

**The Historic Settlemier House
Maintained and Cared for by the
French Prairie Historical Society
PO Box 405
(355 N. Settlemier Ave.)
Woodburn, Oregon 97071
503-982-1897
www.settlemierhouse.com**

Wedding Rental

The Jesse H. Settlemier House is an 1892 Victorian/Craftsman Home located on nearly 3 acres of beautifully landscaped grounds. The backyard is surrounded by a hedge with a gazebo, offering a private setting for an outdoor event during the spring, summer and early fall months. It's our policy to provide friendly service. We want you and your guests to feel welcome and to have a truly memorable experience.

The Settlemier House is located 30 minutes south of Portland and 20 minutes north of Salem, making it ideally accessible for your guests. It houses many valuable artifacts that cannot be replaced. It is wonderful that you have chosen this house and grounds to hold your event.

As a potential renter you must be willing to take the responsibility of caring for the house, grounds and furnishings just as the French Prairie Historical Society does.

Please fill out the rental agreement form and return it along with your deposit to the PO address above.

Your contact persons: Peggy Dinges or Cindy Thomas 503-982-1897
PO Box 405 Woodburn, OR 97071

Available for your use:

150 Glass Plates and Cups, Silver Service, Coffee Pots, Punch Bowls, Cleaning Supplies

20 - 4 ft. round tables

14 - 6 ft. rectangle tables

Ladder

Extension Cords and outside outlets at the back of the house, garage and gazebo

300 White Wooden Folding Chairs available to rent for \$1.00 per chair

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RENTAL RATES

- a. Minimum 3 hours @ 450.00 between the hours of 8 am and 10 pm.
- b. Additional hours @ \$95.00 per hour.
- c. Renter is charged for all time used at the house including rehearsal time, set-up and clean-up
- d. Down payment of \$450.00 to be collected at the time of booking.
- e. **DOWN PAYMENT IS NON-REFUNDABLE.**
- f. Balance of rental fee must be paid no later than the end of the day the facility is used.
- g. Set-up/Decorating/Delivery/Clean-up all take place within your contracted rental time. You must tell delivery people and all who will be assisting you both the time that the property is accessible and the time everything must be cleaned up and removed from the property. We reserve the right to deny early access and/or require you to finish on time. If, for any reason, you are allowed to use the property longer, you will pay for the additional time then.

CAPACITY

- a. House (inside at one time) = 75
- b. House (sit down dinner with tables) = 30
- c. Grounds = 300 +
- d. Settlemier personnel are on site at all times to answer questions and make sure that everything is taken care of and running smoothly.

KITCHEN USE

- a. You are responsible for all labor, use and clean-up.
- b. All kitchen use, set up and clean-up is within contracted rental time.
- c. Cupboards marked FPHS are not to be opened.
- d. If you need assistance in locating things, ask staff or representative.
- e. Food may be served inside the house, but no food should be taken upstairs.

CLEANING AND TRASH REMOVAL

- a. All cleaning is your responsibility.
- b. Supplies are available for sweeping, mopping, vacuuming and wiping surfaces.
- c. Make sure all surfaces (including chairs and tables) are free of "sticky" spots from cake, punch or other substances.
- d. All trash must be placed in cans provided. Located by the garage.
- e. **All recyclable materials must be placed in their respective bins.**

FURNITURE

Most furnishings are museum artifacts and must be handled carefully. Consult staff who can show you or your helpers which furniture may be moved and where each piece should be returned.

- a. All labor is your responsibility.
- b. Only folding chairs and tables may be used outdoors.
- c. **No furniture may be moved up or down the stairs.**
- d. No furniture may be used for other than its obvious function.
- e. Surfaces must be protected from heat, scratches, moisture rings or any other stains or damage.

RESTROOMS

- a. Restrooms are provided in the basement only.
- b. All other toilets are antique and have had the water turned off and cannot be used. (except next to the bride's dressing room)

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FIRE, CANDLES, SMOKING

- a. **No smoking in the house.**
- b. Outdoors ashtrays and their removal is your responsibility.
- c. Fireplaces are usable.
- d. **Lighted candles of any kind are not allowed in the house.**
(We recommend not placing unlit candles "for decorations" because someone might light them.)
- e. **Candles may be used outside.**

DECORATIONS, RICE OR BIRDSEED

- a. No tacks or staples allowed on any wood including the gazebo. Jute twine is recommended.
- b. No rice or confetti. **Birdseed only outdoors.** Do not throw, scatter or spill indoors, on the porches or steps.
- c. Do not let children be in charge of handing our birdseed unless you are certain they will not spill or throw it.

CHILDREN

The Settlemier House and its collections cannot withstand the wear and tear that often accompanies children, so special care is necessary.

- a. All children (yours and your guests) must be under responsible, adult supervision at all times.
ADULT IN CHARGE OF CHILDREN _____.
- b. Standing on furniture or any other inappropriate place is not allowed.
- c. **Children may not go upstairs unless accompanied by an adult.**
- d. Alternate care arrangements should be made for children who cannot be carefully and successfully supervised.

MUSIC

The Settlemier House is located in a residential area of Woodburn with very close neighbors, who are very supportive of the house and grounds. It is our responsibility to make sure they are not offended by any activity taking place at the house. Amplified music is permitted inside or outside with volume level to be determined by the Settlemier House representative. Approved music hours are between 9:00 am and 9:00 pm.

ALCOHOL POLICY (Strictly enforced)

- a. Beer and wine is permitted (Licensed caterer or beverage service is recommended)
- b. **Proof of (contract signers) Homeowner's insurance is required if alcohol is served, 2 weeks before your event. Mail to: PO Box 405, Woodburn, OR 97071.**
- c. NO HARD LIQUOR will be allowed on the property at any time. If someone brings alcoholic beverages onto the property, except as herein provided, it is a violation of the contract and one or all of the following may be invoked:
 1. You will be responsible for the removal of these beverages.
 2. Your event will be cancelled at that time.
 3. The police may be called in.
- d. Settlemier staff or representatives have the authority to stop the dispensing of all alcoholic beverages if they determine that to continue would put the house, grounds or people at risk.

PARKING

- a. **No vehicles are allowed on the lawns.** Any damage to the sprinkler system will be your responsibility.
- b. Loading and unloading must be done from the blacktop area.
- c. Free street parking.
- d. We recommend the driveway be used for the wedding party.

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Wedding Rental

Date of Event: _____ Today's Date _____

Bride's Name: _____

Address: _____

Phone: _____ email: _____

Groom's Name: _____

Phone: _____ email: _____

Date of Event _____ from _____ am/pm to _____ am/pm

Date of Rehearsal _____ from _____ am/pm to _____ am/pm

Expected number of guests _____

Adult in charge of children _____

Adult in charge of clean-up _____ phone _____

Contact person, other than bride and groom _____ phone _____

Homeowners Insurance Form must be sent 2 weeks before the event, if Alcohol will be served.

Yes, Alcohol _____ No, Alcohol _____

I/We understand that the cost of this facility is \$450.00 for the first three (3) hours, which is minimum, and \$95.00 per hour after that. (\$450.00 is non-refundable)

We have read the rules for the use of the facility and agree to abide by them. We further agree to pay for any damage to the house, grounds or furnishings that occurs during our rental agreement period.

Signature: _____

Deposit: _____ # _____

White wooden chairs rented @ \$1.00 each = _____

How did you hear about the Settlemier House?

____ Bravo Guide ____ Internet ____ Friend ____ Other _____