



Wedding Date _____
 Wedding Time in _____
 Wedding Time out _____

Rehearsal Date _____
 Rehearsal Time in _____
 Rehearsal Time out _____

Reference # _____

Contract Terms

Share these agreements with your person-in-charge

PLEASE READ ALL INFORMATION CAREFULLY

Your signatures on the "Agreement Copy", together with payment of the rental fee, are required to confirm this reservation, and they legally bind your responsibility to comply with all of the following conditions necessary to protect this historic site. BCHS is not an event manager. The site is offered as-is.

- 1) **Promptness is essential.** Reservations are scheduled for **1-1/2 hour only**. The parking lots also need to be cleared for the next event. Church cleaning and reset requires 30 minutes between events. Do not expect to be allowed early entry. Do not store personal items in the Changing Room; it is not secured.
- 2) The Church **seating capacity is 80** persons, as posted by the County Fire Marshal.
- 3) The site offers a single courtesy **port-a-potty**. You agree that providing additional rest facilities is up to you. Several rental companies serve the site. Reservation secretary can provide information.
- 4) **Do not move the furniture** including the organ, piano, pews, or pulpit. Exception is the white table. Damage to floor will be charged against your deposit. The Organ to be used by qualified musicians only.
- 5) **Read & Share with your person-in-charge the "Welcome Book"** Do not use nails, tacks, tape, or other devices which could damage the walls, woodwork, or furnishings. Note that there are eyelets on the ends of 14 pews for attaching pew bows.
- 6) **NO CANDLES or FLAMES.** This includes "Unity candles", and glass enclosed candles. (County Fire Code) Absolutely NO "hot air Wish Lanterns" or Fireworks. ("Reckless Endangerment" charges will be filed) Battery operated "candles" are recommended and available at florists or rental sites.
- 7) **No Food, Beverages, or Smoking*** are allowed inside the Church or within 50 feet of the Cabin. (* Fire Code)
- 8) **Do not throw any materials** on the grounds, or inside the Church. This includes rice, **no birdseed**, confetti, flower petals, bath crystals, etc. Bubble blowing is not allowed inside the Church.
- 9) **There is no garbage service.** Bring trash bags. Remove your flowers, decorations, food scraps, and pickup litter before leaving. Garbage removal and disposal will be charged against the cleaning deposit.
- 10) **Please close the doors** and the windows when you are leaving to protect the building, and your deposit.
- 11) Please limit the posting of signs, balloons, or other wedding related materials within the Community.
Beware that Internet mapping Services may be inaccurate. DEX phonebook map-links **are not correct**.
- 12) **In the event of an emergency**, or difficulty with the site, phone numbers are listed at the front door.
12) **Damage Deposit:** The Renter is charged with taking all prudent measures on behalf of the Society. Upon inspection of the property following your use, if no damage or loss has been incurred, and/or no extraordinary cleanup is required, your Damage/Cleaning deposit will be refunded to you within Thirty Days. It is your responsibility to provide your accurate address information for after the wedding. You hereby agree that Damages or cleaning in excess of your damage deposit will be paid by you. Rental fees for the use of the Canopy do not release user from custodial responsibilities to protect and prevent same from abuse or damage during the rental period.
- 13) Any communication made to the Baker Cabin answering machines, or via e-mail, text, or messaging will not be construed as binding. Any changes or alterations to these agreements must be confirmed by Staff.

You are required to share copies of these regulations to your person(s)-in-charge, wedding party, decorators, musicians, florists, and other service providers.



Wedding Date _____ Rehearsal Date _____
Wedding Time in _____ Rehearsal Time in _____
Wedding Time out _____ Rehearsal Time out _____

Reference # _____

Event Site Information

The Baker Cabin Historical Society is a Non-Profit Association of Volunteers operating the site as a fund raiser to help fund operations and maintenance. Your fees do not cover all the costs required to prepare for your event. Your consideration of our support to your event is appreciated.

