



McMENAMINS EDGEFIELD

2126 SW HALSEY
TROUTDALE, OREGON 97060
GROUP SALES 503.492.2777 * FAX 503.665.4209

GROUP: MULT. CO. BOARD OF COMMISSIONERS RETREAT

CONTACT: MARY MARGARET WHEELER-WEBER

ADDRESS: 501 SE HAWTHORNE
SUITE 600
PORTLAND, OR 97214

TELEPHONE: 503-988-3953

EMAIL: MARY.WHEELER-WEBER@MULTCO.US

ARRIVAL: NOVEMBER 6,2013

DEPARTURE: NOVEMBER 6,2013

ATTENDANCE: 15

FUNCTIONS:

(EDGE) McMenemy-Edgefield

| Date | Time | Event | Function Space | Setup Style | Att. | Rental Rev. |
|----------|-------------------|---------|----------------|-------------|------|-------------|
| 11-06-13 | 08:00 AM-03:00 PM | Retreat | Barley Room | See Notes | 15 | 600.00 |

All hosted food and beverage prices are subject to an 18% service charge. Please note, service charge is not applicable to the food and beverage minimum. McMenemy Edgefield requires the guaranteed number of attendees at least 72 business hours prior to your group's arrival.

EVENT SPACE:

Event Space Rental will be waived based upon your group meeting or exceeding a hosted food and beverage minimum of \$600.00. Should the minimum not be met in hosted food and beverage, the difference will appear on the final bill as a room rental fee.

MENU REQUIREMENTS

Menu is to be determined by 10-25-2013

MENU AND EVENT PLANNING:

Our banquet menus include fresh local foods and beverages, and are an excellent base to planning any group meal. All food must be provided by McMenemy Edgefield and served by its employees. Catering prices, catering menus and service charge are guaranteed three (3) months prior to the event date. Food and beverage items, room set ups, linens, audio-visual equipment, and all special

arrangements are requested four (4) weeks prior to the event date. Please notify McMenamins Edgefield immediately if there is a change in the type of event to be held.

GUARANTEES:

We ask that you guarantee the number of guests attending your event at least 72 business hours (3 business days) in advance. You will be charged for the final count or the guaranteed number, whichever is greater. If attendance drops or increases, McMenamins Edgefield reserves the right to change the event to a room or rooms suitable for the attendance and you will be notified of the change.

BEVERAGE REQUIREMENTS

Final bar details to be determined by 10-25-2013

ALCOHOLIC BEVERAGES

McMenamins Edgefield does not permit the serving of alcoholic beverages to anyone under twenty-one (21), without proper I.D., or under the influence of alcohol, in accordance with OLCC regulations. All alcoholic beverages must be provided by McMenamins Edgefield and served by its employees. Beer will not be sold by the keg. There is a \$10.00 per 750ml bottle corkage fee applied to all outside wine brought into the event space. McMenamins Edgefield has a five-hour limit on all bar service. The event space must be vacated one hour after the bar closes and no later than the posted vacate time.

ROOM SET UP:

Final set up requirements to be determined by 10-25-2013

Please Note:

- All decorations and rental items must be removed from the event space immediately following the event.
- McMenamins Edgefield is not responsible for items left behind.

A/V & MISCELLANEOUS FEES:

A/V requirements for your event are to be determined by 10-25-2013

All A/V will be subject to a 17% service charge.

Summary of Charges

ROOM RENTAL: \$600.00 minimum food and beverage required to waive room rental.

METHOD OF PAYMENT: UPON CONCLUSION

DEPOSIT REQUIRED:

| Deposit | % Deposit Req. | Due Date | Paid Deposit | Due Amount | Description |
|----------|----------------|-----------------|--------------|------------|----------------------------------|
| Catering | | 300.00 10-24-13 | 300.00 | 0.00 | 50% of food and beverage minimum |
| Summary | | 300.00 | 300.00 | 0.00 | |

A deposit for all meeting spaces is due as outlined above. Deposit will be forfeited for a cancellation 30 days prior to your event date. If cancellation occurs within seven (7) days of arrival, the client agrees to pay 50% of all food charges. If cancellation occurs within three (3) business days of arrival, client agrees to pay whichever is greater, 100% of the food & beverage minimum, or 100% of all food charges, based on the guaranteed number of guests. Please note, we do not accept personal checks; however, we do accept corporate checks. A processing fee of \$20 will be incurred for any returned checks.

