

Columbia Edgewater Country Club

Wedding & Dinner Banquet Packet



about us.

RESPECT - INCLUSIVITY - COMMUNITY - INTEGRITY- PASSION

spaces.

BALLROOM: up to 250-300 guests: \$1,500

FIREPLACE ROOM: up to 125 guests: \$600

MAIN DINING ROOM: up to 100 guests: \$600

VISTA ROOM: up to 40 guests: \$200

LIBRARY: up to 20 guests: \$150

CEREMONY & RECEPTION: \$2,000 (1 HOUR FOR CEREMONY + 5 HOURS FOR RECEPTION)

- The rented space is available for five hours
- Capacity is based on the scope of the event.

included in rental fee.

DESIGNATED SUPERVISOR

ONE HOUR CEREMONY TIME AND FIVE HOUR RECEPTION TIME

IN-HOUSE CATERING & BAR SERVICE

SET UP AND BREAK DOWN OF TABLES AND CHAIRS

BANQUET CHAIRS & TABLES

OUTDOOR CEREMONY CHAIRS

CHINA, GLASSWARE, FLATWARE, LINEN

SERVICE STAFF

COMPLIMENTARY CAKE CUTTING (WEDDINGS ONLY)

COUPLE SUITES FOR WEDDING PARTY TO GET READY IN

HARDWOOD DANCE FLOOR

COMPLIMENTARY TASTING FOR WEDDINGS

GATED PARKING LOT

ONE WEDDING PER DAY

food and beverage minimums.

JANUARY-MAY: \$2,000 (MONDAY-THURSDAY), \$3,000 (FRIDAY), \$5,000 (SATURDAY), \$3,000 (SUNDAY)

JUNE- SEPTEMBER: \$2,000 (MONDAY-THURSDAY), \$4,000 (FRIDAY), \$7,000 (SATURDAY), \$4,000 (SUNDAY)

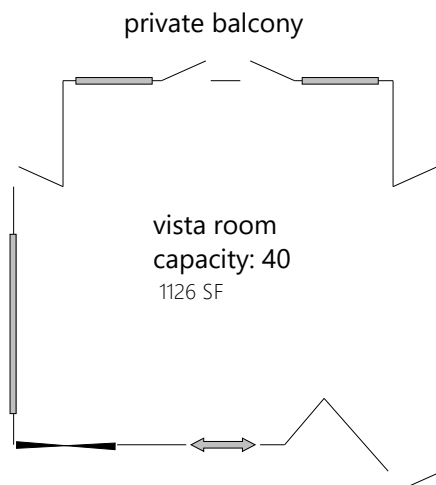
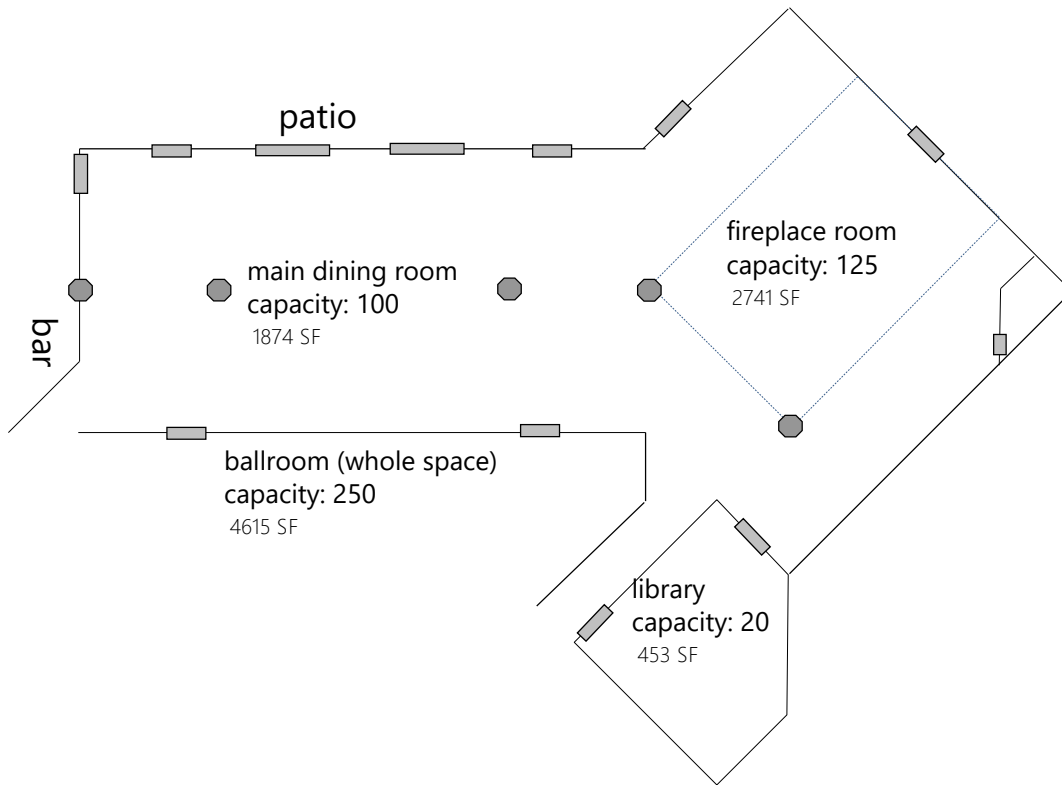
OCTOBER-NOVEMBER: \$2,000 (MONDAY-THURSDAY), \$3,000 (FRIDAY), \$5,000 (SATURDAY), \$3,000 (SUNDAY)

