

# POWERS OREGON C O M P A N Y

## Catering Guidelines

**Each of our sites welcome any catering company you select. Please provide your catering company with this list of general guidelines. If they have any questions please ask them to contact your site manager well in advance of your event; these items are required in every circumstance unless agreed upon in writing.**

**The venue will bill you (client) for anything that your catering company fails to complete at \$50/hour and in this case any deposit (\$500) will be forfeited completely.**

- 1. ROOM LAYOUT:** Your caterer must meet with you well in advance of your event and determine how you want the venue set up for your event. Be sure to consult with the site manager and review your agreement for any restrictions. All site maps are available at [www.powersoregon.com](http://www.powersoregon.com). A copy of your final site set up must be given to your venue site manager no later than 15 days prior to your event.
- 2. EVENT DAY SET UP & TEAR DOWN:** Your catering company and their staff will set up and tear down your entire event. They are free to arrive up to 3 hours before your wedding to begin set up and must complete tear down no later than one hour after your rental end time.
- 3. ALCOHOL REQUIREMENTS / WINE PRE PURCHASE:** Hard alcohol is not allowed in any of our venues unless approved in writing well in advance of your event. At Vista Hills, all beverages come from the site and all beverage service must be pre-arranged with Vista Hills staff (call Vista Hills for more info). At all other venues you must pre-purchase (well in advance of your day) your wine from Aileron Hill Vineyard. Please contact Erin at 503-478-0997 to do this. We will prepare your wine for pick up within a week or two of your order; you can then give this wine to your caterer for the event day. If more wine is needed on the event day we will provide it to your caterer per bottle. You must complete a beverage agreement at the time you purchase your wine.
- 4. ITEMS PROVIDED BY YOUR VENUE:** The venue will provide tables (60" rounds based on 9 guests per table / 8-12 6' and/or 8' banquet tables), chairs (one natural oak padded chair per guest), flatware (one fork, two dessert/cake forks, one knife and one spoon per guest. ½ tea spoon per guest), 87x87" linens (a variety of colors are available including white, ivory and black and must be selected by your caterer well in advance of your date) based on the formula (30+.125x(your guest count)) and 22x22" linen napkins (1 per guest). All additional items must come from your caterer or a rental company. All of these items will be placed in the venue's storage area and must be returned to the same location after the event. All flatware must be washed prior to being returned.
- 5. GARBAGE:** The caterer must provide any and all garbage cans, bags and remove all garbage from the venue.
- 6. EVENT DAY MANAGEMENT AND STAFFING:** The venue will provide one site assistant for the event. This person will mainly be helping the bride and groom during the day. The caterer must provide a manager level individual to run the set up, food and beverage service and tear down.
- 8. WEAR AND TEAR / CLEAN UP:** Tables must be padded; tables and chairs must always be picked up and never slid across wood floors. All areas must be swept and clear of food and spills. Any kitchen areas must be returned clean in equal or better condition.