

Peninsula Park Community Center

Building Rental and Party Package Information

RESERVATIONS, SECURITY DEPOSITS, and PAYMENT

After a completed Rental Application has been submitted, a refundable Security Deposit is due at the time of booking in order to reserve a space or party. Rentals are NOT confirmed until a completed Application has been submitted, deposit has been paid, and confirmation is given from the Rental Coordinator. The remaining balance (rental fee) is due in full no later than 2-weeks prior to the rental date. Payment can be made by cash, check, or credit card. Security Deposits are eligible for refund after confirmation from the Rental Supervisor that the space was left clean, rental ended on time, and no damages occurred. Security Deposits will be returned 7-10 business days after the completion of your rental.

CANCELLATIONS

In the case of cancellation, once your rental has been confirmed and a deposit has been collected, deposits are non-refundable. Although we will take every measure to avoid a cancellation, Portland Parks & Recreation reserves the right to cancel rentals due to conflicts, inclement weather, or emergency conditions.

SET-UP/CLEAN-UP

Building Rentals must account for and pay for any additional time required for setup and cleanup. Party Packages are granted 15-minutes prior and 15-minutes after a 2-hour rental period for setup and cleanup. Additional time can be added at the standard rental rate. All renters are responsible for removing items that are brought into the rental space. Any materials hung on walls must be hung with blue painters tape only. Room exits must be kept clear at all times. For safety and security reasons, all doors leading in or out of the facility may not be propped open during events. Food and drinks are confined to designated areas and may not be served in the Dance Studio or on the East Gym mats.

EARLY ARRIVAL or LATE DEPARTURE

Upon arrival to your party, please check in at the front desk. Rental groups may wait in the Lobby (during business hours) or the front of the building (during non-operating hours) until the start of your rental period / setup time. Due to staffing and a tight scheduling format, we are unable to extend parties beyond your reserved time the day of your event. Late departing groups will be charged double the hourly rate with exceeded rental time rounded up to next half-hour. If you would like to extend your party room time for an additional charge, please discuss your options with the Rental Coordinator at time of booking or no less than 1-week before your event.

SUPERVISION

Portland Parks & Recreation Rental Supervisors and Staff reserve the right to monitor your event at any time. Renters are responsible for their guests (for both private and public events) and are liable any damages or issues that may arise. If a problem should arise and the Renter does not take immediate action to correct it, PP&R reserves the right to redirect the rental or immediately cancel the rental without additional notice or refund of rental fees.

ALCOHOL & SMOKING

You must request the option to serve alcohol with the Rental Coordinator (verbally or in writing) at time of booking or at least 1-month in advance of your rental. Rentals that will serve alcohol must: (1) Pay an additional \$25/hr fee (2) pay an additional refundable security deposit (3) Purchase and provide proof of Liability Insurance totaling \$1,000,000 and include Peninsula Park CC as Additionally Insured (4) Can not take place during business hours. Smoking is not permitted anywhere within the Center and can not occur within 50-feet of the Community Center.

ROOM CAPACITY and Use

Rental spaces have the following capacity as determined by the Fire Marshall. In the event room capacity is exceeded, PPCC staff will ask that you remove guests until capacity is no longer exceeded:

<u>Room</u>	<u>Capacity</u>	<u>Additional Usage Information</u>
West Gym	240	Indoor Park and Sports equipment available to party packages
East Gym	240	Chairs/tables/food NOT allowed on Mats. Equipment available to party packages
Classroom	40	Can be rented in conjunction with a party package at no additional charge
Fireside	20	Additional supervision may be required during children's parties
Dance Studio	30	Chairs/tables/food NOT allowed on dance floor
Lobby		Game equipment available for use to all rentals

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Building Rental and Party Package Options

FACILITY RENTALS

Standard Facility rentals are charged an hourly rate. A 2-hour rental minimum is required for rentals that take place during non-operating building hours. Renters are responsible for all setup and cleanup and must request any additional time for desired setup and cleanup. The standard rental rate applies to ALL room use (setup, event time, and cleanup). Tables and chairs are available and included in the rental cost.

Available rental spaces include:

- West Gymnasium (basketball court)
- East Gymnasium (matted floors)
- Classroom / Multi-Use Room
- Fireside Room
- Lobby
- Kitchen (included upon request at no charge)

PARTY PACKAGES

Hosted party packages include a 2-hour room rental with an additional 15-minutes before and 15-minutes after your party for setup and cleanup. All setup and cleanup is the responsibility of the renter. Additional setup/cleanup time can be added to your party for an additional charge. Additional time will be charged at the standard rental rate. Tables and chairs are available for use. Party Packages may include access to an additional party space (Classroom), free of charge, upon renters request and availability. Access to the Kitchen is included for all rentals upon request.

Party Packages consist of 2-hour open free play with equipment

Party Package options include:

- Indoor Park
- Baby / Toddler Gym
- Gymnastics (does not include access to high beam, bars, or fitness wheel)
- Sports

HOSTED PARTY PACKAGES

Hosted party packages include a 2-hour room rental with an additional 15-minutes before and 15-minutes after your party for setup and cleanup. All setup and cleanup is the responsibility of the renter. Additional setup/cleanup time can be added to your party for an additional charge. Additional time will be charged at the standard rental rate. Tables and chairs are available for use. Party Packages may include access to an additional party space (classroom), free of charge, upon renters request and availability. Access to the Kitchen is included for all rentals upon request.

Hosted Party Packages include an instructor to lead your party guests through a requested, single activity/theme including: Gymnastics, Sports, Art, Circus, or Dance. The Instructor will arrive 15 minutes before your party to setup equipment and will be available the first hour of your party to lead activities. The second hour of your Party Package will be your time to serve refreshments, open gifts, and/or additional free play (without an instructor). Availability of this party option is dependent on both space and Instructor availability.

Hosted Party Package options include:

- Gymnastics
- Messy Art
- Super Sports
- Dance Party
- Circus Party



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland



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