



venue rental

CONTRACT

Client Information:

Wedding/Gathering date: _____ Estimated Guest Count: _____

Client Name and/or (Bride+Groom): _____

Address: _____

Phone: _____ Email: _____

Event Information:

Event/Ceremony Start Time: _____ Event/Ceremony End Time: _____

Reception/Dining Start Time: _____ Reception/Dining End Time: _____

Package Choices

- | | | |
|--|---|--|
| ☐ Cliffside Elopement with Dining (6) Guests | ☐ Intimate Wedding Full Package (9/28) Guests | ☐ Gathering w/Dining |
| ☐ -Elopement Only | ☐ -Wedding Ceremony Only | ☐ Gathering 6/30 |
| ☐ -Intimate Dining Only | ☐ -Wedding Reception Only | ☐ Something Else |
| ☐ -English Courtyard Reception/Dining & Cliffside Cocktail Hour 18/28 Guests | | |

Package Price: _____

Additional Services: _____

All Events includes in the Pricing: Two-night stays in the Cottage/Suite

Spyglass Studio Suite 2 Night Stay, (dl occ) \$400.00 Value Extra Nights? \$200 a night

Pilot House Cottage 2 Night Stay, (dl occ) \$400.00 Value Extra Nights? \$200 a night

Grand Total: _____ Deposit: _____ Balance Due _____

All Packages include the following:

1. Two-night stay in the Spyglass Suite and Pilot House Cottage for up to 4 guests.
2. Venue Rental Includes: Champagne toast, cake reception, exclusive property use, setup and cleanup, tables, chairs, white linens, décor options, and table settings

Cliffside Elopement Complete Package – Starting at \$2,100

For the couple + up to 6 guests

For the lovers who choose quiet over grand and meaning over spectacle—your elopement unfolds where the cliffs meet the endless horizon, a place where every moment feels suspended in time.

All-Inclusive Elopement Experience:

- A Cliffside Ceremony where your vows drift into the wind and the ocean answers softly below.
- An intimate Cliffside Dining experience, lit by fading daylight and the glow of your closest companions.

Ceremony-Only or **Dining-Only** options for couples seeking a single, perfect moment—whether speaking your promises into the open sky or sharing a romantic meal overlooking the sea Starting at **\$1,700**

Add-on — Extra Elopement Guests: starting at \$45 per person, up to 10 total.

Intimate Cove Wedding Complete Package – \$4,600

For the couple + up to 26 guests

Whisper your vows above the waves and celebrate surrounded by the people who matter most. Our intimate wedding experiences are crafted for couples who want beauty, meaning, and effortless romance woven into every moment.

All-Inclusive Intimate Wedding Experience

- An Oceanview Ceremony where the sea becomes your backdrop
- A Cliffside Cocktail Hour kissed by coastal breezes
- English Courtyard Dining under soft light and open skies for groups **over** 18 guests
- Sunset Oceanside Dining for groups **under** 18 guests

Ceremony-Only or **Dining-Only** options for couples dreaming of a simple, heartfelt celebration—whether exchanging vows or gathering for a romantic meal with loved ones Starting at **\$2,900**

Add-on — Extra Wedding Guests: \$85 per person over 26 guests max of 30 guests.

Family Reunions, Showers, Birthdays, or Anniversary Event Packages

For Gatherings up to 30 guests max.

Our small-group event packages are designed to offer an intimate, private, and memorable experience.

Pricing Options starting at \$800

- Without full dining: \$90 per person
- With full dining + themed event: \$125 per person

Included With Every Gathering

- Two nights of lodging for two guests, ensuring privacy and comfort throughout your event
- Access to the property for your gathering of up to 30 guests
- A relaxed, customizable atmosphere perfect for celebrations, retreats, or special occasions

Included With The Rental:

- Rectangle or Round Tables
- Chairs
- White Table Linens
- White, Dk Grey, Navy Blue Napkins
- Drinkware
- Place settings
- Décor available
- Champagne Toast on us
- Bottled water for guests
- Service items
- Outdoor Lighting
- Guest Bathroom
- Outside Vendors allowed.
- Onsite Parking

