



Date of Function _____

Room _____

Event Staff _____

32000 SW Charbonneau Drive, Wilsonville, OR 97070

Phone: 503-694-2300 Fax: 503-694-5783

office@CharbonneauCountryClub.com

Charbonneau Country Club Room Reservation Agreement

EVENT CENTER: Dining Room _____ Fireplace Room _____ Card Room _____ Lounge _____
Pavilion _____

ACTIVITY CENTER: French Prairie Library _____ Hazelglade Room _____ Kalapuya Room _____
Recreation Room _____ Lewis Room _____ Clark Room _____ Wilson Room _____
George Curry Law Board Room _____

Charbonneau Resident's Name: _____

Address: _____ Phone: _____

Phone 2: _____ Email: _____

Date of Function: _____ Event Start Time: _____

Type of Function: _____
(include name of organization if applicable)

Building Open Time From: _____ To: _____
(includes set-up, decorating, deliveries, duration of event, and clean up time)

Total Expected Attendance: _____
(dining room maximum 150 and card room maximum 50 people including children)

Expected Attendance of Charbonneau Residents: _____

Caterer's Name: _____ Phone: _____ Arrival Time: _____

Other Requirements: _____
(P.A. System, TV, CD Player, BBQ, etc..)

For Event Staff

- _____ Insurance certificate received
- _____ Servers names & permits received for non-catered alcohol consumption
- _____ If selling alcohol, temporary license received
- _____ Approved caterer will be providing alcohol and/or servers

The Event Center, Activity Center, and Pavilion are owned by the homeowners of Charbonneau and can be reserved by Charbonneau residents only. As the Charbonneau resident signing the contract, you are agreeing to abide by the rules set forth, including the following:

At least one Charbonneau resident signing the contract MUST remain in the reserved facility during the entire function and be the last person to leave, except for catering staff. Non-Charbonneau guests may not be in the facility after the Charbonneau resident has departed. All decorations, rented items, and anything that does not belong to Charbonneau Country Club (CCC) must be removed from the building at the end of the event. Any items remaining after an event become the property of CCC. Violation of these specific rules constitutes forfeiture of the full \$400 deposit in addition to the rental fees. Compliance with all rules set forth in the contract is the responsibility of the resident(s) signing the contract.

Charbonneau Country Club has three separate event venues: the Event Center, Pavilion, and the Activity Center. Please contact the Activities Coordinator at 503-694-2300 or office@charbonneaucountryclub.com

Celebration of Life Events: Flat fee of \$150. Only Charbonneau residents and immediate family members (spouse, children, and grandchildren) can use this reduced event fee.

Weddings & Receptions at the Golf Club: To reserve space for your wedding event, please contact Golf Club Event Coordinator Lindy Anderson at 503-784-9645 or andersonlindy@comcast.net.

EVENT CENTER AND ACTIVITY CENTER

Refundable Deposit: \$400 (paid when reservation date is confirmed).

Rental Fees: (Per each event day) \$5 per non-Charbonneau resident when over 25% of the attendees are Charbonneau residents or \$10 per non-Charbonneau resident when less than 25% of the attendees are Charbonneau residents. (This includes children)

Event Staff Fees: \$18 per hour to have a staff member present from the time of opening to the end of clean-up.

Set-Up Fees: \$65 per hour to set up and break down uniquely requested venue layouts.

Cancellation Fee: \$25 if CCC is not notified at least 24 hours in advance and the event staff member shows up for their assigned work.

If you rent rooms in the Event Center and would also like to add the Pavilion, there is a fee of \$600 fee and an additional \$400 deposit.

PAVILION

The Pavilion does not have restrooms and the Event Center restrooms are not available unless there is an Event Staff person on duty.

