

## Catering Guidelines (non-partner)

**This document is not required if you are using a partner caterer.** Otherwise, we welcome any catering company to our venues. A **\$250 service fee** will be added to your bill when using a non-partner catering company. This goes to cover our increased costs.

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. Please obtain your caterers signature at the base of this form, sign it yourself and return it to your venue manager as soon as possible. Let your caterer know that if they break any of these rules you automatically forfeit your security and damage deposit.

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 assistant 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 must be approved in writing. Vista Hills will provide all beverage service. See specific alcohol rules at all other wine country locations. For Portland area venues Aileron Hill Wines are required. Contact Erin at 503-478-0997 to pre-order. Outside wine is allowed at Portland area venues with a \$250 service charge.
4. **RENTALS, INCLUDED ITEMS & INVENTORY CHARGES :** Powers includes certain inventory items in the venue package. Please see our inventory and rental form for a list of these items. Please complete an inventory and rental form well in advance of the wedding. All included and rented 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. All linen counts must be given in writing to your event assistant no later than 15 days prior to your event or additional rush charges will apply.
5. **GARBAGE:** The caterer must provide any and all garbage cans, bags and remove all garbage from the venue unless agreed upon in writing.
6. **EVENT DAY MANAGEMENT AND STAFFING:** The venue will provide one to two site assistants 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.

BY SIGNING BELOW YOU AGREE TO THE ABOVE TERMS AND CONDITIONS:

\_\_\_\_\_  
Catering Company Rep. Signature / Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Event Date

\_\_\_\_\_  
Client's Signature / Name

\_\_\_\_\_  
Date