

**BAKER CABIN HISTORICAL SITE
PIONEER CHURCH**

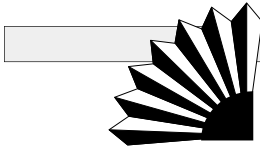
~ Welcome ~

Read & Share This

**Pioneer Chapel &
Grounds Info**

**Prior to your event, share this PDF File or
show the binder in the Church
with ALL your persons-in-charge
and anyone who is going to 'help'.
This will help prevent serious mistakes.
Store the on-site binder in the pulpit.**

**Events Reservations – 503-631-8274 info@bakercabin.org
P.O. Box 741, Oregon City, OR 97045**



BAKER CABIN HISTORICAL SITE

~ Welcome ~ Pioneer Wedding Chapel Renter's Info

Thank you for engaging our site for your event location.

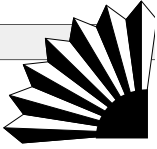
This resource manual is intended to make your experience enjoyable, safe, and problem free.

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

We recommend you share this to your wedding assistants and suppliers. Separate pages for Florists, Music, tent/table providers.

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~ About your hosts, the 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 & Jane Baker's 1856 Log Cabin and original Land-Grant.

Rentals of the Pioneer Church and Grounds is a major source of income but which only partially provides for maintenance and upkeep. **Volunteers and community donations make up the balance of the cost to host your event. Hence, you are our guests. Please treat the site as you would wish your own property to be treated.** Any mess or damage has to be taken care of by our limited volunteer hours, which takes away from our historical restoration efforts.

Donations of Money, Time, or Resources are very welcome. Suggestions too! Click the QR link to Paypal and Credit card.



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 of the entire site can be arranged for groups or interested individuals. Lasting about a hour and a half.

The Baker Cabin Historical Society is a **501(c)3 qualified non-profit** under that tax laws of Oregon and the United States. Donations are fully tax deductible. Estate giving is encouraged and can be directed towards individual projects or interests you may have.

Explore tax credits at www.https://culturaltrust.org/get-involved/donate/

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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 or Carpet Please don't ! It damages the floor. Old things can break. Piano, organ, pews, etc are *Not to be Moved*.
- Don't Climb on Furniture for decorating. Use the stick (pg 13)
- 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" Launching ANYTHING with flame is an ORS Class A Violation, and just stupid.

Lost & Found

Report losses or left-behinds immediately to Reservations Secretary 503-631-8274 or to info@bakercabin.org. Be sure we have your after wedding contact info if we find anything.

Safety/ Insurance Information

The Safety of your party and guests is **your responsibility**. We recommend wedding insurance and liability .

Alcohol: The Historic Society is not responsible for nor liable for any use of alcohol at your event.

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

Climbing: DO NOT CLIMB ON THE FURITURE Extension Hook tool is inside the pew storage. Folding Step-stool is hidden behind the last pew.

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. Site manager can tell you more.

Damage & Cleaning Deposits

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

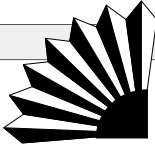
Emergency Contacts

Reservations Secretary for assistance 503-631-8274
President Chris Guntermann 971-409-0934

Site manager is listed next to the Church door.
Fire & Ambulance 911

Suggestions and Checklist:

- Confirm date and time for event.
- Sign and return the Contract.
- Remit required fees per Secretary.
- Receive an event/contract number.
- Download the Welcome Guide.
- Save our important phone numbers.
- **Share Guide** with your wedding party.
- **Share instruction** pages with vendors, caterers, florists, musicians, etc.
- Assign tasks to wedding party and provide them the instruction pages.
- Remit required fees on time.
- Meet with site manage to mark-out locations for tables, tents, dance floors, electrical supply, restrooms, etc. Or, use the Landscape 'flags' provided.
- Provide your vendors with a site map with locations you want.
- Confirm with vendors the hours for access. Earlier or later must be cleared with Secretary and site manager.
- If you have a rehearsal, have your helpers meet with the site manager to review locations and instructions that will make their jobs so much easier.



BAKER CABIN HISTORICAL SITE

~ Facilities ~

Pioneer Church: 1895 historic building reconstructed 1968.

Seats approx 80 guests. Wheelchair accessible. Heated but has No Air Conditioning. Access is granted **ONLY** during your rental period, not early. Please arrive and exit in a timely manner.

There is a church bell, which will be set out during events.

Changing Room: This brown building is in the Church parking area and includes two rooms, one is larger with mirrors and table. The second area is separated by a pocket door and is smaller (two people) typically for men to dress. Offers a mirror and hanger area. There **is no restroom in this building**. There is a 120v, 15A exterior plug for RV Connection. Images are available on our website. The locked room is our Archive.

A **Portable Toilet** is for your use during events. There is a hand-wash station set up near the restroom. For larger events you may wish to rent additional restrooms and place them closer to your main event area.

Use the map and marker flags to show the vender the location you want.

Parking areas:

Hattan Rd, in front of the church, are about 8 spaces.

Do not block the gate that goes down the lane to the large rear lot.

Church Parking lot holds between 15-20 cars. Park diagonally.

Cabin Parking lot is down the lane from the front lot and provides upwards of 45-50 additional slots, with access to grounds for loading.

The lane is One-Way and **needs one of your party** to be a director.

Do Not allow parking nor driving upon the lawn grass.

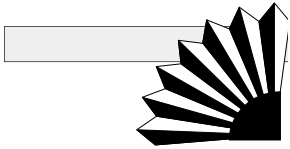
Hotspot WiFi is available only upon request. The cellular signal is weak.

The Log Cabin Museum and sheds at the rear of the property are currently open only on museum days, or by prior appointment.

The use of those is not part of the event grounds rental agreement.

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~ 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 the Reservations Secretary and is limited to times when other events will not be affected.

Accessing the buildings without expressed permission is not allowed.

We request that you arrange an appointment for a preview visit with the Secretary. A guide will meet you to open/close and answer questions.

Any access for a "Preview" is **not permission** for rehearsals, early decoration, storage, nor any other purpose other than to view the interiors.

Please respect that the building may have been cleaned and are 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, and Smoking is forbidden in or near buildings.

"Wish Lanterns or Sky Lanterns", and fireworks prohibited by law.

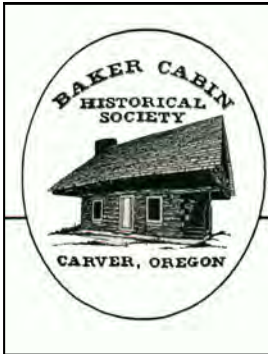
A single, courtesy Port-a-Potty is on site. You are responsible to provide for your event which may require additional rest facilities.

Moving the carpet or furniture or carpet is not allowed (especially piano & organ). The floor is soft fir and easily damaged. Spike heels will damage the soft floor and are a trip hazard.

Damage to floors from candle wax, ashes, or dragging furniture are un-repairable problems which will be noted and charged.

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Baker Cabin Historical Society
 Corner of South Hattan and Gronlund Roads
 P.O. Box 741 Oregon City, OR 97045 503.631.8274

Anyone using the Site for either contracted events, or casual visits must NOT launch hot air lanterns nor fireworks of any kind.

The BCHS will vigorously prosecute anyone involved.

