



## **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. If paying by check or cash your deposit is refunded within 3-4 weeks.

### **CANCELLATIONS**

In the case of cancelation, 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 painter's 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.

### **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:

Room Capacity Additional Usage Information

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

## **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**

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 renter's 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