



SCHEDULE OF FEES

***All fees are based on cash/check transactions. When using credit/debit, additional fees apply. To help keep costs down, we appreciate the use of check, cash, VENMO or PAYPAL when possible!**

Standard Base Venue Rental

This base price is structured as a DIY package and does not include any setup, planning support or onsite management. Building will be provided for a “do it yourself” event with all chairs, tables, equipment etc. to be setup and managed by client. *Please see separate guidelines and pricing information attached for alcohol service if applicable.

Prime Season: June-October

Friday \$4000

Saturday \$4800

Sunday \$4200

Low Season: November-May

Friday \$3000

Saturday \$3800

Sunday \$3200

\$500 cleaning/damage refundable deposit required on all events.

***Please inquire about any mid-week pricing requests**

***Pricing is based on up to 200 guests. Please see additional fees for larger events**

What's Included

- Building access for day of event with entry at 9:00 AM – 11:30 PM (event time scheduled to end at 10:00 PM. 10:00-11:30 PM is considered clean up time).
- 90-minute onsite rehearsal if needed. This is a rehearsal only, food or drinks are not permitted other than water and due to multiple events during the weekend, no early setup is permitted other than the day of your scheduled event. Rehearsals are scheduled on first come first serve basis. Rehearsals are scheduled on either Wednesday or Thursday the week of your scheduled event. Friday's may be available for rehearsals based on availability.
- (3) 1-hour self-tour planning appointments if needed. Allows you the opportunity to meet on location with your own event vendors or your support staff to plan out your setup and décor. This is a self-guided time without OVA staff and must be scheduled by appointment and based on availability of the venue.
- (1) 30-minute day of expectations meeting with Oakview Acres Venue Manager 30 days prior to your event. Walk through on how to use lights, electrical, supply needs and equipment management.

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Equipment Included with Base Package Continued

- (25) 60-inch round guest tables
- A total of (200) heavy duty white resin folding chairs with padded seats and backs. Seating total for 200 guests. Same seats used for ceremony and reception use. Chairs are not to be outside in the rain and must be brought in prior to the end of your event.
- (1) 4-foot rectangle banquet table
- (8) 6-foot rectangle banquet tables for use as needed
- (4) Patio bistro tables
- Sound system for inside plug and play options. No microphone or extra speaker plug-ins available. This is designed for phone/laptop plug and play playlist, not for professional DJ use.
- Video equipment. Built in screen and projector provided. Self-controlled and must provide device such as laptop to play from with correct connections. Must have device that supports VGA connection or adapter and headphone jack for sound. MAC laptops not advised for use. OVA not responsible for setup of video.
- Men's dressing room (Window A/C and thermostat-controlled heating).
- Women's dressing suite with private restroom and vanity area, hand steamer in women's dressing room. Dressing rooms have A/C and heating as needed and controlled by party.
- Garment rack
- Indoor Restrooms (a total of 5 restrooms inside) 3 Designated women's restroom and 2 all-use restrooms. All ADA compliant.
- Use of indoor and outdoor venue space. This space is NOT air-conditioned as the large 30-foot barn doors are open to Mt. Hood direction. There is winter heating available in the winter months at an additional fee if requested. This option is highly recommended for colder weather events.
- Onsite garbage dumpster, 4 garbage cans in venue, 1 kitchen and additional bathroom garbage cans. Garbage is maintained by your own support staff during your event if needed.
- Fully stocked paper products and soap for restrooms and kitchen
- Ample parking
- Parking lot lights (to be turned on by clients)
- 4 large floor fans set out for warmer weather days if desired use.
- Twinkle lights on outside patio
- Twinkle lights in rafters
- Rafter Fabric Draping (fee applies if requested to remove)
- Stage curtain twinkle lights and fabric draping backdrop
- Use of utility closet for use of sweepers, mops, extra garbage bags, Windex, rags, etc.

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All-Inclusive Management Package

Love to plan, but need some extra support through the planning process and day of management for your event? This package gives you all the standard base items PLUS extra guidance and support from our event staff and allows you, your family, and friends to all enjoy your event together without having to worry about day of execution of your plans. Let the OVA staff take care of the event details with *setup, breakdown, vendor management, clean up* etc. It's the perfect package for creating your own vision for the day with hands on planning but gives the freedom of time to still relax and enjoy your event without worrying about day of details. The biggest benefit besides getting professional hands-on help? NO SAME DAY PACK IN, PACK OUT! You get to bring your personal décor and event items prior to your event date, let us pack them up for you when finished and then come back a different day to pick up your items! Your family and friends will love you for this, guaranteed!

Prime Season: June-October

Friday \$6800

Saturday \$7800

Sunday \$7300

Low Season: November-May

Friday \$5800

Saturday \$6800

Sunday \$6300

\$500 cleaning/damage refundable deposit required on all events.

