

## FREQUENTLY ASKED QUESTIONS

### **How do I get a Certificate of Liability Insurance?**

A one-day certificate can be secured in several different ways:

1. Use Renter's existing homeowner's policy that covers a 1 million.
2. Renters caterers may have an insurance policy of \$1 million that could cover the event. 3. Purchase a policy from Eventhelper.com for 0-100 people approximate rate: \$120.00; 100-150 people approximate rate: \$156.00.
4. Purchase a policy from Gales Creek Insurance at an approximate rate: \$185.00. If alcohol is being served at the event, the certificate of liability insurance must clearly state, "host liquor liability".

- To fill out form for Eventhelper go to [www.Eventhelper.com](http://www.Eventhelper.com)

For questions contact [info@theeventhelper.com](mailto:info@theeventhelper.com) 1.877.521.0713

- To fill out form for Gales Creek go to [www.eventinsurancenow.com](http://www.eventinsurancenow.com)

For questions contact [eventsupport@eventinsurancenow.com](mailto:eventsupport@eventinsurancenow.com)

Certificates should be emailed or [coordinator@historicoverlookhouse.org](mailto:coordinator@historicoverlookhouse.org)

If sending it by mail, please put ATTN: Coordinator on the envelope.

**Please note that your Certificate of Liability is due 30 days before your event!**

### **Do I need an OLCC server at my event?**

Yes, if alcohol is being served at the event, FOH needs to know (30) thirty days prior to the event. A signed Alcohol Agreement is required. The Renter or persons contracted must have a valid OLCC Service Permit for the Oregon Liquor Control Commission (OLCC). Only the OLCC licensed server(s) can pour the alcohol.

### **When can I schedule my rehearsal?**

In weddings scheduled from Friday to Sunday, a one-hour slot is allocated. Rehearsals take place on Thursday evenings, with time slots available from 5 pm to 6 pm, 6 pm to 7 pm, and 7 pm to 8 pm. Kindly abstain from consuming food or beverages during this period to accommodate other parties waiting to utilize the space.

### **What are the amplified sound requirements?**

The Overlook House is located in a residential neighborhood. All amplified sound requires an Amplified Sound Agreement. Loud music will jeopardize the relationship with the community. All outside music must cease by 9:00pm.

1. DJs/Bands/Renters must sign Overlook House Music Contract prior to event
2. DJs/Bands/Renters that abuse our usage rules will not be allowed back
3. Outside music must remain below 55dba from the sidewalk and must cease at 9:00 p.m
4. Last dance announcement no later than 8:55pm
5. Music is permitted inside until 10:00 pm

### **How can I decorate inside?**

In order to preserve the charm of the 1927 house for every party, no fasteners or hooks are allowed to hang decorations inside the house. We request that if any adhesive is used that it be only painter's tape, this will not leave marks on the walls etc. All candles must be in holders or on mats to prevent wax spills.

### **How can I decorate outside?**

All tents/canopies need to be weighted down with blocks, barrels or weights. We do not allow stakes in the grass due to the irrigation system. Tables, chairs and tents are permitted on the grass. However barbeques, dance floors, tent heaters and coolers are not allowed on the lawn. All equipment must be set up in the backyard. Barbeques are permitted on the north side of the house on the concrete, but not in front of the house. If barbequing, please use a mat, cardboard or something to protect the concrete.

### **What am I responsible for with my clean up?**

Renters are responsible for returning the furnishings of the Overlook House to the original locations including folding chairs and tables. Renters are required to remove all recyclables and garbage to the house dumpster area. Rental dishes must be scraped, rinsed and sealed in the tubs provided.

All items need to be removed from the house by 11pm.

Rental equipment should be removed that night or can be stacked at the back of the house the grass and must be picked up by 9:00am the following morning.

### **How can I reserve the date for an event ?**

The Historic Overlook House is only rented for one event per day. The online calendar will show our availability. In order to make a reservation we require half of the day of rental fee, a \$500 security deposit and a signed contract. Payment options include online transactions (incurring a 2.5% fee) or payment by check.