GENERAL REQUIREMENTS

Cleaning: When not using a caterer, you are required to hire CCC's janitorial service to vacuum and mop after your event: Steve Chinn, C & S Services, LLC, 503-312-0927. You will be billed for this service at \$65 per hour. The janitorial **service does not clean up food spills and crumbs, clear tables, do dishes, etc.** See attached

checklist for clean-up instructions. You may also hire this company to setup and tear down tables and chairs for your event.

Insurance Requirement: Written certificate of liability insurance may be required from the resident for the date of the event. This can be obtained from an insurance agent.

Please Note: All decorations, rented items, food, garbage, recyclables, and anything that does not belong to Charbonneau Country Club must be removed from the premises at the end of the event.

WITH THIS CONTRACT, I agree to rent the Charbonneau Country Club for my personal use as a resident of Charbonneau. I understand that it is prohibited to use the Clubhouse for personal and/or business profit. This contract is non-transferable.

I understand that I am completely responsible for all aspects of my event, and I agree to abide by all the provisions stated in this contract. I agree to remain in attendance during the entire function and to be the last guest to leave the building. I understand that if I leave before all other guests have left, I will forfeit the damage deposit. I understand that there are no exceptions to this rule. Before departing, I will communicate with the event staff person to ensure that the Event Center, Activity Center, or Pavilion, has been cleaned properly and restored to its original condition. I understand this includes removing all decorations; placing trash in receptacles and transferring contents to outside dumpsters; cleaning all surfaces, (tables, bars, counters, chairs, etc.) I also agree to clean up all trash, cups, bottles, and cigarette butts left around the outside front entrance and the patios of the Clubhouse.

I agree to be monetarily liable for any damage to the Event Center, Activity Center, Pavilion, terrace area, furniture, piano, or fixtures. I agree to pay a \$400 deposit to the Country Club which will be refunded after my function less any damage expenses or rule violation fees. In addition to the rental fees, I understand that I will be billed for janitorial expenses that are incurred if clean up tasks are not completed.

I understand that I must use a caterer from the approved list of caterers provided by CCC management. An exception to this rule may be allowed under the following conditions: a \$400 non-refundable fee is to be paid to CCC prior to the event; the caterer provides CCC with proof of workers comp insurance and a certificate of liability insurance naming CCC as additional insured within two weeks after the clubhouse rental contract is signed; the caterer meets with CCC staff for a building/equipment operation review no later than two weeks before the event. I understand that failure to meet any of these conditions will nullify the exception to the rule and a CCC approved caterer must provide food service for the event, all expenses to be paid by the resident.

I understand and agree that all children at my event will be supervised at all times. Children are not allowed to run anywhere inside the Event Center or Activity Center, nor jump or climb on furniture. A maximum of two warnings will be given to the person signing this contract by CCC staff about unsupervised children. After two warnings, a fee of \$200 will be charged for subsequent violations of this rule.

I agree that the baby grand piano may not be used and/or moved without prior arrangements with Country Club administration staff. Strict rules apply to use of this piano. No drinks, plates, or other items are to be placed on the piano at any time; children are not allowed to use the piano for amusement; the piano will be uncovered only when in use; and CCC is under no obligation to tune the piano before an event. The resident signing the rental contract or otherwise scheduling an event in the Charbonneau Clubhouse agree to monitor all guests and shall be monetarily responsible for any damage to the piano. Any violation of any of the above rules shall result in a non-negotiable fee of no less than \$400.

The use of rice, birdseed, flower petals, glitter, sparklers or fireworks of any kind, or any type of confetti inside or outside the Clubhouse is prohibited. If any of these items are used, I agree to pay a fine of \$200. I agree that the use of nails, thumbtacks, or other penetrating devices are prohibited, especially in the walls, rafters, or any woodwork.

I understand that only candles with hurricane lamps may be used. Open flame or votive candles are prohibited. The moving of sofas, loveseats, or coffee/end tables is prohibited unless prior approval is received from clubhouse office management (not the on-site event staff person). Violations of any of the provisions in this paragraph result in an automatic additional charge of \$200.

