



Date of Function: _____

Room: _____

Deposit Paid: _____

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

THE CLUBHOUSE:

Dining Room _____

Fireplace Room _____

Card Room _____

Pavilion _____

ACTIVITY CENTER:

Hazelglade Room _____

Kalapuya Room _____

Recreation Room _____

Lewis Room _____

George Curry Law Board Room _____

Wilson Room _____

Clark Room _____

Charbonneau Resident's Name: _____

Address: _____ Phone: _____

Phone 2: _____ Email: _____

Date of Function: _____ Event Start/Finish Time: _____

Type of Function: _____

(include name of organization if applicable)

Set-Up Time: _____ Tear Down Time: _____

(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, Microphone, TV, CD Player, etc..)

Room Set-up & Layout:

Round tables needed: _____

Linens available **ONLY** for the Activity Center:

Banquet tables needed: _____

Black: _____

How many chairs per table: _____

White: _____

**Please include a room layout or drawing on the back of this page for your event.*

CLUBHOUSE AND ACTIVITY CENTER (Please Initial next to 1-5 below, that you've read and understand)

1. Refundable Deposit: \$400- A hold will be placed on your date in the calendar if available until deposit is paid. Deposit must be paid **60** days prior to the event, or the event will be removed from the calendar. _____

2. Rental Fees: \$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 and is charged for each event day if the event is multiple days.) _____

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

4. Set-Up Fees: \$68 per hour to set up and break down uniquely requested venue layouts. _____

5. 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.**

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 Clubhouse, Pavilion, and the Activity Center. Please contact the Activities Coordinator at 503-694-2300 or brooke@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.

GENERAL REQUIREMENTS

Cleaning: When not using a caterer, you are required to choose one of these two options, **Option A:** Follow the cleaning checklist and get it signed off by the Event Staff or, **Option B:** Hire our Janitorial service which will be billed at **\$68 per hour**. The janitorial service **Vacuums, sweeps and mops floors but does not clean up food spills and crumbs, clear tables, do dishes, etc.** *If choosing **Option A**, and all cleaning checklist items are not completed, you will be charged the **\$68 per hour** for any additional cleaning needed.

Option A: _____ **Option B:** _____

See attached checklist for clean-up instructions.

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 Clubhouse, 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 Clubhouse, 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. Children are 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, confetti, sparklers or fireworks of any kind, 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 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 Clubhouse, 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).**

<u>Clubhouse</u>	<u>Activity Center</u>
<input type="checkbox"/> 6-foot buffet tables	<input type="checkbox"/> 6-foot buffet tables
<input type="checkbox"/> Podium/ Microphone	<input type="checkbox"/> Podium/ Microphone
<input type="checkbox"/> Compact Disc Player	<input type="checkbox"/> Fireplace
<input type="checkbox"/> Bluetooth	<input type="checkbox"/> Microwave
<input type="checkbox"/> Fireplace	<input type="checkbox"/> Dishwasher
<input type="checkbox"/> Baby Grand Piano	<input type="checkbox"/> Refrigerator/Freezer
<input type="checkbox"/> Microwave (Dining Room)	<input type="checkbox"/> Plates
<input type="checkbox"/> Dishwasher (Dining Room)	<input type="checkbox"/> Glasses
<input type="checkbox"/> Refrigerator/Freezer	<input type="checkbox"/> Flatware
<input type="checkbox"/> Plates (Dining Room)	<input type="checkbox"/> Pitchers
<input type="checkbox"/> Glasses (Dining Room)	<input type="checkbox"/> Coffee Carafes
<input type="checkbox"/> Flatware (Dining Room)	<input type="checkbox"/> TV
<input type="checkbox"/> Pitchers (Dining Room)	<input type="checkbox"/> WiFi
<input type="checkbox"/> Coffee Carafes	
<input type="checkbox"/> Ice Machine	
<i>*All leftover ice needs to be disposed of outside and not in the sink</i>	
<input type="checkbox"/> TV	
<input type="checkbox"/> WiFi	
<input type="checkbox"/> Disco Ball	
<input type="checkbox"/> Barbeque (bring own utensils) (Pavillion)	
<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.	
<i>*Commercial Kitchen may only be used by a CCC approved Caterer</i>	



Approved Caterers for Charbonneau Country Club

The Market Café

32020 SW Charbonneau Dr
Contact: Moira or Chris
Phone: 503-694-1246 ext 3
Email: moira@charbonneaugolfclub.com
Or chris@charbonneaugolfclub.com

Norton's Family Café and Catering Company

8593 SW Main St. Suite 400
Wilsonville, OR 97070
Phone: 503-582-9455
Email: nortonswilsonville@gmail.com
www.nortonscafe.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

Lux Sucre Bakery & Café

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

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

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/>

It's Party Time

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

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.

Clubhouse

Dining Room and/or Card Room

Resident Initials

Event Staff Initials

- | | | |
|-------|-------|---|
| _____ | _____ | 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, oven and cabinets are wiped clean inside/out |
| _____ | _____ | Floor mopped |
| _____ | _____ | Refrigerator has been wiped clean inside/out and all items removed. |
| _____ | _____ | 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 |
| _____ | _____ | Dishes, mugs, glasses, and flatware are clean, dry, and returned to their place |

Fireplace Room

- _____ _____ Floor swept, and damp mopped
- _____ _____ 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 and chairs wiped clean and returned to original positions
- _____ _____ Umbrellas put down
- _____ _____ Countertops, appliances, and cabinets are wiped clean
- _____ _____ Trash/recycling taken to the dumpsters and liner replaced in trash can(s)
- _____ _____ Refrigerator has been wiped clean inside/out 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
- _____ _____ Dishes, mugs, glasses, and flatware are clean and returned to their correct
locations
- _____ _____ 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 inside/out
- _____ _____ Floor swept/mopped
- _____ _____ Refrigerator wiped clean and all items removed.
- _____ _____ 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, inside/out, and trays cleaned
- _____ _____ Dishwasher cleaned, drained, and turned off. Debris screen cleaned.
- _____ _____ Ice scoop returned to storage location
- _____ _____ Dishes, mugs, glasses, and flatware are clean, dry, and returned to their
correct locations

Kalapuya Room

- _____ _____ Tables and 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

____ Trash emptied if over half full

NOTE: As stated in the contract, there is an extra charge for any cleaning not completed

Resident Signature

Date