A “Welcome Binder” is in the Church and available as a .pdf file. It details most site features. **Read it.**

- 1) A **site layout map** of the grounds can be downloaded from our website, or requested by mail.
- 2) If you are contracting for use of the **Picnic Tables** or the **Canopy** you must reply to Secretary the **general location** as shown on the map. Your party is responsible for moving tables to the final layout.
- 3) Electricity for musicians, caterers, etc. is available from plugs on the NW outside corner of the Church and additional plugs inside (run extensions cords out the window). There are three circuits available; and the breaker box is located on the north wall by the pulpit.
- 4) Heating and Cooling: Every effort is made to ensure your comfort. Heat is provided by the fan-forced unit in front, and by baseboards in the rear. The front heater may be turned off to reduce noise. Baseboard heaters are shut off using the circuit breakers. **There is no cooling.** Two side windows may be opened part-way and GENTLY.
- 5) The historic Horace Baker Log Cabin (1856) is available to be opened if you have rented the grounds. This is by volunteer docent availability and appointment only. A fee will be charged.
You and your guests are invited to the self-guided tours of the historic features via exhibit signage.

Rental Release

In consideration for use of property owned by The Baker Cabin Historical Society, the undersigned hereby release and forever discharge The Baker Cabin Historical Society, its agents, officers, representatives, employees, or assigns from any and all claims or liability resulting from any activity in connection with the use of the property, including but not limited to, personal injury, property damage, or otherwise. It is further understood and agreed that this **Release** is intended to cover all future claims, known or unknown, and whatever legal theory that may be brought as a result of any of, or activities upon the premises. It is further expressly understood and agreed as part of this agreement that the undersigned will hold harmless The Baker Cabin Historical Society, its attorneys, agents, representatives, and assigns against any and all claims brought against it by participants of your event, their guests, or any other third parties that may present a claim against The Baker Cabin Historical Society. In the event of such a claim, the undersigned agreed to indemnify The Society and to pay for any costs associated with the defense of such claims, including litigation costs, attorney fees, and, of course, any and all judgments, and/or settlements, reached against The Society.

If alcohol is used, the lessee is required to obtain any and all permits that are required by OLCC and to comply with OLCC regulations. The BCHS assumes no liability and offers no alcohol services.

The terms and conditions as set forth herein are contractual and not mere recitals.



Wedding Date _____
 Wedding Time in _____
 Wedding Time out _____

Rehearsal Date _____
 Rehearsal Time in _____
 Rehearsal Time out _____

Reference # _____

Agreement and Contract

- 1) Event Reservation fees are due at time of booking to secure the date and time.
- 2) Damage deposits are due 30 days prior to event date.
- 3) Damage deposits returns will be processed in 30 days. Be sure we have your address.
- 4) Fees are non-refundable unless the date can be rebooked.
- 5) NSF or returned checks will be charged a \$ 35 service fee (ORS 30.701)
- 6) Credit card and PayPal transaction fees will apply at the rate of 3%.
- 7) I agree to the terms on page one "Contract Terms" X _____
- 8) I agree to the terms on page two "Event Site Information" X _____
- 9) I agree to the terms on page two "Rental Release" X _____
- 10) I have read and shared the "Church Operations Welcome Info" X _____
- 11) A Summary and Confirmation will be returned to you by our Reservation staff.

I, _____ (print name)
 agree to be responsible to the terms set forth above in these documents including
 "Contract Terms, Event Site Information, and Rental Release".

The Event party contact persons are:

<u>Name</u>	<u>Address, City, State, Zip</u>	<u>Phone (Day)</u>	<u>Phone (evening)</u>
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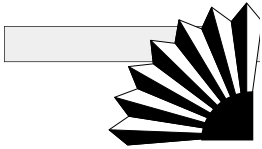
Person-in-charge _____

Second in charge _____

or, Organization _____

Signed : _____ Dated: _____

printed name _____



BAKER CABIN HISTORICAL SITE

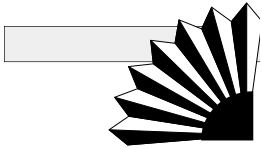
~ Welcome ~
Read & Share This

Pioneer Chapel Rental Info

**During your event, share this binder
or file with your persons-in-charge.
Hide the binder in the pulpit**

Events Reservations Planner – Shannon Burrough

P.O. Box 741, Oregon City, OR 97045 503/631-8274 info@bakercabin.org



BAKER CABIN HISTORICAL SITE

~ Welcome ~ Pioneer Wedding Chapel Renter's Info

Thank you for engaging us
for your event location.

