must rent the Guest House or Master Suite for the night preceding the event.

VENDORS

We will provide a Suggested Vendor List for your review.

Any vendor who has not used our site previously is required to have a consultation meeting with the Portola Event Site Coordinator prior to booking.

We must have copies of signed contracts for professionals being used for your event including names and contact information no later than one month prior to the event. This includes, but is not limited to, caterer, DJ, bartender, florist, bakery, hair and make-up artists, officiant, rental companies, decorators, photographer and/or videographer.

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.

Bar Service

Insured professional caterer or licensed bartender is required for Bar Service. It is expected that your Bar Service will provide all barware, Ice and other items needed. **At no time can the bar or alcohol be left unattended.**

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

We do NOT allow:

Alcohol service to begin prior to the ceremony.

“No Host Bars” where guests are required to pay for their own drinks.

“Open Bars” where guests serve themselves.

“Full Bars” where mixed drinks or shots of hard alcohol are served.

“Hosted Bars” with alcohol paid for by the bride, groom, and/or family before the event allows for the most efficient planning. Wine, beer, and champagne can typically be served by a professional caterer or licensed bartender under their license. If you would like to create a Signature Drink with your Bartender our recommendation, and site requirement, is no more than two drinks, again with efficiency of service and safety of guests in mind.

Bar Service of Signature Drinks will close 1 hour prior to your event ending, and all other alcohol (beer, wine, or champagne) will stop being served 30 minutes prior to the end of your event. This again aids in efficiency of service and safety of guests.

Guests abusing the rules may be asked to leave prior to the conclusion of your event.

Portola Inn Wedding and Reception Contract  
2025 Pricing (Updated 7/24/2024)

Caterer

A licensed, insured Caterer is required for our event site.

A copy of the signed Caterer contract must be provided to Portola Inn, no later than 1 month before the event date.

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.

DJ

A licensed DJ is required for our event site.

A copy of the signed DJ contract must be provided to Portola Inn, no later than 1 month before the event date.

Amplified sound may be used outside up to 7:00 pm and in the Carriage House up to 10:00 pm.

This is to accommodate local ordinances and our neighbors.

Florist/Decorator

We encourage you to use a professional florist that can deliver your flowers at the time of ceremony, set up tablescapes or ceremony decorations you would like.

We cannot provide space or staff for arranging bouquets, tablescapes, 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 encourage you to assign someone to cut your cake and communicate with the baker for instructions. If Portola Inn staff is asked to cut the cake, there will be an additional fee.

DECORATIONS

The Portola Inn Site Coordinator will review the available options for table & chair set up with you as well as help create a decoration plan if needed.

You will be presented with a Simple Decoration List, with varied fees, from our site which includes basic tablecloth colors to choose from.

If you choose to use our tablecloths our staff will be responsible for setting up. We may be able to assist with limited decoration set-up. For example: setting a table runner, placing a simple centerpiece, placing aisle bouquets, or setting out favors.

You may bring your own simple decorations such as battery-operated candles, but you must inform the Portola Inn Staff of the name of the person responsible for set-up & removal of decorations prior to approval.

If you desire more detailed decorations, you will need to provide a decorator.

Portola Inn Wedding and Reception Contract  
2025 Pricing (Updated 7/24/2024)

We do not allow the following:

- Items hanging from trees unless using existing hooks.
- Glitter, confetti, rice or artificial rose petals.
- Tape, pins, nails, staples, or tacks on the floors, windows, walls, chairs, tables, or fences.
- Fire or flame of any kind outside of the designated fire pit on the Carriage House Terrace.
- Sparklers or fireworks

Decorating items may be dropped off the night of rehearsal or another date, time and location arranged with approval of the Portola Inn Site Coordinator,

We recommend the departing couple be showered with bubbles, birdseed, flower seeds, or natural rose petals.

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 as part of your decoration plan.

A decoration plan must be approved by the Portola Inn Site Coordinator at least 1 month prior to your event. Assessment of staffing fees will be made at the time of decoration plan approval. If any items are used at an event which this document specifies are not to be used, such as glitter, a cleaning fee will be assessed after the event and taken from the security deposit.

#### 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 with recommendations for companies that can provide a trolley or shuttle from your guest's hotel/hotels. An additional fee for trolley or shuttle service will apply.

We provide a welcome 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, depending on availability. We reserve the right to close rest rooms to guests if they are being abused.

We can 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) at all times. Not all areas of the property are safe for children.

Portola Inn Wedding and Reception Contract  
2025 Pricing (Updated 7/24/2024)

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

We are close to emergency responders, response to our site typically within 4 minutes of call.

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 you 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.

### **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 a trusted person 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 is no damage, changes to your contract, or failure by vendors or guests to comply with 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 Master Suite when you hold your event here. (Up to 4 people in the Suite and 4 people in the Guest House). Rooms are subject to availability, current pricing, and a TOT (Transient Occupancy Tax assessed by the City of Atascadero, of an amount currently in effect at time of stay).

These rooms may be used as changing rooms for the bridal party and groom's party, if available and reserved. 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.

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2025 Pricing (Updated 7/24/2024)

Please initial the bottom of each page and sign below.

Wedding Couple

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_

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

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

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

Portola Inn Site Coordinator \_\_\_\_\_

Date \_\_\_\_\_

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