



# Birthday Party Packages

All packages include 15 minutes set-up and 15 minutes clean-up before and after the rental time, exclusive use of the kitchen to enjoy your cake and presents, as well as tables, chairs and cleaning supplies. Paper products are not provided. All food must remain in the kitchen.

## The DO IT YOURSELF Party Package

Create your own Sports or Indoor Play Park party with use of the gymnasium and kitchen. Choice of sports equipment and/or Indoor Park Toys included.

2 hours: \$110

Additional time:  
\$55 per hour

*Indoor Park toys only available September to May.*

## The BOUNCE HOUSE Party Package

Bounce House party includes everything in the Do It Yourself party but adds the bounce house.

2 hours: \$160

Additional time:  
\$80 per hour

*All bouncers need signed waivers in order to jump.*

# Rentals

## Montavilla Community Center

8219 NE Glisan St, Portland, OR 97220 Ph: 503-823-4101

### Rentals are only available Sundays from 10 to 2:30 pm

#### **Reservations & Fees**

In order for us to accommodate as many of your rental needs as possible, a 14 day notice is needed when reserving our facility for all rentals.

A security/damage deposit is required for every rental, including party packages. Deposits range from \$75-\$750 and are determined based on the scope of the event. Deposits are fully refundable, provided the building is left in the same condition as when the rental began & contract terms have been met. The refundable security/damage deposit are due at the time your rental reservation is made.

The balance of the rental fee is due two weeks before your event. We reserve the right to cancel rentals if fees are not paid in full two weeks prior to your reserved day/time.

Rental fee & the security/damage deposit are refundable if notice of cancellation is given 7 days prior to your rental date.

#### **Staffing**

A rental supervisor is on-site during the use of Montavilla Community Center primarily for the safety of our building. This supervisor is available to answer questions about the facility or equipment and to verify the Rental Cleaning Checklist at conclusion of each rental. The Rental Supervisor is not a party host and is not responsible for running activities, cleaning, moving, or setting up equipment within the facility.



**PORTLAND PARKS & RECREATION**

Healthy Parks, Healthy Portland

Commissioner Amanda Fritz

Director Mike Abbaté