***Pricing is based on up to 200 guests. Please see additional fees for larger events**

What's Included

All that is included in the base package PLUS the following:

- All day on-site OVA management from 9:00 AM- 10:00 PM
- Setup of all OVA equipment and décor supplied by client *does not include pickup/delivery or setup of third-party rentals.
- Up to (25) 90-inch square polyester blend linens for guest tables with over 15 colors to select from. Any linen changes in sizes and or upgrades of fabrics would be considered additional rentals and pro-rated credits will not be given for not using package included linens.
- Unlimited support phone calls and emails during business hours
- Vendor recommendations
- (4) One-hour planning with OVA Event Manager.

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- Personalized day of event timeline. We create a custom timeline for the day of your event from the time you arrive at the venue until all parties are gone and all details in between. We communicate arrival and setup expectations to your vendors on your behalf 2 weeks prior to your event date. We become the point of contact for your vendors from that date forward as needed so that you can focus on personal details just prior to your event.
- Ceremony and Rehearsal Coordination (wedding's only)
- Assist Officiant, entertainers, master of ceremony announcements, musicians etc. with timing.
- Reception/event Coordinating: manage all areas and flow of event during scheduled event time.
- Full setup and breakdown of event by OVA staff.
- Event cleanup by OVA staff.
- OVA packs up all event decor/supplies brought by client for later pickup (*third party rentals must be delivered/picked up same day of event unless otherwise authorized)
- Permits clients to bring décor and event items prior to event day so no same day packing in and out of the venue is needed. (*third party rentals must be delivered/picked up same day of event unless otherwise authorized)
- Trouble shoot any unforeseen problems of event
- Day of 3rd party vendor coordination of their arrival, setup, and breakdown. Does not include setup of equipment coming from 3rd party vendors. If additional staff is required, we will discuss this in our planning sessions. Event management package does not include table service of food, beverages, or bussing tables when place settings are used. Disposable items will be cleared by event management only.
- Acts as point of contact for all vendors and other support members for your event day and makes sure your plans are executed per your instructions.

**A complete detailed agreement for All-Inclusive Event Management details will be supplied to you prior to the agreement of this package for full details of services included.

Additional Fees to Consider

ALCOHOL AND BAR-TENDING SERVICES

So that our scheduled events are able to enjoy the service of alcohol at events, it is our operating agreement with the OLCC that all service of alcohol be provided by OakView Acres OLCC licensed staff members. This includes all standard DIY packages and All-Inclusive packages. Oakview Acres is required to have one bartender/monitor for every 100 increments of guests.

Clients are permitted to bring their own beer, champagne, ciders and other similar spirits and then have Oakview Acres staff members there to serve your guests for additional fees. Standard service does not include the service of hard alcohol. If your event requires hard alcohol service, please discuss this with Oakview Acres management
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as other fees may apply other than what is listed below. Unfortunately, due to our operating agreement, we are unable to allow outside serving staff to be independently brought in by clients and no exceptions will be granted to this policy.

Bartending Fees

0-100 Guests \$375 (1 server)

- **First Server and equipment. Flat fee, No tap fees or corkage fees.**
This includes your first staff server for the serving schedule time to start 1 hour prior to scheduled event start time.
 - **(3) keg coolers with all necessary equipment for service such as C02, taps, wine buckets, bar ice etc. This does not include any plastic ware, glassware or other serving items needed for guests. Please see separate bar service agreement for additional details.**

101-200 Guests \$500 (2 servers)

- **This includes the above items, in addition to another server for 3 hours. State law requires 1 server for every 100 guests. Please see separate bar service agreement for additional details.**

201-300 Guests \$625 (3 Servers)

- **This includes the above items, in addition to another server for 3 hours. For a total of 3 servers scheduled. State law requires 1 server for every 100 guests. Please see separate bar service agreement that is signed at contract for additional details.**

REQUIRED EVENT INSURANCE

All events are required to obtain “Special Event Liability Insurance” for the scheduled date that you are booked for. This is a policy that covers you, your guests, vendors, and other related event details. This policy is addition to Oakview Acres standard business policy, and it requires the event holder to name Oakview Acres LLC as an additional insured to that policy. Oakview Acres requires a copy of the policy as outlined in the contract 30 days prior to your event or a policy will be purchased on your behalf and added to your final invoice. Sometimes this policy can be obtained by current homeowners’ insurance or auto policy. In most cases if a fee is associated it usually ranges from \$120-\$250.00 for a standalone policy based on number of guests and type of event. See contract for full details.

ADDITIONAL EQUIPMENT RENTALS

At Oakview Acres we see the value in saving time and stress. Linens are available for rentals onsite if you need them for your DIY event or additional rentals needed for your managed event. Please inquire for more details.

*Matching white chairs are available for rent for events over the included 200 chairs as well as additional tables if needed. Please inquire for fees.

