

GORDON HOUSE EVENTS GUIDELINES



The following is a list of policies and procedures that will assist you in your planning and ensure that you and your guests enjoy your experience at the Gordon House. Please remember that the Gordon house is a national architectural treasure. We hope you will enjoy and respect it.

CAPACITY: All seated events are limited to 40 people. An event with limited seating where most people are going to be standing, reception style, is able to accommodate 50 guests inside the house.

ADDITIONAL CAPACITY: Groups of up to 100 people can be accommodated, both inside and outside reception style, depending upon the weather. There may be an additional fee due to the increased cleaning and set-up costs involved. During these larger events, all floor-to-ceiling glass doors in the living room **MUST** remain open at all times to comply with fire codes.

HOURS: The facilities are available for event use every day from 7 a.m. through 12 midnight. It can be pre-arranged for decorating and set-up to begin at a time prior to the event, designated by you, and confirmed by the Gordon House Manager.

RESERVATION DEPOSIT: 33% of the total rental fee is required along with a signed Facility Use Agreement to confirm the reservation of the Gordon House. The deposit will be applied to the balance use fee. We accept cash, checks, Visa, and MasterCard only. For a deposit refund see contract.

CATERERS: Groups must use vendors that have been approved by the Gordon House to serve food, beverages, and alcohol. Caterers may also enter the house and begin their preparation at an earlier time confirmed by The Gordon House.

KITCHEN FACILITIES: There are limited kitchen facilities available at the Gordon House, so please make sure that your caterer is aware of this and plans accordingly. Caterers need to have all food in proper containers and all necessary equipment to keep food hot or cold as required by law.

ENTERTAINMENT: The group renting the Gordon House is responsible for providing their own entertainment. Please be aware that there is no sound or audiovisual equipment in the house.

TABLES & CHAIRS: The Gordon House will provide the following tables and chairs: three 60" round tables, four 6-foot rectangle tables, and 48 folding wooden chairs with available seat pads.

DINNER SERVICE & CRYSTAL: The Gordon House has dinner service, flatware, and crystal available for rent for smaller events (please contact us for more information.)

PROHIBITIONS: No smoking is permitted inside any building or in any outdoor gardens due to increased fire risk to the Gordon House, The Oregon Garden, and to other people's surrounding property and vehicles.