PAYMENT BY: Mary Margaret Wheeler-Weber (Party Responsible for Payment)

OUTSTANDING BALANCE:

All charges incurred during the event are due at the event close. Should the party responsible for payment vacate the premises without paying the final bill, the credit card on file will be charged for the outstanding balance due.

CANCELLATION:

Should a confirmed group reservation be cancelled, or the date changed, after the cancellation date as noted on the contract, the deposit is non-refundable.

Miscellaneous:

- Edgefield will be hosting national act bands outdoors during the summer. Concert music and sound checks may carry over into private event space(s).
- All deliveries must check in at the front desk.
- Group will be responsible for providing, setting up, and breaking down all of their own decorations.
- All decorations and rental items must be removed immediately following your event and no later than the event space vacate time.
- Edgefield is not responsible for items left behind. This includes audio visual equipment, flowers, votives and cake stands. Please make prior arrangements with your vendor(s) for pickup of these items.
- Edgefield policy prohibits taping, tacking, or stapling to any surface.
- Edgefield prohibits the use of confetti, rice, birdseed and synthetic flower petals.
- Edgefield prohibits the use of fog machines in all indoor event spaces.
- Group will be billed for all linens damaged by candle wax, etc.
- A clean-up fee starting at \$75.00 will be applied to the final bill for items (including decorations; such as, flower petals or confetti) that are left behind in any event space for Edgefield staff to remove.
- Only food and beverages purchased and consumed in the event space during the event will be applicable to the food and beverage minimum. No exceptions will be made.
- 18% Service Charge required on all hosted food and hosted beverage.
- Service Charge does not apply toward the food and beverage minimum.
- All rooms are non-smoking.
- Catering prices and menus are guaranteed three (3) months prior to arrival.
- McMenamins is not responsible for any lost, stolen or damaged articles including, but not limited to, personal items and gifts.
- McMenamins reserves the right to make improvements to event spaces without prior notice, including but not limited to: overall dimensions, lighting, décor, furniture and landscaping.

INDEMNITY

Client agrees to assume full responsibility for the conduct of its employees or third parties hired to provide services for the group. Client further agrees to indemnify, defend, and hold harmless McMenamins Inc. from any injury, damage, suits, or claims which may arise from the intentional acts, negligence, or omissions of client's employees or third parties hired to provide services for the group. Third parties may be required to execute a separate agreement indemnifying McMenamins Inc. against all claims and liabilities.

CONTRACT AGREEMENT

The contents of the above arrangements and the policies outlined above meet with my approval. I consider our contract definite and confirmed. Please sign and return contract to McMenamins Edgefield Sales Office by **10-25-2013**.

Group Entered On: 10-24-2013


FOR MCMENAMINS EDGEFIELD:


Mandy Orvis

Sales Coordinator

DATE

FOR MULTNOMAH COUNTY CHAIRS OFFICE





DATE

Please sign and date each page of this Contract before mailing or faxing all pages to the Edgefield Sales Department.

BANQUET EVENT ORDER
McMenamins Edgefield
2126 SW Halsey * Troutdale, OR 97060
Phone: 503.492.2777 Fax: 503.665.4209



| | |
|---|---|
| Contact Name: Mary Margaret Wheeler-Weber | Contract Number: 7622137 |
| Address: 501 SE Hawthorne Suite 600 Portland, OR 97214 | Sales Coordinator: Mandy Orvis |
| Telephone: 503-988-3953 | Booking Type: Retreat |
| Fax: | Booking Name: Mult. Co. Board of Commissioners Retreat |
| E-mail: mary.wheeler-weber@multco.us | Onsite Contact: Mary Margaret Wheeler-Weber |

Wednesday, November 06, 2013

| Time | Room | Function | Set-up | Exp/Gtd | F&B Min. | BEO # |
|---------------------|-------------|----------|-----------|---------|----------|---------|
| 08:00 AM - 03:00 PM | Barley Room | Retreat | See Notes | 15 / 0 | \$600.00 | 8702866 |

Post as: Mult. Co. Board of Commissioners Retreat

Final Bill: to be presented to Mary Margaret Wheeler-Weber upon conclusion of the event.

