

Portola Inn / Portola Event Planning – Special Event Agreement

P.O. Box 808

Atascadero, CA 93423

www.PortolaInn.com

(Last form revision – 12/01/22)

Event: _____ Description: _____

Date: _____ Guest Count: _____

Start Time: _____ End Time: _____

This is intended as a supplement to planning documents, emails, etc. created by _____ and is not necessarily inclusive of all activities by persons working on this event. ALL event activities/arrangements/ideas/participants/plans must be finalized _____ prior to the event.

Portola Inn / Portola Event Planning agree to provide the following in support of this event:

1. Set up of venue and off-street parking for up to forty (40) cars. Parking is not allowed on Portola Road or other City streets.
2. Tables and seating for up to _____ guests with seating for six each. Set up two banquet between glass doors for _____
3. Linens for all guests seating tables. Color choice _____ All food & drink service tables will have black tablecloths.
4. Provide one (1) ADA restroom for guest use located near Carriage House.
5. Provide one (1) attendant that is experienced with this venue to assist with set up, parking and clean up.
6. Set up, disposal and cleanup of 1 recycling and 3 trash cans.
7. Set up _____ table(s) for welcome/sign-in or information.

Portola Inn contact during the event:

Name: _____

Cell Phone: _____

Event Host/Sponsor: _____ will provide:

1. Coordination and planning of event.
2. Provide _____ additional attendants to assist with setup, parking, greeting and clean up.
3. Provide all food and beverages through vendors and or wineries each licensed to provide their own area of service or product. Provide all information and contact person to Portola Inn prior to event.
4. Provide any entertainment or music for this event, including contact information to Portola Inn.
5. Provide payment to Portola Inn of \$ _____ for this event, due at booking. _____
6. Primary event contact person for this event will be: _____

Cell Phone Number: (_____) _____ - _____ Email address: _____

Mail Address: _____ City: _____ St. _____ Zip: _____

Event Agreement signed by responsible party: _____

Print signers name: _____

Portola Inn approval by: _____ Contact Number: _____