SKY LANTERNS

Are Dangerous and illegal

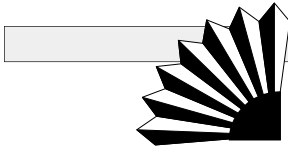


Oregon Revised Statutes (ORS) 477.512

“Sky lantern” means an unmanned self-contained luminary device that uses heated air produced by an open flame or produced by another source to become or remain airborne

Violation of this section is a class A violation. In addition to any enforcement officer specifically identified in ORS 153.005,

2016 Schedule of Fines on Violations (SOF-16)	Maximum Fine (Individuals) [153.018(2)]
Standard [153.019]	
(1) Class A violation	\$2,000



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~ Parking Advice ~

For the safety of your guests, read and share this.

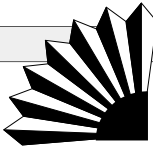
The road is heavily used, and it curved.

Summer-time, the river-park traffic can be heavy and erratic.

- It is best to assign a parking greeter to direct your incoming guests.
- Front Lot fills fast. Be sure no one parks in front of the gate to the lane.
- Access to the Back Lot and Baker Log Cabin **MUST** be clear for FIRE. Any vehicles blocking the Driveway may be towed. It is possible that a work party may be taking place at the Log Cabin.
- Parking in the Church Lot Parking is best done **DIAGONALLY**. Your party will likely be first to arrive. Have them park as an indicator.
- You may download from our website, or request 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*" A page of directions is provided later in this document.
- Arrangements for early drop off, or late pickup of vehicles such as RV's can be made with the Reservations Secretary provided there are no other events requiring the space in the parking lot. Security is not guaranteed.
- 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!
- The site has hose bibs, and one hand-wash station with a foot pump.
- Covid restrictions are the event's responsibility.

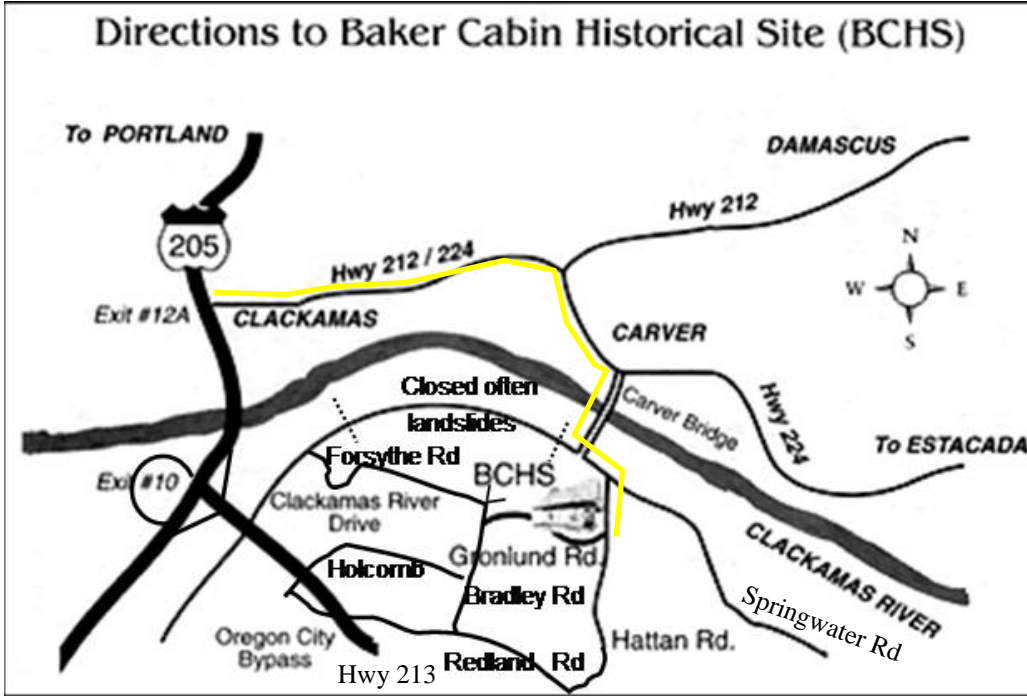
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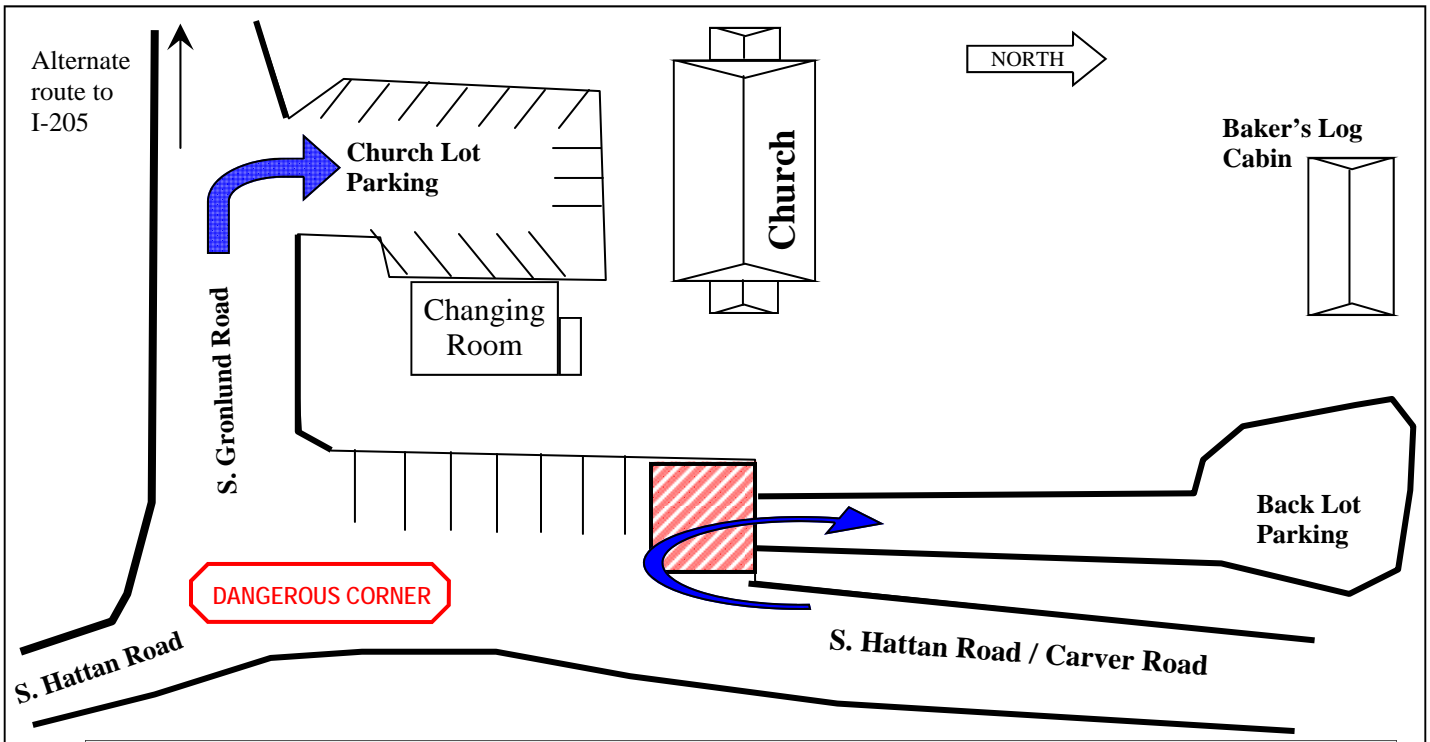
~ Road Directions and Parking ~



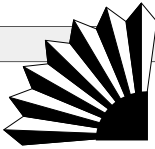
Tips:

If there are traffic backups on the Carver bridge due to construction or River Rafter Park visitors, we recommend using S. Gronlund Road to get to Forsythe Road which ends very close to exit 10 on Hwy I-205.

