



Mill Creek Gardens LLC

Weddings. Catering. Bed and Breakfast.

*4430 Mill Creek Road
Sheridan, Oregon 97378
www.millcreekgardensbb.com*

*Telephone: (503) 843-4218
Toll Free: (877) 792-4737
Fax: (503) 843-2469*

Thank you for your interest in Mill Creek Gardens for your wedding and reception. We would appreciate the opportunity to serve your event needs and sincerely hope you will give our site serious consideration.

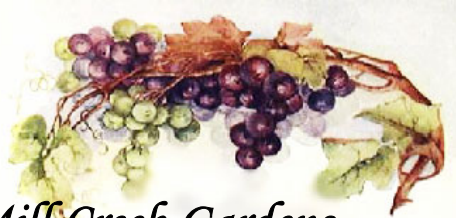
We created Mill Creek Gardens with you in mind. It's your special day, let us do all the work! From planning the set-up through the ceremony, reception and honeymoon accommodations, we arrange it all. Our wonderful event coordinators and great staff will make your event memorable and stress free.

Mill Creek Gardens blends majestic fir trees, beautiful flowers and lush lawns with the peaceful sound of the rippling creek. If you are planning a fairytale wedding or a less formal event this is the perfect setting to make your wedding day dreams come true.

Enclosed you will find a wedding and reception planner packet along with a Countryside Catering menu. If you have any questions in regard to the information provided or you would like a tour of our site, please call us. You may also visit us on our website: www.millcreekgardensbb.com. Mill Creek Gardens can give you the peace of mind by providing you with a beautiful place and the planning and coordination of bringing it all together. We are looking forward to making your day a true success!

Sincerely,

Sheila Herber
Kelly Herber
Mill Creek Gardens LLC



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Event / Client Information Sheet

Wedding Date: _____ Ceremony Time: _____

Number of Guests for Wedding: _____

Rehearsal Date: _____ Rehearsal Time: _____

Number of Guests for Rehearsal Dinner: _____

Bride's Name: _____

Address: _____

Groom's Name: _____

Address: _____

Contact Person: _____

Phone (Home): _____ Phone (Work): _____

Cell: _____ Fax: _____

E-mail Address: _____

=====

Bed & Breakfast Reservations for Rehearsal Night: Yes No

Number of Guests _____ Breakfast Served at _____ a.m.

Bed & Breakfast Reservations for Wedding Night: Yes No

Breakfast Served at _____ a.m. **CHECK OUT BY 12:00 NOON**

***** We have a no child policy for the Bed & Breakfast accommodations *****

Event / Client Information Sheet, continued

LESSEE IS RESPONSIBLE FOR THE FOLLOWING:

- **Set up of Additional Decorations** --- There will be an extra charge for Mill Creek Gardens to put up any additional decorations provided by lessee.
- **Cake Table** --- Mill Creek Gardens provides white plates, forks and napkins. If you would like colored plates, forks or napkins, you will have to purchase them.
- **Bar** --- Purchase of Alcohol (Beer, Wine, Champagne and Sparkling Cider)
 --- Purchase of Glassware or Plasticware for Beer, Wine and Champagne
 --- Provide CO₂ for Kegeerator

Note: Once alcohol is brought onto the premises it can not be opened by anyone other than the Licensed OLCC Bartender, which is pre-approved by Mill Creek Gardens LLC. Bar service will be provided for no more than 4 hours or no later than 9:00 p.m., whichever comes first.

--- The Rehearsal Bartender is paid by the lessee at the rate of \$100.00.

--- The Wedding Reception Bartender is paid by the lessee at the rate of \$400.00.

(A second Bar Server is needed if serving over 150 people.)

--- The lessee will sign a contract to pay fee directly to pre-approved Bartender. Payment due prior to event.

- **Sound System for Ceremony**
- **Removal of items brought onto premises.** (Mill Creek Gardens LLC is not responsible for items left on the premises.)
- **Event Insurance** --- Purchase from your insurance carrier 30 days prior to event. Name Mill Creek Gardens LLC as additional insured.

