



## Event Information

For a personal tour of Pavilion at Sah-Hah-Lee please contact Tracy Lisac at 503-655-9249  
Website: [www.sah-hah-lee.com](http://www.sah-hah-lee.com)  
Email: [eventplanner@sah-hah-lee.com](mailto:eventplanner@sah-hah-lee.com)

### Pavilion Capacity:

Pavilion Inside: 96-120 people seated at tables. Option of open air or heated and enclosed.  
Pavilion Deck: 72 people seated at tables. Not under cover.  
Pavilion Inside plus the deck - Ideal number of people is 158.

### Payments and Deposits

Deposit - \$500 (non refundable) deposit to ensure your selected date  
Security Deposit \$200 due at booking (refundable)  
30 days prior to your event 100% of balance due (estimated costs).  
7 Days prior to your event -final headcount and details discussed.  
Refund of Security Deposit will come after the Pavilion has been checked for damages. You will receive check in the mail shortly after your event.

### Guarantees

Final guaranteed number of guests must be specified one week prior to your event and is not subject to reduction.  
The amount charged will be the guaranteed number or the actual number whichever is greater.  
Packages will need to be confirmed and agreed upon 30 days prior to your event.  
A service charge of 18% will be added for all food and beverage.  
We are a public facility and there may be additional events being held at the golf course at the same time as your event.

### Prices for Rental

Set up from 3-5pm included in price  
Rental for Event 5-10pm  
All deliveries or event props must be delivered during business hours of 9am-5pm.  
All items brought to property must be removed at completion of event with the exception of items from Rental Company scheduled for pick up.  
We charge \$35/hour for set up and tear down of rental items.

### Pavilion Includes

# 87 Bistro Chairs  
# 10 45" Round glass top tables (seats 6)  
# 7 Small Bistro tables seats 2-3  
# 19 - 8 ft Banquet Tables  
Bar set up -2 Elevated Banquet tables

Catering Prep Area - with Van access 12 ft. Granite Bar for Food Service and extra storage  
Running water and small sink  
Tiki Torches on Railings for evenings  
4 Outdoor Heaters -Propane  
6 Indoor Heaters- can be used when Pavilion fully enclosed  
His and Hers Bathrooms- with extra large Ladies Bathroom for changing if needed. .  
Sidewalls - can be rolled down in the event of change of weather or wind.  
Basic White Linens for all tables- cleaning fees of \$5.00 each  
Gift Table at entrance  
Check in table at entrance  
Rehearsals- based on availability for a one-hour time block. Included in Pavilion Rental.  
Rehearsal Dinners- Are available please ask for details based on your particular needs.

### Bar Set up

Hosted or Non-Hosted  
Includes one server for Beer, Wine and Champagne- Service until 10pm-additional hour \$25  
up to 3 choices of draft beer-Must purchase kegs from Sah-Hah-Lee, see price list.  
Assortment of alternative beverages -please discuss preferences  
\$150 minimum must be met or the difference will be billed to the host.  
18% Gratuity is added on for all Food and Beverage. Only exception is Bistro Catering.  
No outside alcohol is permitted to be consumed on our premise and anytime.  
Plastic Beer and Wine cups are provided with basic bar set up  
If you prefer glassware then these will need to be rented for Beer, Wine and Champagne glasses.  
At Sah-Hah-Lee we believe in drinking responsibly and reserve the right to refuse service to anyone.  
Please discuss choice of beer and wine with event planner and for price quote.

### Barclay Rentals

Showroom located at 12700 SE Hwy 212 Clackamas, less than one mile from Golf Course.  
Contact Linda at ph#503-656-9587  
Open Monday-Saturdays  
Barclays has a showroom that allows you to experiment with different options and see it for real what it will look like. You fill out the rental agreement and they will deliver everything to us the day before your event. They also do pick up after the event. Sah-Hah-Lee Employees will take care of cleaning a prepping for pick up.  
You will need to notify event coordinator what you have rented for your event.  
Dance Floor- recommended size is 15'x15' \$ 300 aprox includes set up and tear down.  
Linens other than our basic white  
Additional Chairs - we recommend black folding wooden chairs \$2.75 chair + delivery fee  
Glassware- Wine, Water, Beer, Champagne  
Table center pieces- we recommend low and sturdy in case of wind.  
Floral or Ceremony Decorations, and Runner.  
Ask about delivery fees. Must agree upon delivery times for drop off and pick up.

### Decorations-

We do not allow anything that would damage any surface. Please discuss with planner. No Confetti or anything that is not biodegradable that would require picking up. Please discuss your ideas with coordinator before purchasing.

### Parking

Depending on the time of your event extra parking might be needed. We have access to additional parking next door and would require guests to walkover to Pavilion.

valet service can be hired at your own cost.

### Music or Entertainment-

Must set up during designated time slot, no exceptions.

Must contact event coordinator prior to event to discuss placement and any special needs. Special Event permit is needed if you plan on going past 10pm, plus additional fee for Pavilion.

- At Sah-Hah-Lee we believe in drinking responsibly and reserve the right to refuse service to anyone.
- Sah-Hah-Lee is not responsible for guests personal belongings brought on the premise or left in vehicles.
- Sah-Hah-Lee is not responsible for gifts left behind after a function or event.

### Cancellations:

12-1 months out from your event we will refund all monies minus the \$500 deposit made to secure the date. The money is to cover the expense of consultation, preparations of proposals, and lost booking and related expenses.

30 days to day of event- you will forfeit total amount of balance owed for event.

Security Deposit of \$200 will be refunded by check in the mail.

### Misc. Info-

Children attending banquets and events at our course are the responsibility of their parents or legal guardians. Please inform your guests.

- Children under the age of 12 must be accompanied on our putting course by a parent for the entire game. You must start at hole #1-#18. No running and jumping off of rocks or through flower beds. You will be asked to leave putting course for not following these rules. Pro-shop attendant will not give out equipment until parent is present.
- Non-golfers are to stay off the golf course during playing hours for their own safety.
- We are a working golf course and our general public will be coming and going during your event.

## Preferred Providers:

### Caterers-

Bistro Catering- Julie Ferchland [www.bistrocatering.com](http://www.bistrocatering.com) 503-659-6216

Premiere Catering- [www.premierecatering.biz](http://www.premierecatering.biz) 503-235-0274

Outlaw BBQ- Steve 503-657-0098 Clackamas

### Photographers:

Holland Studios 503-238-5957 [www.hollandstudios.com](http://www.hollandstudios.com)

### DJ's

Bust a Move - Brian Furrer 503-201-3710 [www.bustamovedjservice.com](http://www.bustamovedjservice.com)

All Wight Music- Eric Wright 503-422-3515 [www.allwrightmusic.com](http://www.allwrightmusic.com)

### Musicians:

Byran Arakelian : Guitar and Vocals 503-408-1753 [ba4re@earthlink.net](mailto:ba4re@earthlink.net)

### Rentals-

Barclay Rentals- Linda Barclay 503-656-9857 [www.barclayeventspdx.com](http://www.barclayeventspdx.com)

Located less than a mile from golf course

### Florists-

Forte" Floral- Jennifer Agard 1502 Washington St. Oregon City, OR 97045

503-659-4000 [www.fortefloral.com](http://www.fortefloral.com)