This resource manual is
intended to make your
experience enjoyable, safe,
and problem free.

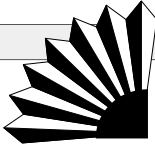
**This Information is
available for Download or
E-mail from our website
or Reservations Secretary**

Table of Contents:

- Rules and Regulations
- Parking Advice
- Tools and Resources
 - Power
 - Water
 - Cleaning
 - Supplies
 - Windows & Doors
- Decorating
- Grounds Use
- Fire Regulations
- Emergency Contacts
 - Lost & Found
- Historic Society Information

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BAKER CABIN HISTORICAL SITE

~ Regulations ~

Use of these Facilities is by *Contractual agreement only.*

Unauthorized use will be considered trespass.

Access for visitation preview is by arrangement only with our Reservations Secretary and limited to times when other events will not be affected. If you wish a more personal tour, the Reservations Secretary can arrange for a host to meet you.

Access for a "Preview" is not permission for rehearsals, early decoration, nor any other purpose other than to view the interior.

Please respect that the building may have been cleaned and set for an upcoming event, and your visit may dirty it and impact another's event.

Refer to your Contract for specific regulations about use.

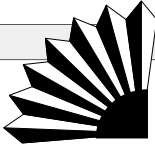
Flames, Candles, & Smoking is forbidden in or near buildings.

Moving furniture is not allowed (especially the piano & organ)
The floor is soft fir and easily damaged. Spike heels are not good.

Damage to floors from candle wax, ashes, or dragging furniture are irreconcilable problems which will be noted.

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BAKER CABIN HISTORICAL SITE

~ Parking ~

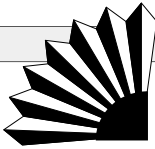
For the safety of your guest, please read this.

The road is heavily used, and it is a blind corner.
Summer time river-park traffic is usually lost, and erratic.

- It is best to assign a parking greeter to direct your incoming guests.
- Front Lot fills fast, so be sure no one parks in front of the gate.
- Access to the Back Lot and Baker Cabin **MUST** be clear for FIRE.
Any vehicles blocking the Driveway may be towed.
It is possible that a separate event may be taking place at the CABIN.
- Church Lot Parking is best when parked **DIAGONALLY**.
Your party will likely be first to arrive. Have them park correctly.
- You may download from our website a road direction and parking drawing to include with your invitations.
- Do not rely on MapQuest or Dex On-line to provide directions.... the results are wrong. Use Google. Search for "*Baker Cabin Oregon*"
- Arrangements for early drop off, or late pickup of vehicles can be made with the Reservations Secretary provided there are no other events requiring the parking lot.
- The site is rural. If bees or wasps are suddenly present call the emergency phone number. Do **NOT** mess with a wasp nest! Leave 'em alone