SPECIAL NEEDS

Is vehicle transportation need from Wedding Site to the Reception? Yes No

Theme and/or Colors for Ceremony _____

Color of Linens for the Reception Dinner Tables: White Cream Other _____

Color of Cloth Napkins for the accent color for the center of the Reception Tables? _____

Confetti: Gold Silver Centerpiece _____

Color of Centerpiece candle _____ Color of Centerpiece marbles _____

Extra Rentals Needed _____

Name Preference for the printing of the Wedding Signs that are placed on the highway for direction: _____

MILL CREEK GARDENS (LLC) WILL PROVIDE THE FOLLOWING:

- **Candle Centerpieces for the Reception Tables (For Use Only)**
- **Disposable Cameras for every other Reception Table**
- **Dessert Plates, Forks, and Napkins for the serving of the Cake**
- **Cake Serving Set (For Use Only)**
- **Toasting Glasses, Unity Candle, and Guest Book & Pen**
 --- These are yours to keep. Please choose these items from the Lillian Rose Catalog.

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Attendant's List

Maid Of Honor _____

Best Man _____

Bridesmaids _____

Groomsmen _____

Flower Girls _____

Ring Bearers _____

Father of The Bride (or person giving Bride away) _____

Parents of the Bride _____

Parents of the Groom _____

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Honeymoon Information

Bride and Groom: _____

Wedding Date: _____ Honeymoon Dates: _____ to _____

HONEYMOON DESTINATION _____ CONFIRMATION # _____

Resort #1 _____

Resort #2 _____

Resort #3 _____

Resort #4 _____

Resort #5 _____

HOTEL _____ CONFIRMATION # _____

Client

Booked by Mill Creek Gardens LLC

CAR RENTAL _____ CONFIRMATION # _____

Client

Booked by Mill Creek Gardens LLC

FLIGHT ARRANGEMENTS _____ CONFIRMATION # _____

Arrival Date _____ Airport _____

Airline / Flight # / Time _____

Departure Date _____ Airport _____

Airline / Flight # / Time: _____

Travelers are responsible for their own airline booking.

Client

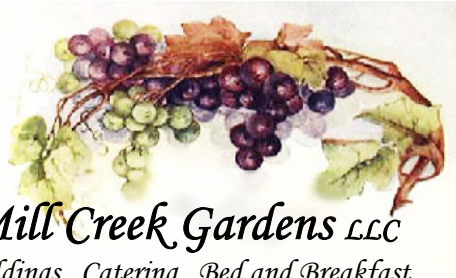
Airfare booked by Mill Creek Gardens LLC (\$20 booking fee)

ACTIVITIES _____ CONFIRMATION # _____

_____ CONFIRMATION # _____

_____ CONFIRMATION # _____

SPECIAL REQUESTS _____



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Lillian Rose Order

Bride and Groom: _____

Wedding Date: _____ Honeymoon Dates: _____ to _____

MILL CREEK GARDENS PROVIDES:

Item #	Description	Qty	Price	Ordered
	Unity Candles			
	Unity Tapers			
	Guest Book			
	Guest Pen			
	Toasting Glasses			

Exchange Item _____ for _____

Exchange Item _____ for _____

CLIENT'S ADDITIONAL PURCHASE:

Item #	Description	Qty	Price	Ordered

Client amount due: \$ _____ Paid _____

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Vendor Contact

Officiate: _____ Confirmed Date: _____

Arrival Time (Rehearsal, ½ hr prior) : _____ Arrival Time (Ceremony, ½ hr prior) : _____

Phone # _____ Cell # _____

Musician/DJ/Band: _____ Confirmed Date: _____

Set Up Time (Ceremony, 1 hr prior): _____ (Reception, 1 hr before ceremony): _____

