

# 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

(503) 861-2233

LOCATION: 170 SW 3RD ST  
WARRENTON, OR 97146

MAILING ADDRESS: PO BOX 250  
WARRENTON, OR 97146

## 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: \_\_\_\_\_

**ALTERNATE CONTACT PERSON:**

NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 BUSINESS PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

**PERSON RESPONSIBLE FOR CLEANING:**

(SEE CLEANING INSTRUCTIONS ATTACHED)

PHONE: \_\_\_\_\_

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:				
Check One	HOURS RENTED	X	RATE	RENTAL FEE
<input type="checkbox"/> Meeting Room, food in Center	ALL DAY		\$449 per day	
<input type="checkbox"/> Meeting Room Only, no food	ALL DAY		\$321 per day	
<input type="checkbox"/> Meeting Room, food in Center			\$50 per hr	
<input type="checkbox"/> Meeting Room Only, no food			\$40 per hr	

**LIST SUPPLIES WANTED TO RENT**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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.

Rental Fees are due 5 days prior to rental date.

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, 2022

	<u>PER HOUR</u>	<u>ALL DAY RATE</u>
<b>FACILITY RENTAL:</b>		
MEETING ROOM WITH KITCHEN	50.00	449.00
MEETING ROOM ONLY*	40.00	321.00
* (Includes minimal use of kitchen for beverage service)		
(Please see General Rules and Guidelines for further clarification of the above rates)		
<b>SUPPLY RENTAL:</b>		
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
<b>DEPOSITS:</b>		
KEY	10.00	EACH
CLEANING and CANCELLATION	75.00	
ADDITION TO CLEANING DEPOSIT IF ALCOHOL ON PREMISES	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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## 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. **Entry is prohibited outside of the reserved day and time.** City Hall hours are 9:00 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 brown drop box in the back parking lot at City Hall.
4. **NO SMOKING** in the Community Center building or within 10 feet of any entrance, exit, window and/or air intake vent.
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, glitter 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 all 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. See provided diagram.
12. Thank you for renting the Warrenton Community Center. The City hopes you enjoyed the use of the facility and will consider the Warrenton Community Center for future events.



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### SUPPLIES INCLUDED WITH RENTAL FEE

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

9	5' ROUND TABLES	}	accommodates
8	CHAIRS AT EACH TABLE		72 people seated
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
6	6' X 3'	TABLES
2	CARD TABLES	

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

24	UPHOLSTERED CHAIRS
2	HIGH CHAIRS/YOUTH CHAIRS

#### KITCHEN:

1	COMMERCIAL COUNTER TOP COFFEE MAKERS W/
3	GLASS POTS
various	EATING AND COOKING IMPLEMENTS

MAXIMUM CAPACITY: 135