



Room Rental Information
Website: www.mountainparkhoa.com
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Phone: 503-635-3561

The Hawthorn Room features a parquet dance floor, grand piano, wood burning fireplace, vaulted ceiling, skylights, floor to ceiling windows on three sides and a private deck. For your use, we also have a Bose sound system, pantry/serving kitchen, ice machine, and a portable bar.

The Hawthorn room can accommodate 300 guests for a cocktail reception or similar event, otherwise Mountain Park can provide seating for 200 guests using our tables and chairs.

Located in the heart of Mountain Park, in a beautifully wooded setting, the Hawthorn Room is the ideal place to host your wedding reception, anniversary, birthday party, or other social and business gatherings. Close to hotels, restaurants, downtown Portland and most freeways, makes this an easy place to access for you and your guests.

Reservations: The Hawthorn Room is available to rent for private functions. To secure a date, a signed rental agreement and security deposit are required.

Deposit: A \$500 refundable damage/security deposit is due at the time the contract is signed. This amount is in addition to the room rental fee.

Catering and Alcohol: You may hire a caterer of your choice or provide your own food. Alcohol can be served, but only by a licensed caterer or through My Bartender.

Rental Fees Non-Member:

Friday, Saturday, Sunday \$1,400.00
Ten hour block of time between 10 am & 1 am

Monday - Thursday \$175.00 per hour
Minimum of two hours between 7am and 11pm

The Dogwood Room is an efficient, fully equipped, conference room, graced on one side by a wall of windows looking out toward the entry bridge. Perfect for small group meetings of many kinds.

Rental Fees:

\$30.00 per hour or \$150.00 for an all day rental during clubhouse business hours.

Don't forget to ask about available discounts for Mountain Park members.

Room Rental and Event Space Guidelines

The rental of this venue includes the following:

- 10 hour time block between the hours of 7:00am-11:00pm (Monday-Thursday)
- 10 hour time block between the hours of 10:00am-1:00am (Friday-Sunday)
- 25 - 60" round tables
- 5 - 6' rectangle banquet tables
- 10 - 8' rectangle banquet tables
- 2 - 4' rectangle banquet tables
- 200 black folding chairs

PAYMENT & CANCELLATION

A \$500.00 deposit is due at the time the contract is signed. This is a refundable security deposit on top of the room rental charge. If Licensee cancels reservation more than 60 days prior to the date of the event, one-half of the deposit will be refunded. If Licensee cancels reservation within 60 days of the event, the deposit is forfeited. All cancellation requests must be in writing and submitted to the events manager. Added hours are billed at \$250/hour unless otherwise agreed upon.

DECORATING

The nailing, gluing or taping of pictures, banners, signs or any other items on interior or exterior walls, ceilings, windows, hardwood floors or structures is prohibited. Painters tape (blue tape) is OK to use. Glitter, rice, and hard to pick-up material is not allowed anywhere in the building. Only contained candles and permitted, no other burning materials are allowed. Please see events manager for specific decorating questions.

SET UP / CLEAN UP:

MPHOA staff will set up tables and chairs for your event based on the floor plan that you submitted. If you would like to make any changes or adjustments to the floor plan, you are welcome to do so during your time in the room. You, your caterer or designated representative must remove ALL items from the tables and place your left over party favors, vases etc. in one location for you to remove after the event. MPHOA staff will not set up decorations. Decorations must be set up during your rental time unless arranged in advance. You are responsible for taking all personal items from the bride rooms and other areas, all left over flowers, favors, food, cake, anything thrown/used as you exit etc. All items brought in by you and your guests, excluding garbage, must be removed by you or your food provider. We will bill you at \$175/day for any items left behind that we need to clean up. If you have any questions on what needs to be cleaned up, please refer to the end of event cleaning check list or the MPHOA staff on duty.

CATERING REQUIREMENTS/PARTNERS

You are free to hire any catering company you wish. All set-ups and deliveries must be done during the allotted room rental time. Any extra hours needed for the event will be billed at \$250/hour. All food and beverage management and service is the responsibility of your catering provider; MPHOA will not, under any circumstances, assist in your food service. By signing this agreement you agree to hold MPHOA harmless for any actions of your food/beverage provider and understand that we are not responsible for your catering provider in any way. You are responsible to insure that your catering provider understands any rules and requirements. If your catering provider has any questions, they can refer to the caterer information sheet located in the banquet kitchen, or may ask MPHOA staff.

