Peninsula Park Community Center
700 N Rosa Parks Way, Portland OR 97217
Phone: (503) 823-3620 Fax: (503) 823-3134

PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

RENTAL APPLICATION

Main Contact: **Phone:**

Company (if applicable):

Address: **City/State/Zip**

Email: **Fax**:

Event Description:

Event Date(s): **Type:** ❑ One Time ❑ Ongoing ❑ Party Package

If ongoing request, please indicate:
Repeats: ❑ Monthly ❑ Weekly ❑ Daily **Day:** ❑ Mo ❑ Tu ❑ W ❑ Th ❑ Fr ❑ Sa ❑ Su

Start Time: am/pm (Including Set Up) **End Time:** am/pm (Including Clean Up)

Space Requested: ❑ W. Gym ❑ E. Gym ❑ Classroom ❑ Fireside Room ❑ Dance Studio ❑ Lobby

Equipment Requested: ❑ Sound System ($25) ❑ Projector ($25) ❑ Projector Screen ❑ Kitchen

Estimated Attendance: **Catered Event:** ❑ Yes ❑ No

Name of Caterer: Caterer Phone:

Is this event open to the public?: ❑ Yes ❑ No **Will an admission fee be charged?:** ❑ Yes ❑ No

Party Packages: ❑ Indoor Park/Sports ❑ Baby/Toddler Gym ❑ Dance Party ❑ Super Sports ❑ Gymnastics ❑ Gymnastics (Hosted) ❑ Messy Art

Child's Name: **Age:** **Expected Attendance:** Youth= Adult=

Please note: reservations are accepted only upon confirmation from Rental Coordinator and after:
- A completed Rental Application has been submitted and processed
- A refundable security deposit has been paid in full

Rental fees are due a minimum of two weeks in advance of your event. Late payment may result in cancelation of your rental without refund of deposit.

Applicant's Signature: _____ **Date:**_____

FOR STAFF USE ONLY

❑ Deposit Received Staff _____ Date: _____
❑ Confirmation Letter Sent Staff _____ Date: _____
❑ Cleaning Checklist Sent Staff _____ Date: _____
❑ Rental Fees Paid Staff _____ Date: _____

❑ Rental Completed Staff _____ Date: _____
❑ Deposit Returned or Withheld ($_____) Staff _____ Date: _____
Reason:

Rental: PRIVATE EVENTS

Events or functions not open to the public

ROOM	OPERATING HOURS	NON-OPERATING HOURS	CAPACITY	SIZE
West Gymnasium	$30 / hour	$50 / hour	240	49 x 74
East Gymnasium	$30 / hour	$50 / hour	240	49 x 74
Classroom / Multipurpose Room	$20 / hour	$35 / hour	40	18 x 39
Fireside Room	$20 / hour	$35 / hour		18 x 25
Dance Studio	$20 / hour	$35 / hour		24 x 46
Lobby	$20 / hour	$35 / hour		27 x 42
Kitchen	Included	Included		10 x 15

Rental: COMMERCIAL EVENTS

Events or functions that charge admission or sell products

ROOM	OPERATING HOURS	NON-OPERATING HOURS	CAPACITY	SIZE
West Gymnasium	$45 / hour	$60 / hour	240	49 x 74
East Gymnasium	$45 / hour	$60 / hour	240	49 x 74
Classroom / Multipurpose Room	$25 / hour	$35 / hour	40	18 x 39
Fireside Room	$25 / hour	$35 / hour		18 x 25
Dance Studio	$25 / hour	$35 / hour		24 x 46
Lobby	$25 / hour	$35 / hour		27 x 42
Kitchen	Included	Included		10 x 15

Party Packages

Party Theme	Package Price
No Host Party Package	
Indoor Park or Sports Party	$120
Baby/Toddler Gym or Gymnastics	$120
Hosted Party Packages	
Dance Party	$145
Super Sports Party	$145
Gymnastics Party	$145
Messy Art Party	$155
Number of Guests	
Up to 15 Children	Included in base price
16-24 Children	Additional $25

Refundable Security Deposit

For Rentals and Party Packages

Amount	Party Size / Type
$50	Up to 50 guests
$100	Between 51-99 guests
$150	100 or more guests

Additional Rental Information:

- A two-hour minimum rental period is required for rentals that take place during non-operating hours.
- **Regular Rentals**: set-up and clean-up are part of your rental and must take place during your paid rental time
- **Party Packages**: an additional 15-minutes will be given for set-up and 15-minutes for clean-up.
- **Party Packages** include a 2-hour rental. A second room may be available for food; must request additional space
- At least two weeks' notice is required for all rental reservations.