DECEMBER: \$2,000 (MONDAY-THURSDAY), \$5,000 (FRIDAY), \$7,000 (SATURDAY), \$4,000 (SUNDAY)

MONDAY GOLF TOURNAMENTS: \$5,000

spaces.

SPACES ARE AVAILABLE DEPENDING ON HOURS OF OPERATION AND SURROUNDING EVENTS. EACH SPACE HAS AN ATTACHED FOOD AND BEVERAGE MINIMUM THAT NEEDS TO BE MET.



hors d'oeuvres.

MIX & MATCH HORS D' OEUUVRES FROM ANY OF THE BELOW TIERS. CHOICE OF PASSED OR STATIONED.

tier one.

\$26.50 per dozen

POTSTICKERS (PORK OR VEGETARIAN)

sweet chili & teriyaki sauce

SPRING ROLLS (PORK OR VEGETARIAN)

sweet chili & teriyaki sauce

TERIYAKI CHICKEN SATAY

BRUSCHETTA

tomatoes, shallot, fresh basil, parmesan,
sourdough crostini, balsamic reduction, olive oil

MEATBALLS

barbecue, swedish or teriyaki (choose one)

ROASTED MUSHROOM CAPS

italian sausage, cream cheese, parmesan & fresh herbs

ANGUS BEEF SLIDERS

fresh baked roll, cheddar, shredded lettuce, house sauce

MEDITERRANEAN CUCUMBER CUPS

tomato, feta, kalamata olive

tier two.

\$35.50 per dozen

BEEF SATAY

chimichurri

MINI QUICHE

ROASTED LOCAL MUSHROOM CAPS

dungeness crab, cream cheese, parmesan,
fresh herbs

DUNGENESS CRAB SALAD, CRISPY PHYLLO CUP

lemon zest, herbs, sour cream

SPANIKOPITA

spinach & feta wrapped in phyllo, mint creme fraiche

SHRIMP SATAY

coconut curry

CHILLED SHRIMP COCKTAIL

cocktail sauce

CAPRESE SKEWERS

fresh mozzarella, basil, cherry tomato, olive oil, balsamic reduction

CUCUMBER PEDESTALS

dill cream cheese & smoked salmon

tier three.

\$44 per dozen

COCONUT PRAWNS

sweet thai chili sauce & hot mustard

SEARED AHI WONTONS

seaweed salad, wasabi, soy reduction, crispy wonton

BACON WRAPPED SCALLOPS

CHILLED BEEF TENDERLOIN CROSTINI

horseradish & gorgonzola

DUNGENESS CRAB CAKES

fig & marsala jam

OYSTER SHOOTER

cocktail sauce, micro greens, petite oyster

hors d'oeuvres.

stationed hors d'oeuvres. per person

VEGETABLE CRUDITE \$3.50

ranch dip

FRESH FRUIT DISPLAY \$3.50

ANTIPASTO PLATTER \$5.50

assorted cured meats, roma tomatoes, marinated artichoke hearts, fresh mozzarella

HUMMUS PLATTER \$4.50 cherry tomato, roasted red pepper, roasted garlic, red onion, cucumber, feta, pita bread

CHEESE PLATTER \$5 / +\$2.50 ARTISIAN CHEESE

cheddar, swiss, provolone, pepper jack, brie, boursin, assorted crackers

SMOKED SALMON PLATTER \$6.50

dill cream cheese, capers, hard boiled egg, red onion, assorted crackers

ROASTED & CHILLED PORK LOIN \$5.50

tomato chutney, chevre, arugula, pickled brussels sprouts

ROASTED & CHILLED SALMON \$5.50

roasted beets, chevre, arugula

SPINACH & ARTICHOKE DIP \$4.50

carrots & celery sticks, baguette

late night snacks. per person / passed or stationed

\$4.50 PER PERSON PER ITEM (MINIMUM ORDER FOR 75 PEOPLE)

MINI GRILLED CHEESE + TOMATO SOUP SHOOTERS

MINI CHOCOLATE CHIP COOKIE + MILK SHOOTERS

SLIDERS + FRENCH FRIES (+\$0.50 SWEET POTATO FRIES)

family style dinner.

