

THREE WILLOWS ESTATE  
82983 Florence Avenue  
Creswell, OR 97426  
As of 1-12-22

### THREE WILLOWS GUIDELINES

#### **Occupancy and Accommodations:**

The maximum guest count is 150 guests. It is required that you provide a parking attendant to see that all arriving vehicles are parked at the designated areas and close enough together to allow maximum vehicles and full access to each vehicle.

You are renting the property only and the use of reasonable electricity and water. Please discuss your electrical and water needs so we can best accommodate you. You will have access to two outdoor potable hoses for water. One at the front side of the shop and one on the front side of the house.

The house, shop and outer buildings are not included for client use.

#### **Price:**

- The cost is \$2500.00 plus a \$500.00 refundable damage deposit for a wedding and reception. The deposit will be held until all contractual agreements are met. At that time, if there is no damage or expense incurred by the owner as the result of your event, the \$500.00 will be refunded within 12 to 14 days.

A \$1000.00 holding fee is required at the time of event date selection and signing of contract. \$500.00 will be applied to your total payment and \$500.00 will be held as the damage deposit. A payment of \$1000.00 is due 90 days before your event. At this time, you will have paid \$1500.00 of your rental fee (\$500.00 from holding fee and \$1000.00 prepayment.) You will also have paid your \$500.00 damage deposit. 14 days before your event you will be required to pay the remaining \$1000.00. Renting this property will cost you a total \$3000.00 with \$500.00 being returned to you after cleanup and inspection of property.

Prices are subject to change until a contract is signed. It is our sincere desire to return your deposit because we do not want to have to pay for clean up or repairs.

#### **Cancellation Policy:**

You must submit your cancellation a minimum of 100 days before your event date, by first calling the owner and then in writing. The original \$1000.00 deposit will not be refunded unless the owner can find another client to use the weekend you have reserved. If the property can be re-rented out on that specific date, all money will be returned. If it cannot be rented out no money will be returned. If you cancel less than 100 days prior to your event no promise of refund is made unless the property can be rented out. If it is possible to rent to another party on your chosen day all money will be refunded.

**Property Access:**

You will have access to the property on Friday, the day before the event at 12:00 noon until 7:00 p.m.. You will have access on Saturday, the day of the event, from 8:00 a.m. until 12:00 p.m.. The Sunday after the event you will have access to the property from 8:00 am. until 2:00 p.m. for cleanup.

If your equipment rentals cannot be picked up until the Monday after your event that is acceptable provided the owner is informed in advance.

**Requirements:**

You will be responsible for extension cords. We suggest you bring two 100' extension cord and at least one 50' cord.

You are responsible for renting port a potties. If you choose the upscale type, water and electricity is available.

You must provide proof of event insurance to the owner. (Google event insurance online) a copy of paid in full policy will need to be provided to the owner.

You will need to provide a parking attendant to see that all arriving vehicles are parked at the designated areas and close enough together to allow maximum vehicles and full access to each vehicle.

You will need provide your own garbage cans and removal of all said garbage after the event.

**Wedding Rehearsal:**

While you may use the property for your wedding rehearsal, you may not have the rehearsal dinner on the property.

**Decorations:**

Free standing decorations only, are allowed on the property. Candles are only permitted if contained in proper globes, cylinders, or floating with the owner's approval of the candle container.

Rice and real rose pedals are allowed. No bubbles or wedding sparklers are allowed.

The following items are prohibited in decorating and may NOT be used on the property: nails, screws, tacks, staples, tape, glitter, confetti, and birdseed

All decorations and flowers are to be removed by the end of the rental period.

If you use any feather boas, you need to clean up all feathers immediately after reception.

**Cleaning:**

The bride must inform caterers that they must take their trash back to their property and their dumpster.

All trash is to be removed by the renters.

If bottled water is provided for the guests during the ceremony, you will be responsible for the cleanup at the ceremony site.

All trash and belongings are to be removed from the property by 2:00 p.m. Sunday.  
All signs or balloons posted on public property must be removed by Sunday at 2:00 p.m.

**Smoking Policy:**

There is no smoking allowed on the property due to grass fire hazards. This includes vaping, cigarettes, and cannabis.

**Alcohol Rules:**

All drinks must be served by an OLCC licensed bartender that is approved by the owner. The owner has a list of bartenders if you would like to use one of these. You are responsible for making arrangements with the licensed bartender and payment of the bartender.

The licensed bartender is the only person that is allowed to give anyone alcohol on the property. No alcohol will be brought in by the guests themselves or allowed to be "self-serve". You are allowed to serve beer, wine, and champagne only.

No money will exchange hands for alcohol.

You are accountable for your guests' consumption of alcohol and conduct. Please be responsible and respectful of the property. Absolutely no disorderly intoxication will be allowed.

**Please remember that any violation of the alcohol rules listed above, WILL result if the total forfeiture of the \$500.00 deposit.**

**The playground and trampoline are off limits to all guests.**

**Prohibited:**

-Fireworks

-Open flames (see decorations for candles)

-Weapons of any kind

-Explosives of any kind

'Pets, except registered service animals. All droppings must be picked up immediately by pet owner.

-Glitter, confetti, and sparklers

-Sky lanterns

-Water balloons

**Outdoor / Weather option**

The bride and groom are responsible for alternate weather options in the event of unplanned weather (rain or heat) the day the event ( tents, pop awnings).

**Overtime / Damages:**

If your party stays later than 12:00 a.m. you will be charged \$250.00 for every hour.

The following items are prohibited in decorating and may not be used on the property: nails, screws, tacks, staples, tape, glitter, confetti, and birdseed.

No open flames are allowed on the premises.

Cooking will not be allowed on the property. (Catering prep kitchen only)

You must inform your Vendors of the allotted time slot of your event. They are responsible for the cleaning up and leaving at 12:00 a.m. or you will be charged an additional fee of \$250.00.

- No outside alcohol is allowed. If anyone other than the bartender or the renters brings any alcohol on the premises, they will be asked to leave and you will forfeit your deposit.

**Vendors:**

You may choose your own vendors. You will be responsible their conduct on the property.

**Sound System**

Sound systems are allowed and you will have access to electricity for them.

All sound is to be turned down by 9:30 p.m. and off by 10:00 p.m.

Questions or concerns?

Contact us and we are happy to assist.

Call Us

541-521-0911

Email at. [3WillowsWed@gmail.com](mailto:3WillowsWed@gmail.com)