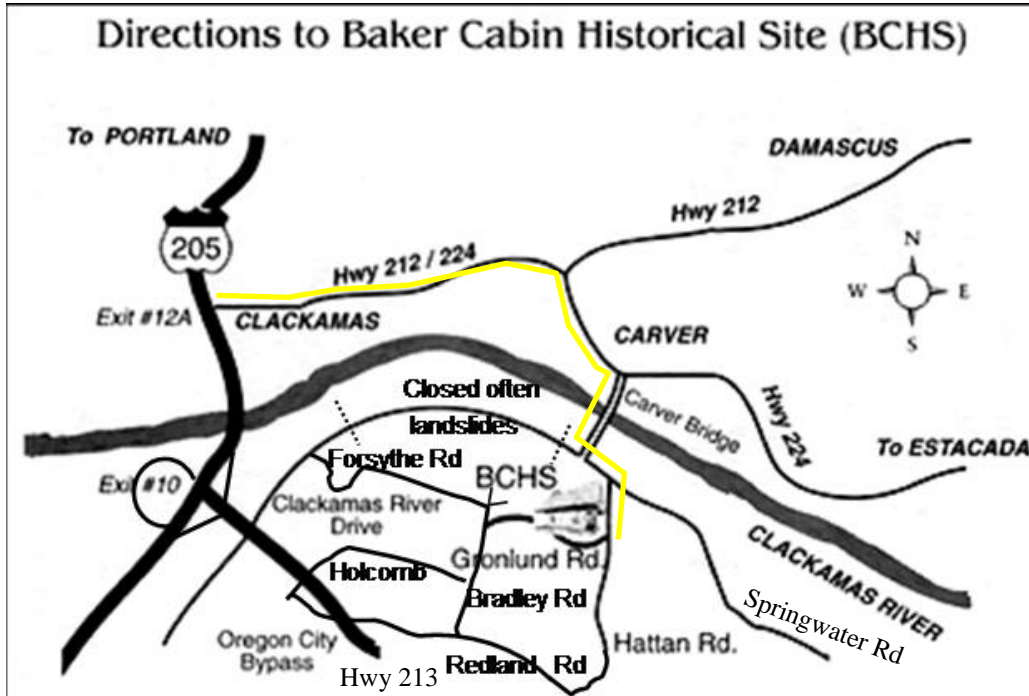
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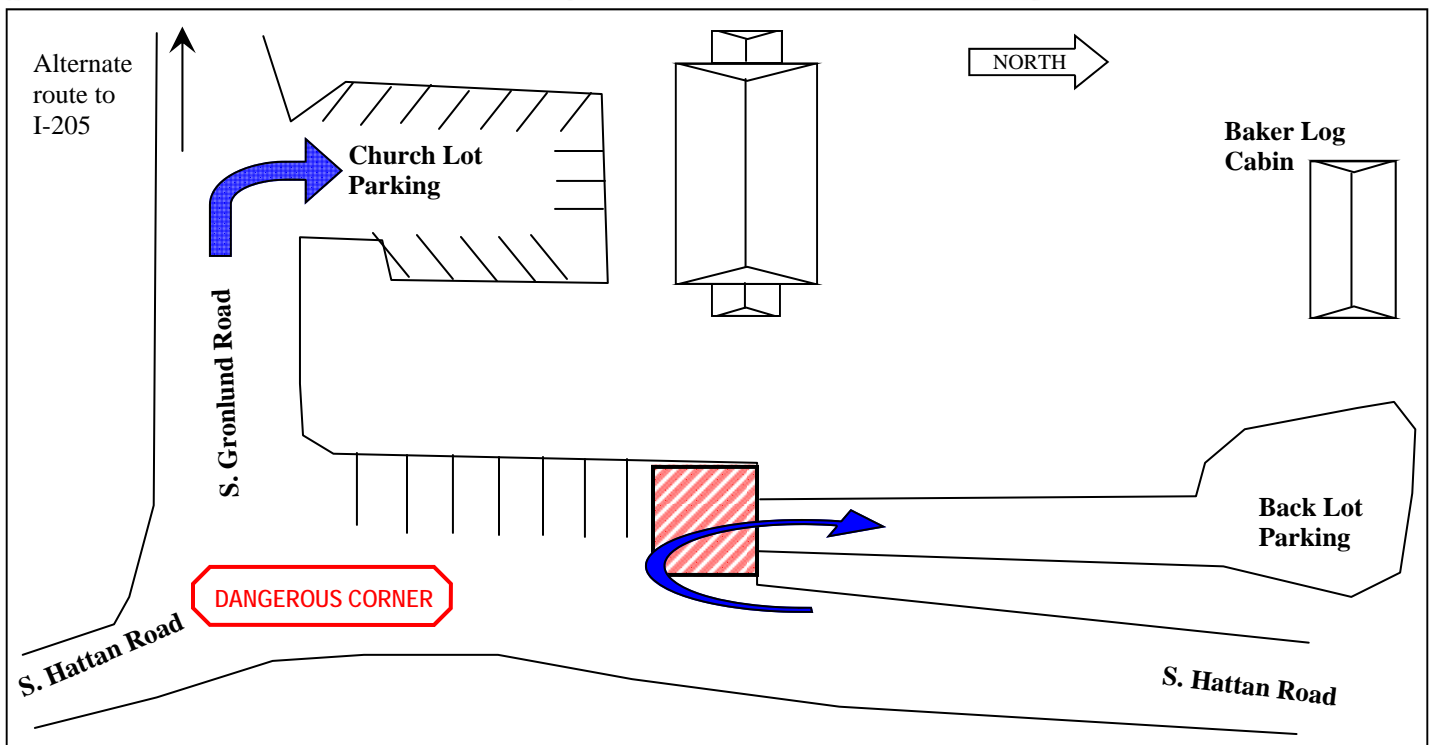
BAKER CABIN HISTORICAL SITE