ALL FAMILY STYLE DINNERS COME WITH FRESH BAKED ROLLS AND BUTTER.

family style.

Plated Salad

2 Entrees

2 Sides

\$48.00 per person | additional sides - \$3.50

plated salads.

TRADITIONAL MIXED GREENS

tomatoes, cucumbers, beets, carrots,
croutons, balsamic vinaigrette + ranch

CLASSIC CAESAR

crisp romaine, house made caesar dressing,
parmesan, croutons, lemon

OLD SCHOOL SPINACH SALAD

bacon, mushroom, hardboiled egg, red onion, CECC dressing

GREEK SALAD

spring mix, roma tomatoes, Kalamata olives, feta,
red onion & red wine vinaigrette

cold sides.

TUSCAN WHITE BEAN SALAD

cucumbers, cherry tomatoes, red onion,
arugula, fresh herbs

PESTO PASTA SALAD

cherry tomatoes, fresh mozzarella, red onion,
shredded parmesan

entrees.

ROASTED TURKEY BREAST

turkey gravy & cranberry

WILD MUSHROOM RAVIOLI

sage cream

MARINATED & GRILLED PORTOBELLO MUSHROOMS

roasted bell peppers, kalamata olives,
pine nuts, balsamic glaze

PRIME RIB

au jus, creamy horseradish

CURRIED OR BBQ CHICKEN THIGH

ROASTED BEEF TENDERLOIN (+\$3)

mushroom demi glaze

hot sides.

GARLIC WHIPPED POTATOES

HERB ROASTED NEW POTATOES

WILD RICE PILAF

celery, carrot & onion

ROASTED VEGETABLES

seasonal

CAPRESE PASTA

fresh mozzarella, pesto, spinach, cherry tomatoes

SWEET POTATO PUREE

JASMINE OR BROWN RICE

QUINOA SALAD

dried cranberries, sliced almonds, raspberry vinaigrette

THAI NOODLE SALAD

udon noodles, red bell pepper, green onions, ginger, cilantro, fish
sauce, sesame oil

CURRIED + CHILLED CAULIFLOWER

ROASTED SALMON

dill crème fraiche

SOUTHWEST CHICKEN OR PORK LOIN

green chili, black bean & corn salsa, crispy tortilla strips

BRAISED BEEF SHORT RIB - pan jus

ROASTED PORK LOIN

caramelized onions, bacon, brie cream

CHICKEN PICATTA

lemon beurre blanc & capers

MARINATED FLANK STEAK

mushroom demi-glaze

CHICKEN PARMESAN

house marinara

plated dinner.

ALL PLATED DINNERS INCLUDE A CHOICE OF SALAD, FRESH BAKED ROLLS & BUTTER. ALL ENTRÉES COME WITH ROASTED SEASONAL VEGETABLES AND YOUR CHOICE STARCH. CHOICE OF ENTREE - UP TO THREE SELECTIONS. YOU MUST PROVIDE ENTRÉE COUNTS 10 BUSINESS DAYS PRIOR TO THE EVENT ALONG WITH ENTRÉE INDICATORS THE DAY OF. TABLES MUST BE NUMBERED & ASSIGNED FOR SERVICE EFFICIENCY.

salad.

TRADITIONAL MIXED GREENS
tomatoes, cucumbers, beets, carrots,
croutons, balsamic vinaigrette + ranch

CLASSIC CAESAR
crisp romaine, house made caesar dressing,
parmesan, croutons, lemon

OLD SCHOOL SPINACH SALAD
bacon, mushroom, hardboiled egg, red onion,
CECC dressing

GREEK SALAD
spring mix, roma tomatoes, kalamata olives, feta, red onion

seafood entrees.

ROASTED SALMON **\$44**
dill creme fraiche

DUNGENESS CRAB & ARTICHOKE STUFFED SALMON **\$50**
citrus beurre blanc

PESTO ENCRUSTED ALASKAN HALIBUT **\$52**
citrus beurre blanc

DUNGENESS CRAB CAKES **\$50**
lemon caper remoulade or chipotle aioli

BUTTER POACHED LOBSTER TAILS **\$60.50**

duet entrees.

CHICKEN PICCATA & ROASTED SALMON **\$44**
lemon butter caper sauce & chevre cream

FILET MIGNON & BUTTER POACHED LOBSTER TAIL **\$65**
wild mushroom demi glace, citrus beurre blanc

starch options.

