

Portola Inn Simple Wedding & Reception Contract (as of 08/01/2022)

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

PLANNING

Portola Inn will assist you in planning your wedding as soon as you book our site.  
We schedule 2 planning meetings.

We will provide a site coordinator for your set up, event, and clean up.  
The site coordinator will have the final say on all decisions related to the site.

SITE USE

Simple Wedding six hours total.  
(Set up 2 hours, Ceremony & Reception 3 hours, Clean Up 1 hour.)  
Choice of venue space: Oak Tree Garden Lawn and Terrace OR Carriage House  
Master Suite OR Guest House is provided for the wedding party to get ready.  
No amplified sound

VENDORS

We encourage you to use our preferred vendors.  
Please check with us before booking any vendors to insure compatibility with our site.  
**Alcohol service** Portola Inn provides champagne for a toast. No other alcohol is allowed.  
Vendors are limited to photographer, officiant, cake delivery.  
Other vendors can be discussed but may require an additional fee.  
Vendors must park in pre-approved parking spots.

DECORATIONS

We provide tables, tablecloths, and chairs for up to 30 guests, tables for a cake and guest book.  
Simple decorations can be discussed.  
We do not allow items hanging from trees, use of glitter or confetti, artificial rose petals or any other items that we consider difficult to clean up.  
We do not allow tape, pins, nails, staples, or tacks on the floors, windows, walls, chairs, tables, or fences.  
We do not allow flame of any kind. Battery operated candles may be used.  
Our staff will turn them on for you.  
The departing couple may be showered with bubbles, birdseed, flower seeds, or natural rose petals. No rice, glitter, confetti, or sparklers are allowed.  
Decorations may be brought at set up time and removed within your 3 hour time period.

GUEST COMFORT AND SAFETY

We provide parking for up to 30 guests and your vendors on site.

We will provide a welcoming sign for your event at the entrance of the driveway.

We provide one person to greet guests as they arrive and direct them to the event site. Guests will use the ADA restroom and either the Master Suite or Guest House restroom.

We provide a smoking/vaping area for guests. This is the only area on the property where smoking or vaping is allowed.

We provide ice water and disposable cups when your guests arrive and during your event. 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). Not all areas of the property are safe for children.

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

We are close to first responders (fire, police, paramedics, ambulance).

LOST ITEMS, MISUSE, DAMAGES

We will make every effort to return found items to you, however, we are not responsible for personal and vendor items.

A \$250 security deposit is due with your final payment. This deposit will be returned one week after your event if there are no damages, changes to your contract, or failure by vendors or guests to comply to 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

Additional costs may apply for added vendors, staff time, or overtime (3 hours). Please initial the bottom of each page and sign below.

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

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

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

Date \_\_\_\_\_

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