

Peninsula Park Community Center

700 N Rosa Parks Way, Portland OR 97217
Phone: (503) 823-3620 Direct: (503) 823-3938



PORTLAND PARKS & RECREATION™

Healthy Parks, Healthy Portland

RENTAL APPLICATION

Main Contact:	Phone:
Company (if applicable):	
Address:	City/State/Zip
Email:	Fax:
Event Description:	
Event Date(s):	Type: <input type="checkbox"/> One Time <input type="checkbox"/> Ongoing <input type="checkbox"/> Party Package
If <u>ongoing</u> request, please indicate: Repeats: <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Daily Day: <input type="checkbox"/> Mo <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> Fr <input type="checkbox"/> Sa <input type="checkbox"/> Su	
Start Time: _____ am/pm (Including Set Up)	End Time: _____ am/pm (Including Clean Up)
Space Requested: <input type="checkbox"/> W. Gym <input type="checkbox"/> E. Gym <input type="checkbox"/> Classroom <input type="checkbox"/> Fireside Room <input type="checkbox"/> Dance Studio	
Additional Room Requested: <input type="checkbox"/> Kitchen <input type="checkbox"/> Classroom <input type="checkbox"/> Fireside	
Estimated Attendance:	Catered Event: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Caterer:	Caterer Phone:
Is this event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No Will an admission fee be charged?: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much? \$_____/person	
Party Packages: Non-hosted – <input type="checkbox"/> Indoor Park <input type="checkbox"/> Baby/Toddler Gym <input type="checkbox"/> Sports <input type="checkbox"/> Gymnastics	
Child's Name: _____	Age: _____ Expected Attendance: Youth= _____ Adult= _____
Please note: reservations are accepted only upon confirmation from Rental Coordinator and after: - A completed Rental Application has been submitted with <u>application fee</u> (\$20) and processed - A refundable security deposit has been paid in full	
Rental fees are due a minimum of two weeks in advance of your event. Late payment may result in cancelation of your rental without refund of deposit.	
Applicant's Signature: _____ Date: _____	

FOR STAFF USE ONLY

Date Submitted: _____	Permit #: _____
<input type="checkbox"/> Application Fee Received	Staff _____ Date: _____
	Method of Payment: Cash, Check, Card # ending in _ _ _ _
<input type="checkbox"/> Deposit Received	Staff _____ Date: _____
<input type="checkbox"/> Cleaning checklist & confirmation letter Sent	Staff _____ Date: _____
<input type="checkbox"/> Rental Fees Paid	Staff _____ Date: _____
Rental Fees due: _____	Method of Payment: Cash, Check, Card # ending in _ _ _ _
<input type="checkbox"/> Rental Completed (complete permit)	Staff _____ Date: _____
<input type="checkbox"/> Deposit Returned or Withheld (\$ _____)	Staff _____ Date: _____
Reason:	

Rental Host: _____
 Notes:

Rental: PRIVATE EVENTS
Events or functions not open to the public

ROOM	OPERATING HOURS*	NON-OPERATING HOURS*	CAPACITY	SIZE
West Gymnasium	\$40 / hour	\$60 / hour	240	49 x 74
East Gymnasium	\$35 / hour	\$55 / hour	240	49 x 74
Classroom / Multipurpose Room	\$25 / hour	\$40 / hour	40	18 x 39
Fireside Room	\$25 / hour	\$35 / hour	20	18 x 25
Dance Studio	\$25 / hour	\$35 / hour	30	24 x 46
Kitchen	Included	Included	10	10 x 15

Party Packages	
Party Theme	Package Price
No Host Party Package	
Indoor Park or Sports Party	\$155
Baby/Toddler Gym or Gymnastics	\$155
Number of Guests	
Up to 15 Children	Included in base price
16-24 Children	Additional \$25

Refundable Security Deposit For Rentals and Party Packages	
Amount	Party Size / Type
\$50	Up to 50 guests
\$100	Between 51-99 guests
\$150	100 or more guests

***Operating hours are M-Th 9am-7pm, F 9am-6pm, Sa 9am-4pm**

Additional Rental Information:

- A two-hour minimum rental period is required for rentals that take place during non-operating hours.
- **Regular Rentals:** set-up and clean-up are part of your rental and must take place during your paid rental time
- **Party Packages:** an additional 15-minutes will be given for set-up and 15-minutes for clean-up.
- **Party Packages** include a 2-hour rental. A second room may be available for food; must request additional space
 At least two weeks' notice is required for all rental reservations.

Questions? Email Sadie Atwell – sadie.atwell@portlandoregon.gov