



Thank you for choosing the World Forestry Center (WFC) for your event. While we want you to have a successful event, you and everyone attending your event will be expected to follow these rules and the requests of our staff.

BEFORE YOUR EVENT

Payment:

One-third of your rental fee is due at signing, unless the total amount of the rental fee is \$750 or less in which case the full amount is due at signing. Failure to pay the rental fee by the pre-determined date will result in the release of your event date.

The balance of your rental fee and security deposit are due 30 days before your event. Failure to pay the rental balance and security deposit in a timely manner will result in the cancellation of your event and forfeiture of any funds paid.

Cancellation:

If event is canceled 31 days or more from the date of your event, WFC will retain 1/3 of the full rental fee or the full payment if rental fee is \$750 or less. If event is canceled 30 days or fewer from the date of the event, the full rental fee will be retained. The security deposit will be refunded.

In the event of a weather or safety-related issue that limits access to or use of the facility, the liability of WFC is limited to a refund of the amount already paid by you, the renter.

Provisions:

- WFC will provide and set up tables and indoor chairs according to the floor plan determined by you and your caterer. Minimal changes may be made at WFC discretion if the final floor plan violates local fire codes by inappropriately impeding access to exits or emergency equipment.
- WFC will provide a basic public address system with one microphone in Miller or Cheatham Halls.
- Please inquire about telephone, internet service, and any other technical needs.
- WFC does not provide outdoor chairs, linens, silverware or tableware, copier services, fax machines, or office services.
- Additional last minute or day-of event changes to the floor plan, including adding equipment, may be subject to a fee.

Catering:

You are required to use one of the caterers on our preferred list for your food and beverage needs. WFC does not have on-site catering, however, we have established good relationships with many competent caterers in the area who are familiar with our facilities, rules, recycling, and cleanup requirements. **Please confirm with your caterer that they will clean and secure the building at the end of your event.**

These caterers can also help with linens, decorations, and other equipment.

You will contract for your food and beverage needs directly with the catering company. WFC is not responsible for the caterer's services or performance under your contract.

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When planning your event, please be aware that special events such as Zoo Concerts and other peak times can create parking shortages. Parking is available on a first-come, first-served basis to all people visiting any of the institutions. We cannot reserve or guarantee parking for any events. In order to make access to your event as convenient as possible, we may be able to suggest advantageous starting times for your event. We also suggest the following:

- Contact the Oregon Zoo (503-226-1561) and the Portland Children's Museum (503-223-6500) to see if they are planning special events that might conflict with your event.
- Suggest car-pooling.
- A few parking spaces are available behind your event building. You may use these during your event for caterers and others.

DURING YOUR EVENT

Rental Time:

Access to buildings prior to event start time is determined on an individual basis. Ending time for all events is no later than midnight. Times differ for the Mount Hood Room and Discovery Museum rentals.

Decorations and Damage:

You are responsible for any damage that occurs to the building or equipment either inside or to the grounds. Damage may result in partial or full loss of your deposit. In the event of excessive damage, you may be charged additional fees needed for repairs.

- **You may use only painter's tape to hang anything on the walls, floors or any other surface.**
- You may NOT use: nails, push pins, tacks, staples, Velcro, duct tape, or self-adhesive strips.
- Do not use confetti, glitter, helium balloons, rice or birdseed inside or outside the buildings.
- If rose petals are used outdoors, they must be cleaned up by the end of the event. No rose petals are to be used indoors.
- The use of fireworks, sparklers, tiki torches, or any other fire related products are prohibited.
- We've had too many close calls, therefore candles are not allowed either inside or outside the buildings. Flameless candles only.
- Per local fire codes, you may not block or impede access to any door marked with an EXIT sign, any installed fire extinguishers, hoses, or alarm pull stations. Your decorations may not obscure fire beacons, emergency, lighting, or EXIT signs.

Music/Permissible Sound Levels:

It is your responsibility to make sure noise levels do not exceed the permissible sound levels set by the City of Portland. Please refer to this website for sound level details.

<https://www.portlandoregon.gov/citycode/article/327463>

Amplified music is not allowed on the Central Plaza, or anywhere else outside on the WFC campus after 10pm.

Deliveries:

All deliveries are to be made the day of your event after your access time. You or your representative must be present to sign for all deliveries. WFC employees will NOT sign for your deliveries. This may result in deliveries

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being returned or delayed. You must remove all of your items from the hall immediately following your function. WFC will not be responsible for items left behind.

Building Safety:

You are responsible for all people and property associated with your event. All WFC buildings are nonsmoking buildings. No portion of any passageway or exit door may be blocked or obstructed in any manner and no exit door shall be blocked, hidden, or bolted from the inside while the facility is in use.

Safety and Security:

Different events of the facilities have different needs with respect to security. We recommend you designate someone to monitor your event and take responsibility for any safety or security issues. If, in the opinion of the WFC, your event requires security due to alcohol use, public access, high value items, among other things, you may be required to provide professional security personnel.

AFTER YOUR EVENT

Clean up:

Confirm with your caterer that they will clean the building at the end of your event. You must remove all of your equipment, decorations and other items from the venue immediately following your function. WFC will not be responsible for items left behind, lost or stolen. Put all garbage and recycling in appropriate cans and dump them in dumpsters. If tables or other equipment have been moved outside, they must be returned to the building. Failure to properly clean up may result in loss of all or a portion of your security deposit. Talk with caterer to have a full understanding of their clean up procedures.

Lock up:

Confirm with your caterer that they will secure the building at the end of your event. Ending time for all events is no later than midnight. Times differ for the Mount Hood Room and Discovery Museum. Ovens, burners, lights and other equipment must be turned off. Check that all doors are locked. You must remove all of your items from the hall immediately following your function. WFC will not be responsible for items left behind. Place your key in the designated drop box.

Deposit Refunds:

After your event, WFC staff will inspect the building and surrounding grounds. If everything is satisfactory, your security deposit will be refunded within 30 days. If there is damage, you will be notified by an email or letter.