

## Cancellations

Rental cancellations must be received 7 business days in advance of the scheduled rental. If notification is not given within 7 business days, no refund will be given and Charles Jordan Community Center will retain the security deposit.

If a rental is cancelled with 8 or more days notice, party fees and the refundable portion of the Security Deposit will be refunded. The \$25 application fee is not refundable.

Portland Parks & Recreation reserves the right to cancel rentals due to conflicts, inclement weather or emergency conditions. In case of cancellation initiated by Portland Parks & Recreation, all deposits and fees will be refunded.

## Rescheduling

Charles Jordan Community Center allows the opportunity to reschedule your event. However, a \$50 transaction fee applies for any revisions to the original contract terms.



**PORTLAND  
PARKS & RECREATION**  
Healthy Parks, Healthy Portland



Charles Jordan Community Center  
9009 N. Foss  
Portland, OR 97203  
Return Service Requested



# Birthday Party Rentals

Charles Jordan  
Community Center

9009 N. Foss Portland, OR 97203  
Phone: 503-823-3631 Fax: 503-823-3387



**PORTLAND  
PARKS & RECREATION**

Healthy Parks, Healthy Portland



# Welcome!

Charles Jordan Community Center is pleased to offer Birthday Party Packages aimed at making your child's party both memorable and simple for you!



## Staffing

All of our party packages include a party host. The part host will provide the set-up, activities, and clean-up for your child's party.

## Reserving A Space

In order to accommodate as many of your rental needs as possible, we require a minimum of 14 business days advance notice when reserving our facility.

To hold your rental date and time, we need:

- Signed Rental Contract
- Security Deposit

A security/damage deposit is required for every rental. Deposits for hosted parties are \$100. Deposits are fully refundable, provided the building is left in the same condition as when the rental began and contract terms have been met.

## Rental Payment

The balance of your hosted party fee is due 14 days prior to the party date.

# Build A Party Package!

Check the items below to create your special party.

## Step 1: Pick a Day & Time

All days and times are subject to availability.  
Fees include a non-refundable \$25 application fee.

_____ Saturday Afternoon .....	\$90
_____ Saturday Evening .....	\$90
_____ Sunday Evening .....	\$90
_____ Monday–Friday Evening .....	\$90

## Step 2: Pick a Length

_____ 2-hour party .....	Included in base price!
_____ 3-hour party .....	Additional \$36

## Step 3: Pick a Theme

_____ Indoor Park .....	Additional \$13
_____ Princess Party .....	Additional \$10
_____ Dance Party .....	Additional \$10
_____ Messy Art Party .....	Additional \$10
_____ Sports Party .....	Additional \$13
_____ Game Room Party .....	Additional \$15

## Step 4: Select the Number of Guests

_____ 1-12 Children .....	Included in base price!
_____ 13-24 Children .....	Additional \$36

## Step 5: Enjoy Your Party!