### **When can I view the house?**

Tours can be scheduled with the coordinator on Tuesday evenings from 5:30 to 7:00 p.m. and on Saturday mornings between 8:00 and 10:00 a.m.

To reduce event costs, guests with reservations may partake in one additional walkthrough before the event, excluding the initial tour. Public access to the exterior of the house is permitted. Prior to visiting, please refer to our calendar to avoid any conflicts with ongoing events.

### **Is the Overlook House ADA accessible?**

Yes, the Overlook grounds and first floor of the house are ADA accessible. The first floor restroom is an ADA facility.

### **What is the capacity of the Historic Overlook House?**

The inside capacity of the Overlook House is 75. Outside/inside events can accommodate up to 150.

### **What is the timeline for payments and reservations?**

Reservations require half the day of rental fee, a \$500 security deposit and a signed contract (via DocuSign). The Friends of Overlook House requires the following 30 days before your event:

1. Payment of the day-of fee balance and any additional requested services (e.g., dishware, extended hours, etc.)
2. Submission of a certificate of liability insurance
3. Signed exhibits if alcohol and/or amplified music will be present at the event
4. Verification of an OLCC licensed server if alcohol is to be served
5. Provision of the event timeline and contact person's name

### **What happens if I need to cancel my reservation?**

1. All cancellations must be in writing.
2. Cancellations made within three (3) three days of signing this Rental Agreement: All money paid is refunded less a \$100.00 administrative charge.
3. Cancellations made more than (30) thirty days prior to the event: 50% of the TOTAL rental fee is forfeited by Renter. 100% of the damage security deposit and 50% of the TOTAL rental fee are refunded.
4. Cancellations made less than (30) thirty days prior to the event: The 100% of the rental fee is nonrefundable and will be kept. The 100% of the damage/security deposit will be refunded to the Renter within (30) days of cancellation.
5. The Overlook House may cancel rentals due to inclement weather, emergency conditions, or events beyond the control of the Friends of Overlook House. In case of cancellation initiated by the Overlook House, all rental and deposit monies will be refunded.

### **When and how do I get my security deposit back?**

Renter's security deposit will be returned if there are no damages or additional time needed to clean the house or grounds as a result of the event. Deposit checks will be mailed back to the address provided within (30) thirty days of the event. Please verify return address information with the Overlook House to ensure a timely receipt.

### **What is included in my rental fee?**

Included in the rental fee is the full use of the house and grounds, as well as anything included in the wedding inventory document.

### **What does my paid rental time include?**

Paid rental time must include the setup and break down time. Rental equipment is allowed to be set up outside the house (2) two hours before the paid time begins. However, access to inside the house is restricted to the paid rental time. No food or alcohol shall be consumed on the premises until the paid time begins.

## INVENTORY LIST

The Historic Overlook House is happy to provide these items for your event. Please see our checklist for and rate sheet for additional information.

### Included in your rental

1. Wifi
2. All interior living room and upstairs bridal room furniture
3. 8 folding rectangular 6' tables that seat six
4. 3 folding rectangular 5' tables
5. 9 folding 60" round tables that seat eight
6. 90 stackable chairs
7. One double (2-12 cup) coffee maker
  - o note: table linens are not supplied. Coffee filters not supplied.

### Included with additional dish rental fee of \$150:

1. 57 Clear glass 9" dinner plates
2. 70 Clear glass 7" dessert plates
3. 60 Ceramic cream dinner plates
4. 45 Ceramic (mix colors) coffee cups & saucers
5. 3 Crystal punch bowls
6. 2 Crystal small serving bowls
7. 60 Crystal cups and saucers
8. 50 Glass wine glasses (non-matching)
9. 18 Glass pint glasses (non-matching)
10. 15 Stemless wine glasses
11. 80 Butter knives
12. 80 Dinner forks
13. 80 Dinner spoons

**\*\*Note:** all dishes need to be scrapped, rinsed and sealed into the bins provided on the counter.

Further questions?

If you have more specific questions that were not addressed, please contact our coordinator.

[Coordinator@historicoverlookhouse.com](mailto:Coordinator@historicoverlookhouse.com)