GARLIC WHIPPED POTATOES

ROASTED NEW POTATOES

WILD MUSHROOM RISOTTO

WILD RICE PILAF

ROASTED TOMATO RISOTTO

BROWN RICE OR JASMINE RICE

beef entrees.

BASEBALL CUT TOP SIRLOIN **\$48**
wild mushroom demi glace

SLOW ROASTED PRIME RIB **\$48**
au jus, creamy horseradish

FILET MIGNON **\$50**
wild mushroom demi glace

BRAISED SHORT RIB **\$43**

chicken entrees.

CHICKEN PICCATA **\$39**
lemon butter, capers

PESTO CHICKEN **\$39**
roasted red peppers, pesto cream

CURRIED OR BBQ CHICKEN THIGH **\$36**

CHICKEN CORDON BLEU **\$41**
applewood smoked ham, swiss, dijon cream

pork entrees.

ROASTED PORK LOIN **\$39**
caramelized onion, bacon, brie cream

BRAISED PORK SHANK **\$44**
house demi glaze

vegetarian.

LASAGNA **\$29**
ricotta, mozzarella, roasted vegetables, arrabbiata sauce

WILD MUSHROOM RAVIOLI **\$29**
sage cream

SOUTHWEST QUINOA (GF & V) **\$29**
roasted corn, black beans, tomato, green chili, cilantro

MARINATED/GRILLED PORTOBELLO MUSHROOM (GF+V) **\$29**
roasted red peppers, kalamata olives, arugula, pine nuts,
balsamic glaze

RIGATONI (GF+V) **\$27**
arrabbiata sauce, parmesan, fresh basil

buffet dinner.

ALL BUFFETS COME WITH FRESH BAKED ROLLS AND BUTTER.

columbia river package.

2 Entrees

3 Sides

\$44 per person

entrees.

ROASTED SALMON
dill crème fraiche

SOUTHWEST CHICKEN BREAST OR PORK LOIN
green chili, black bean & corn salsa, crispy tortilla strips

BRAISED BEEF SHORT RIB
pan jus

ROASTED PORK LOIN
caramelized onions, bacon, brie cream

CHICKEN PICATTA
lemon beurre blanc & capers

CURRIED OR BBQ CHICKEN THIGH

carving stations.

ROASTED TURKEY BREAST
cranberry, gravy

ROASTED TEAR DROP HAM
pineapple glaze

cold sides.

TRADITIONAL MIXED GREENS
tomatoes, cucumbers, mushrooms, carrots,
bell peppers, croutons, balsamic vinaigrette + ranch

CLASSIC CAESAR
crisp romaine, house made caesar dressing,
parmesan, croutons, lemon

NW GREENS
almonds, dried cranberries, diced apple, balsamic vinaigrette

GREEK SALAD
spring mix, roma tomatoes, Kalamata olives,
feta, red onion & red wine vinaigrette

hot sides.

GARLIC WHIPPED POTATOES

HERB ROASTED NEW POTATOES

WILD RICE PILAF
celery, carrot & onion

west hills package.

3 Entrees

3 Sides

\$51 per person

extra side \$3.50

extra entree \$7

CHICKEN PESTO
pesto cream, roasted red peppers, parmesan

ROASTED TURKEY BREAST
turkey gravy & cranberry

WILD MUSHROOM RAVIOLI
sage cream

MARINATED & GRILLED PORTOBELLO MUSHROOMS
roasted bell peppers, kalamata olives, pine nuts, balsamic glaze

MARINATED FLANK STEAK
mushroom demi –glace

PRIME RIB
au jus, horseradish cream

ROASTED PORK LOIN
mango chutney

QUINOA SALAD
dried cranberries, sliced almonds, raspberry vinaigrette

THAI NOODLE SALAD
udon noodles, red bell pepper, green onions, ginger,
cilantro, fish sauce, sesame oil

PESTO PASTA SALAD
cherry tomatoes, fresh mozzarella, red onion, parmesan

BLACK BEAN & CORN SALAD

TUSCAN WHITE BEAN SALAD
cucumbers, cherry tomatoes, red onion, arugula, fresh herbs

FRESH FRUIT DISPLAY

ROASTED VEGETABLES
seasonal

CAPRESE PASTA
fresh mozzarella, pesto, spinach, cherry tomatoes

WHITE BEAN CASSOULET
caramelized onions, pancetta, spinach, cherry tomatoes

desserts.

desserts.

\$7 per person

DEATH BY CHOCOLATE (GF)

caramel, fresh strawberries, whipped cream

WARM FRUIT CRISP

choice of apple, mixed berry or peach, oatmeal crunch, whipped cream

VANILLA BEAN CRÈME BRULEE

NEW YORK STYLE CHEESECAKE

caramel, fresh berries, whipped cream

APPLE STRUDEL

whipped cream, freshly grated nutmeg

FRESH BAKED PIES

cherry, apple, blackberry or chocolate silk

family style & station desserts.