EVENTS LARGER THAN 200 GUESTS EXPECTED

Due to the extra supplies and staff needed to prepare for larger events over 200 guests, a fee is required for the following and does not include the extra equipment such as tables and chairs for extra guests

201-250 Guests: Please apply \$150 to venue fee
250-300 Guests: Please apply \$250 to venue fee

These fees apply to both base DIY package and All-Inclusive Management Package.

Winter Heating

\$425.00

The barn is not heated in the main gathering space. The bathrooms and sub rooms such as kitchen and dressing rooms are heated. Portable indoor heaters are available and suggested for use mostly November-April depending on temperatures. The large 30-foot doors during the winter months are winterized and not operable and must remain closed to properly heat the venue.

Prep-Kitchen Fee

\$350

We find it important to give you the flexibility to choose your own vendors. We are one of very few venues that allows you this choice when it comes to vendor selection. We see the value in giving you choices and have elected to keep an open-door policy to all vendors. We do ask for a minimal fee that will be added to your invoice for use of the kitchen if the kitchen is used by either your professional vendors or food support crew. This fee is used to help maintain a heavily used part of the venue that goes through lots of "wear and tear."

WANT TO AVOID KITCHEN FEES? We do have a list of preferred catering vendors that are familiar with the venue and know everything there is to know about catering at Oakview Acres and have mastered their crafts! This alone saves you time in planning sessions with a vendor unfamiliar with Oakview Acres facility but also saves you the kitchen fee. If you select one of the preferred vendors for catering, then we will waive the kitchen fee. Not only do they provide outstanding service to our clients over and over, but they also respect the venue and take good care of the facility! We appreciate them, their professionalism and commitment to our clients and to Oakview Acres. Give them a call, identify yourself as an Oakview Acres client and they will be happy to chat with you about ideas!

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Mississippi Delta BBQ and Grill

Brian Rogers
503-869-8184

www.mississippideltabbq.com

Bringing the best of southern cuisine and BBQ flavors to the area since 2004. They are fun group to work with who enjoy adding southern hospitality flare to your event. From the most casual to most formal, they can do it all.

Two Chicks and a Rooster Catering

Vicki Irish
503-407-7915

www.tcrcatering.com

Food is their passion and service is their specialty! This group has mastered every detail needed to provide your event with stress free planning and service. They pay attention the little details that some don't normally include in catering packages. Across the board, they will create a menu that is perfect for your event or go with the classics that everyone enjoys!

NW Catering

Amy Feehan
503-941-0049

www.cateringservicesnw.com

NW Catering Services does not just make food...they create food experiences. Their seasoned chefs and professional service staff craft seamless catered events with food and service provided at perfection. Their attention to service details and presentation is an experience you and your event guests will appreciate!

Fee Worksheet Space

This space has been provided calculate fees associated with your event according to the information provided in this schedule of fees.

Venue Fee: (select one)

\$ _____

Base Venue Fee DIY		All-Inclusive Venue/ Management	
June-October	November-May	June-October	November-May
Friday \$4000	Friday \$3000	Friday \$6800	Friday \$5800
Saturday \$4800	Saturday \$3800	Saturday \$7800	Saturday \$6800
Sunday \$4200	Sunday \$3200	Sunday \$7300	Sunday \$6300

Bartender Fees: (select one)

\$ _____

Beer/Wine/Champagne//Etc. Full bar service requires additional fees & server requirements that will be discussed as needed.

0-100 Guests \$375
 101-200 Guests \$500
 201-300 Guests \$625

Additional charges may apply based on service need, but will be discussed prior

Insurance Fees:

\$ _____

If Oakview Acres is required or asked to provide insurance on your behalf, these are the estimated costs if a policy is purchased. Please remember to check with your homeowners, renters or auto carrier first as they might do this as courtesy for you. Estimated costs \$120-\$250.

Costs vary due to number of guests expected, alcohol time of event, etc.

Winter Heating System:

\$ _____

\$425

Additional Guests Over 200 Expected:

\$ _____

201-250 Guests: Please apply \$150 to venue fee

250-300 Guests: Please apply \$250 to venue fee

*Fees do not include extra tables/chairs etc

For Information Purposes:

Additional Chairs are \$4.00/pc

Additional Round Tables are \$12.75/pc

Round Trip Delivery Fee of \$50 applies for extra equipment

Exact cost for extra equipment will be calculated at requested

*Prices subject to change without notice on rental equipment

Prep-Kitchen Fee:

\$ _____

\$350 or waived if using preferred catering listed

***All fees are based on cash/check transactions. When using credit/debit, additional fees apply. To help keep costs down, we appreciate the use of check, cash, VENMO or PAYPAL when possible!**

Please let us know if there is anything unique about your event that you would like to discuss with our planning team! We are here to help, and we appreciate you considering Oakview Acres for your event needs!