



RENTAL FORM 2019

Event Date: _____

Organization/Name: _____ Phone: _____

E-Mail Address: _____

Mailing Address: _____

City/State/Zip: _____

Type of Event: _____ Number of Attendees: _____

Dates of Use: _____ Hours: _____ to _____

Access Days /Times: _____

Alcohol Served/Sold _____ Time of Service (4.5hrs.): _____ Permit _____

Initial that you have received the following information:

Insurance: _____ Alcohol Policy: _____ Rules & Regulations: _____

The City of Hermiston is not responsible for accidents, injury, illness, damage or loss of group or individual property. All groups and individuals using the facility will take appropriate measures to protect, indemnify and hold harmless the City of Hermiston, its governing and advisory boards and all employees against any and all claims for such occurrences as a result of persons attending any function at the facility.

I have read the rental rules and I understand that I am responsible for the conduct of all participants at the above described activity. I hereby agree to be responsible for the safekeeping of the facilities and equipment used for this activity and for payment of all charges in accordance with standards established by the City of Hermiston.

Renter Signature/Date	Organization

An individual signing on his/her behalf, shall be considered the "Renter". A person signing on behalf of an organization, the organization shall be considered the "Renter". A person signing on behalf of an organization, warrants that they have the right to sign for and bind the organization under this Agreement. Any person who signs this Agreement for an organization without authority to bind the organization shall be considered the "Renter" and shall be personally liable for the performance of the terms of this Agreement.

Event dates will not be reserved until the deposit is paid in full. Remainder of balance owed must be paid 30 days prior to event. If the event is cancelled within 30 days of the scheduled date, 100% of paid rent and deposit will be forfeited. A \$25 fee will be assessed for all returned or NSF checks.

Cancellation Fee: Cancellations up to 30 days before the event will incur a \$100 charge out of the rental deposit. Refunds will not be given if cancelled within 30 days of the event date.

Right to Cancel: The Center reserves the right to cancel an event at any time, at the Center's discretion. In case of Center cancellation, the Renter, nor any third party, shall have the right to claim damages of any kind resulting from the cancellation. The Center may refund rental deposit(s), when appropriate.

Notifying tenants: Center will notify tenants of limited use or closure of other areas in the Center that are in use by other tenants, if necessary, as well as any other negotiated restrictions on access and use. You are expected to be courteous to others. This includes controlling sound levels as to not disrupt other functions that might be held in the other meeting rooms.

Today's Date: _____

Event Date: _____

Rental Fee's

EVENTS

**Cleaning/Damage Refundable Deposit - Due to Hold Date	\$1,000	
Great Room Rental -janitorial, kitchen, stage, sound system use, staff support & tear down		
0 - 99 Guests *	\$850	
100 - 250 Guests*	\$1,225	
251 - 350 Guests*	\$1,500	
Set-up by Center Staff	\$250	
Day before Decorating: During business hours Monday - Friday, 8am-5pm	\$250	
Security: charged at \$35.00 per hour / assigned at Facility Manager's discretion	Hours	

SMALL MEETINGS

Small Meeting Rental -includes- janitorial, set up/ tear down, and staff support				
Non - refundable deposit to hold date				\$50
Great Room (100 people)	Full Day (8hrs)	\$500	Hourly	\$75
	Half Day (4hrs)	\$375		
Rotary/Altrusa (50 people)	Full Day (8hrs)	\$200	Hourly	\$50
	Half Day (4hrs)	\$125		
Boardroom (35 people)	Full Day (8hrs)	\$125	Hourly	\$30
	Half Day (4hrs)	\$75		
Hospitality	Coffee Service & Ice Water (30 people)			\$25.00
Kitchen Use for small meetings				\$50 per day
Linens				
Round Linens	_____	qty - color	_____	\$4.00
8' Longs	_____	qty - color	_____	\$4.00
Toppers	_____	qty - color	_____	\$3.00
Napkins	_____	qty - color	_____	\$0.25
Table Skirts	_____	qty	_____	\$5

* Non-Profit Rate May Apply.
 Tax ID # _____
 ** Prices are subject to change.

Total Rental Fee: _____
**Cleaning/Damage Refundable : _____
Balance Due / Due Date: _____

Event Notes:

Event Damage/Cleaning Charges: _____
Event Damage Deposit Refund: _____

Renter _____ Community Center Staff _____