

# Rental Agreement for Multnomah Center

7688 SW Capitol Hwy

Portland, OR 97219 • (503) 823-2787 • www.MultnomahArtsCenter.org



## PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

1. Sponsor Organization \_\_\_\_\_

2. Name of Applicant \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail address \_\_\_\_\_

3. Alternate Contact \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

4. REQUESTED DATE \_\_\_\_\_ OR ONGOING START DATE \_\_\_\_\_

Day(s) of week \_\_\_\_\_ From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM Day(s) of week \_\_\_\_\_ From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

Day(s) of week \_\_\_\_\_ From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM Day(s) of week \_\_\_\_\_ From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

5. Request use of  Auditorium  Gym  Main Kitchen  Kitchenette  Dance Studio

Room #(s) \_\_\_\_\_ # Tables \_\_\_\_\_ # Chairs \_\_\_\_\_

Other \_\_\_\_\_

Room capacities and arrangements follow fire code. Inquire for limits and types of room arrangements.

6. Description of Event \_\_\_\_\_ Event start time \_\_\_\_\_

7. Expected attendance # adults \_\_\_\_\_ # children \_\_\_\_\_ ages \_\_\_\_\_

8. Will there be alcohol? Yes  No  (See reverse for details of requirements for serving or allowing alcohol)

Alcohol liability insurance approved? Yes  No  Initials \_\_\_\_\_ Date \_\_\_\_\_

Will there be food or non-alcoholic beverages? Yes  No  Describe \_\_\_\_\_

9. Is the event open to the public? Yes  No  During what hours? \_\_\_\_\_

If yes, name and phone number to refer people to \_\_\_\_\_

10. Will applicant attend event? Yes  No

Person in charge at event \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Person in charge of cleanup \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Applicant agrees to begin cleanup no later than: \_\_\_\_\_

11. Sound system? \_\_\_\_\_ Type of sound? \_\_\_\_\_ Microphones? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Other \_\_\_\_\_

I agree to be responsible for the conduct of my guests in and about the building and for any damage beyond normal wear and tear which may occur to this property incident to my occupancy thereof. I further agree that the City property will be used in accordance with rules and regulations of the Multnomah Center, and that I shall be responsible for any and all liability arising from use of the City property and hold the City of Portland, its officers, agents and employees harmless from any action arising from my occupancy. I understand that the Multnomah Center reserves the right to cancel this permit for urgent reasons. I have read and agree to the information on both sides of this application.

Applicant: \_\_\_\_\_

Received by: \_\_\_\_\_

(must be 21 years of age or older)

Dated \_\_\_\_\_

Dated and Booked \_\_\_\_\_

RATE CATEGORY Off-Peak Hours  Peak Hours

Rental fees & deposit are due with application. Reservation is confirmed upon full payment & submission of application form, signed by each party.

Rental fees are payable to the City of Portland. Please call to confirm reservations one week in advance of your event.

Deposit # \_\_\_\_\_ \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

Receipt # \_\_\_\_\_ \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

MACA Fees # \_\_\_\_\_ \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

Distribution: White & Yellow to Office

Pink to Applicant (after submission)

