



# Policies and Agreements

## Facility & Event Rental Policies and Agreement

Rental and Hold Harmless Agreement made on \_\_\_\_\_(date) between Louiza (Owner) & \_\_\_\_\_ (Renter).

The parties agree to the following policies and requirements:

Rental of Louiza at 2808 NE MLK Jr. Blvd Portland, OR on \_\_\_\_\_ (event date), beginning at \_\_\_\_\_ (time) and concluding at \_\_\_\_\_ (time). The venue must be vacated by midnight.

**SECURE DATE & VENUE:** Your rental agreement is confirmed upon receipt of:

- 1) The non-refundable amount of 50% of the RENTAL fee (or full rental fee if booked within 30 days of the event).
- 2) The refundable security deposit, (\$250 or \$500).
- 3) The nonrefundable sanitization/cleaning fee (\$150)
- 4) The signed rental contracts - this secures the facility making it unavailable to any other renting party.

**DEPOSIT:** A nonrefundable sanitization/cleaning fee in the amount of \$150 is required. A refundable security deposit in the amount of \$250 for events with less than 50 guests, or a \$500 deposit for events with 50 guests and above. These deposits are in addition to either half of the rental fee if the event booked outside of a 30-day window prior to the event – or the full amount if booked within 30 days to the event – and the security deposit will be refunded if the facility and contents are left in “as rented” condition, and if the rental occurs within the scheduled time. If the rental time exceeds the scheduled time, additional rental charges will apply, and a penalty fee may be charged. If special cleaning or repairs are required, Louiza will deduct the actual costs from the deposit. If special cleaning and/or repair costs are in excess of the deposit, Louiza will retain the entire deposit and invoice the renting party for the balance owed. Deposits are to be paid through cash, check, or card (Visa/MasterCard/American Express).

Refund checks to be made out to:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

**RENTAL FEE:** The rental fee covers the use of the facility. Rental time and rental fee will include any pre-set and tear-down required by the renter or the caterer. Please do not arrive early or stay late. Fifty percent (50%) of the rental fee plus the full security/cleaning deposit is due at the rental agreement signing. All rental charges must be paid in full 30 days prior to the event date. Payment may be made by cash, cashier’s check, money order, personal check, or credit card (Visa/MasterCard/American Express). A \$35.00 fee will be charged for all NSF checks.



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- Renter hereby acknowledges that they have fully examined Louiza and its premises. In signing, the renter confirms full satisfaction with the condition thereof and relies completely upon such examination, and not upon any representation or promise by Louiza representatives, or any other person in regard to the property.

**PAYMENTS:** Payments may be made in cash, check or by credit card, however we request full payment to avoid additional processing fees if choosing to pay by credit card. Note that payment is not due until a contract is approved by the renting party.

A \$50.00 fee is assessed for returned checks.

Payable to: "Louiza"

Please add the Event Name & Reservation number to check.

Mail To:

Louiza

2808 NE MLK Jr. Blvd Suite B

Portland, OR, 97212

**CANCELLATIONS:** If a client must cancel an event, the deposit and 50% of the total rental fee are forfeited. Events cancelled less than 60 days before the event are responsible for full rental fees. All cancellations must be in writing.

**MANDATORY INSURANCE FOR ALL EVENTS:** All rentals are required to provide a Certificate of General Liability Insurance naming: Louiza as the "additional insured" and "certificate holder" in the amount of \$1 million general aggregate. The coverage shall extend to property damage, bodily injury, or death arising out of the holder's activities under the authorization including but not limited to, occupancy or use of the venue and the construction, maintenance, and operations of the structure, facilities or equipment permitted by this authorization.

Contact your insurance agent for details or assistance is available at [www.theeventhelper.com](http://www.theeventhelper.com).

Please supply a copy of this certificate to Louiza 30 days prior to your event.

## **ALCOHOL SERVICE:**

1. Louiza is solely responsible for the sale and service of all alcoholic beverages in accordance with the Oregon State Liquor Control Board. Louiza reserves the right to refuse alcoholic beverage service to anyone under the age of 21, or those appearing to be intoxicated. Any consumption of alcoholic beverages by any person under the age of 21 will result in the termination of the event.

2. Clients may provide their own wine. A \$10.00 corkage fee per bottle opened applies.

3. No self-service of alcoholic beverages is allowed. State laws require bartenders to confirm age and have the right to refuse service to any person at their discretion. Bartenders must remain at the bar for the duration of the event.



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4. All alcoholic beverages and food must remain within the venue.
5. Alcohol service may be hosted, cash or a combination.
6. All hosted alcohol charges, and corkage fees are due and payable at the completion of the event. Credit Card number must be presented prior to event for all hosted alcohol events.

