



## EPCC Party Package Condition of Use

Thank you for booking your birthday party at East Portland Community Center. The following guidelines are provided to ensure that your event will be as enjoyable as possible. Please take a moment to review these guidelines and bring in the signed form the day of your Party. The use of public facilities is in accordance with Portland Parks & Recreation regulations as defined by City Ordinance and conditions listed in this contract.

### PAYMENT



Unless your party is being booked three or more months in advance, payment is due in full at the time of reservation. Payment can be made by cash, check, or credit card (Visa or MasterCard only). Please make checks payable to the City of Portland.

### CANCELLATIONS



In case of cancellation, if more than 10 days' notice is given, 50% of the deposit is eligible for refund. Cancellations made with less than 10 days' notification forfeit all payments made. 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. All deposits and rental fees will be refunded for cancellations initiated by EPCC,

### ALCOHOL & SMOKING



Alcohol consumption and smoking are not permitted anywhere within East Portland Community Center. Smoking is not permitted within fifty (50) feet of building per city ordinance #181436.

### SET-UP/CLEAN-UP



The majority of set-up and clean up is provided by EPCC party staff. However, an adult must be ready to assist in case the room becomes excessively messy. Renters are responsible for removing all items that they brought into the rental space. The hosting staff must be able to have the room sufficiently cleaned to accommodate the next rental. Room exits must also be kept clear at all times. All doors leading in or out of the facility may not be propped open during events. Food and drinks are confined to designated areas. No food may be brought onto the pool deck or into the gym, and no glass containers may be used outside of the party rooms. Any decorations put up must be removed and all trash placed in trash receptacles. Any specialized equipment or entertainment brought in from outside the facility must be discussed and approved by an Event and Facility Coordinator prior to rental date.

### EARLY ARRIVAL OR LATE DEPARTURE



Upon arrival to your party, please check in at the front desk. Rental groups may wait in the lobby until the start of your party. Due to a tight scheduling format, we are unable to extend parties beyond the booked time. Late departing groups will be charged \$10 for every 5 minutes they are in the room after their designated clean-up time. Rentals may be preceded by or followed by another rental. For pool parties, the time period you are renting is actual party room time; Family Swim or Open Swim is the activity and may last the duration of the swim. If you would like to extend your party room time for an additional charge, please discuss with the Coordinator at the booking.

### SUPERVISION



Portland Parks & Recreation's supervisors and staff reserve the right to monitor the event at any time. Events for youth under the age of twenty-one (21) require one (1) adult chaperone for every ten (10) youths. Children under the age of 8 may not be left unattended in any PP&R facility. If a child under the age of 8 is left alone, and a parent or guardian does not collect the child within 15 minutes, PP&R policy considers that child abandoned and the EPCC staff will contact the Police. For pool parties, children that are non-swimmers and/or under 48" tall must be accompanied by an adult, with one (1) adult required for every three (3) children. If a problem should arise and the Renter does not take immediate action to correct it, PP&R reserves the right to redirect the Renter's rental or cancel the rental contract without refund.

**BIRTHDAY PARTY PACKAGES**



EPCC will provide party items as determined by the chosen Birthday Party Package. Renters may bring food, cake, additional decorations, and party favors for guests to take home. When arriving for rental, Renter is responsible for checking in at the front desk or speaking with an EPCC staff member prior to entering their designated room.

**STANDARD PACKAGE**



Choice of one of the party styles for an hour of hosted activity \*  
 One-hour party room rental with no set-up time immediately before or after rental  
 Party Host to set-up, clean-up, lead games, and oversee the party \*  
 Birthday party supplies including: tables, chairs, and plastic table covers  
 \* *Pool party package varies from the above outline: Party Room time takes place before the activity, which is Family or Open Swim.*

**GOLD PACKAGE**



Includes same amenities as the Standard Package in addition to:  
 EPCC provides desert-size plates, napkins, cups, and forks for the amount of people the package covers. Up to 20 non-helium balloons (\$1 per additional balloon). Guests may take balloons home.  
 Choice of 2 colors for paper products, plastic table covers, and balloons.

**GYM PARTY**



During gym rentals, all active participants must have on court style tennis shoes. When sitting on the bleachers as a spectator, hard-soled shoes, sandals, and flip-flops are allowed. Roller skates, roller blades, scooters, bare feet or sock covered feet are not allowed in the gym. No food or beverages are allowed in the gym or on the bleachers.

**POOL PARTY:**



Renter group must swim during EPCC designated Open Swim or Family Swim times. Children that are non-swimmers, under eight years of age, and/or under 48" must not be left unattended on the pool deck, and must be accompanied by an adult (18 years or older), at all times while in the water with a 1:3 ratio. During Family Swims, a 1:3 ratio is required regardless of height or ability. Swimmers of mixed heights require a 1:4 ratio. No food or beverages are allowed in the pool. No glass containers may be used in the deck.

**FACILITIES**



All rental rooms and bathrooms have disabled access. Each party room includes enough chairs and tables for each child and is based on the size of the party. Additional tables and chairs may be arranged if requested at time of reservation. All rooms are air-conditioned.

**ROOM CAPACITY**

Rooms at the East Portland Community Center have the following capacity as determined by the Fire Marshall. In the event room capacity is exceeded, EPCC staff will ask you to have members of your rental leave the room until room capacity is no longer exceeded.

		<u>Seated Capacity</u>
Multi Purpose Room:	60 people	<b>50 people</b>
Poolside All:	50 people	<b>50 people</b>
Poolside Room 1:	35 people	<b>30 people</b>
Poolside Room 2:	25 people	<b>15 people</b>
Classroom:	40 people	<b>35 people</b>
Studio:	34 people	
1/2 Gym:	140 people	

**I have read, understand, and agree to abide by the guidelines stated in this agreement**

(Applicant Signature) \_\_\_\_\_ (Date) \_\_\_\_\_