DESSERT BARS \$29/dozen

brownie, chocolate crunch, lemon, opera cake (choice of)

COOKIES \$16/dozen

chocolate chip, oatmeal rasin, peanut butter, gluten free chocolate chip (choice of)

SEASONAL CHEESECAKE BITES \$29/dozen

MINI CUPCAKES \$20/dozen | FULL SIZE CUPCAKES \$29/dozen

chocolate, vanilla, red velvet | vanilla butter cream or chocolate frosting

MINI PIES \$29/dozen

apples, coconut cream, mixed berry | streusel topping

MINI CREME BRULEE \$40/dozen

VANILLA CREAM PUFFS \$16/dozen

bittersweet ganache

chocolate fountain (75 person minimum) | \$6 per person

CHOCOLATE FOUNTAIN

pineapple, strawberries, marshmallows, pretzels, brownies

outside dessert.

\$2.50 PER PERSON HANDLING FEE (EXCLUDING WEDDINGS)

the dessert must come from a licensed bakery

kids meal.

\$19 | ages 5-12 | choose one

CHICKEN STRIPS, FRENCH FRIES, FRUIT

ANGUS BEEF SLIDERS, FRENCH FRIES, FRUIT

MAC N CHEESE, CHICKEN STRIPS, FRUIT

bridal & groom suites.

EACH SUITE IS PROVIDED WITH COMPLIMENTARY COFFEE, TEA, WATER, (1) BOTTLE OF CHAMPAGNE & A FRESH FRUIT DISPLAY. SELECT FROM THE BELOW PACKAGES TO PLAN A MEAL FOR YOUR WEDDING PARTIES WHILE YOU ARE GETTING READY.

champagne breakfast.

\$18 per person

(1) GLASS OF HOUSE CHAMPAGNE & ORANGE JUICE

CHEESE PLATTER

cheddar, swiss, provolone, pepper jack, brie, boursin, assorted crackers

HUMMUS PLATTER

cherry tomato, roasted red pepper, red onion, cucumber, feta, pita bread

BRUSCHETTA

tomatoes, garlic, shallot, fresh basil, sourdough crostini

SANDWICH WRAPS (CHOOSE 2 TYPES)

tukey, bacon, ranch | BLTA | buffalo chicken | turkey, cucumber, tomato | greek salad

happy hour.

\$18 per person

(1) ICE COLD DOMESTIC BEER

FRESH FRIED CORN TORTILLA, SALSA & GUACAMOLE

POTSTICKERS

sweet chili & teriyaki sauce

VEGETABLE CRUDITE

ranch dip

ANGUS BEEF SLIDERS

fresh baked roll, cheddar, shredded lettuce, house sauce

ADDITIONAL FOOD AND BEVERAGE CAN BE ORDERED A LA CARTE. PLEASE PLACE ORDER AT LEAST 72 HOURS BEFORE YOUR EVENT. OUTSIDE FOOD & BEVERAGE IS NOT PERMITTED UNLESS APPROVED PRIOR TO EVENT.

drinks.

hosted beverage packages.

HOSTED BAR PACKAGES INCLUDE FOUR (4) HOURS OF THE SELECTED HOSTED BEVERAGES. ALL HOSTED PACKAGES INCLUDE A SELECTION OF NON-ALCOHOLIC BEVERAGES. ALL PRICES ARE PER PERSON AND WILL APPLY TO ALL GUESTS OF LEGAL AGE.

NON-ALCOHOLIC BEVERAGE PACKAGE: **\$3.85**

BEER AND WINE: **\$24.50**

BEER, WINE AND WELL LIQUOR: **\$27.50**

BEER, WINE, CALL LIQUOR: **\$33**

BEER, WINE AND PREMIUM LIQUOR: **\$38.50**

Note: CECC does not allow shots with any hosted beverage packages. Thank you for your understanding.

ADDITIONAL OPTIONS:

UPGRADE TO PREMIUM WINES: **\$7.50**

ADD SIGNATURE COCKTAIL (LIQUOR PKG & ABOVE): **\$6.50**

-applies to liquor packages & above | only for a duration of 1 hour

CHAMPAGNE OR CIDER TOAST: **\$4**

TABLE SIDE WINE SERVICE: **\$4**

ADDITIONAL HOURS:

BEER AND WINE: **\$8**

WELL: **\$9**

CALL: **\$10**

beverage selections.