I understand that all decorations, rented items, and anything that does not belong to Charbonneau Country Club must be removed from the premises at the end of the event. Any items left overnight become the property of Charbonneau Country Club unless prior arrangements are made with CCC office administrative staff (not the on-site event staff person).

I understand that there is **NO SMOKING** allowed anywhere in the Event Center, Pavilion, and Activity Center and I agree to enforce this rule with my guests.

I am aware of and assume the responsibility for the serving of alcoholic beverages and agree to scrupulously observe and comply with State of Oregon restrictions and regulations. If intoxicants of any kind are consumed at my function, the law and Country Club regulations prohibit serving to anyone under the age of 21, as well as to any person who is visibly intoxicated.

I understand that, under certain circumstances, ALCOHOL MUST BE SERVED BY PERSONS IN POSSESSION OF A VALID OLCC SERVICE PERMIT. I will give the CCC office the names of the people who will be serving alcohol at my event, along with a copy of each server's OLCC service permit at least two weeks in advance of my event.

I understand that NO INTOXICANTS MAY BE SOLD ON THE PREMISES without first acquiring a temporary sales license from OLCC. A copy of the approved form must be on file in the CCC office at least one month before the date of my event, which means I need to submit an application to the City of Wilsonville and OLCC at least two months in advance of my event.

Intoxicants to be served at my event: Beer_____ Wine_____ Hard Liquor_____

I shall provide the Charbonneau Country Club written proof of liability insurance. This shall be provided within three weeks of making my date reservation.

I agree to be financially responsible for all damage to the Event Center, Activity Center, and Pavilion and contents, or for any loss through theft occurring during or in any way related to use of the facilities pursuant to this agreement. I agree to notify event staff of any damage or losses that occurs.

I agree to pay all rental fees and additional charges in a timely manner. I understand that I will be billed after my function.

I agree to remain a resident of Charbonneau until after the date of my function.

I understand the Country Club assumes no liability for the availability of the Clubhouse on the date of my event due to circumstances beyond the Club's control.

I agree to indemnify, hold harmless, and defend the Charbonneau Country Club and its Officers, employees and Directors against any claims, suits, costs, loss, damage, liability, or expense (including, without limitation, attorney's fees) arising out of or in connection with use of the facilities pursuant to this agreement, whether or not caused or contributed to by any act or omission (negligent or otherwise) of the Charbonneau Country Club, its agents, or employees.

I agree to assume all risk of injury, loss, or damage to me or to any persons, goods, materials, or property arising out of or in connection with use of the facilities pursuant to this agreement.

Resident Signature

Date

Charbonneau Event Check List

Please check off every item you will be using for your event:

Note: You or your caterer will need to bring all other items not included on this list. Items such as potholders, serving spoons, barbeque utensils, serving trays, tablecloths, napkins, can/bottle openers, coffee, coffee filters, salt and pepper, sugar, creamers, etc. are **not** provided. In addition, you will need to **provide your own cleaning supplies (i.e., washcloths and towels for wiping down tables and counters).**

<input type="checkbox"/> 6-foot buffet tables <input type="checkbox"/> Podium/ Microphone <input type="checkbox"/> Compact Disc Player <input type="checkbox"/> iPod Jack <input type="checkbox"/> Fireplace <input type="checkbox"/> Baby Grand Piano <input type="checkbox"/> Coffee Maker <input type="checkbox"/> 84 cup Coffee Urn (by request) <input type="checkbox"/> Live Music or Disc Jockey <input type="checkbox"/> Convection Oven <input type="checkbox"/> Microwave <input type="checkbox"/> Dishwasher <input type="checkbox"/> Refrigerator/Freezer <input type="checkbox"/> Plates <input type="checkbox"/> Glasses <input type="checkbox"/> Flatware <input type="checkbox"/> Pitchers <input type="checkbox"/> Coffee Carafes	<input type="checkbox"/> TV <input type="checkbox"/> DVD Player <input type="checkbox"/> WiFi <input type="checkbox"/> Chalk/White Board <input type="checkbox"/> Disco Ball <input type="checkbox"/> Barbeque (bring own utensils) <input type="checkbox"/> Resident agrees to clean Barbeque before and after use <input type="checkbox"/> Resident agrees to Pay \$100 to have BBQ cleaned before and after use <p>BBQ note: Use instructions are required</p> <input type="checkbox"/> Ice (available by request) <p>All leftover ice needs to be disposed of outside and not in the sink</p>
---	--

