

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: One Time Ongoing Party Package

If ongoing request, please indicate:

Repeats: Monthly Weekly Daily

Day: Mo Tu W Th Fr Sa Su

Start Time: _____ am/pm (Including Set Up)

End Time: _____ am/pm (Including Clean Up)

Space Requested: W. Gym E. Gym Classroom Fireside Room Dance Studio

Additional Room Requested: Kitchen Classroom Fireside

Estimated Attendance:

Catered Event: Yes No

Name of Caterer:

Caterer Phone:

Is this event open to the public? Yes No **Will an admission fee be charged?:** Yes No
 If yes, how much? \$_____/person

Party Packages: Non-hosted – Indoor Park Baby/Toddler Gym Sports 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 application fee (\$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 #: _____

Application Fee Received Staff _____ Date: _____

Method of Payment: Cash, Check, Card # ending in _ _ _ _

Deposit Received Staff _____ Date: _____

Cleaning checklist & confirmation letter Sent Staff _____ Date: _____

Rental Fees Paid Staff _____ Date: _____

Rental Fees due: _____ Method of Payment: Cash, Check, Card # ending in _ _ _ _

Rental Completed (complete permit) Staff _____ Date: _____

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