Booking Your Wedding

The total cost for use of the **Savvy-Offerings Event Venue hosted by Tanbark Shores Guest House** and its facilities, as described in this contract. To reserve services on the date/s requested, Tanbark Shores requires this contract be signed by Customer and an initial payment of \$800.00 for a 2-night stay in both the Pilot House Cottage and the Spyglass Suite, plus any additional night's stay and/or pets, as well as 25% of the balance of the event. Payment of the remaining balance of the rental fee is due sixty (60) days in advance of the event. Extra added Guests should be noted (60) days in advance. Deposits and payments can be made by credit card or personal check (made payable to **SAVVYOFFERINGS, LLC** on the schedule noted below. An email receipt from Tanbark Shores house will be provided for each.

Payments

A final payment of \$_____ plus added extra guests (max of ___ attendees for this event) is due (2) months before the Event date. An invoice will be emailed to contact address on the contract.

Schedule of Payments

1. A deposit of **\$800.00** plus 25% of event balance \$_____. Amount has been received on (DATE) to secure your booking
2. Second payment of \$_____ + added adults \$_____ Amount is due on (DATE)

Date Changes

In the event, the Client is forced to change the date of the **EVENT** every effort will be made by **Savvyofferings LLC** to transfer reservations to support the new date. The Client agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the Clients. The Client further understands that last-minute changes can impact the quality of the event and that **Savvyofferings LLC** is not responsible for these compromises in quality.

Cancellation Policy

In the event of a cancellation, all payments made to date for the **event space** are **non-refundable**. Lodging-related refunds will follow the **Tanbark Shores Guest House Lodging Policies** outlined below. No additional outstanding payments will be required after cancellation.

Savvyofferings LLC understands that plans may change. All cancellations or reservation changes must be submitted **in writing**, and the Client is responsible for verifying that **Savvyofferings LLC** has **received** their cancellation email.

Guaranteed Final Numbers

It is required that the final guaranteed numbers to be provided to the **Savvy-Offerings Event Venue** two weeks prior to the Event. If no final guarantee is received, we will consider the highest estimated number indicated on the signed contract to be correct.

Rehearsals

A Rehearsal may take place during the stay. As well as photos.

Communication Clause

1. All communication with the Event Manager will be done during business hours (Monday-Friday 8am-2pm PT) by phone through the Tanbark Shores Office number at **(541) 425-6453** or by email **venue@savvy-offerings.com**. All emails and phone calls will be returned within 24 hours. If your wedding is scheduled in two weeks time or closer emails and phone calls will be returned within 6-12 hours.
2. Social Media: please do not contact (personal messages) **Tanbark Shores House or Savvy-Offerings Event Venue** about your own personal wedding on any of the social media platforms. We require all important communication be done over Email. After phone contacts regarding changes an email will be sent as follow up.
3. Texting: Please do not text **Savvy-Offerings Event Venue or Tanbark Shores Guest House** we will only be communication via phone calls or Email.

Tanbark Shores Guest House refund Policy.

Cancellations **0–6 days** before arrival: Only Cleaning, Pet, and Extra Adult fees are refundable.

Cancellations **7–13 days** before arrival: Refunds are issued **only for nights successfully re-rented**.

Cancellations **14+ days** before arrival: **Full refund** of rental and associated fees.

Pet Policies and Restrictions

- Advance notice is required for any pets attending the ceremony or present on the property.
- Pets must be supervised, leashed, or always controlled.
- Pets are prohibited from Oceanside areas during events.
- Maximum of **TWO** pets per night; pets are allowed **only** in the **Pilot House Cottage**.
- Pets are **NOT** permitted in the **Spyglass Studio** under any circumstances

RV Parking Stays

- One (1) RV space available; **advance approval required**.
- RV parking permitted **only for event stays**; not available for longer lodging at **\$100 per night**.
- Check-in must occur **3 hours before the event**.
- RVs must be **under 30 ft** and able to **back into the space**; no pull-through or straight-in parking.
- RVs must remain in the **front driveway**; Courtyard and Oceanside access prohibited.
- **Full hookups available**; generator use must follow quiet-hour rules.
- RVs must be removed by **10:00 AM** the following morning unless otherwise authorized

Polices and Procedures

The following policies apply to all Client(s), Event Planners, Wedding Coordinators, and Vendors involved in the planning and execution of any event hosted by **Savvy-Offerings Event Venue hosted by Tanbark Shores Guest House**. These rules are designed to protect guest safety, preserve the property, and maintain harmony within the neighborhood environment.