Post-Event Clean-Up Checklist

CHARBONNEAU RESIDENT: Please check off each item as it is completed. If there is an item that does not pertain to your event, mark the space with N/A. Once this form is completed, please sign below and review with event staff person.

EVENT CENTER

Dining Room and/or Card Room

- Large pieces of trash picked up off floor
- Tables wiped clean
- Tables and chairs must be put back in their original positions
- All decorations removed
- Buffet tables put back in closet
- Chairs brushed off
- Other furniture moved back to original positions
- Carpets vacuumed
- Trash/recycling taken to the dumpsters and liner replaced in trash can(s)
- Microphone turned off and returned to event staff

Indoor Bar Areas

- Countertops, microwave, convection oven and cabinets are wiped clean
- Floor mopped
- Dishes, mugs, glasses, and flatware are clean, dry, and returned to their correct locations
- Trash/recycling taken to the dumpster and liner replaced in trash can(s)
- Ice bins have been emptied (outside) and dried
- Coffee maker has been wiped clean and used filter has been removed
- Dishwasher is cleaned, drained, and turned off. Debris screen is clean.
- Ice scoop is back in its storage location
- Refrigerator has been wiped clean and all items removed.

Fireplace Room

- Floor swept, and damp mopped

Fireplace Room ... continued

- ___ Furniture put back in original positions
- ___ Tables, piano, hearth, and other surfaces cleaned
- ___ Gas fireplace is turned off
- ___ Piano has been inspected

Entryway, Game Room, and Restrooms

- ___ Pick up stray glasses, dishes, and trash
- ___ All trash, bottles, cups, and cigarette butts cleaned up outside in front entrance

OUTDOOR VENUE

Pavilion

This is an outdoor venue, be prepared to wipe-down surfaces before your event.

- ___ Large pieces of trash picked up off ground
- ___ Tables wiped clean
- ___ Chairs wiped off
- ___ Umbrellas put down
- ___ Tables and chairs put back in their original positions
- ___ Countertops, appliances, and cabinets are wiped clean
- ___ Dishes, mugs, glasses, and flatware are clean and returned to their correct locations
- ___ Refrigerator has been wiped clean and all items removed.
- ___ All decorations removed
- ___ Buffet tables put back in closet
- ___ Clean spills caused by food and beverages, etc.
- ___ Other furniture moved back to original positions
- ___ Trash/recycling taken to the dumpsters and liner replaced in trash can(s)
- ___ Microphone turned off and put away
- ___ All trash, bottles, cups, and cigarette butts cleaned up outside in front entrance area and outside on back patios.

ACTIVITY CENTER

Hazelglade Room

- ___ Large pieces of trash picked up off floor
- ___ Tables wiped clean
- ___ Tables and chairs put back in their original positions
- ___ All decorations removed
- ___ Chair/couches brushed off
- ___ Other furniture moved to original positions
- ___ Floors vacuumed
- ___ Trash/recycling taken to the dumpsters and liner replaced in trash can(s)
- ___ Media equipment returned to event staff

Kitchen/Bar Area

- ___ Countertops, microwave, stovetop, and cabinets are wiped clean
- ___ Floor swept/mopped
- ___ Dishes, mugs, glasses, and flatware are clean, dry, and returned to their correct locations
- ___ Trash/recycling taken to the dumpster and liner replaced in trash can(s)
- ___ Ice bins emptied (outside) and dried
- ___ Coffee maker wiped clean and used filter has been removed
- ___ Food warmer turned off, wiped down, and trays cleaned
- ___ Dishwasher cleaned, drained, and turned off. Debris screen cleaned.
- ___ Ice scoop returned to storage location
- ___ Refrigerator wiped clean and all items removed.