A more complete site map is available for planning your outdoor activities.



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~ Tools and Resources ~

Here is a list of tool & resource locations.

(see photos following pages)

Heat Systems -

The wall heater near the pulpit operates from it's own thermostat. You should turn it down or off to reduce the noise during your event.



The rear baseboard heaters operate On/Off from the circuit panel, not on a thermostat.



Air Conditioning & Heating Unit

This portable unit has controls on top and a small remote velcro'd to the body. You may adjust for temperature and/or to reduce sound. Instructions are velcro'd too.



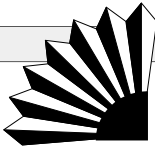
In "Cooling Mode" the cooling system can maintain about a 20 degree temperature reduction.

In "Heating Mode" this is a heat-pump which should be the primary heat source.

If additional heat is needed, use the wall-mounted, or as a last resort (and slow) use the breaker to turn on the rear baseboards. There is also an auxiliary plug-in heater in one of the pew storage bins.

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~ Tools and Resources ~

Stereo Sound System

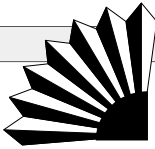
As of 8/6/2024 there is now a small stereo system in place on the piano top. There is a Remote Control for your convenience.

Connections to your playlist can be made via:

- Bluetooth
- Auxilliary cable with 3.5mm connection
- USB Memory stick
- CD Player
- FM Radio



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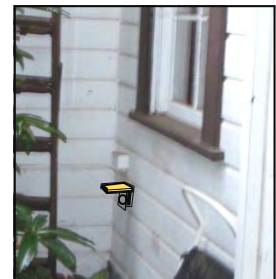
~ Tools and Resources ~

Here is a list of tool & resource locations.

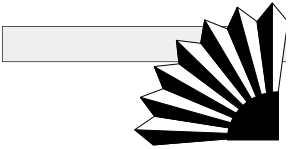
(see photos next page)

Electrical Panel and switches -

- Pulpit lights at the wall switch only.
DO NOT use the fixture switches. 
- Circuit Breaker box is behind the panel on the right side of the pulpit. 
- These plugs in the pulpit area run from two breakers providing plug-in power. Piano is plugged in here. 
- Another plug is on floor left of the organ. The A/C is plugged in there and uses ALL the power from that circuit. Be sparing with other plug-ins. 
- An extension cord extends power from here to the entry area of the Church. With heater running, that cord is only good for a few amps.
- There is a plug on the outside wall (NW corner). It has a GFCI so may need resetting. 15amp shared with interior plugs. 



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~ Tools and Resources ~

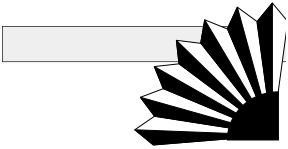
- Cleaning Supplies are located in the two pew seats. Second to the last. **Lift the seat lids.**
- In the pews are light bulbs, broom and mop. Insect sprays, garbage bags, extension cord, air fragrance, small heater, vaccum, and misc.
- Also in the pew seat is the **long stick** used to **mount garlands**. Use the stick to lift up your decorations to the hooks above the pulpit.
DO NOT STAND ON FURNITURE nor use the ladder. Dangerous!
- Under the Wheelchair Ramp is a hose, broom, rake; and a water spigot is provided. Water may be shut-off during the winter.
- Hand-wash station will be set up near the Porta-pot.



- **By request only:** Pulpit steps to assist with getting up that big step. We have two.



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~ 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.** Do not force it.
Key lock needs to be jiggled to turn completely.
- **Windows : only the two front ones open.**
Be Very Careful!!!
Note there are hold-open hooks on the sides.
Do Not Jam them stuck open;



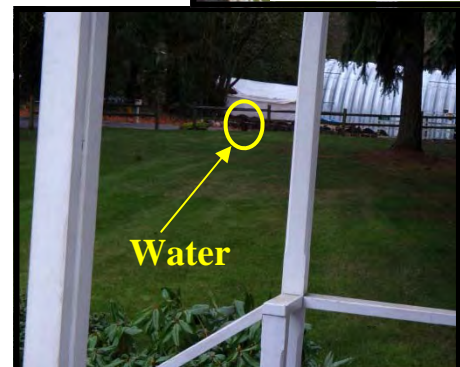
Easy to break with your elbows

- The **White Table** can be placed on the porch for your guest book and flowers.



**Lookout!
watch elbows!**

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



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NOTES for ALL EVENT SUPPLIERS

Welcome to the Historic Site; these notes are to make your set-up, tear-down efficient.

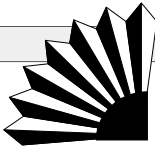
- 1) Access to the site is ONLY during contracted rental times. Our custodian can assist you on-site.
If delivery, set-up, or tear-down needs to be outside of contracted times then contact Reservations.
- 2) Work with the Event's Person-in-Charge for all site locations and directions.
- 3) The Event renter should have provided you with a map of locations for placements.
- 4) Some Event Managers have walked the site and marked locations with flags. Others use landmarks, or a marked-up site map photographed and sent to your office as a text or email.
Be sure to take those directions with you during delivery or set-up.
The Baker Cabin site manager will not make locating decisions for the event.
- 5) Tents may be set up just about anywhere but **use NO STAKES longer than 18 inches.**
Large tents should use water weights, a spigot and hose is at the north side of church.
When draining, do not dump water where the next event has to deal with your mud.
- 6) The lawn area is uneven and may limit your selection of placements for dance floors etc.
- 7) It is recommended to bring some shims for leveling tables. We provide wood scraps to do this.
- 8) The site provides a wheelbarrow, gorilla cart, and hand-truck for moving your goods.
- 9) **Driving on the grass is forbidden. Be sure all the vendor's people know this.**
- 10) This Event may have rented the site's tables and/or our 10 x 20 canopy. Coordinate your materials installation with Reservation Secretary so we don't get in each other's way. We understand that there is an efficient sequence of move-in and move-out..
- 11) BCHS Equipment such as the power cords are easy for 'helpers' to take when you clean up, be very careful not to take our stuff. If we find your stuff it will be protected until picked up. Be sure