Parking

All vehicles associated with the event must be parked **in the front driveway only**. No vehicles may be parked in any other area of the property. All vehicles must be removed by **9:00 AM the morning following the event**. Vehicles remaining after that time will be **towed at the owner's expense**.

Barbecues, Grills & Fire Safety

All barbecues and grills must be used **exclusively in the designated BBQ Hut area**. Open flames are permitted **only** in the **Firepit** or **Solo Stove**. Tanbark Shores Guest House is located within the **Coos-Curry Fire Protection Zone**, and all fire-season regulations must be strictly followed.

Substances & Smoking/Vaping

The use of **drugs, marijuana, vapes, or other illicit substances** is not permitted anywhere on the property. **Smoking on the property is prohibited. An area just outside the main gates can be used for smoking if requested before the event**. Violators will be **escorted from the premises**.

Violence & Weapons

Physical violence of any kind will not be tolerated. The **use or possession of weapons** of any kind is strictly prohibited.

Weather & Environmental Conditions

If fog, rain, excessive wind, or other environmental conditions adversely affect the event, the gathering may be moved **inside the Living Room and Sunroom areas** of the Main House with approval from **Savvy-Offerings Event Venue**.

Courtyard Access

Driving **into the Courtyard area is not permitted** under any circumstances.

Children and Minor Safety

Children under 16 must be supervised at all times while on venue property. Unattended minors may not roam the grounds. Children are **prohibited from Oceanside areas** unless accompanied by an adult, due to elevation and bluff-side safety concerns.

Bicycles, skateboards, rollerblades, scooters, and similar wheeled devices are **not allowed** during events. Sidewalk chalk and limited yard games may be permitted **in the Courtyard only**, subject to prior approval by **Savvy-Offerings Event Venue**.

Security

SavvyOfferings, LLC assumes no responsibility for the **loss or damage** of any personal property or articles left at Tanbark Shores Guest House before, during, or after the event. The Client is responsible for any **damage caused to Savvy-Offerings Event Venue or Tanbark Shores Guest House** by the Client, their guests, invitees, employees, vendors, or any agents under their direction. **Savvy-Offerings Event Venue and Tanbark Shores Guest House** will oversee the event, including **opening and closing buildings** and remaining available throughout the duration of the event. The Client acknowledges that venue representatives may **enter and exit the premises as needed** during the event.

A **Savvy-Offerings Event Venue** representative will be **on-site for the entirety of the event**, checking in periodically with responsible parties to ensure smooth operations. Staff will monitor restrooms, replenish supplies, oversee the general condition of the property, and remain available to address questions, needs, or issues that arise.

Photography and Videography Rights

Savvy-Offerings Event Venue retains the right to **photograph and record video** of the Client's event for marketing, promotional, and portfolio purposes. Media may be captured by Savvy-Offerings staff during the event in a manner that does not interfere with the celebration.

All **rights, ownership, and usage** of photographs and videos taken by **Savvy-Offerings Event Venue or Tanbark Shores Guest House** remain the exclusive property of **Savvy-Offerings Event Venue**. Media may be used in print, digital, social media, advertising, and other promotional formats at **S Savvy-Offerings Event Venue**' discretion.

Clients who prefer **limited or restricted use** of identifiable images may request a written modification to this clause **prior to the event date**.

Event Ending Times

All events must end by **10:00 pm**, and all attendees must be off-site at that time due to neighborhood environment requirements.