Kalapuya Room

- ___ Tables wiped clean
- ___ Countertops wiped clean
- ___ Trash/recycling taken to the dumpster and liner replaced in trash can(s)
- ___ Floors vacuumed
- ___ Media equipment returned to event staff

French Prairie Library Room

___ Countertops/tables wiped clean

___ Floors vacuumed

Recreation Room

___ Floors swept/mopped

___ Mirrors cleaned

___ Media equipment returned to event staff

Lewis/Clark Rooms

___ Chairs put back in original positions

___ Countertops wiped clean

___ Trash/recycling taken to the dumpster and liner replaced in trash can(s)

___ Floors vacuumed

___ Media equipment returned to event staff

Wilson Room

___ Tables, chairs, and countertops wiped clean

___ Floors swept/mopped

___ Trash/recycling taken to the dumpster and liner replaced in trash can(s)

___ Media equipment returned to event staff

Board Room

___ Tables, chairs, and countertops wiped clean

___ Floors vacuumed

NOTE: There may be an extra charge for cleaning not completed

Resident Signature

Date



Approved Caterers for Charbonneau Country Club

Curry's Landing at Charbonneau

31840 SW Charbonneau Drive Ste E
Contact: Bill and Cindy Grier # 503-694-2223
Email: billandcindy@curryslanding.com

Cutsforth Market Catering

225 NE 2nd Ave, Canby, OR 97013
Phone: 503-266-3750
Email: wilsonvillecatering@outlook.com
Also: bakery and floral dept call 503-266-5490

Gather & Give

31840 SW Charbonneau Drive, Ste. H
Phone: 503-395-7676 Terrina
<https://www.gatherandgivepdx.com/>
Creative charcuterie to elevate your gatherings.
Beautifully curated boards & boxes for every occasion.

Hoda's Middle Eastern Cuisine

www.hodas.com
Contact: Hoda
3401 SE Belmont St
Portland, OR 97214
Phone: 503-307-0333
Email: info@hodas.com

It's Party Time

1000 McKern Ct #2, Newberg OR 97132
Contact: Viki Dyr Dahl, Event Manager
Phone: 503-628-3616
www.itspartytimecatering.net

As Good as it Gets Catering by Cheryl's on 12th

Contact: Amy Feehan
Email: events@cherylson12th.com
Phone: 503-575-9968
<https://www.cherylson12th.com/catering/>

Lux Sucre Bakery & Café

31840 SW Charbonneau Drive Suite A
Wilsonville, OR 97070
Phone: 503-694-2321
Email: HELLO@LUXSUCRE.COM
<https://www.luxsucre.com/>

Magnolia Catering

www.magnoliagrillandcatering.com
Contact: Raul Santana
310 N Water St
Silverton OR 97381
Phone: 503-874-4100
Email: magnoliagrill210@gmail.com

Portland Catering Company

7800 SW Durham Road, Suite 400
Portland, OR 97224
Contact: Katie Kearn
Phone: 503-620-8855
Email: info@portlandcateringcompany.com

The Market Café

32020 SW Charbonneau Dr
Contact: Nicole & Chris
Phone: 503-694-1246 ext 3
Email: Chris@charbonneaugolfclub.com

Western Pacific Catering

8575 SW Metolius Ln
Wilsonville, OR 97070
Contact: Brad & Jodi McKillip
Phone: 503-682-9450
Cell: 503-860-1907
Email: brad@westernpacificcatering.com
www.westernpacificcatering.com