

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):	Non-Profit EIN:
Address:	City/State/Zip
Email:	Fax:
Event Description:	
Event Date(s):	Type: <input type="checkbox"/> One Time <input type="checkbox"/> Ongoing
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"/> West Gym (Basketball Gym) <input type="checkbox"/> East Gym (Padded Mat Room) <input type="checkbox"/> Fireside Room (Meeting Room) <input type="checkbox"/> Add Kitchen (Add on Only)	
Equipment: <input type="checkbox"/> Chairs _____ (Max of 80 Chairs) <input type="checkbox"/> Tables _____ (Max of 15 Tables) <input type="checkbox"/> Tumble Mats and Balls (East Gym Only- No Bars or Trampoline) <input type="checkbox"/> Indoor Park Toys (West Gym Only- Ages 5 & Under)	
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	

Please note: reservations are accepted only upon confirmation from Rental Coordinator and after:

- A completed Rental Application has been submitted and payment* has been made.

* Security Deposit and Application Fee must be paid to approve the booking.

* Booking fees can be set up to automatically deduct from a credit or debit card 2 weeks prior to your booking

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: _____ **Temporary Permit #:** _____ **Expires:** _____

Rental Host: _____ Confirm Invite On Calendar

Application Fee Received Staff _____ Date: _____

Deposit Received Staff _____ Date: _____

Rental Fees Paid Staff _____ Date: _____

Complete Permit Staff _____ Date: _____

Deposit Processed: Refund \$ _____ Staff _____ Date: _____

Reason for Claiming Deposit: _____

Notes:

PRIVATE EVENTS: Events not open to the public

ROOM	OPERATING HOURS*	NON-OPERATING HOURS*	CAPACITY	SIZE
Security Deposit (Refundable)	\$100 (Up to \$500 for large events with multiple rooms)			
Application Fee (Non-Refundable)	\$20			
West Gymnasium	\$40 / hour	\$60 / hour	240	49 x 74
East Gymnasium	\$40 / hour	\$60 / hour	240	49 x 74
Fireside Room	\$25 / hour	\$45 / hour	30	24 x 46
Add the Kitchen <i>Available with Gym or Fireside Room</i>	\$15 / hour	\$15 / hour	10	10 x 15

NON-PROFIT EVENTS: Must provide an active non-profit EIN on your application

ROOM	OPERATING HOURS*	NON-OPERATING HOURS*	CAPACITY	SIZE
Security Deposit (Refundable)	\$100 (Up to \$500 for large events with multiple rooms)			
Application Fee (Non-Refundable)	\$20			
West Gymnasium	\$30 / hour	\$50 / hour	240	49 x 74
East Gymnasium	\$30 / hour	\$50 / hour	240	49 x 74
Fireside Room	\$15 / hour	\$35 / hour	30	24 x 46
Add the Kitchen <i>Available with Gym or Fireside Room</i>	\$15 / hour	\$15 / hour	10	10 x 15

COMMERCIAL EVENTS: Events that charge admission or sell products

ROOM	OPERATING HOURS*	NON-OPERATING HOURS*	CAPACITY	SIZE
Security Deposit (Refundable)	\$100 (Up to \$500 for large events with multiple rooms)			
Application Fee (Non-Refundable)	\$20			
West Gymnasium	\$50 / hour	\$70 / hour	240	49 x 74
East Gymnasium	\$50 / hour	\$70 / hour	240	49 x 74
Fireside Room	\$35 / hour	\$55 / hour	30	24 x 46
Add the Kitchen <i>Available with Gym or Fireside Room</i>	\$15 / hour	\$15 / hour	10	10 x 15

- A two-hour minimum rental period is required for rentals that take place during non-operating hours.
 - Operating hours: M-Th 9am-7pm, F 9am-6pm, Sa 9am-1pm
- Set-up and clean-up are part of your rental and must take place during your paid rental time.
 - There are fees for late stays, early entry and failure to clean-up.
 - Extra time is rounded up in 15-minute increments and fees are doubled.
- Amplified sound must be undetectable outside of the building after 10pm.
- Helium balloons are not allowed in either gym due to the risk of fire or damage from lighting and vents.
- Party Packages: We do not currently offer children's birthday party packages.
 - Use of Gym toys can be added for an additional \$25 per booking.
 - West Gym: Scoot cars, balls, slide, etc.
 - East Gym: Tumble pads and balls (No Food or Drink Allowed)
 - Gymnastics equipment and trampoline are NOT available for customer use.

For More Information Contact:

Lisa Kato-Fieldhouse

503-823-3938

Lisa.Kato-Fieldhouse@portlandoregon.gov