

# Warrenton Community Center



170 S. W. Third Street  
Warrenton, OR 97146  
(503) 861-2233

[www.ci.warrenton.or.us](http://www.ci.warrenton.or.us)

## Application Materials

# Warrenton Community Center

170 SW 3rd Street  
Warrenton, OR 97146  
(503) 861-2233 FAX (503) 861-2351

## Rental Application

DATE(S) RESERVED: \_\_\_\_\_ TIME(S) RESERVED: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ (MAXIMUM CAPACITY = 135)

NAME OF ORGANIZATION, GROUP, OR INDIVIDUAL: \_\_\_\_\_

CONTACT PERSON:  
 NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 BUSINESS PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_  
 (The Cleaning Deposit Refund will be mailed to the Contact Person)

ALTERNATE CONTACT PERSON:  
 NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 BUSINESS PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

PERSON RESPONSIBLE FOR CLEANING: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 (SEE CLEANING INSTRUCTIONS ATTACHED)

Check here if you would like us to clean and deduct the fee from your deposit

SEE ATTACHED RATE STRUCTURE		
CLEANING AND KEY DEPOSIT FEE:		
	FEE	TOTAL

KEYS: \_\_\_\_\_ X \_\_\_\_\_ \$10.00  
 (quantity)  
 CLEANING: \_\_\_\_\_ or \_\_\_\_\_  
 (regular) \$75.00 (alcohol) \$200.00  
 TOTAL DEPOSIT: \_\_\_\_\_

RENTAL FEES:					
DATE	MEETING ROOM WITH KITCHEN MEETING ROOM ONLY	HOURS RENTED	X	HOURLY RATE	RENTAL FEE
	circle one				

LIST SUPPLIES WANTED TO RENT \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TOTAL RENT: \_\_\_\_\_

GRAND TOTAL FEES: \_\_\_\_\_

Rental Fees are due 5 days prior to rental date.

I/we hereby apply for the use of the above facility and agree to assume full responsibility for the conduct of guests and any damage done to the premises during the period of use. I understand the deposit will be refunded only if the building is clean and in the same condition as I/we found it. Upon notification, refunds of the deposit, for cancellation, will be due as per the schedule in the Community Center Rate Schedule. I have read the attached "General Rules and Guidelines and "Cleaning Instructions" and agree to those conditions of use.

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

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

MAKE CHECKS PAYABLE TO: CITY OF WARRENTON  
 225 S. MAIN  
 P. O. BOX 250  
 WARRENTON, OR 97146

Please return all completed applications to City Hall at the above address.

Internal use only			
	Amount	Receipt #	Date
Deposit fee paid:	_____	_____	_____
Rental fee paid:	_____	_____	_____
fee paid:	_____	_____	_____
fee paid:	_____	_____	_____
Staff:	_____	_____	_____
Calendar:	_____	_____	_____

**RATE STRUCTURE**  
Effective July 1, 2014

	<u>PER HOUR</u>	<u>ALL DAY RATE</u>
<b>FACILITY RENTAL:</b>		
MEETING ROOM WITH KITCHEN	40.00	359.00
MEETING ROOM ONLY*	30.00	241.00
* (Includes minimal use of kitchen for beverage service)		
(Please see General Rules and Guidelines for further clarification of the above rates)		
CLATSOP COMMUNITY COLLEGE	5.00	-
FUNERAL RECEPTIONS -maximum 8 hours		75.00

**SUPPLY RENTAL:**

SILVER PUNCH BOWL	15.00	
SILVER PLATTER	10.00	
CHAFING DISH SMALL (DOES NOT INCLUDE STERNO)	10.00	
CHAFING DISH LARGE (DOES NOT INCLUDE STERNO)	15.00	
DANCE FLOOR (12' x 12')	60.00	PER DAY
LAMPS	2.50	EACH

**DEPOSITS:**

KEY	10.00	EACH
CLEANING and CANCELLATION	75.00	
ADDITION TO CLEANING DEPOSIT FOR BAR SET UP	125.00	

**DISCOUNTS:**

LONG TERM USE OF FACILITY: MONDAY - FRIDAY ONLY: 25%

A RENTER THAT BOOKS THE FACILITY ON A WEEKLY BASIS FOR A MINIMUM DURATION OF 3 MONTHS MAY TAKE A 25% DISCOUNT. ALL RENTAL FEES FOR THE RENTAL PERIOD MUST BE PAID IN ADVANCE AND ARE NON-REFUNDABLE

A RENTER THAT BOOKS THE FACILITY ON A MONTHLY BASIS FOR A MINIMUM DURATION OF 6 MONTHS MAY TAKE A 25% DISCOUNT. ALL RENTAL FEES FOR THE RENTAL PERIOD MUST BE PAID IN ADVANCE AND ARE NON-REFUNDABLE