Rehearsal CDs: _____

Phone # _____ Cell # _____

Florist: _____ Confirmed Date: _____

Arrival Time (1 hr before pictures) : _____

Phone # _____ Cell # _____

Photographer: _____ Confirmed Date: _____

Set Up Time (Rehearsal): _____

Set Up Time (Ceremony, 3 hrs prior) : _____ Pictures Begin: _____

Phone # _____ Cell # _____

Videographer: _____ Confirmed Date: _____

Set Up Time (Ceremony, 1 hr prior): _____

Phone # _____ Cell # _____

Wedding Cake Baker: _____ Confirmed Date: _____

Set Up Time (1½ hr before ceremony) : _____

Phone # _____ Cell # _____

Hair Stylist: _____ Confirmed Date: _____

Arrival Time: _____

Phone # _____ Cell # _____

Make Up Artist: _____ Confirmed Date: _____

Arrival Time: _____

Phone # _____ Cell # _____

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Bartender Contact

Bartender for Rehearsal Dinner --- Maximum Bar Service is 1½ hours

Bartender Name: _____ Confirmed Date: _____

Phone # _____ Cell # _____

Number of people _____

Champagne _____ Wine _____ Cider _____

Canned Beer _____ Bottled Beer _____ Keg Beer _____

Set up time _____ Start time _____ Closing time _____

Bartender Contract

=====

Bartender for Wedding Reception --- Maximum Bar Service is 4 hours

Bartender Name: _____ Confirmed Date: _____

Phone # _____ Cell # _____

Number of people _____

Champagne _____ Wine _____ Cider _____

Canned Beer _____ Bottled Beer _____ Keg Beer _____

Set up time _____ Start time _____ Closing time _____

Bartender Contract

CO₂ for Kegerator

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Special Events Liability Insurance, \$500,000.00 --- name Mill Creek Gardens LLC as additional insured.

Host Alcohol Endorsement Insurance, \$1,000,000.00 --- name Mill Creek Gardens LLC as additional insured.



Mill Creek Gardens LLC --- Countryside Catering LLC

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Rehearsal Dinner Menu

Total # for Rehearsal Dinner: _____

Dinner Time: _____

Bar Service Needed

DINNER CHOICES --- PLEASE CHECK ONE

B.B.Q:

____ Hamburgers ____ Chicken (fried BBQ)

Potato Salad

Baked Beans

Rolls

Dessert 1 2 3 4 5 _____

Soda & Bottled Water

MEXICAN:

Enchilada (chicken beef)

Beans and Rice

Garden Salad & Dressing _____

Dessert 1 2 3 4 5 _____

Soda & Bottled Water

PIZZA:

Toppings _____

Garden Salad & Dressing _____

Dessert: 1 2 3 4 5 _____

Soda & Bottled Water

ITALIAN:

____ Pasta Primavera ____ Chicken Fettuccini ____ Alfredo

____ Spaghetti ____ Lasagna (hamburger or veggie)

Garden Salad & Dressing _____

Rolls

Dessert 1 2 3 4 5 _____

Soda & Bottled Water

CHINESE:

Stir Fry (chicken beef veggie)

Fried Rice

Garden Salad & Dressing _____

Rolls

Dessert 1 2 3 4 5 _____

Soda & Bottled Water

DESSERT CHOICES:

1 Fruit Crisp Ice Cream Cool Whip

2 Cobbler Ice Cream Cool Whip

3 Pie Ice Cream Cool Whip

4 Shortcake Ice Cream Cool Whip

5 Cheesecake _____

Note: Package includes Rehearsal Dinner for up to 15 people, any additional at \$10.00 per person.

Balance is due the day of rehearsal. **Number of additional people x \$10.00 = \$** _____



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Reception Buffet Menu

Total # for Dinner: _____

Dinner Time: _____

Bar Service Needed

Menu #1 (Included in Package)

- 1 Hors d'oeuvres
- 1 Entree
- 1 Platter
- 2 Salads or Side Dishes
- Assorted Breads & Rolls
- Punch, Water, Pop & Coffee

Menu #2 (Additional \$3.95 Per Person)

- 2 Hors d'oeuvres
- 2 Entree
- 1 Platter
- 3 Salads or Side Dishes
- Assorted Breads & Rolls
- Punch, Water, Pop & Coffee

- Additional Entrees..... \$2.50 per person
- Additional Hors d'oeuvres..... \$2.00 per person
- Additional Side Dishes..... \$1.50 per person
- Additional Salads..... \$1.50 per person
- Additional Platters..... \$1.50 per person
- Desserts..... \$1.00-\$4.00 per person
- Additional Carved Meats..... \$2.95 per person
 - Baron of Beef Roasted Turkey Honey Baked Ham
- Salmon \$2.95 per person
- Prime Rib..... \$5.95 per person

*** Prices Do Not Include a 17% Gratuity ***

The above suggestions are just a sample of our catering selection. We will design custom menus to fit your special needs.

Prices and selections are subject to change without notice.