FOOD, BEVERAGE AND ALCOHOL

In most cases private parties are allowed to bring in their own food for events, this could be a caterer of their choice or food brought from home or grocery, Mountain Park does not offer catering. Alcohol can only be served or sold in specific areas of the clubhouse. If an event will be serving or selling alcohol, it will only be allowed in areas designated on contract and can only be in private areas of clubhouse that will not mingle with regular members. Therefore alcohol will only be allowed in the banquet facility. ***Any and all alcohol must be served by only a licensed individual through a licensed catering company approved by Mt. Park or through My Bartender. You are required to provide a copy of the servers OLCC permit and liquor liability insurance.***

HOURS OF VENUE RENTAL

Clean-up must be completed and all parties must be off the grounds by the end of your rental time. If the clean-up extends beyond the agreed upon room rental time (10 hours) you will be charged \$250/hr or a portion thereof.

LIGHTING/AUDIO/PROJECTION SYSTEM

Your rental includes use of our in house lighting. If needed, you can also rent the sound system or an Infocus projector. Please ask events manager for pricing. We can control the volume at all times and reserve the right to make volume adjustments at any time. All music must end no later than one (1) hour from the end of your event time.

PIANO USAGE

The piano is available for rental by licensee for event. There is a \$50.00 charge for the use of the piano. Please make arrangements prior to event with events manger if you wish to use the piano.

EVENT SECURITY

Event security is **REQUIRED** if an event will have 75+ guests and will be serving alcohol. Security is billed at \$25.00 per hour starting at 7:00pm until contract end time. If event extends beyond the agreed upon room rental time, then security is billed at \$50.00 per hour. You can choose to pre-pay for your security or have it deducted from your security deposit. Please make arrangements prior to event with events manager. If your event will not be serving alcohol, then you will not be required to have security. If alcohol is found to be served and the events manager was not notified, it can result in forfeit of deposit and the event will be shut down. Additional charges can apply as well.

NON WEDDING EVENTS

While much of this agreement refers to wedding events, all terms listed on this document apply to non-wedding events and non-wedding clients. If you are a non-wedding client please read this agreement carefully and be sure to make any agreement adjustment requests before you sign this document. Changes may not be approved once this document is signed.

PARKING

MPHOA has a total of 47 parking spaces, 2 handicapped spaces, and plenty of off-site street parking for your guests. There is one additional parking site available if needed. The Mt. Park Church parking lot (Mt. Jefferson Parkway), business office (Mt. Jefferson Terrace), The Gables & The Ridge (Mt. Jefferson Terrace) are not available for room rental patrons.

YOUTH EVENTS OR EVENTS WITH CHILDREN

One (1) chaperone 21 years old or over is required for every ten (10) youth (list of names & phone numbers of all chaperones to be filed with MPHOA) plus one security guard for every 50 youth. Children attending adult or all age events must be supervised.

ADDITIONAL REQUIREMENTS

- Smoking is not permitted on MPHOA property. Smoking is only allowed on Jefferson Parkway or Independence. Extra cleaning charges will apply for cigarette butts located on the property and a fine up to \$1,000.00.
- Rice, confetti, birdseed, balloons or fireworks/sparklers may not be thrown and/or used inside or outside of the Hawthorn room. Bubbles are permitted outside only.
- Only contained candles are permitted – no other burning materials are allowed.
- User and their vendors hired are responsible for the removal of all belongings, rentals, etc. from the facility prior to the conclusion of the event and within the time allotted.
- All garbage must be bagged and in the proper location.
- Green Policy – MPHOA cares for the environment and asks all users and vendors to sort all recyclables and leave them neatly in the designated areas. MPHOA will arrange for pick up.
- Any property damage to the facility will be corrected by MPHOA staff and billed to the user. Payment of the damages shall be deducted from the security deposit, and remaining balance due will be billed to the Licensee.

All agreements must be in writing on the contract. Nothing verbal is applicable.