NOTES for your FLORIST

Send them the following pertinent pages

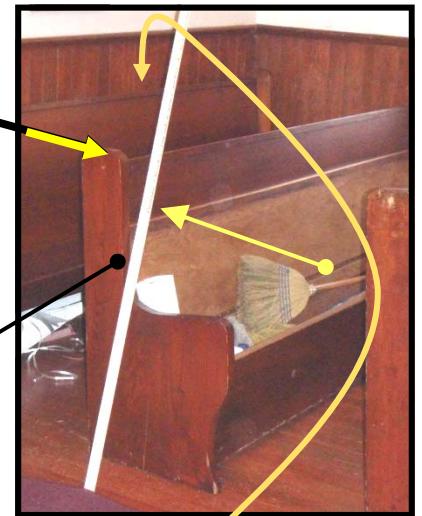
- 1) Access to the site is ONLY during contracted rental times. Our custodian can assist you on-site.
- 2) There is no garbage service. Take away your trash.
- 3) Water is available at side of wheelchair ramp and also at Gronlund Road corner spigot. A 5-gal bucket is also under the ramp. Do not use hand-wash station water.
- 4) Bride or Event Manager will provide you with pages from Welcome Book guidance for pew bows.
It is recommended to use slip-over types.
- 5) If our white Plant / Floral stands were rented, the custodian will make them available. They do not have waterproof liners.
- 6) GLITTER SPRAY is not welcome. It falls into the antique floor and on the pews and is impossible to remove without great effort. Such will be charged back against the security deposit.
- 7) Garland lengths:
 Inside Church Up-Across-Down= 18 to 20ft. Gable outside Up-Across-Down = 15 to 18 ft
- 8) Exterior Floral is allowed, but beware of the sprinkler heads in the shrub beds - Do Not Step !
- 9) Please remove oriental lily stamen pollen to prevent staining.
- 10) Put protectors under your vases to prevent furniture damage. Site does not provide coasters.
- 11) Packaging trash should removed as you leave. There is No Trash Service at this site.
- 12) Nothing can be attached, even temporarily, to the walls.
- 13) A folding step-stool is stored behind the last pew.



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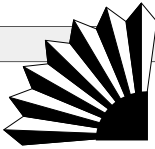
~ Decorating, Floral, & Candles ~

- Your Contract and Fire Marshal Regulations prevent any **Flames** such as *burning* "Unity Candles", and cigarette Smoking. Spilled candle wax is extremely difficult and expensive to remove. "*Wish Lanterns*" are banned by State of Oregon effective 1-1-2017. We recommend battery operated "*flicker Tea-lights*" for the effect.
- **Floral Displays.** Avoid petals that when stepped on cause staining. Carpet runners can protect the floor. Absolutely No Glitter sprays. The Carpet, Organ, & Piano are not to be moved, they are fragile & heavy and will damage the floors. Protect them from vase water condensation.
- **Garlands can be hung** inside and outside 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 entry. Inside garland length approx 18-20 ft. Exterior gable garland length approx 15- 18 ft.



stored
behind
last pew

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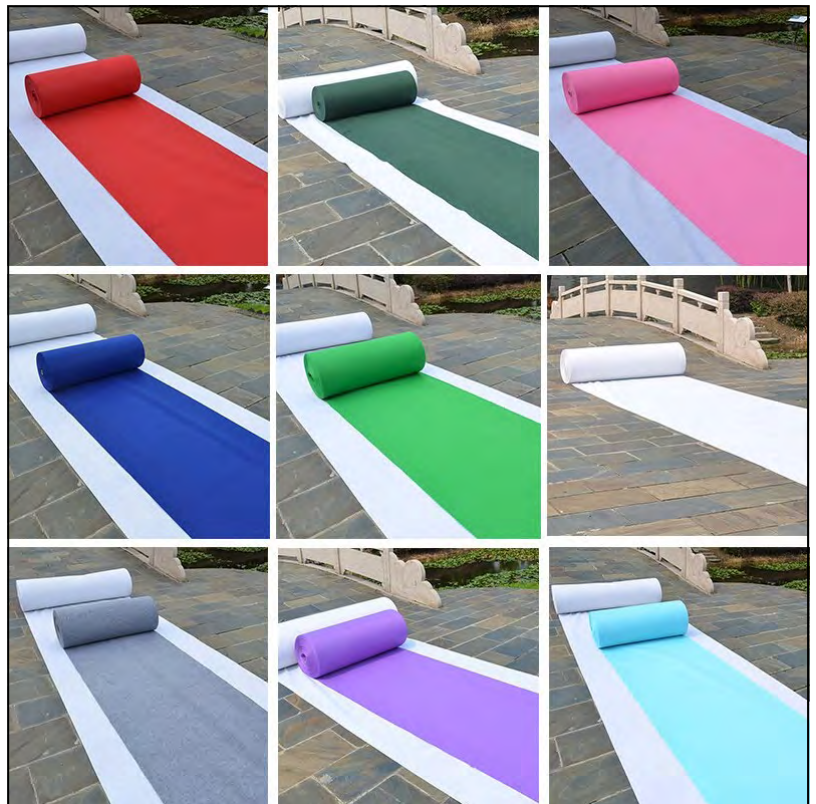
~ Decorating, Floral, & Candles ~

1) **Pews** : There are 16 pews with small eyehooks on the end for decorations.
Seat size is 14" x 94" , back size is 21" tall x 94" wide

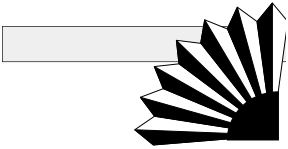
2) The **Pulpit Alcove** dimensions are 110" wide x 113" tall

3) **The Carpet is not to be moved nor rolled up.** Changing the 'color' is easy by using inexpensive carpet runners such as these examples. Unless the runner is waterproof, do not use fresh petals as their color juice will squish through to the carpet. Rather, use faux petals which can be scented.

4) Carpet runners are available for you to purchase from Michael's in Oregon City, or from the internet and Amazon.
Church carpet size is 54 inches wide x 25-30 feet.



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~ Decorating Floral ~

- These Floral Stands are available **FOR RENT**. Contact the Reservation Secretary for details. Inside dimension is tapered; approx size: 8" diameter top, 3" dia. bottom, 12" deep. **NOT WATERPROOF.**
- **Pews only have small eye-hooks.** You may need to provide **pew-clips or other attachments for your floral or other decorations.** Inform your florist. Do not use wax; glue, tape, or thumbtacks.



Here are **examples and links** to floral supply houses with great ideas.

These devices are NOT SUPPLIED, only suggested

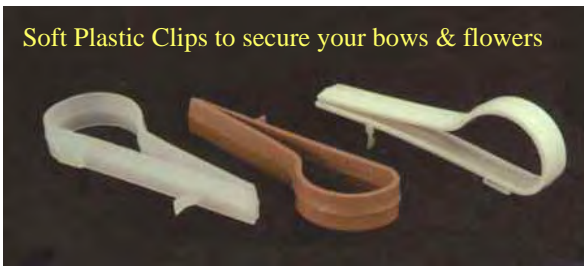


Wedding and Banquet Floral Supplies at discount and volume discount prices. Lomey Pew Holder, Pew Klips, Pew Baskets, Floral Tubes, Water Picks, Bouquet Forms and Holders, Wedding Floral Supplies. Our pew clips are adaptable to wide variety of pew styles and thicknesses. With our pew clips you don't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

Click on images below for more information on each item

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

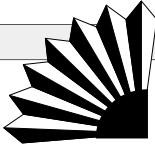
Large LOMEY © Pew Holders Pew Flower Holders Pew Markers 12 for \$27	Pew Baskets with Pew Clips (Box of 16) for \$16.48	Pew Baskets & Pew Clips with Small Basket (Box of 24) \$16.58 (You save \$8.39)	Pew Clips with Water Tubes 24 for \$15.54 (You save \$8.42)
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There are great decorating ideas available on-line and through the local craft stores such as Michaels Crafts, and Joanne Fabrics.