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Reception Buffet Menu

Hors d' Oeuvres

- Chicken Wings (Teriyaki Sweet & Sour BBQ)
- Spiraled Tortilla Wraps (Turkey Ham)
- Meatballs
- Little Smokies in BBQ Sauce
- Chili and Cream Cheese Dip w/Chips
- Seven layer Bean Dip w/Chips
- Deviled Eggs
- Shrimp w/Cream Cheese and Crackers
- Salmon Dip w/Crackers

Entrees

- Deli Style Meats & Cheese (Choice of Breads) _____
- Oriental Stir Fry (Beef Chicken)
- Cod w/ Dill Sauce
- Chicken Broccoli Dish
- BBQ Chicken
- BBQ Ribs (Beef Pork)
- Fettuccine (Alfredo Chicken Shrimp)
- Spaghetti
- Lasagna (Veggie Beef)
- Pasta Primavera (Veggie Chicken)
- Enchiladas (Chicken Beef Pork)
- Beef Stroganoff

Platters

- Fresh Fruit (In Season)
- Vegetables and Dip
- Fruit and Cheese (Imported and Domestic)
- Cheese and Crackers
- Nachos w/ Beef, Beans, Salsa, Guacamole & Sour Cream

Salads & Side Dishes

- Garden Salads & Dressing _____
- Three Bean Salad
- Macaroni Salad
- Potato Salad
- Pasta Salad
- Sour Cream Pea Salad
- Taco Salad
- Variety of Vegetables _____
- Mashed Potatoes w/Gravy
- Scalloped Potatoes
- Baby Red Potatoes
- Stuffing
- Chicken Almond Salad
- Oriental Cabbage Salad
- Tomato & Cucumber Salad
- Marinated Vegetables
- Fresh Fruit
- Coleslaw
- Fried Rice
- Spanish Rice
- Rice Pilaf
- Baked Bean

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Catering Information & Menu Selection Sheet

Name: _____

Site Location: _____

Event Date: _____ Number of Guests: _____

Ceremony Time: _____ Buffet Time: _____

Would you like the Buffet to open as soon as your guests arrive? Yes No

If you answer NO, we assume that you would like your guests to wait for you, the Bride and Groom, to go through the Buffet Line first.

Bar Time: _____

(Bar service will be provided for no more than 4 hours or no later that 9:00 p.m., which ever comes first.)

=====

MENU (choose one): Menu #1 Menu #2 Custom Design

Hors d' Oeuvres: _____

Entrée: _____

Platter: _____

Salads: _____

Side Dish: _____

Breads / Rolls: _____

Punch: _____

Carved Item: _____

Prime Rib/Salmon: _____



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Wedding & Reception --- Platinum Package: 50-250 People

Monday through Sunday from 9:00 am to 9:00 pm ••• **OUTDOOR:** June 1 through October 1

Wedding Ceremony

Event Time: All Day, Until 10:00 p.m.

- Event Coordinator
- 1 Hour Rehearsal
- Rehearsal Dinner for 15 people
(Additional at \$10.00 per person)
- Bride & Groom Dressing Rooms
- Complimentary Lunch Tray for Wedding Party
- Parking Attendants
- Guest Seating
- Guest Book & Pen
- Guest Registry Table with Linens
- Wedding Arch
- Unity Table with Linens
- Unity Candles
- Gift Table with Linens
- 3 Wedding Signs & Balloons
- Some Decorations Provided (Ask for Details)
- **International & Domestic Honeymoon Package**
(Some International Destinations & Hawaii will include an additional charge.)
- Wedding night stay at Mill Creek Gardens B&B for Bride & Groom
- Night before Ceremony stay at Mill Creek Gardens B&B with evening snacks for Bride & Bridesmaids

Cake & Toasting Table

- Cake Provided
- Cake Table with Linens
- Toasting Glasses
- Serving Set (For Use Only)
- Mints & Nuts
- Coffee & Punch Service
- Plates, Forks and Napkins

Catering & Reception

Provided by Countryside Catering LLC

- Menu #1 (Buffet Style)
(Menu #2, additional \$3.95 per person)
- Serving Attendants
- Service Table with Linens
- Tables & Chairs with Linens
- Centerpieces
- Disposable Tableware
(Extra fee for China & Glassware)
- Coffee & Punch Service
- Set up & Break down
- Clearing & Cleaning
- Some Decorations Provided
(Ask for Details)
- Disposable Cameras (Ask for Details)
- Covered Stage for Band or DJ
- Outdoor Wooden Dance Floor
- Bar Facility

Prices include Wedding Ceremony, Catering, Reception, Cake Toasting Table & Honeymoon Package.