~ Road Directions and Parking ~



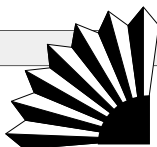
Tips:

If there are traffic backups on the Carver bridge due to construction or River Rafter Park visitors, we recommend using Gronlund Road to get to Forsythe Road which ends very close to I-205.



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BAKER CABIN HISTORICAL SITE

~ Tools and Resources ~

Here is a list of tool & resource locations.

(see photos next page)

Heat Systems -

- The wall heater near the pulpit operates from it's own thermostat. You may turn it down, or off to reduce the noise.
- The rear baseboard heaters operate from the circuit panel, these will be set by the custodian.



Electrical Panel and switches:

- Circuit Breaker box is behind panel.
- Pulpit lights are switched at each lamp and at the wall switch.
- Plugs run on Two Circuits providing plenty of auxiliary power.
- Additional plugs are on floor to left of the organ.

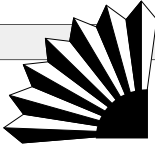


- There is a plug on the outside wall (N.W. corner)



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BAKER CABIN HISTORICAL SITE

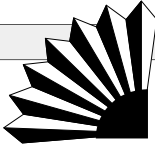
~ Tools and Resources ~

- Cleaning Supplies are located in the two pew seats. **Lift the seat lids.**
- Extra Light Bulbs are located in the south pew, as is the broom and mop .
- Also in the pew seat is the **long stick** used to **mount garlands**. Use the stick to lift up your decorations to the hooks above the pulpit.
DO NOT STAND ON FURNITURE!
- Under the Ramp is a hose, broom, rake, and a water spigot is provided.



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BAKER CABIN HISTORICAL SITE

~ Windows & Doors ~

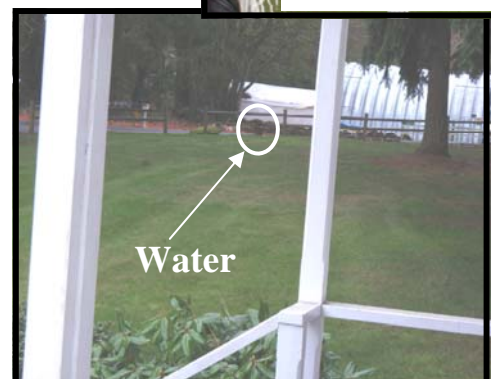
- The Entrance Door has two deadbolts.
One into the floor, and one above.
The door may be warped and require to be lifted in order to be freed.



- **Windows : only the two front ones open.**
Be Very Careful!!!
It is easy to jam them stuck open;
and *easy to break* one with your elbows
when you try to pull them down closed.
- The **White Table** can be placed on the porch
for your guest book and flowers.

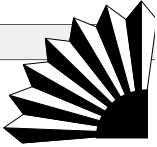


- There is an additional water spigot near Gronlund Road inside the black stand-pipe.