## MULTNOMAH CENTER RENTAL REGULATIONS. PLEASE READ CAREFULLY.

- Off-peak hours:** Off-peak hours are Mon.-Fri. 9am-9:30pm\* & Sat. 9am-5pm., except holidays. \*Auditorium peak hours begin Fri. at 5pm.  
**Peak hours:** Peak hours are any hours which are not Off-peak hours. During City holidays, Christmas Eve & New Years Eve, facilities may be rented at \$20.00 per hour above the normal peak hours fee. Rental is not available between 12am & 8am.
- Deposit:** A deposit for damage, cleaning, overtime, cancellation or optional equipment usage is due with the application along with the application fee. Deposits are returned without interest, subject to satisfactory inspection of the premises by management. Cleaning charges, additional rental time & penalty charges may be withheld, if necessary.
- Payment:** Rental fees payable to the City of Portland are due with application. Ongoing users pay monthly in advance, subject to approval by the office. Payment made after the due date will incur a 15% penalty for that month & voids all reservations.
- Setup:** Groups are responsible for their own setup & cleanup. **NO TACKS OR NAILS MAY BE APPLIED TO ANY SURFACE.** No tape is allowed on painted surfaces. Food & drink are confined to the area rented. See below for cleanup regulations. Rooms should be left clean & as they are initially arranged unless otherwise specified. Failure to do so will incur additional charges. Please do not drag the tables. On arrival, examine your room. If it is messy, damaged or otherwise not as expected, immediately report this to office staff to avoid charges.
- Charge Period:** Rent is charged for the time reserved plus any additional time before or after the reserved time that the group is in the room/building. Overtime charges will apply to additional time taken before or after the event. Setup & cleanup times must be included in the reserved hours. Renter is responsible for his/her group.
- Overtime:** **RENTAL FEES DOUBLE for any groups staying beyond, or entering before, their reserved time. Overtime is rounded off to the NEXT HALF HOUR.** For overtime charges assessed for cleaning time, see cleanup section at bottom of page.
- Late Arrival:** Late groups must notify the Center within 1½ hours of starting time; otherwise staff may leave & the event may be cancelled, resulting in forfeiture of the entire rental fee.
- Cancellations:** Cancellations must be made **IN WRITING** to the Center office. Failure to notify the Center at least two business days before the beginning of the rental time will result in **forfeiture of the rent**; two business days or more notice will be charged 10% - 40% of the rental fee or a \$15/room minimum. Date changes will be treated as cancellations. Time changes will be charged at the same rate as cancellations.

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- Alcohol:** If alcoholic beverages are to be served or permitted on the premises, indoors or outdoors, the following must be provided:
- (1) An additional refundable \$200 deposit,
  - (2) Acquisition of the appropriate OLCC license(s) if alcohol is sold,
  - (3) Certificate of insurance must be filed with Center **NO LATER THAN TEN DAYS PRIOR TO THE EVENT**, providing the following **STATED EXPLICITLY**:
    - a) \$1,000,000 Bodily Injury & Property Damage Liability Limits;
    - b) Including Liquor Liability;
    - c) Naming the City of Portland, its officers, agents & employees as additional named insureds for any claim or claims resulting from or growing out of the operation or events of the principal insureds; &
    - d) Providing ten days notice of cancellation.

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- Fire Code:** Fire Code and seating restrictions must be followed at all times. Event may be interrupted or shut down without refund to remedy fire code violations.
- Smoking:** Smoking is not allowed in the Center.
- Youth Events or Events with Children:** One chaperone 21 yr. old or over is required for every 10 youth (list of names & phone numbers of chaperones to be filed with Center) plus one security guard for every 50 youth. Children attending adult or all age events must be supervised. If available, a room for child care is provided at no additional charge. Renter must provide an attendant 18 years of age or older.
- Disabilities:** All rental activity must conform to the Americans with Disabilities Act of 1990.
- Reservations:** All applications must be made in writing and submitted to the Rental Coordinator.
- Attendance:** Multnomah Center reserves the right to close doors in order to limit attendance beyond the estimated attendance of applicant, either due to fire regulations, the nature of the event, or the behavior of the attendees. The opinion of the Multnomah Center staff in regards to any of these criteria will be final.
- Cleanup:**
1. Remove all decorations & signs put up by your group;
  2. Clean off tables & chairs, wiping up any food or drink;
  3. Sweep floors (mop with soap & water or vacuum if necessary);
  4. Place recyclables in the recycling bins;
  5. Remove all trash to dumpster (bags provided by Center);
  6. Restore tables & chairs to proper setup (consult staff);
  7. Clean any outdoor areas your group has used (for instance for smoking).

The final determination regarding cleaning will be made the following business day. There will be an hourly cleaning fee and overtime charges assessed for any rented space not adequately cleaned during rented time.

Please contact the Rental Coordinator if you have any questions. Thank you for choosing the Multnomah Center for your event!