People	Price
Available Sunday through Thursday	
50	\$6,500
75	\$7,500
Available Friday through Sunday	
100	\$8,500
125	\$9,000
150	\$9,500
175	\$10,000
200	\$10,500
225	\$11,000
250	\$11,500

- Package price does not include a 17% gratuity.
(Gratuity is on total package price.)
- Prices are valid until December 31, 2008.
- Some International Honeymoon Destinations will include an additional charge.
- Winter Weddings may include an additional site fee.
(Site fee will vary depending on location choice.)
- We are also happy to design a custom wedding package just for you.
(Available Sunday through Thursday.)

NOT INCLUDED IN PACKAGE: 1-day Event Insurance (mandatory) • Bar Server & Alcohol • Music for Ceremony & Reception • Officiant • Photographer • Videographer • Florist • Hair Stylist • Nail Tech • Massage Therapist • Cosmetologist • Tent Rental • Limos • Carriages



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Sunday Wedding & Reception Package: 50-200 People

OUTDOOR: June 1 through October 1

Wedding Ceremony

- Event Time: 11am to 9pm
- Rehearsal on day of Wedding
- Complimentary Lunch Tray for Wedding Party
- Bride & Groom Dressing Rooms
- Parking Attendants
- Guest Seating
- Guest Registry Table with Linens
- Wedding Arch
- Unity Table with Linens
- Gift Table with Linens
- 3 Wedding Signs
- Some Decorations Provided (Ask for Details)
- 3 Night Honeymoon Stay at Mill Creek Gardens B&B for Bride & Groom (Sunday, Monday, and Tuesday)

Cake & Toasting Table

- Cake Provided
- Cake Table with Linens
- Serving Set (For Use Only)
- Mints & Nuts
- Coffee & Punch Service
- Plates, Forks and Napkins

Catering & Reception

- Provided by Countryside Catering LLC
- Menu #1 (Buffet style)
- Menu #2, additional \$3.95 per person
- Serving Attendants
- Service Table with Linens
- Tables & Chairs with Linens
- Centerpieces
- Disposable Tableware (Extra fee for China & Glassware)
- Coffee & Punch Service
- Set up & Break down
- Clearing & Cleaning
- Some Decorations Provided (Ask for Details)
- Covered Stage for Band or DJ
- Outdoor Wooden Dance Floor
- Bar Facility

=====

Prices include Wedding Ceremony, Catering, Reception, Cake Toasting Table & Honeymoon Package.

<i>People</i>	<i>Price</i>
Available Sunday Only	
50	\$5,500
75	\$6,000
100	\$6,500
125	\$7,000
150	\$7,500
175	\$8,000
200	\$8,500

- Package price does not include a 17% gratuity. (Gratuity is on total package price.)
- Prices are valid until December 31, 2008.
- We are also happy to design a custom wedding package just for you. (Available Sunday through Thursday.)

NOT INCLUDED IN PACKAGE: 1-day Event Insurance (mandatory) • Bar Server & Alcohol • Music for Ceremony & Reception • Officiant • Photographer • Videographer • Florist • Hair Stylist • Nail Tech • Massage Therapist • Cosmetologist • Tent Rental • Limos • Carriages



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Wedding & Reception --- Winter Package: 25 People

Monday to Sunday from 9:00 am to 9:00 pm ••• **INDOOR:** October 1 through June 1

Wedding Ceremony

- Event Time: 4 hours
- Event Coordinator
- Minister
- Music and CD's (Bride & Groom provide CD's)
- Bride & Groom Dressing Rooms
- Guest Seating
- Unity Candles, Guest Book & Pen
- Guest Registry Table with Linens
- Unity Table with Linens
- Gift Table with Linens
- 3 Wedding Signs & Balloons
- Some Decorations Provided (Ask for Details)
- 3 night stay at Mill Creek Gardens B&B for Bride & Groom
- This Package is for an indoor wedding held at Mill Creek Gardens B&B for 25 people. (\$500 will be charged for every 25 additional guests.)

