



Permit # \_\_\_\_\_

# Charles Jordan Community Center Birthday Party Package Request Form

Parties must be booked 2+ weeks in advance  
to secure staffing for event

## CHOOSE YOUR PARTY PACKAGE!

All parties are 2 hours, can accommodate up to 12 children, and include:

- Set-up and clean-up is provided by staff before & after event
- Tables, chairs, tablecloths, plates, cups, napkins, forks, and basic decorations in your choice of color
- Party host for first hour (2<sup>nd</sup> hour without host is for your cake/ice cream time, gifts, etc.)

~ Package Options on Reverse ~

Date of Event : \_\_\_\_\_ Birthday Child's Name & Age to-be: \_\_\_\_\_ / \_\_\_\_\_

Day of the Week: \_\_\_\_\_ Party Start Time: \_\_\_\_\_ Party End Time: \_\_\_\_\_

Expected Attendance: Adults \_\_\_\_\_ Youth \_\_\_\_\_ Participants' Approx. Age Range: \_\_\_\_\_ - \_\_\_\_\_

**Main Contact information:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Main Contact Email Address: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Alternate Contact Email Address: \_\_\_\_\_



Rates are subject to change. Application last revised December 2017.

**Indoor Park Party - Our most popular!** Age 5 & under **\$125**

Includes use of small gym with indoor park toys & balls.

- \$125 party package fee (host, party supplies & décor, gym equipment)
- Up to 20 Participants

**Messy Art Party – Let us do the dirty work!** Age 3 & up **\$140**

Includes use of a multi-purpose room and messy art supplies.

- \$140 party package fee (host, party supplies & décor, messy art materials)
- Up to 10 Participants

Art theme requests (coordinator will discuss details with you): \_\_\_\_\_

**Sports & Games Party – For the active bunch!** Age 6 & up **\$140**

Includes use of the small gym and sports equipment with supervision.

- \$140 party package fee (host, party supplies & décor, various sports equipment)
- Up to 15 Participants

Sports & game requests (coordinator will discuss details with you): \_\_\_\_\_

**Pirate or Princess Party – Imaginations run wild!** Age 4 & up **\$150**

Includes use of a multi-purpose room and themed games, arts & crafts. \$150 itemized charges include:

- \$150 party package fee (host, party supplies & décor, themed pirate or princess games & décor)
- Up to 10 Participants

Pirate or Princess party special requests (coordinator will discuss details with you): \_\_\_\_\_

**ALL PARTIES:**

**Choose the table setting & décor supplies needed for your party:**

ALL of these!

\_\_\_ 7" Cake Plates    \_\_\_ Cups    \_\_\_ Napkins    \_\_\_ Forks

\_\_\_ Tablecloths    \_\_\_ Streamers    \_\_\_ Latex Balloons (non-helium; kids get to play with them!)

NONE of these – I have my own table settings & décor I want to use! (Space is available 30 min. before party)

**Choose your table setting & décor colors (select two):**

- |                                     |                                     |                                    |                                 |                                 |                                |
|-------------------------------------|-------------------------------------|------------------------------------|---------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> Red        | <input type="checkbox"/> Light Pink | <input type="checkbox"/> Dark Pink | <input type="checkbox"/> Orange | <input type="checkbox"/> Yellow | <input type="checkbox"/> Green |
| <input type="checkbox"/> Light Blue | <input type="checkbox"/> Dark Blue  | <input type="checkbox"/> Purple    | <input type="checkbox"/> Black  | <input type="checkbox"/> White  |                                |

**Add-on Options:**

- |  |                                 |              |
|--|---------------------------------|--------------|
| <input type="checkbox"/> Want more than 2 hours? Add 1 hour!   | Additional 30 minutes with host | <b>\$35</b>  |
| <input type="checkbox"/> Looking for another fun feature? Reserve our NEW Bouncy Castle! (Only in gym space) |                                 | <b>\$125</b> |

**SUMMARY OF CHARGES:**

Party package fee: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ Optional Add-Ons: \$ \_\_\_\_\_ = Total: \$ \_\_\_\_\_

**RENTER'S RESPONSIBILITIES, DEPOSIT REFUNDS & CANCELLATION POLICY**

Please initial below:

**\_\_\_\_\_ Policies for Use of Facility:**

- NO ALCOHOL may be consumed or served on the premises.
- NO SMOKING inside the facility or within 25 feet of the exterior of the building
- Must be at least 21 years of age to rent the facility.