Setup and Decorating

Setup provided by **Savvy-Offerings Event Venue** will be started early on the morning of the event. Should you opt to use outside vendors for Décor, in or combination with Décor available through **Savvy-Offerings Event Venue**., access will be granted starting at 8am. Should you require deliveries either by person or shipping you must let us know and shipping must include the statement (c/o **Tanbark Shores House**). The Venue is entirely outdoors, on the Oregon Coast which can be breezy at times, so keep that in mind when determining Décor. The client agrees to be responsible for any damages done to the facility by themselves, their guests or any hired vendors. Damage charges will be applied if necessary. All candles should be battery operated due to the outdoor Venue. The use of confetti, rice & glitter are not permitted on the premises as it is difficult to clean. Failure to comply will result in a cleanup fee. Petals, bubbles are preferred, no birdseed as not to attract seagulls.

Savvy-Offerings Event Venue provides signs directing guests to the venue. Be sure to note on your invitations that the address is **109 Tanbark Road**, not Tanbank Circle..

Food & Catering Policies

Savvy-Offerings Event Venue reserves final approval of all outside caterers and food vendors. New caterers must meet with the Events Manager to review rules and tour the facility. Caterers must provide liability insurance (with expiration date, limits, and insurer) **30 days prior** to the event. All required city/state licenses and permits must be current.

Alcohol is limited to **Beer and Wine (BYOB)**.

Due to limited local resources, food and cake vendors should be contacted **more than 90 days** before the event.

Savvy-Offerings Event Venue can assist with simple fare and finger foods: **cost of food + \$30/hour** sourcing/setup. We can work within a Client's food budget. Simple beverages (coffee, iced tea, lemonade, etc.) may be provided.

Florals, Officiants, Cake Baker & Photographer

The Southern Oregon Coast is a popular wedding region in Summer and Fall. Vendors commonly book **6–12 months** ahead. Clients should plan to secure vendors early. **Deposits** are generally required to reserve services.

Music

Equipment for background and/or dancing must be approved due to the Venue's location in a neighborhood. Savvy-Offerings Event Venue does provide Bluetooth speakers to create surround sound effect. All music must be turned off at 10pm

Cleanup & Facility Care

Cleanup is included in the rental fee: tear-down, trash disposal, and basic venue reset. Routine restroom cleaning is included.

Additional cleaning due to misuse or abuse of facilities will be billed to the Client.

Guests are expected to treat the property with the same respect and care they would their own home. Storage bags are provided for leftover food; florals may be donated if the Client cannot take them.

Force Majeure & Hazardous Conditions

The Client agrees that **Savvy-Offerings Event Venue** and its **Owners** shall not be liable for any **losses, damages** (including attorney's fees, court costs, and consequential damages), **detention, delay, or failure to perform** in whole or in part due to causes beyond its control. Such causes include, but are not limited to **acts of God, fires, severe weather, Tsunamis, power outages, strikes, riots, embargos, plagues, transportation delays, supply shortages, or City, State, or U.S. government regulations** (including local legislation regarding liquor licensing requirements).

Delays or non-performance excused under this provision **do not relieve the Client of payment obligations** for any amounts owed at the time of the occurrence.

If an event is canceled due to **pandemic-related restrictions**, a **partial refund** will be issued, including the **\$800 lodging fee** (the down payment remains non-refundable). If an event is canceled in whole or in part due to **conditions beyond control**, a partial refund will be issued to the Client **within fourteen (14) days** following the scheduled event date.

Savvy-Offerings Event Venue reserves the right to **mandate shelter-in-place, halt alcoholic beverage service**, require bands or musicians to switch to **acoustic entertainment**, adjust volume levels, or **terminate recorded music** until hazardous weather is no longer a threat.

If hazardous weather requires **evacuation** of the property for guest safety, the event will be **terminated**, and all guests will be required to vacate the premises.

Entire Agreement

This contract contains the entire agreement between the parties and there are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties.

Amendment

This agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

Signatures:

By signing below the Client agrees to everything in this contract.

I have read, understand and agree to the terms and conditions of this Agreement.
Each person signing as Client below shall be fully responsible for ensuring that full
payment is made pursuant to the terms of this Agreement.

Additional Notes: _____

Signatures:

Client: _____ Date: _____

Client: _____ Date: _____

Owner: _____ Date: _____

Debra Smolich-Thein, Owner