Please protect the Church and grounds from damage.

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



BAKER CABIN HISTORICAL SITE

~ Grounds ~

Use of the Grounds is by *Contractual Agreement* only.

We rent the Grounds to be used for Receptions and Events with access provided to the Church and changing room building, the parking lots, electric power, water, and (1) Port-a-pot.

The Public has open access to the Historic Site during daylight hours and may wander through to view the Historic Interpretive signs or while on GeoCache quests. .

RULES for USE to protect you and our Site.

- **DO NOT DRIVE ON OUR GRASS!** Be sure that your caterer does not.
There is a wheelbarrow & hand-truck on site to use when the grounds are rented.
- **NO FIRES or BARBEQUES** on the grass, gravel, or anywhere near the buildings.
BBQ is OK in the lower Parking lot or over the gravel roadways only.
We recommend you provide extra fire extinguishers. Do not dump charcoal.
- **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. Wild critters love to make a mess of it!
- **PICNIC TABLES and BENCHES:**
DO NOT USE STAPLES, THUMB TACKS, OR GLUE-DOTS to attach covers.
Tape the covers to themselves under the table.
Staples & tacks will seriously injure people who later use or move the tables.
They require hours for our volunteers to remove with pliers. Be kind to others!
- Be a **GOOD GUEST** treat the Grounds & Site as you would your own property.
- **Table & Bench Sizes:** These are rough dimensions for planning only (see next pg)
(10) @ 33.5"W x 72"L x 29" High. (20) Benches are 15" x 72"
(4) plastic folding type tables, 30" x 72",
(4) wood tables @ 27"w x 58"-60" long
If your guests want to help out at the end, please stack them with legs **DOWN**, not **UP**, so that the plastic tarp can sit across the top and not tangle in the legs.

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Events on the Grounds at Baker Cabin Historic Site

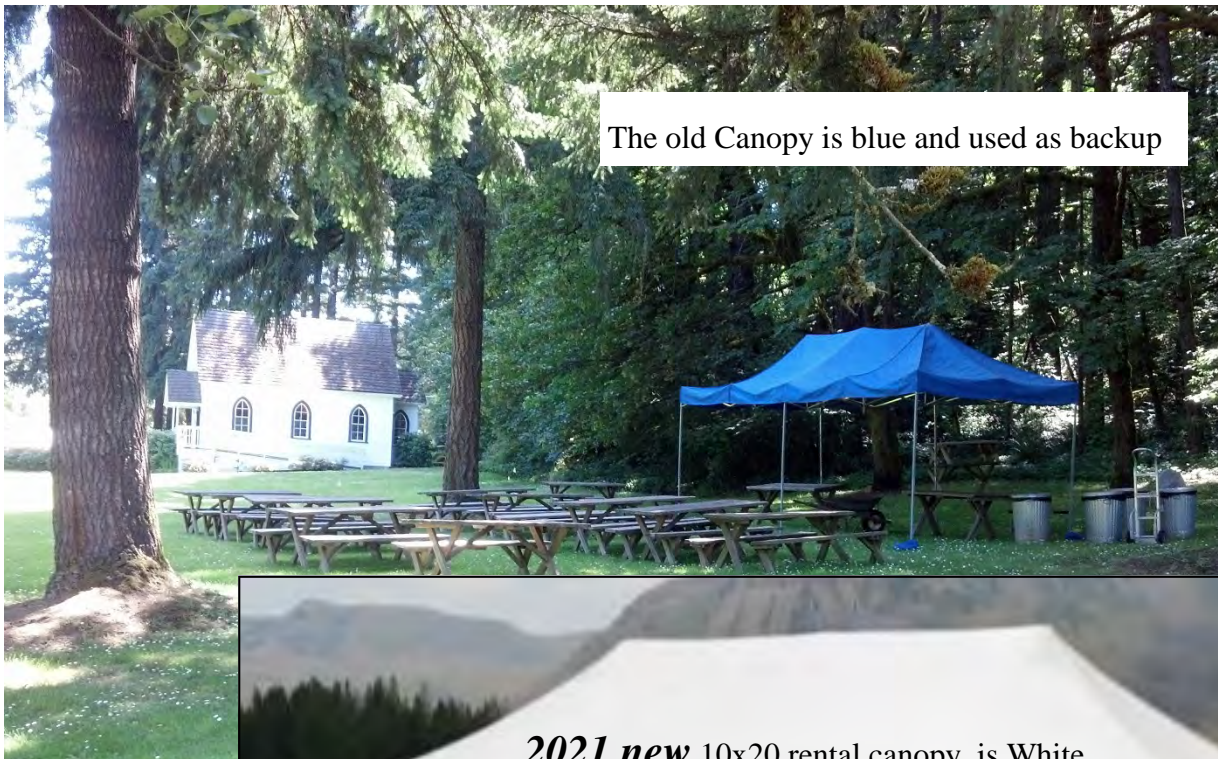
There is only one portable toilet on site, near the Church. You are responsible for providing any additional restroom facilities depending upon your number of guests, the duration, and type of event.

Example shown is of one area for picnic or reception in the first grove of trees. Showing the picnic tables and the new white 10'x20' canopy.

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

You are responsible for providing trash can bag liners.

We try to make available a wheelbarrow & a hand-truck for moving supplies .



The old Canopy is blue and used as backup



2021 new 10x20 rental canopy is White.

Canopy will be set up in your specified location and removed by staff. Do not move.

Picnic Tables at Baker Cabin Historic Site



Outdoor picnic tables are rustic and made of wood. Be prepared to sweep them off or cover with plastic or tablecloths. Being Oregon, sneaky rain showers may have wetted the benches so plastic covers are recommended

Bring TAPE for securing the table covers. Alternatives include slip-on clamps from

Michael's Craft store. **NO STAPLES or TACKS**, nor Glue buttons are allowed.

Table Inventory:

- (10) 33.5" x 72" wood tables, each has (2) wooden benches 15" x 72"
- (4) 30" x 72" plastic top, folding tables
- (2) 25" x 72" wood tables, 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)
- (3) 12" x 72" skinny wooden benches

Tables will only be moved to your general area. Your staff will need to do the final arranging.



There are (4) of these



Splinters and uneven tabletops may exist. The Site supplies some wood-block levelers for placing under legs over uneven ground.

Grass areas are mole prone, and may have settled areas. Take care when walking on uneven ground.