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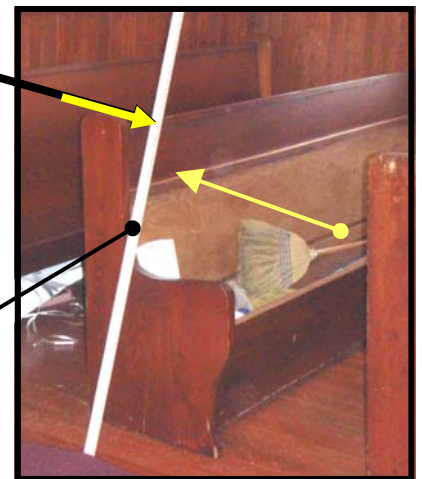
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BAKER CABIN HISTORICAL SITE

~ Decorating ~

- The Contract and Fire Marshal regulations prevent any **Open Flames** such as *open* flame “Unity Candles”, Smoking, and Wish Lanterns. Spilled candle wax is extremely expensive to remove. An additional cleaning fee will be charged.
We recommend the use of battery operated “Tea-lights” for the effect.
- **Floral Displays.** Your safety is our concern. Please avoid water spills.
- **Garlands can be hung** outside and inside by using the stick which you will find stored in the south pew-seat. There are hooks above, the pulpit, and also in the gable over the steps.

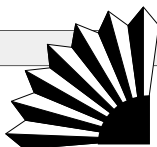


There are 16 Pews
Seat size is 14" x 94"
Back size is 21" tall x 94"

The Alcove dimensions are
110" wide by 113" tall.

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BAKER CABIN HISTORICAL SITE

~ Decorating ~

- Floral Stands are available FOR RENT.
Contact the reservation secretary for details.
- **Pew-Bows and floral attachments.**
You will need to provide pew-clips for the floral or other decorations. Do not use wax; glue, tape, or thumbtacks. Here are examples and links to floral supply houses with great ideas.



Pew Clips, Lomey Pew Holders, Pew Baskets, Clear Pew Clips, Floral Tubes – Discount Wedding Floral Supplies

Wedding and Banquet Floral Supplies at discount and volume discount prices. Lomey Pew Holder, Pew Clips, Pew Baskets, Floral Tubes, Water Picks, Bouquet Forms and Holders. Wedding Floral Supplies. Our pew clips are adaptable to wide variety of pew styles and thicknesses. With our pew clips you don't have to worry about damaging the woodwork on the pews or rental chairs.

<http://www.save-on-crafts.com/pewklips.html>



[Large LOMEY © Pew Holders Pew Flower Holders](#)
Pew Markers 12 for \$27
(50% off)

04574420761 Retail:
\$54.00 Price : **\$27.00**



[Pew Baskets with Pew Clips](#)
(Box of 16) for \$16.48

47356840004 Retail:
\$24.87 Price : **\$16.48**

[Add to Cart](#)



[Pew Baskets & Pew Clips](#)
with Small Basket (Box of
24) \$16.58 (You save \$8.39)

47356840002 Retail:
\$24.87 Price : **\$16.58**



[Pew Clips with Water Tubes](#)
24 for \$15.54 (You save
\$8.42)

47356840001 Retail:
\$23.26 Price : **\$15.54**

Soft Plastic Clips to secure your bows & flowers



There are great decorating ideas available on-line and through the local craft stores such as Michaels and Joanne Fabrics.

Please protect the Church and grounds from damage.

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Pioneer Church at Baker Cabin Historic Site

Outdoor picnic or reception area in the first grove of trees.

Showing the available picnic tables and the 10' x 20' canopy.

Garbage cans are provided, but guests must remove all the trash.

A wheelbarrow and hand-truck is on site.



BCHS Rental Cano-



Pioneer Church at Baker Cabin Historic Site

Outdoor picnic tables are made of wood.

Be prepared to sweep them off or cover with plastic or tablecloths.