Cake & Toasting Table

- Cake Provided
- Cake Table with Linens
- Toasting Glasses
- Serving Set (For Use Only)
- Mints & Nuts
- Coffee & Punch Service
- Plates, Forks and Napkins

Catering & Reception

- Provided by Countryside Catering LLC
- Menu #1 (Buffet Style)
- Serving Attendants
- Service Table with Linens
- Tables & Chairs with Linens
- Centerpieces
- China & Crystal
- Coffee & Punch Service
- Set up & Break down
- Clearing & Cleaning
- Some Decorations Provided (Ask for Details)

Prices include Wedding Ceremony, Catering, Reception, Cake Toasting Table, and B&B Honeymoon Package.

<i>People</i>	<i>Price</i>
25	\$3,500
25	\$4,000

Includes 7 nights International or Domestic Honeymoon Accommodations. (Some International Destinations will include an additional charge.)

- Package price does not include a 17% gratuity. (Gratuity is on total package price.)
 - Prices are valid until December 31, 2008.
 - Winter Weddings may include an additional site fee. (Site fee will vary depending on location choice.)
- We are also happy to design a custom wedding package just for you. (Available Sunday through Thursday.)*

For Wedding and/or Reception held at a location other than Mill Creek Gardens, please add an additional fee for the rental of facility site.

Rental Fee of facility: \$ _____

Location: _____ Phone: _____ Confirmed

NOT INCLUDED IN PACKAGE: 1-day Event Insurance (mandatory) • Bar Server & Alcohol • Music for Ceremony & Reception • Officiant • Photographer • Videographer • Florist • Hair Stylist • Nail Tech • Message Therapist • Cosmetologist • Tent Rental • Limos • Carriages



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Policies, Rules and Regulations --- Rental Agreement

The staff of Mill Creek Gardens LLC looks forward to the opportunity to serve you. In order for us to provide the best products and service to your group the following policies have been established.

FUNCTION SPACE

Mill Creek Gardens Capacity: 25 to 75 people (Sunday-Thursday); 100 to 250 people (Friday-Sunday).
Smaller groups available, call for information.

Rehearsal dinner, sit down wedding, and reception with a buffet style meal and round table seating.

Access into the grounds must take place within the rented time frame. The lessee must remove all items from Mill Creek Gardens LLC by the end of event. Mill Creek Gardens LCC will not be responsible for anything left behind by the lessee.

The event time shall not exceed allotted time.

FOOD SERVICE

Our catering department should receive your menu selection and a guaranteed meal count 30 days prior to your event. You will be charged for the guaranteed number or the number of guests served, whichever is greater. No food or beverage may be brought to your event by a guest. All food and beverages must be purchased from Countryside Catering LLC, with the exception of the alcohol and sparkling cider. Food prepared for a function must be consumed at Mill Creek Gardens. In order to maintain proper and safe food temperatures, food products will be displayed for no more than two hours. Leftover food items cannot be removed from the premises of Mill Creek Gardens.

GRATUITY

When making your selection, please remember that the indicated price does not include the customary 17% gratuity charge. Gratuity will be added to the total cost of the wedding package chosen by lessee.

BOOKING FEES

A non-refundable \$500.00 booking fee will hold the date and the time scheduled for your event. The booking fee will apply toward the balance due.

PAYMENT SCHEDULE

Three months prior to wedding 50% of estimated balance is due. One month prior to wedding the estimated balance is due in full. Any additional charges will be due one day prior to event.

PAYMENT BY CREDIT CARD

An increase of 3% will be added to your package price when paying with a credit card.

CANCELLATION OR POSTPONEMENT

MILL CREEK GARDENS LLC MUST RECEIVE WRITTEN NOTICE OF CANCELLATION THREE MONTHS PRIOR TO EVENT DATE.

In the event of a cancellation or postponement, the \$500.00 booking fee is non-refundable. If Mill Creek Gardens LLC is able to re-book your date and the scheduled event is held, the remainder of payment paid will be refunded. If Mill Creek Gardens LLC is unable to re-book your date and no event is held on your original booked date, the remainder of payment paid will not be refunded.

DAMAGE DEPOSIT

The lessee assumes responsibility for any damage to the premises during the time they are using the facility. A \$500.00 damage deposit will be collected 30 days prior to event and returned 7 days after the event if no damage has occurred. Damage to include: excessive soiling of carpets, bedding or walls; all breakage; and destruction to anything on Mill Creek Gardens property. The lessee also agrees to pay the cost of repairs, restoration, or replacement above the \$500.00 Damage Deposit in the event of damage to Mill Creek Gardens LLC, its equipment, or anything else either real or personal.