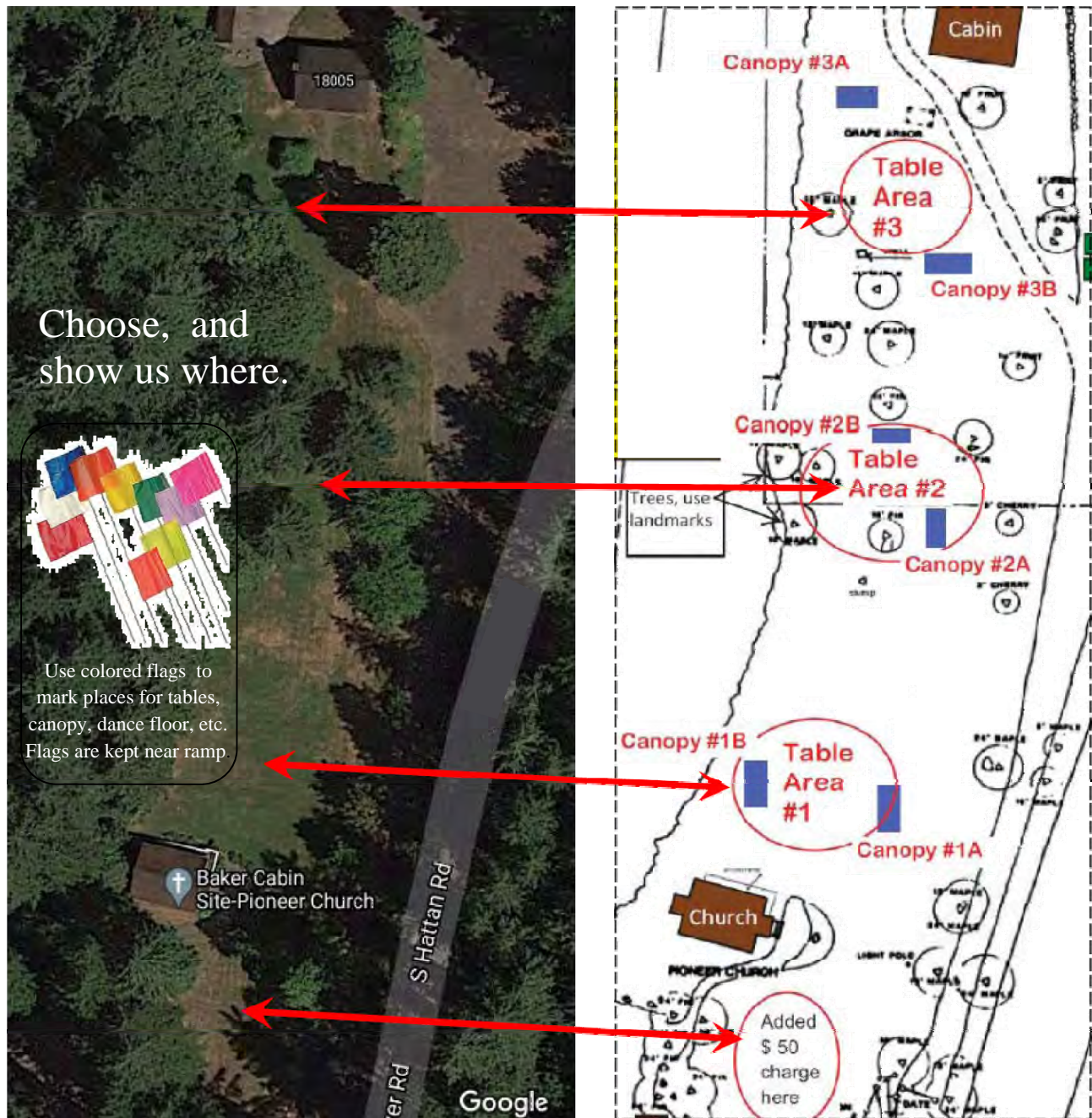


Baker Cabin Site: Aerial View Map of Table Area Locations.

Our BCHS Volunteer set-up folks want to put things in the right places for you. Communicating that location is the event planner's responsibility for which these maps an make it easier. The AERIAL Google view may be easier to understand than the drawing.

Either of the two maps can be printed out and marked up with a marker pens and then you just take a photo of your detailed map and email it to us. Do not Text it!

Page 2 and 3 are the complete views.





Share these pages with Vendors GENERAL NOTES for ALL EVENT SUPPLIERS

Welcome to the Historic Site; these notes are to make your set-up, tear-down efficient.

- 1) Access to the site is ONLY during contracted rental times. Our custodian can assist you on-site.
If delivery, set-up, or tear-down needs to be outside of contracted times then contact Reservations.
- 2) Arrange ahead of time to know who is YOUR Event Person-in-Charge on site.
- 3) YOUR Event Manager should have provided you with a map of locations for placements.
- 4) Some Event Managers have walked the site and marked locations with flags. Others use landmarks, or a marked up site map photographed and sent to your office as a text or email.
- 5) Tents may be set up just about anywhere but use NO STAKES longer than 18 inches.
Large tents should use water weights, a spigot and hose is at the north side of church.
When draining, do not dump water where the next event has to deal with your mud.
- 6) The lawn area is uneven and may limit your selection of placements for dance floors etc.
- 7) It is recommended to bring some shims for leveling tables. We provide wood scraps to do this.
- 8) Site provides a wheelbarrow and hand-truck for moving your goods.
- 9) **Driving on the grass is forbidden. Be sure vendors know this.**
- 10) This Event may have rented the site's tables and/or 10x20 canopy. Coordinate your materials installation with Reservation Secretary so we don't get in each other's way. We understand that there is an efficient sequence of move-in and move-out..
- 11) BCHS Equipment such as the power cords are easy for 'helpers' to remove when you clean up, be very careful not to take our stuff. If we find your stuff it will be protected and returned. Be sure our site has your phone number so we can contact you directly for found items.

this page for vendor



Baker Cabin Site: Aerial View Map of Table Area Locations.

Our BCHS Volunteer set-up folks want to put things in the right places for you. Communicating that location is the event planner's responsibility for which these maps are made to make it easier. The AERIAL Google view may be easier to understand than the drawing.

Either of the two maps can be printed out and marked up with a marker pens and then you just take a photo of your detailed map and email it to us. Do not Text it!

Page 2 and 3 are the complete views.

this page for vendor

Choose, and show us where.

Use colored flags to mark places for tables, canopy, dance floor, etc. Flags are kept near ramp.

Added \$ 50 charge here

Google



Share pages with Vendor

NOTES for CATERING - Food Service

- 1) There is no garbage service on-site. All trash is to be removed at end of event.
- 2) Garbage cans (5 @ 32 gal) are provided but you must provide the can liner bags.
- 3) Fire, flame, BBQ, etc are not allowed except on gravel areas at least 50 feet from buildings.
- 4) Catering vendors are responsible to provide fire extinguishers if any flame is used.
- 5) Dump no food waste, grease, or spent charcoal on site. It is an animal attractant and nuisance.
- 6) The site provides a wheelbarrow and hand-truck for moving your goods.
- 7) Electrical: If site manage has received instructions then a power cord will be provided from either the Church or the Cabin area. Each circuit is 15 amps at 120v; budget your power needs with other users such as lighting and sound, and any restroom trailer.
- 8) Power Cords: the site has some (about 250 feet), but it is advised to bring additional. Label them.
- 9) Alcohol Service Responsibility rests with the contracting party. The Historic Society is not involved.
- 10) Sanitation: There is a hand wash station by the Port-a-pot. There is a hose spigot at the Cabin.
- 11) Tents may be set up just about anywhere but use **NO STAKES longer than 18 inches.**
- 12) Arrange ahead of time to know who is the Event's Person-in-Charge or Planner on site. The Historic site personnel can not make location decisions for the renter.

NOTES from the Event Manager.

this page for vendor



NOTES for PHOTOGRAPHERS

The buildings are typically only available for photography during the rental period.
Our cleaners require access and may get in your way. Plan around them.
The grounds are available as long as the site is not being used or set-up is occurring.