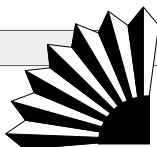
Being Oregon, rain may have wetted the benches so plastic covers may be needed.

Bring tape for securing the table covers. No staples or tacks are allowed.

Table Inventory:

- (10) 33.5" x 72"
each has (2) wooden benches 15" x 72"
- (2) 25" x 72"
only a total of (3) benches for these 2 tables.
- (2) 27" x 60" (usually used for food & refreshment tables)
has (1) short bench
- (1) 27" x 60" (usually not moved for you to site, it is on the porch of the Cabin)





BAKER CABIN HISTORICAL SITE

~ Grounds ~

Use of the Grounds for Events is by *Contractual agreement only.*

We rent the Grounds to be used for Receptions and Parties and access is provided to the parking, power, water, and restrooms.

The Public has access to the Historic Site during daylight hours and may wander through to view the historic interpretive signs.

RULES for USE:

- **DO NOT DRIVE ON OUR GRASS!** Be sure your caterer does not.
There is a wheelbarrow and hand-truck on site if you request it.
- **NO FIRES or BARBEQUES** on the grass or near the Cabin.
BBQ in the lower Parking lot only.
We recommend you provide extra fire extinguishers.
- **GARBAGE:** The Site does not have Garbage service.
You, or your *catering service* is responsible to remove all garbage.
- **GARBAGE CANS** are provided for your convenience and are not to be left full of garbage. It will be expensive.
- **PICNIC TABLES and BENCHES:**
DO NOT USE STAPLES, THUMB TACKS, OR GLUE-DOTS to attach your table covers. Tape the covers to themselves under the table.
Staples will injure people who later use or move the tables.
They require hours for our volunteers to remove them with pliers. Be kind to others!
- Treat the Grounds and this Site as you would your own property.
- **Bench Sizes:** These are rough dimensions for planning only
(6) @ 33.5 x 72 x 29" high. Benches are 15" x 72
(several) @ 27" x 58" to 60"



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Common Sense things, often overlooked,
that you really don't want to happen.

Your Deposit plus additional fees at risk:

REMINDERS

- Moving of Furniture - Please don't!
It damages the floor.
Piano, organ, pews, etc are Not to be Moved.
- Don't Climb on Furniture for decorating.
- Refer to section on tools for proper tools.
- Candle Wax - very expensive to remove.
Open flames are not allowed.
Absolutely no fireworks or "Wish Lanterns"

Lost & Found

Report losses immediately to
Reservations Secretary 503-631-8274
info@bakercabin.org

Safety Information

The Safety of your party and guests is your responsibility.

FIRE: Extinguisher is provided by the door.
Open flames are not allowed inside or within 50 feet of
any building as registered by the Fire Marshal.

Climbing: DO NOT CLIMB ON THE FURITURE
Extension Hook tool is inside the pew storage locker

SLIPPERY steps and ramp. This is Oregon where things
can be wet and slippery despite every effort to prevent it.

Electrical: Sufficient power is available. Use extension
cords wisely. See section of Electrical for circuit breaker
information.

Damage & Cleaning Deposits

Your deposit is *not your limit of liability* for additional
damages, cleaning, or incurred expenses.

Emergency Contacts

Reservations Secretary for assistance 503-631-8274
President Chris Guntermann (local) 971-409-4934

About the Baker Cabin Historic Society:

The Society is a **Non-Profit; Volunteer** operated association with the goal of
protecting and making available to the public our Historic Heritage at the site
of Horace Baker's Cabin and Land-Grant.

Rentals of the Church and Grounds is our major source of income which pro-
vides for maintenance and upkeep. **Please treat the site as you would your
own property.** Any mess or damage has to be taken care of by our limited
volunteer hours, which takes away from our restoration efforts.

Donations of Money, Time, or Resources are very welcome. Suggestions too!

Contact the President for more information on how to have fun, and a helpful
experience at the Cabin Site. New members are very welcome too.

Private Tours can be arranged for groups or interested individuals.