HOUSE WINES:

canyon road merlot, cabernet, chardonnay,
pinot gris, wycliff champagne, martinelli's cider

CALL LIQUOR:

absolut vodka, tanqueray gin, jack daniels
whiskey, captain morgan rum, el jimador tequila

PREMIUM WINES:

PROLETARIAT WINE

cabernet, chardonnay, pinot gris,GSM

PREMIUM LIQUOR:

ketel one vodka, aviation gin, crown royal whiskey, dewers scotch,
cazadores anejo tequila

BEERS:

cecc offers a rotating assortment of domestic, microbrew and imported beers. we are happy to accommodate special requests when possible.

ala carte pricing.

WELL BRAND: **\$8**

CALL BRANDS: **\$9**

PREMIUM BRANDS: **\$10**

DOMESTIC BEERS: **\$6.50**

MICROBREWS: **\$7.50**

HOUSE WINES: **\$9/\$28**

PREMIUM WINES: **\$11/\$35.50**

KEG: \$360.00 DOMESTIC & \$605 MICRO BREW

•price of kegs change depending on brewery/distributor

\$250 NO HOST BAR MINIMUM

NON ALCOHOLIC BEVERAGES: **\$2.75**

PUNCH BOWL: **\$36 /bowl (serves 50)**

COFFEE URN: **\$66/1.5gal. Urn (serves 25)**

TABLESIDE COFFEE & TEA SERVICE: **\$2.75/person**

corkage.

CORKAGE FEES WILL APPLY TO BEVERAGES NOT PURCHASED THROUGH CECC. CORKAGE FEES ARE: \$17 PER 750 ML BOTTLE OF WINE OR CHAMPAGNE AND \$220 PER KEG OF BEER, PLUS 20% SERVICE CHARGE. ALL OUTSIDE ALCOHOL MUST BE CHECKED IN AND HELD BY A SUPERVISOR OR STAFF MEMBER. WE DO NOT PERMIT OUTSIDE LIQUOR.

extras.

PORTABLE BAR \$275

TV \$110

PROJECTOR \$110 / + \$17 HOOKED UP TO SOUND

WHITE OR BLACK COVERS \$2.50/CHAIR

FLIP CHARTS & MARKERS \$28

PROJECTOR SCREEN \$28

4'X8' STAGE \$55

PIANO \$110

WIRELESS MIC \$50/EACH

COMPLIMENTARY HOUSE MUSIC

LAPEL \$50

CONFERENCE PHONE \$17

SPECIAL MUSIC NEEDS/HOOK UPS \$55

preferred vendors.

PLEASE SEE CATERING MANAGER FOR THE EXTENDED INFORMATION ON VENDORS. CONTRACTS WITH VENDORS ARE SEPARATE FROM CECC EVEN CONTRACT AND ARE NOT A GUARANTEE OF SERVICE.

officiants.

MELISSA COE

www.melissacoeceremonies.com

STEVE SHARP

www.abeautifulceremonynw.com

wedding planners.

BLACK SWAN EVENTS

www.blackswanevents.com

BRIDAL BLISS

www.bridalbliss.com

floral

SONGBIRD FLORISTRY

www.sougbirdfloristry.com

FLORAL SUNSHINE

www.floralsunshine.com

BLUM FLORAL DESIGN

www.blumfloraldesign.com



cake / desserts.

TRES BELLE DESSERTS

www.tresbelledesserts.com

DREAM CAKES

www.dreamcakesportland.com

HELEN BERNHARD

www.helebernhardbakery.com

THE MOBILE SCOOP SHOP

www.themobilescoopshop.com

cosmetics.

EVENTS COSMETICS

www.eventscosmetics.com

music makers.

STUMPTOWN DJS

www.stumptowndjs.com

CHAD DOWLING PRODUCTIONS

chaddowling.biz

EVENT TEAM ENTERTAINMENT

www.eventteament.com

photographers.

D. SELBAK PHOTOGRAPHY

www.dselbak.com

PHOTOGRAPHY BY CAMBRAE

www.photographybycambrae.com

ATELIER VIDEOGRAPHY

www.atelierpictures.com

SELFIE POD (PHOTOBOOTH)

www.cxselfiepod.com

rentals.

THE PARTY PLACE

www.thepartyplace.com

GREENLIGHT CREATIVE (LIGHTING)

www.greenlightcreative.com

INTERSTATE RENTALS

www.isevents.com

ROYCE'S PRO SHOP

www.proshop.com

chivari chairs..

SEDERA RENTAL CO.

www.sederarentalco.com

directions.

2220 NE MARINE DRIVE, PORTLAND OR 97211

WWW.CECC.COM

FROM INTERSTATE 5 ~ NORTH OR SOUTH

Take the Marine Drive Exit, #307, and follow the Marine Drive heading East signs. We are located on your right hand side approximately 2-½ miles from the highway.

FROM I-205 ~ NORTH OR SOUTH

Take the Airport Way East Exit if coming from 205 North or take the Airport Way Exit and turn left if coming from 205 South. Stay on Airport Way heading East and take a left on 122nd and then a left onto Marine Drive. We are located just past 33rd Street on your left-hand side.