**CATERING & FOOD SERVICE:** For full-service food and beverages, a professional catering service must be selected from Louiza's approved caterers list. Approved caterers have obtained all necessary permits, licenses and insurance as required by local, state, and national laws. Caterers are familiar with the operations, policies, and procedures of the Louiza. (\*Additional caterers and bartenders may be allowed with appropriate credentials.)

Any set-up and clean-up by the caterer or renting party should take place within the rented time period. This applies to the delivery and pick-up of cakes, flowers, music, and rental items such as dishes, extra chairs, etc.

Please Note: Louiza has a service only kitchen available for rent. It includes a single door convection oven, a single door refrigerator, single door freeze, and ice maker as well as stainless steel worktables. If you choose not to obtain a caterer, food and/or beverages such as coffee, tea, prepackaged items, cookies, and basic sandwich trays may be self-served but must come from a commercial-grade kitchen (Costco, Fred Meyers, Safeway etc.). All kitchen duties clean up and trash removal becomes the responsibility of the renting party.

**DECORATIONS - DÉCOR TIME FRAME:** All set-up, take-down and cleanup of decorations, displays or signage must be completed within the rented time period. Please do not arrive early or stay late. It is not possible to store your decorative items at the venue. All items must be removed from the facility by the conclusion of the rental period.

**ATTACHING DÉCOR:** Tape, tacks, staples and/or wire are NOT permitted for attaching decorations of any sort. Ribbon, fishing line and zip ties may be used in most areas of each facility. In some instances, blue painters' tape can be used, please confirm with staff before using.

**CANDLES:** For safety reasons; only LED style or battery-operated candles are allowed. Unity or alter candles are allowed in some instances. Please discuss with the facility manager the parameters regarding their use.

**RICE- PETALS ETC:** These items are not allowed inside or outside for various ecological and safety reasons. Please No: Rice - Birdseed – Silly String – Confetti – Glitter Confetti – Glitter-Fireworks – Sparklers – Crepe Paper or Floating Sky Lanterns. Please remove all petals at the end of your event.

**GLITTER:** Please note that there is a \$200.00 fee for any glitter or glitter confetti found in the venue. It is particularly difficult to remove.



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**LINENS:** Table linens are not included in your rental fees.

**CONDUCT:** Renter shall maintain order throughout the rental period. The renter is responsible to not allow themselves or any persons to engage in any activities which may cause harm, injury, illegal conduct, or damage to persons or property.

**NON-COMPLIANCE:** Please note that any and each incident of non-compliance is subject to a minimum \$50.00 fine per incident.

**LOGISTICS & RENTERS RESPONSIBILITIES:** At least one Louiza event staff person will be onsite during all rentals. Renting parties are encouraged to consult with their event staff person regarding the use of facilities, heat, lighting, electricity, access, parking, etc. All Louiza staff has full authority to enforce all policies.

**ROOM FLOOR PLANS:** The renting party should meet with Louiza staff at least 30 days prior to the scheduled event to complete a floor plan, to determine the furniture placement for the event. Please be aware that our staff may not be able to accommodate last minute changes to the floor plan. Our insurance regulations and liabilities do not allow any members of the renting party to move furniture themselves. Please note that Room Flips will require an additional fee. Louiza's tables & chairs are included in the rental fee.

**CLEAN UP:** Upon expiration of the rental period, the Renter shall return Louiza and its premises to the Owner in the same condition as it was found at the beginning of the rental period. This applies to any rented space including but not limited to indoor spaces, kitchens, parking lots, ground & patio. Deposits are withheld for non-compliance of this responsibility and will be strictly adhered to. Cleaning must fall within the allotted rental period.

**GARBAGE DISPOSAL:** The renting party is responsible for the collection and removal of all garbage from the rented areas and disposal in the facility dumpsters and recycling bins. Louiza will provide receptacles and bags for garbage in each rented space. It is the responsibility of the renting party to empty the provided receptacles when full and remove all garbage at the conclusion of the event.

Louiza facility crewmembers will empty all trash cans prior to the start of your rental but will not manage garbage removal throughout your event. The renting party is responsible for coordinating garbage collection and removal during and after the event.

\*Any garbage or recycling that exceeds the capacity of the facility dumpsters and recycling bins must be removed from the site by the renting party.

\*Excessive trash such as: floral arrangements, centerpiece, boxes and large decorations will be subject to a \$100.00 garbage disposal fee.

**Renter's Initials** \_\_\_\_\_



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**IMPORTANT:** A clean-up fee for any trash left in the building and/or outside of the designated containers and dumpsters will be charged against your deposit.

**DELIVERIES:** All deliveries and pickups must take place within your agreed upon site rental time. The renting party must be present for deliveries of cakes, flowers, music, and rental items such as dishes, extra chairs, etc. Renters must arrange all deliveries to Louiza with their event manager. Louiza staff members are not able to accept deliveries or store event items prior to your scheduled event. For safety reasons, please do not leave or hold items in hallways or other common areas.

