

# RENTAL AGREEMENT

Refundable security deposit and application fee are due with application.  
Permit is issued upon full payment. Rental fees are payable to City of Portland.

Applicant Name \_\_\_\_\_

PLEASE PRINT THIS AGREEMENT

Organization Name (if applicable) \_\_\_\_\_

Event \_\_\_\_\_ Email \_\_\_\_\_

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone \_\_\_\_\_

Rental Date(s) \_\_\_\_\_

Entry Time for Set-Up \_\_\_\_\_

Exit Time after Clean-Up \_\_\_\_\_

Event Actual Start Time \_\_\_\_\_

Space(s) Requested:

- Auditorium
- Conference Room
- Gymnasium
- Dance Studio
- Classroom # \_\_\_\_\_

Tables # \_\_\_\_\_  Chairs # \_\_\_\_\_

Basic Audio  Basic Stage Lights

Microphones #Wireless \_\_\_\_\_ #Wired \_\_\_\_\_

LCD Projector

BluRay/DVD

Professional Lights/Sound  
(Requires additional costs & professional technician.)

Expected Attendance \_\_\_\_\_

Adults # \_\_\_\_\_ Children # \_\_\_\_\_ Ages \_\_\_\_\_

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

Will there be alcohol?  Yes  No (If yes, beer and wine only.)

See **Rental Regulations** for requirements for serving or allowing alcohol.

Is the event open to the public?  Yes  No

If yes, name, phone number, website for box office information:

\_\_\_\_\_

Person in charge of clean-up? \_\_\_\_\_

Phone \_\_\_\_\_

Applicant agrees to begin clean-up no later than \_\_\_\_\_

(If this agreement is violated, MAC reserves the right to stop the event.)

This section for MAC staff only

Alcohol liability insurance approved?  Yes  No

Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

Room capacities and arrangements follow fire code. Room capacities: Auditorium: 180 seated, 260 theatre style; Dance Studio and Gym: 150 total seated or standing.

I agree to be responsible for the conduct of my guests in and about the building and for any damages 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 the rules and regulations of the Multnomah Arts 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, and its officers, agents, and employees harmless from any action arising from my occupancy. I understand that the Multnomah Arts Center reserves the right to cancel this permit for urgent reasons. This building, which you are renting, or leasing is an unreinforced masonry building. Unreinforced buildings have proven to be unsafe in the event of an earthquake. I have read and agree to the information on this application and in the Rental Regulations.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

MAC Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

MULTNOMAH ARTS CENTER • 7688 SW Capitol Hwy. Portland, Oregon 97219 • 503.823.2787 • MultnomahArtsCenter.org



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Commissioner Carmen Rubio • Director Adena Long