- 1) There are great sight-lines all around the grounds and around the Baker Log Cabin.
- 2) Typically the sun moves behind the fir trees about 2 pm, so shade is often present.
- 3) Video sound can be affected by the Church heater. Turn it off at the attached thermostat.
Road noise is best reduced by closing the Church doors.
- 4) Power for chargers, lighting or other equipment is available inside, and also available outside via an outlet on the NW corner. There are outlets both inside and on exterior of the changing room.
- 5) Take note of our site custodian's name and number (posted next to the church door) should you need to contact us for a lost or left-behind item.
- 6) HotSpot WiFi is not available on site without an advance request. The cellular signal is weak.
- 7) Any use of ladders or lifts for photo angles is at the users risk. The BCHS ladder is not to be used.
- 8) Drones may be used only within our property boundaries.
- 9) Please post some photos to our three Social Media Facebook pages. Horace Baker Log Cabin; and Oregon City Pioneer Wedding Chapel; and Pioneer Church at Baker Cabin.
- 10 The "Heart" can be moved around the site... just carry it carefully to compose the shot you want.
If desired, we can email you a 'green screen' version to photoshop any photo into.

NOTES from the Event Manager.



this page for vendor



NOTES for MUSICIANS

By appointment you can arrange to view/tour the site and figure out your needs.
Access to the Church is only during the rental period without early or late set-up allowed
Our cleaners and custodians need the time before and after. Plan around them.
The grounds are available as long as the site is not being used or set-up is occurring.

- 1) The church has great acoustics and is quite “live”.
- 2) There are multiple electrical outlets except for at the back where there is only an extension cord.
- 3) Music sound can be affected by the Church heater. Turn it off at the attached thermostat.
Road noise is best reduced by closing the Church doors.
- 4) The **antique organ** is very fragile and should be played only by permission and experienced players.
These devices have limited lifespans and cannot be repaired. Please don't break ours.
- 5) The **Kawai Piano** digital model CA-49 is a high quality, good touch unit that offers many ‘voices’ from grand to harpsicord, to organs.
Instructions can be located online or in the piano bench, or request them as an email.
It is best to come prepared ahead of time to establish the settings you want.
The piano offers a MIDI connection for output, and maybe input. You may use this feature but you will have to figure it out on your own and bring your own cords.
The Society had to go to digital piano because the environment is too hard on acoustic pianos.
- 6) Please post some photos to our three Social Media Facebook pages. Horace Baker Log Cabin; and Oregon City Pioneer Wedding Chapel; and Pioneer Church at Baker Cabin.

NOTES from the Event Manager.

this page for vendor



Share these pages with your Vendor
NOTES for ADDITIONAL PORT-A-POT SUPPLIERS

Page 1 of 4

By appointment you can arrange to view/tour the site and figure out your needs.
Access to the Church is only during the rental period unless delivery arrangements have been made.

If our custodian is required to Open/Close for the vendor then a trip fee will be charged.

- 1) Events Renting at the Baker Cabin site may engage additional sanitation facilities to be delivered.
- 2) Locating the desired delivery point can be problematic so be sure your driver has the Event's explicit directions and have marked on site or on a map the location for the delivery.
- 3) A map is attached here with general site descriptions for siting Porta-Pots and other equipment. On the map are small green squares which are recommended porta-pot sites that can be chosen. The Event Manager should use this to communicate their wishes.
- 4) **Restroom Trailers** are available from <https://luxuryrestroomtrailers.com/wedding-restroom-rentals/> Trailers use electricity and water. Our site has limited locations for reachable plug-in and hose bibbs. The vendor can also supply generators and pre-fill their onboard water tanks which allows for more locations. Confirm with vendor & us the AMPs required and water connection Y/N?
- 5) Event Managers may also use landscape marker flags to direct you to the correct location.
- 6) Also attached is a page with **General Rules** for your site visit.

NEVER DRIVE ONTO THE GRASS

NOTES from the Event Manager.

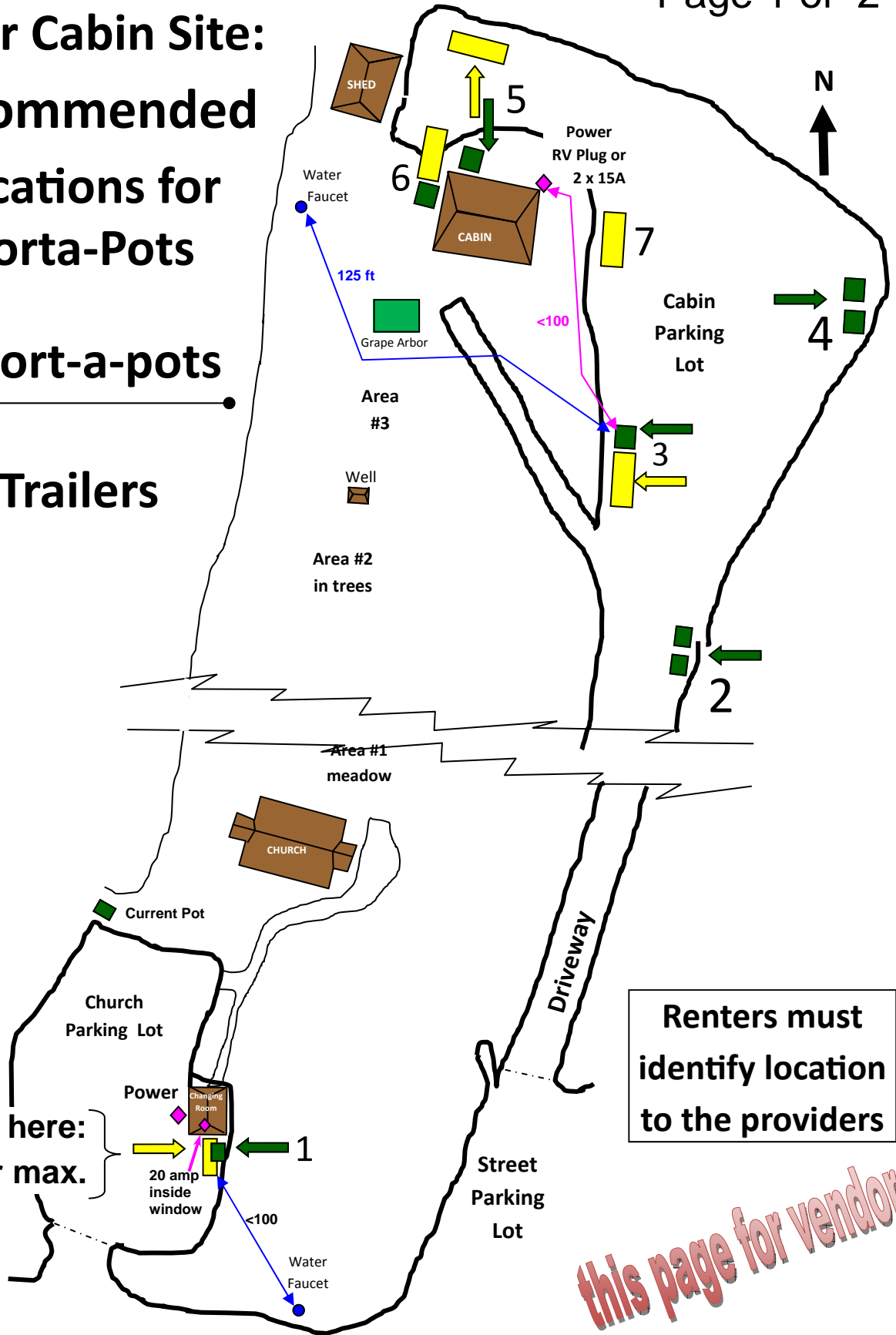
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Baker Cabin Site: Recommended Locations for Porta-Pots

