



McMinnville Senior Center
 2250 NE McDaniel Lane
 McMinnville, OR 97128
 (503)435-0407
www.ci.mcminnville.or.us

Organization/ Individual Requesting Use: _____

Event Date: _____ Day of Week: _____

Event Title: _____

Hours of Reservation: _____ to _____ (Must include set-up and clean-up) Event Start Time: _____

Room(s) Requested: _____ Expected Attendance: _____

Contact Person: _____ Type of Event: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____ Fax: _____

Email: _____

FOOD SERVICE AND ALCOHOL:

Is food being served? _____ YES _____ NO

If yes, will the event be catered? _____ YES _____ NO

If yes, caterer's name and phone number _____

Will you or your caterer be using the kitchen? _____ YES _____ NO

If yes you must pay the \$250.00 Refundable Kitchen Usage Deposit

Is alcohol being served? _____ YES _____ NO

If yes you must complete and sign a separate alcohol contract and pay the \$125.00 Alcohol Usage Fee.

ROOM SET UP:

Will you be doing your own set up? _____ YES _____ NO

If no, please select a room set up:

_____ Classroom/ Theatre: Rows of chairs

_____ Dining: Round tables with 6-8 chairs

_____ Other: Please include diagram on the back of this form

Signature of Renter: _____ Date: _____

Summary of Charges:

Room Deposit: _____

Dining Deposit: _____

Kitchen Deposit: _____

Room Charges: _____

Staff: _____

Equipment: _____

Alcohol: _____

Security: _____

Police: _____

Staff Initials: _____

TOTAL: _____



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CONTRACT AGREEMENT

I understand and agree that I may forfeit my deposit if it is necessary for City of McMinnville staff or janitorial service, to extensively clean or repair facilities following our facility use, or if during the course of my rental I fail to enforce facility policies stated and those that may be presented to me by City of McMinnville staff during my event. I understand that variations in rental times and room requests, needs, or uses, may necessitate rental fee adjustments. I agree to assume full responsibility for the conduct of my guests, members and employees or third parties hired to provide services to my group or myself. I understand that my event must be conducted in accordance with the regulations set forth in these documents and if a violation is to occur that all violators may be required to leave and my event may be terminated immediately in its entirety. I further agree to indemnify, defend and hold harmless City of McMinnville for any damage, injury, suits, or claims which may arise from intentional acts, negligence or omissions of the group, its guests, members, employees or third parties hired to provide services for the group.

RENTAL CLEAN-UP AGREEMENT

In order to receive full refund of the cleaning deposit(s), the rented area(s) will be left free of debris. The floor will be swept and free of food. Spills will be wiped up before leaving. All tables and chairs will be wiped down and cleaned. All bottles, cans and trash will be removed from the facility at the end of the event. There are recycling bins and trash cans just outside the back of the facility. McMinnville Senior Center prohibits nailing, tacking, taping or stapling to any of the walls or surfaces. City of McMinnville is not responsible for items left behind. All decorations and rental items must be removed from the facility immediately following the event. This includes flowers, votives, and cake stands. Please be aware that there is an additional charge for damage done to any surfaces, equipment, or flooring and is subject to additional charges and loss of deposit(s). Smoking is not permitted in the facility or within ten (10) feet of any opening door or window.

The contents of the above arrangements meet with my approval. I consider our contract definite and confirmed.

Customer Signature: _____ Date: _____

Facility Representative: _____ Date: _____



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SENIOR CENTER AVAILABLE ITEMS:

(Please list quantity)

- | | |
|---|---|
| Round dining tables 60" _____ | Eight-foot rectangle banquet tables _____ |
| Classroom tables _____ | Square card tables _____ |
| Banquet chairs _____ | Table top podium _____ |
| Sound system _____ | Free standing podium _____ |
| Wireless microphone _____ | Corded microphone _____ |
| Wireless lapel microphone _____ | Wi-Fi access _____ |
| Television (\$15.00) _____ | DVD and VCR combo (\$10.00) _____ |
| Projection screen (\$10.00) _____ | Refrigerated salad bar (\$50.00) _____ |
| Coffee maker (\$5.00) _____ | Piano (\$10.00) _____ |
| Easel & flip chart with pens (\$5.00) _____ | LCD projector (\$15.00) _____ |

Draw Room Diagram Here

* No equipment or furniture shall under any circumstance be removed from the facility.