Delivery, pick-up, or storage infringements are charged \$100.00 per incident against the deposit.

**ENTERTAINMENT:** All entertainment must end no later than 10:00pm and the venue completely vacated by the renter, vendors, and guests no later than 11:30pm.

**Renter's initials** \_\_\_\_\_

**SMOKING or VAPING:** The use of tobacco products and smoking or vaping of any substance is not permitted inside Louiza. Outdoor smoking must occur at least 25 feet away from any facility entrance and well away from the building. Please dispose of cigarette butts in the appropriate receptacles. Smoking in our restrooms will result in a \$250.00 cleaning fee. Additional clean up due to smoking will be charged against the deposit. Any evidence of smoking in undesignated areas will result in loss of the full security deposit.

**Renter's Initials** \_\_\_\_\_

**CHILDREN:** Children are welcome, however for safety reasons children must remain within the rented event area and under adult supervision at all times. This is a serious issue, and should this stipulation not be met, event staff has full authority to cancel your event at any time. Please note that no refunds will be made for this safety infringement.

**LIVE MUSIC-ENTERTAINMENT:** Music is permitted inside the facility and/or outside on the grounds with approval from Louiza staff. Generally, amplified music is permitted; however, some exceptions may be made within certain parameters such as time and volume/decibel level. All entertainment must end no later than 10:00pm and the venue completely vacated by the renter, vendors, and guests no later than 11:30pm. A \$500.00/ hour fee will be charged to the renter for extending beyond 11:30pm.

**Renter's Initials** \_\_\_\_\_

**LOST or STOLEN ITEMS:** Renters must double check the venue for personal and forgotten items prior to their departure. Louiza is not responsible for any items lost, left behind, or stolen.

**EARLY OPEN - LATE CLOSE FEES:** An additional \$100.00 per hour, will be added to any event rental that requests the venue open prior to 7:00 am. Venue must be vacated by 11:30pm. Rentals beyond 11:30pm will be billed at \$500/hr.



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**ACTS of GOD:** Louiza does not accept liability for Acts of God, fire, vandalism, or other occurrences beyond their control, which render the facility unusable for scheduled events, other than to refund payments made to Louiza for those events.

**SPECIAL LICENSING:** The renting party shall obtain and pay for public agency or entity approvals, licenses, permits, registrations, inspections, other permissions, and conditions required to fulfill all statutory requirements to conduct its event. The Renter shall call for agency or other entity required inspections, monitoring, or other oversight directed by the public agencies and other entities having authority. Louiza requires proof of approved permits and licenses 30 days in advance of the event.

**HOLIDAYS:** Louiza may be rented on the following days for 150% of the weekend rate:

- January 1 – New Year’s Day
- Third Monday in January - Martin Luther King Jr. Day
- Third Monday in February – Presidents Day
- Last Monday in May – Memorial Day
- The 4th of July
- First Monday in September – Labor Day
- Fourth Thursday in November – Thanksgiving
- Fourth Friday in November – Day after Thanksgiving
- December 24/25 – Christmas Eve/Day
- December 31 – New Year’s Eve

***Special arrangements and agreements within this contract include:***

Rental of Louiza: Owners hereby rents to Renter, and Renter rents from Owner, Louiza Event Space, premises of Owner, located at 2808 NE MLK Jr Blvd Portland OR for the period:

Rental Date: \_\_\_\_\_

Starting at: \_\_\_\_\_ (time of day)                      Expiring at: \_\_\_\_\_ (time of day)

Expected Guest Count \_\_\_\_\_                      Rental Fee: \_\_\_\_\_

Nonrefundable 50% deposit: \_\_\_\_\_ received on \_\_\_\_\_

Nonrefundable Sanitization/Cleaning Fee: \_\_\_\_\_ received on \_\_\_\_\_

Refundable Security Fee (\$250/\$500): \_\_\_\_\_ received on \_\_\_\_\_



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Additional agreed upon conditions, discounts, and or charges include the following:

Furniture Removal Fee: \$350	\$ _____
Dance Floor: \$250 (includes set up and take down)	\$ _____
AV/PA System: \$150 (Projector/Screen/Microphones)	\$ _____
Lights: \$20/ea.	\$ _____
Dishware/Plasticware Rental & Usage: \$100	\$ _____
OLCC Bartender: \$35.00/hr. per bartender	\$ _____
Waitstaff/Service Staff: \$25.00/hr. per additional staff	\$ _____
Alcoholic Service Package:	\$ _____
Total Charges:	\$ _____

Additional Notes (if applicable): \_\_\_\_\_

Renter's scheduled date is reserved upon receipt of the refundable security deposit and the non-refundable sanitization/cleaning fee.

**Balance of all charges is due 30 days prior to the event.**

Signatures:

Louiza Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact DeAngelo Moaning of Louiza with any questions.