■ Port-a-pots

▬ Trailers

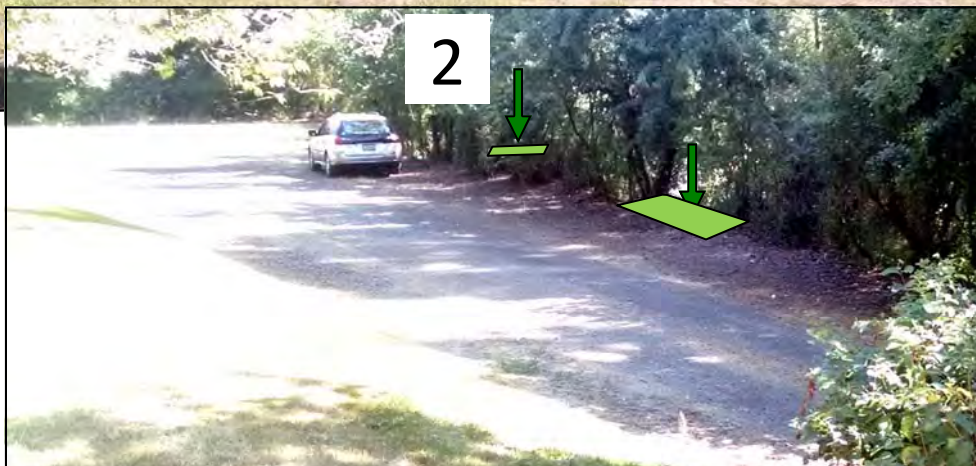
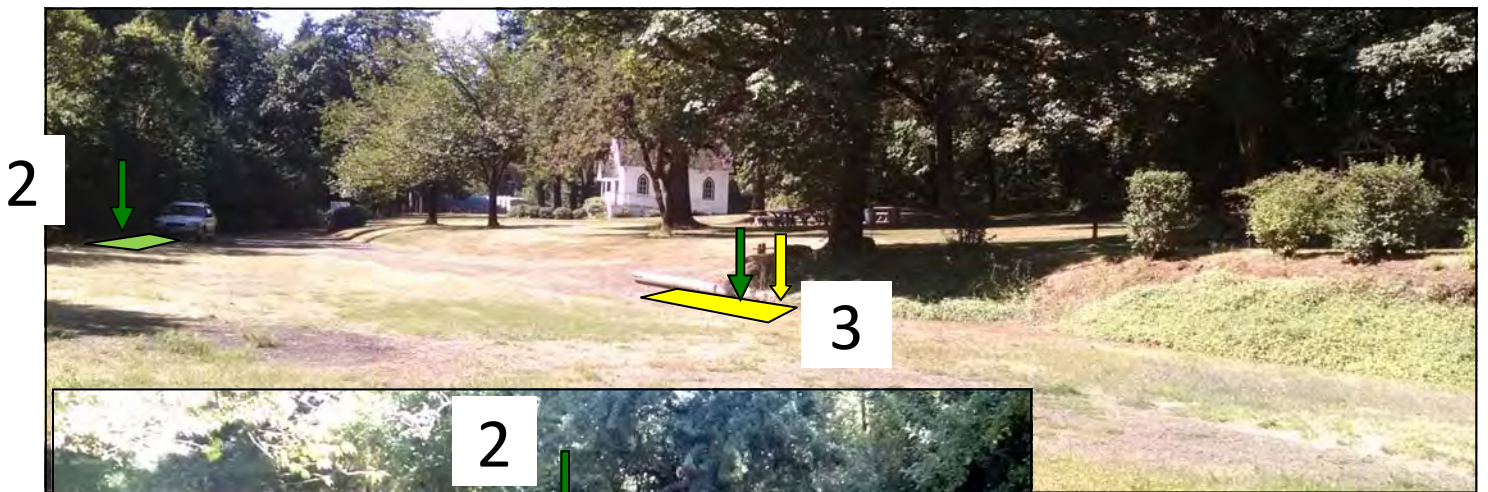
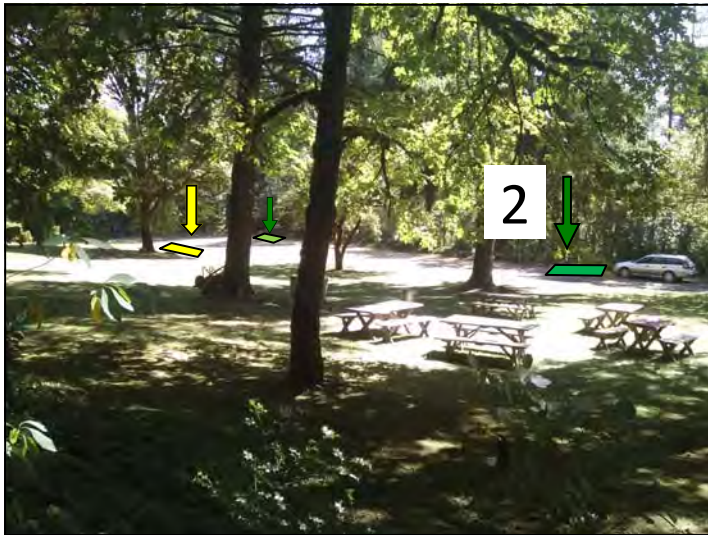
Size Limit here:
2 stall trailer max.



Renters must
identify location
to the providers

this page for vendor

Recommended Locations





Share these pages with Family, Helpers, and Vendors

NOTES for ALL EVENT SUPPLIERS

Welcome to the Historic Site; these notes are to make your set-up, tear-down efficient.

- 1) Access to the site is ONLY during contracted rental times. Our custodian can assist you on-site.
If delivery, set-up, or tear-down needs to be outside of contracted times then contact Reservations.
- 2) Work with the Event’s Person-in-Charge for all site locations and directions.
- 3) The Event renter should have provided you with a map of locations for placements.
- 4) Some Event Managers have walked the site and marked locations with flags. Others use landmarks, or a marked-up site map photographed and sent to your office by the event as a text or email. Be sure to take those directions with you during delivery or set-up. The Baker Cabin site manager will not make locating decisions for the event.
- 5) Tents may be set up just about anywhere but **use NO STAKES longer than 18 inches.**
Large tents should use water weights, a spigot and hose is at the north side of church. When draining, do not dump water where the next event has to deal with your mud.
- 6) The lawn area is uneven and may limit your selection of placements for dance floors etc.
- 7) It is recommended to bring some shims for leveling tables. We provide wood scraps to do this.
- 8) The siite provides a wheelbarrow and hand-truck for moving your goods.
- 9) **Driving on the grass is forbidden. Be sure vendor’s people know this.**
- 10) This Event may have rented the site’s tables and/or the 10x20 canopy. Coordinate your materials installation with Reservation Secretary so we don’t get in each other’s way. We understand that there is an efficient sequence of move-in and move-out..
- 11) BCHS Equipment such as the power cords are easy for ‘helpers’ to take when you clean up, be very careful not to take our stuff. If we find your stuff it will be protected until picked up. Be sure our site has your phone number so we can contact you directly for found items.