LIABILITY INSURANCE

The lessee must provide Special Events Liability Insurance with a minimum coverage of \$500,000.00 and name Mill Creek Gardens LLC as additional insured. **Proof of the insurance has to be submitted 30 days prior to the scheduled event date. (See your agent for this information.)**

ALCOHOL

- In accordance with the Oregon State Liquor Commission, Mill Creek Gardens LLC will not serve or supply alcohol. Alcohol can only be served by a Licensed OLCC Bartender which is referred by Mill Creek Gardens LLC and approved by Mill Creek Gardens LLC. Bottled beer, canned beer, keg beer, wine and champagne are the only alcoholic beverages allowed on the premises. No hard liquor is allowed anywhere on the premises.
- The Rehearsal Bartender is paid by the lessee at the rate of \$100.00.
- The Wedding Reception Bartender is paid by the lessee at the rate of \$400.00.
- **No personal alcoholic beverage allowed on premises.** (If guests are seen drinking their own personal alcoholic beverages, they will be asked to leave.)
- All laws and regulations of the Oregon Liquor Control Commission must be strictly enforced. The Bar can not open prior to Buffet opening. Maximum serving time of alcohol is 4 hours. **The last drinks will be served 30 minutes before the end of the event.** At that time the Bar will close.

HOST ALCOHOL ENDORSEMENT

In the event that alcohol is to be served, an additional Host Alcohol Endorsement for no less than \$1,000,000.00 on the liability insurance is required, naming Mill Creek Gardens LLC as additional insured. **Again, proof of the insurance has to be submitted 30 days prior to scheduled event. There will be absolutely no alcohol without this insurance.**

FURTHER AGREEMENTS

- Lessee agrees to indemnify and hold harmless and defend Mill Creek Gardens LLC from and against all liability, judgments, or claims for persons or damage to property caused by the organization/company/person, its agents or employees or use of, or occupancy of Mill Creek Gardens LLC or the organization/company/persons activities anywhere in conjunction with the operation permitted under this agreement, and in and about Mill Creek Gardens LLC.
- It is also and further agreed to that the lessee will not violate any County or State ordinances or laws in or about the premises of Mill Creek Gardens LLC.
- Lessor is not responsible or liable for any loss, damage or injury to persons or property caused by the lessee, their guests or others. The lessee may employ or subcontract for rental purposes.
- **Alcohol can only be served by a Licensed OLCC Bartender approved by Mill Creek Gardens LLC.**
- Lessee must acknowledge and accept the contents of the Policies, Rules & Regulations of Mill Creek Gardens LLC.

MILL CREEK GARDENS

- For the safety and cleanup purposes, no throwing of rice or confetti is permitted. Acceptable items to cast toward the Bride and Groom as a symbol of best wishes, good health and prosperity are bird seed, rose petals and bubbles. In accordance with the Fire Marshall, no sparklers or fireworks are allowed.
- Reserves the right to refuse service to anyone.
- Cannot be responsible for damage or loss of any property left in the facility prior to, during, or after your event. Protect your valuables!

MISCELLANEOUS

- All catering must be purchased through Mill Creek Gardens LLC with Countryside Catering LLC.
- A photographer usually needs 2 to 2½ hours for pictures before the ceremony.
- If a band or disc jockey has been hired to play music at your event, we ask that they set up 1 hour prior to the start time of your ceremony.
- We ask that everything necessary to make your event run smoothly and be a success be scheduled through our Event Coordinator.
- Smoking is permitted in designated areas only. Cigarettes **MUST** be disposed of in designated areas only.
- Well-behaved children are welcome to accompany parents. If there will be a number of children at your event, adequate supervision must be provided by your party. We are concerned for the safety of your children.

By signing this Rental Agreement, you, the lessee, acknowledge and accept the contents of the Policies, Rules, and Regulations of Mill Creek Gardens LLC.

I have read, understand, and agree to comply with all rules, regulations, policies and fee schedules, as set forth by Mill Creek Gardens LLC. I further attest that I am twenty-one (21) years of age or older, and will be personally responsible for repair of equipment, the facilities, grounds or for replacement if equipment is stolen.

Bride's Name (Lessee) _____ Date _____

Groom's Name (Lessee) _____ Date _____

Mill Creek Gardens LLC Representative (Lessor) _____ Date _____

Estimated Package Price: _____