FROM I-84

Take the NE 181st Avenue Exit, #13, and head North. Stay straight and 181st Avenue will turn into Airport Way. Continue on Airport way until 122nd Avenue then turn right. Make a left hand turn onto Marine Drive heading West. CECC is just past 33rd Street on your left hand side.

IN TOWN

You can take NE Columbia or NE Lombard to NE 33rd, turn North on 33rd and proceed to NE Marine Drive. Turn left and drive a few hundred yards on your left hand side.



local accommodations.

BEST WESTERN INN AT THE MEADOW

503.286.9600
bwportland.com

COURTYARD BY MARRIOTT PORTLAND NORTH

503.943.3704
marriott.com/pdxnh

OXFORD INN & SUITES

503.283.3030
oxfordsuites.com

FAIRFIELD INN & SUITES BY MARRIOTT PORTLAND NORTH

503.943.3704
marriott.com/pdxfp

policies.

A NON-REFUNDABLE DEPOSIT AND SIGNED CONTRACT ARE REQUIRED TO HOLD YOUR DATE.

- FINALIZED MENU: Your menu choices and final attendance guarantee must be submitted 10 business days before your event unless alternate arrangements have been made with the Catering & Events Director. Changes made thereafter may result in additional charges. You will be billed the amount your guarantee or actual attendance ; whichever is greater. Prepared food from can not be taken home.
 - DECOR: All decorations, and removal of same, are your responsibility. Confetti, glitter and birdseed are not allowed. An additional cleaning fee will apply if these items are utilized. You have one hour following the end of your event to remove decorations and personal items. A \$165 cleaning fee will be applied if CECC staff needs to remove your decorations (ie: lighting, flowers, garland, etc.). CECC is not responsible for any decorations or personal items left at the end of your event.
 - SECURITY: CECC is not responsible for gift security or personal items. Please monitor both during your function and remove all gifts and personal effects (i.e. gift cards, money, fragile items, etc.) immediately following your event.
 - COLUMBIA EDGEWATER cannot be held responsible for acts of god or severe weather conditions affecting your event.
- SPARKLERS: No sparklers are allowed at the club unless approved by events coordinator. Sparklers require additional contract.
- TIME: Your rented space is for 5 hours of reception service after which an additional charge of \$350 per hour plus 20% service charge will be charged for overtime.
 - DAY OF: The banquet room will be available and tables placed for decorating purposes a minimum of 2 hours before the start of your event. Requests for early entrance will be granted when possible, but cannot be guaranteed without prior arrangement.
 - BEO: After menu and setup is finalized, you will receive a detailed "banquet event order" (BEO) for your viewing. Once this document has been provided to you, it is your responsibility to review it carefully and relay any requested changes to your designated event contact. The event will occur as it is listed on the BEO, so we request your confirmation of approval by response e-mail or a signed copy sent by fax. If we do not receive a response from you, we will assume that the beo is correct and approved for operation.
 - REHEARSAL: If you are holding your wedding ceremony at CECC, we are happy to schedule a time for you to hold an onsite rehearsal. Rehearsals are limited to one hour. Please ensure that participants arrive on time. We do not guarantee we will be able to fit your rehearsal in if other events are taking place during the time and day of your request. A representative from CECC will be available during your rehearsal to answer any questions you may have about the logistics of your ceremony. However, unless other arrangements have been made, CECC is not responsible for running your ceremony. Ceremony operations are the responsibility of your officiant, wedding planner or another designated person(s). If you need assistance with your ceremony, please notify your event coordinator well in advance of your event. Rehearsals are subject to change.
 - ALCOHOL BEVERAGES: Oregon Liquor Control Commission regulations require we provide a bartender to dispense all alcoholic beverages. CECC's license requires our staff to request proper identification for any person of questionable age and refuse alcoholic beverage service to any person who, in the Club's judgment, appears intoxicated.
 - AV SERVICE: CECC provides limited rental equipment for events. CECC will set up, test and make sure all runs appropriately for the duration of the event. Any equipment the customer brings in is up to them to test & run. Fees will apply.
 - THE PATRON AGREES: To hold harmless the club, its partners, employees, agents, officers, directors, affiliates and independent contractors from any and all claims, actions, suits or allegations for damages to person or property which relates, emanates or in any way pertains to the event. Further, patron agrees to indemnify the club for any and all costs or losses which may be incurred by the club as a result of such claims, actions, suits or allegations, including, but not limited to reasonable attorney fees and expenses of litigation.

policies.