**\_\_\_\_\_ Supervision:**

- Portland Parks & Recreation supervisors and staff reserve the right to monitor the event at any time.
- Recreation supervisors reserve the right to request additional security to be provided.
- Events for youth under the age of 21 require 1 adult chaperone for every 10 youth.
- Children under the age of 12 must be supervised by an adult at all times and remain within the rented space.

**\_\_\_\_\_ Deposit:**

- The deposit covers any damage, excess cleaning, rental overtime, or cancellation requests that are received less than 2 weeks prior to the event. Refund is subject to approval of the Rental Coordinator after satisfactory inspection of building. Once approved for a refund (up to 1 week after rental), refunds are given back via check for cash/check payments or to the credit or debit card used to make the original deposit payment. It may take up to 4 weeks to receive a refund check, or up to 10 days for the refund to post to a credit or debit card.

**\_\_\_\_\_ Payment:**

- If not paid in full at the time of booking, the remaining rental fee is due on or before 14 days prior to the event. Make checks payable to City of Portland.

**\_\_\_\_\_ Charged Period:**

- Rent/fees are charged for the period of the time the group enters the building until the group leaves, or for the time reserved, whichever is greater. Overtime fees (See below) are rounded to the next half hour.

**\_\_\_\_\_ Overtime or Additional Cleaning Needed after Renters Exit Building:**

- The rate that will be collected from the deposit for rentals that run overtime or require additional cleaning after renters have left is 1.5x the regular hourly rate. Staff are scheduled to be here strictly for the hours the renter has reserved. There is no guarantee staff may be available to stay past their scheduled time and the building may close when the established rental time expires. Any staff overtime or cleaning required after the event is charged at 1.5x the standard rental rate.

**\_\_\_\_\_ Cancellations:**

- If cancellation notice is given less than 7 days prior to the event, deposit & rental charges are both forfeited.
- If cancellation notice is given 8-14 days prior to event, the deposit is forfeited and the package/hourly fees will be refunded.
- If cancellation notice is given 15 days or more prior to the event, all deposit and rental charges are both refunded.
- 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 fees including any application, deposits and rental fees will be refunded.

**Rental Agreement:**

I agree to be responsible for the conduct of the audience/group in & around the community center, and for any damage beyond ordinary wear & tear that may occur to this property (incidental to my occupancy thereof). I further agree that the City property will be used in accordance with rules & regulations of the City of Portland and that I shall be responsible for any & all liability arising from the use of the City property and hold the City of Portland, its officers, agents & employees harmless from any action arising from my occupancy. I understand that the City reserves the right to cancel this permit for any urgent reason. I have also read and agree to the information that I received with this application and agree to these regulations.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*\*\*STAFF USE ONLY\*\*\*\*\***

	Amount	Date Due	Date Paid	Method of payment:
Security Deposit	\$	Due at Time of Booking / /	/ /	Cash/Check, Card # ending _ _ _ _
Rental/Package Fee	\$	Due 14+ days Before Event / /	/ /	Cash/Check, Card # ending _ _ _ _
Optional Add-on Fees	\$	Due 14+ days Before Event / /	/ /	Cash/Check, Card # ending _ _ _ _

Permit Administrator: \_\_\_\_\_

Permit #: \_\_\_\_\_

Rental Staff/Host: \_\_\_\_\_ Shift \_\_\_\_\_

Rental Staff/Host: \_\_\_\_\_ Shift \_\_\_\_\_

Rental completed in system by: \_\_\_\_\_ Date: \_\_\_\_\_

**Deposit details:**

Returned \$ \_\_\_\_\_

Charged: \$ \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_