| Food | | Set Up | |
|---|-----------------------------|--|--|
| The Continental \$11.95 Per Person Exp 12 / Gtd / Set Basket of Breakfast Bread Orange Juice Fresh Fruit Tea Selection McMenamins Own Coffees 12 Hard Boiled Egg \$ 1.50 Each Water Service | Serve Time: 08:30 AM | Closed Square <i>set for 12 people.</i> <i>other part of the room left as open space.</i> Buffet Table LINEN & NAPKIN COLOR CHOICE: White | |
| Beverage Refresh Exp 12 / Gtd / Set Replenish beverages at this time | Serve Time: 10:00 AM | Timeline | |
| Santa Fe Buffet \$20.75 Per Person Exp 15 / Gtd / Set Black Beans & Chipotle Rice Marinated Grilled Beef and Chicken Fajita Meat and Sweet Peppers & Onions (Veggies separate for Vegetarian Option) Taco Shells, Flour Tortillas & Tortilla Chips Guacamole, Sour Cream, Fresh Salsa, Cheddar & Pepperjack Cheeses Shredded Lettuce, Tomato, Red Onion, Pickled Jalapenos, Limes & Fresh Cilantro Lemonade & Iced Tea MODIFICATION: sweet peppers & onions separate from meats to give option for Vegetarians. | Serve Time: 11:30 AM | Payment Instructions | |
| | | Please note the following: <i>Event Space Available (For Set-Up/Decorating): 8:00am</i> <i>Event Start Time (Service Begins): 8:30am</i> <i>Event End Time (Bar Closes, Music Ends, Event Space Breakdown Begins): 2:30pm</i> <i>Event Space Vacated: 3:00pm</i> | |
| | | Final payment is due Immediately following scheduled event. Payment can be made with a credit card or cash. Thank you! | |

Client Signature Required: _____

Date: 11/5/13

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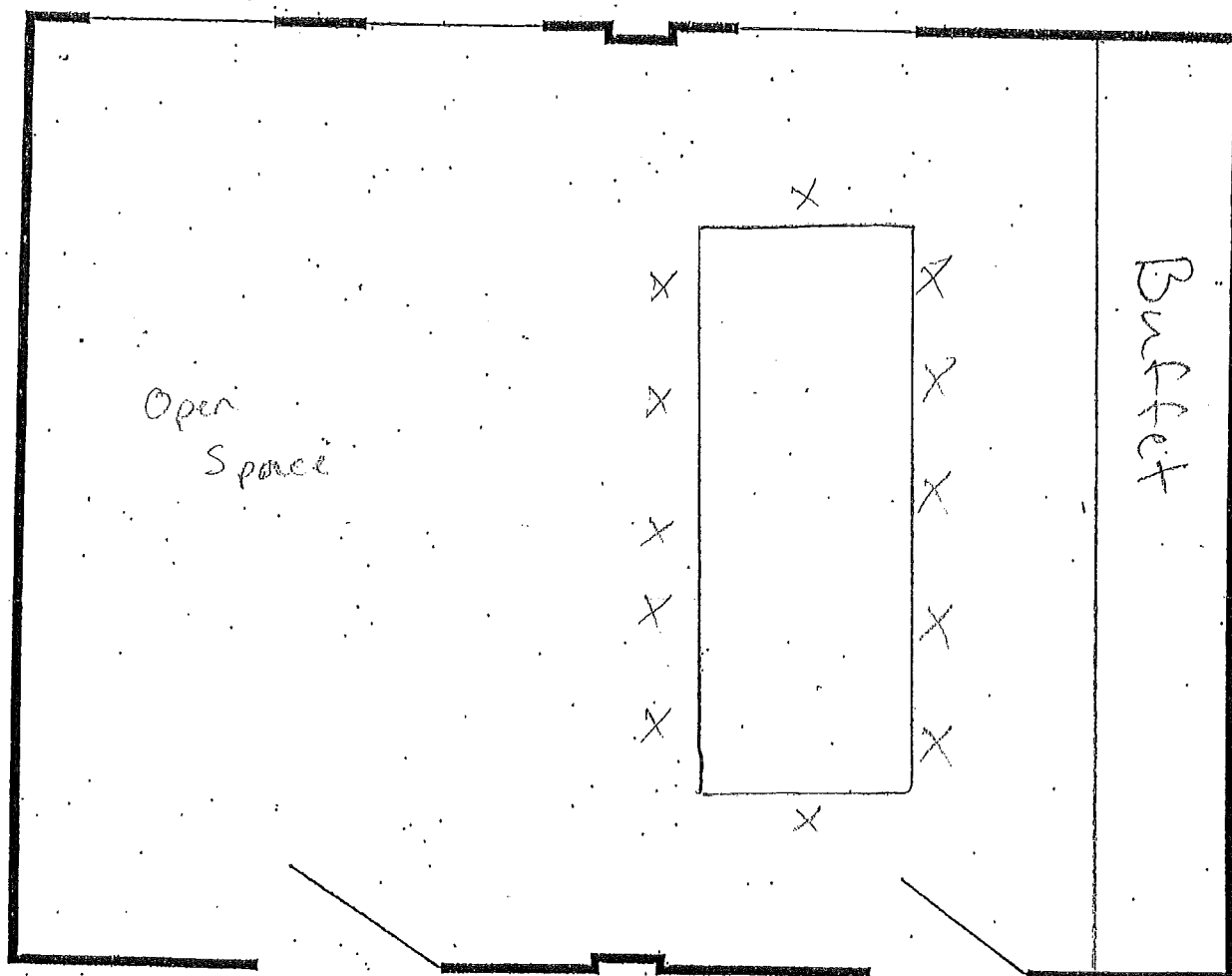
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|---|---|
| Contact Name: Mary Margaret Wheeler-Weber | Contract Number: 7622137 |
| Address: 501 SE Hawthorne Suite 600 Portland, OR 97214 | Sales Coordinator: Mandy Orvis |
| Telephone: 503-988-3953 | Booking Type: Retreat |
| Fax: | Booking Name: Mult. Co. Board of Commissioners Retreat |
| E-mail: mary.wheeler-weber@multco.us | Onsite Contact: Mary Margaret Wheeler-Weber |