- OUTSIDE FOOD:** All food must be provided by CECC unless other arrangements have been made. Any food brought into the Club must come from a certified food service provider. Charges will be applied for food that is brought in. Wedding cakes/desserts are permitted to be brought into the Club without additional charge.
- PHOTOGRAPHY:** Please use only the back patio and front lawn for outside photographs. For safety reasons and out of respect for the game, photographers and guests are not permitted on any part of our golf course. If you would like to arrange for outdoor photographs we are happy to meet with your photographer in advance to review appropriate locations for photos that will be safe for you, your guests and club members.
- OUTSIDE VENDORS:** Contracts with vendors are separate from CECC event contract and are not a guarantee of service.
- GATE:** For your convenience, the gate to our lower parking lot can be accessed with your own personalized gate code. It is the patrons responsibility to issue the gate code to all guests. The gate code is five digits and must be entered following the #key. instructions are posted on the gate.
- GOLF COURSE:** The golf course is private and only available to CECC members.
- PARKING:** The parking spaces at the main entrance are strictly reserved for our board of directors and the loading / unloading of deliveries for your event. Please instruct your guests to go directly to the lower lot as we may be unable to locate car owners should they need to be moved, especially for ceremonies on the front lawn.
- RESTRICTED AREAS:** The members' grill, members' locker rooms and golf course are reserved for cecc members only. Please understand that guests are not permitted in any of these areas for any reason. Thank you for your understanding.

•CLUBHOUSE DRESS CODE:

MEN Golf and formal attire are appropriate in the clubhouse. Shirts are to be tucked in at all times on the upper two levels of the clubhouse with the exception of shirts having a straight cut, finished hem and full button front. All shirts must have sleeves and a type of collar. Pants and Shorts must be tailored and have pockets. Shorts must be lower than a person's fingertips when standing straight and tall with their hands at their side. Hats are not allowed on the upper two levels inside the clubhouse.

WOMEN Golf attire, dresses, skirts or pant ensembles are appropriate in the clubhouse. Dresses, skirts and shorts must be lower than a person's fingertips when standing straight and tall with their hands at their side. Hats are acceptable.

DENIM The Clubhouse is denim friendly. Denim must conform to the criteria of the Dress Code. All Denim clothing regardless of color is prohibited on the golf course, all practice facilities and on the Mason course.

•GOLF COURSE DRESS CODE:

MEN GOLFERS

SHIRTS are required to be worn at all times, and traditional golf shirts are to be tucked in. All shirts must have sleeves and a type of collar. T-shirts and tank tops are not appropriate golfing attire.

PANTS shall be tailored and have a minimum of three pockets. Denim jeans, regardless of color, are not allowed at any time. Jogging pants and warm-ups may not be worn on the course.

SHORTS shall be tailored and have a minimum of three pockets. Shorts must be within 6" of the top of the knee. Cutoffs, running shorts, bathing suits and tennis shorts are not acceptable.

HATS shall be worn with the bill facing forward.

WOMEN GOLFERS

BLOUSES shall be at least 4" wide over the shoulder. Sun, bikini or halter-tops are not allowed. Nice fashion T-shirts are acceptable. SKIRTS & SHORTS shall be tailored with pockets, and must be within 6" from middle of the knee. Running and tennis shorts, sweat suits and jogging outfits are not allowed. Matching fashion warm-ups suits are acceptable.

SLACKS must be tailored with pockets. Stretch pants with or without stirrups, denim jeans, denim shorts or denim skirts, regardless of color, are deemed not acceptable attire.

GOLF SHOES: Golf shoes with large rubber cleats will not be allowed on the course unless they have been approved by the Golf Professional. The golf industry has come a long way in the development of spikeless golf shoes, and many are available. Non-metal spikes are required year-round.

contract & deposit info.

- A non-refundable deposit and signed contract are required to hold your date. All menu items and prices are subject to change, but are guaranteed 90 days out from your event within our control.
- 20% **service charge** is added to food and beverage charges and any corkage fees.
- There are three financial **non-refundable** deposits that are required prior to your event:
 1. \$1,000 deposit to hold your date.
 2. 50% down payment of your projected balance is required 6 months prior to your event. This amount is based on your food and beverage minimum if details have not been planned yet.
 3. 100% of the projected balance is due in full 10 days prior to your event.
- CECC accepts cash, check, visa and master card or american express
- CECC requires to keep a credit card on file. We are PCI credit card compliant.

THIS AGREEMENT SUPERSEDES ANY AND ALL OTHER ORAL AGREEMENTS MADE BY CECC STAFF AND PREDATED WRITTEN AGREEMENTS. SIGNATURE OF THE INITIAL BANQUET AGREEMENT WILL SIGNIFY YOUR UNDERSTANDING AND AGREEMENT TO ALL STATED BANQUET POLICIES AND INFORMATION AS LISTED IN THIS PACKET IN ITS ENTIRETY.