**CLEANING FEE:**

PER HOUR RATE FOR CLEANING 25.00

**CANCELLATION FEES:**

Upon cancellation, deposits will be refunded based on the following notification dates at the percentage rate stated:

30 days or more notification prior to rental date	100%
29 - 15 days notification prior to rental date	50%
14 - 0 days notification prior to rental date	0%

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### SUPPLIES INCLUDED WITH RENTAL FEE

#### MAIN MEETING ROOM: 40' X 40'

- |   |   |   |                                  |
|---|---|---|----------------------------------|
| 9 | 5' ROUND TABLES                                     | } | accommodates<br>72 people seated |
| 8 | CHAIRS AT EACH TABLE                                |   |                                  |
| 1 | PODIUM  |   |                                  |
| 1 | PROJECTION SCREEN - 8 1/2 feet high and 8 feet wide |   |                                  |

#### ADDITIONAL TABLES IN STORAGE ROOM NO. 1:

- |   |             |        |
|---|-------------|--------|
| 1 | 4' X 2'     | TABLE  |
| 9 | 6' X 3'     | TABLES |
| 3 | CARD TABLES |        |

#### ADDITIONAL CHAIRS IN STORAGE ROOM NO. 2:

- |    |                          |
|----|--------------------------|
| 24 | UPHOLSTERED CHAIRS       |
| 2  | HIGH CHAIRS/YOUTH CHAIRS |

#### KITCHEN:

- |         |   |
|---------|---|
| 2       | COMMERCIAL COUNTER TOP COFFEE MAKERS W/ |
| 4       | GLASS POTS                              |
| various | EATING AND COOKING IMPLEMENTS           |

**MAXIMUM CAPACITY: 135**

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## General Rules and Guidelines

1. If any food is consumed at or brought into the Center, the renter will be required to rent the facility at the meeting room and kitchen rate. Meeting room use without consumption of food is rented at the meeting room only rate and includes use of the kitchen for beverage consumption only.
2. Keys should be picked up at City Hall, 225 S. Main, Warrenton, Oregon the day before the rental date or the Friday preceding weekend use. City Hall hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. We are closed Holidays.
3. Keys must be returned to City Hall the next day after using the center. If after hours, you may put them in the drop box in the parking lot at City Hall.
4. **NO SMOKING** in the Community Center building.
5. The building is to be vacated by 12:00 midnight and all cleaning is to be completed within the time frame rented. See cleaning requirements.
6. Pets, confetti, and birdseed are prohibited in the building and around exterior landscaping.
7. Dish towels are provided. Please leave in a pile on the kitchen counter. We will launder them.
8. The kitchen is equipped with dinner ware, flat ware, cups, and general cooking implements and utensils. There is a microwave, gas range, convection oven, two refrigerators, and a commercial dishwasher available with kitchen rental.
9. Turn out all lights and please make sure all doors are locked upon leaving the center.
10. Deposits will only be refunded if the center is left in the same condition in which it was found. Renters are responsible for cleaning. Cancellation of your event will result in a refund of your deposit under certain conditions. Please see fee schedule for cancellation policy and refund amounts.
11. Extra tables and chairs are available for you to place as needed in the meeting room. Please leave 9 tables and 8 chairs as in original placement when you are done.
12. Thank you for renting the Warrenton Community Center. The City hopes you enjoyed the use of the facility. Please take a moment and fill out the customer survey form attached to your application packet.

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## CLEANING INSTRUCTIONS

THE CENTER WILL BE CHECKED AFTER EACH USE AND THE RENTER IS RESPONSIBLE FOR THE FOLLOWING CLEANING:

1. EMPTY GARBAGE CANS AND TAKE ALL WASTE TO DUMPSTER OUTSIDE. KEY IS ON THE KITCHEN WALL. PUT CLEAN TRASH BAGS IN RECEPTACLES.
2. MOP ALL HARD SURFACE FLOORS - WATER ONLY
3. VACUUM ALL CARPETS AND FLOOR MATS
4. CLEAN KITCHEN COUNTERS AND SINKS
5. CLEAN DISHWASHER ACCORDING TO INSTRUCTIONS ON WALL
6. CLEAN RANGE TOP AND OVENS
7. CLEAN ALL DISHES AND SUPPLIES AND PUT AWAY
8. SWEEP THE EXTERIOR CONCRETE ENTRY WAYS
9. CLEAN BATHROOMS
10. RETURN TABLES AND CHAIRS TO ORIGINAL PLACEMENT
11. CLEAN ALL TABLE TOPS AND CHAIRS

CLEANING SUPPLIES ARE UNDER THE KITCHEN SINK AND IN STORAGE ROOM #1

“THANK YOU” FOR KEEPING OUR COMMUNITY CENTER IN GOOD CONDITION !!