Wednesday, November 06, 2013

| Food | | | | |
|-----------------------------------|-----------------------------|--------------|----------|---|
| Autumn Break Snack Package | Serve Time: 01:30 PM | | | |
| \$10.25 Per Person | | | | |
| Exp 12 / Gtd / Set | | | | |
| Cookies | | | | |
| Rosemary Nuts & Spiced Pecans | | | | |
| Black & Herbal Teas, Hot Cocoa, | | | | |
| Spiced Cider and McMenamins | | | | |
| Coffee & Decaf | | | | |
| Deposit | % | Deposit Req. | Due Date | Paid Deposit Due Amount Description |
| Catering | | 300.00 | 10-24-13 | 300.00 0.00 50% of food and beverage minimu |
| | | 300.00 | | 300.00 0.00 |

Client Signature Required: _____

Date: 11/5/13



Group: Mult. Co. Board of Commissioners Retreat

Event Date: 11/6/13

BEO#: 8702866

Created/Revised Date:

Notes:

Closed Square set for 12 ppl.

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McMenamins Edgefield
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Phone: 503.492.2777 Fax: 503.665.4209



Mult. Co. Board of Commissioners Retreat

Contract #: 7622137

Start Date: 06-NOV-13

General Conditions:

- * All hosted food and beverage is subject to an 18% service charge. Please note: service charge does not apply toward the food and beverage minimum.
- * In accordance with OLCC regulations, no one will be served alcoholic beverages without proper I.D. McMenamins has a five-hour limit on all bar service. The event space must be vacated one hour after the bar closes and no later than the posted vacate time.
- * Group may access event space(s) only during hours posted on Banquet Event Order.
- * Guaranteed number of guests is due 3 business days prior to arrival.
- * Menus, pricing and service charge are guaranteed 3 months prior to arrival.
- * McMenamins policy prohibits taping, tacking or stapling to any surface.
- * Group will be responsible for providing, setting up and breaking down all of their own decorations.
- * All deliveries must check in at the front desk or with the Manager on duty.
- * All decorations and rental items must be removed from the event space immediately following the event. McMenamins is not responsible for any items left behind. This includes flowers, votives, cake stands and outside audio-visual equipment. Please make prior arrangements with your vendor(s) for removal of these items.
- * McMenamins cannot provide cooler space for flowers and/or cakes.
- * Group will be billed for all table linens damaged beyond normal wear. For example, candle wax, burn marks, etc.
- * Only food and beverage purchased and consumed in the event space during the event will be applicable to the food and beverage minimum. No exceptions will be made.
- * No outside food or beverage may be carried or consumed on McMenamins property.
- * McMenamins prohibits the use of confetti. A clean-up fee will be applied to the final bill if confetti is used.
- * Social and business functions require an advance deposit(s), with the balance of all charges due at the close of the event. Direct billing for business events is available if application is submitted and approved prior to the function.
- * Should the party responsible for payment vacate the premises without paying the final bill, the credit card on file will be charged for the outstanding balance due.
- * Music and other forms of entertainment are welcome to complement your event. Please contact our event coordinators to plan music that is appropriate for each venue.

Your signature below indicates your approval of the above menus, event details and general conditions.

Please sign and return a copy to the Events Office by Fax or Mail.

Client Signature Required: _____

Date: 11/5/13