



Bend's Community Center - Special Event Contract

Organization/Contact: _____

Phone, FAX, Email: _____

Address: _____

Event Date(s): _____ Event Hours (include set-up and clean-up time) From: _____ To: _____

Will Alcohol be served? (If YES, insurance is required - see below and back) _____ Expected Attendance: _____

Activity: _____ Public or Private event? _____ Please arrive on time or call to make other arrangements for entry and/or key pick-up. NO early arrivals, and DO NOT disturb other events that may be in progress. All rentals are for indoor activities only unless other arrangements have been made. Your event MUST END ON TIME, INCLUDING CLEAN-UP, or you will lose your deposit and may have to pay additional fees. Key will be returned at: _____

Circle Room(s) Desired (#) is est. capacity: Community Hall - Whole (250) Community Hall - Front or Back (100) Cafe (95) Board Room (15-35) All Rentable Rooms (350) Kitchen Other: _____

Catering Needs: _____ Set Up/Clean Up Special Needs: _____

Cleaning/damage/theft deposits are mandatory, no exceptions, and they are refundable 5 business days after rental date, if all terms have been met to BCC's satisfaction.

All fees, deposits, insurance information, etc. must be made/delivered by the agreed upon dates or the event may be cancelled and deposits or other payments forfeited. BCC does NOT hold or accept post-dated checks. Keys must be picked up by 4:30 pm the day of the event (building is locked at 5:00 pm)

50% of Total Bill Must Be Submitted With Contract

I agree to defend, indemnify and hold Bend's Community Center and its members harmless from any and all liability for injury to persons or property occurring as a result of this activity and agree to pay for any and all damage to any facility, building, equipment or furniture owned or controlled by BCC, which results from the activity or is caused by any participant(s) in said activity(ies) and for replacement value of stolen property.

I agree that if alcohol of any type is to be served during my event, I will notify BCC management prior to the event and follow all policies regarding alcohol useage, including deposits and providing proof of insurance prior to the event. If these requirements are not met, I understand I will forfeit my deposit, the event will be shut down, and I will be liable for any and all legal or other fees BCC may incur or assign to me and/or my organization associated with breach of contract.

I am over 21 years of age and have read, understood and agree to comply with the policies set forth regarding facility usage, including that I'm responsible for my event setup and cleanup unless otherwise stipulated in writing. I also agree that if my rental space is not cleaned up after the event to BCC's satisfaction, a minimum cleaning fee of \$15 (or \$15 per peson per hour) will be deducted from my cleaning deposit. I further agree that if my event disrupts another renter's event in any way, I agree to pay a minimum \$100 fee and any related costs to BCC which may be deducted from my deposits, charged to my credit card or invoiced to me.

I agree to use only the space I am renting during the hours stipulated or I will pay all additional fees, including BCC's attorney/ legal fees in case of legal action against me or my organization. I am a duly authorized agent for my organization and will be responsible for the fulfillment of this contract.

Date: _____

Responsible party signature: _____

BCC's agent signature: _____

For BCC Use Only

Fixed Costs (no refunds)

Hall Rental: _____

Sound System: _____

OLCC License: _____

Staffing Needs (\$15/hr/person) _____

Staff #: _____ Times: _____

Special Needs/Costs: _____

Refundable Deposits

Cleaning/Damage/Theft: _____

Key: _____

Total Owed: _____

Total Deposit Paid (50% req.): _____

Balance Due by: _____

Insurance Required? Yes No

If Yes, Insurance Due by: _____

Fee Structure

All rentals are for full hours. Rentals of 4 or more hours must pay a refundable Cleaning/Damage/Theft deposit of \$150-\$500 depending upon activities, overnight rentals and/or alcohol consumption. If alcohol will be served, you must rent the entire building.

(#'s) are estimates of capacity although this will vary depending upon activity and set-up.

| | |
|------------------------|---------|
| Community Hall: | (250) |
| 1 hr | \$65 |
| 4 hrs | \$260 |
| 10 hrs | \$650 |
| 24 hrs | \$1,560 |

| | |
|----------------------------|-------|
| 1/2 Community Hall: | (100) |
| 1 hr | \$40 |
| 4 hrs | \$160 |
| 10 hrs | \$400 |
| 24 hrs | \$960 |

| | |
|--------------|---------|
| Cafe: | (75-95) |
| 1 hr | \$30 |
| 4 hrs | \$120 |
| 10 hrs | \$300 |
| 24 hrs | \$720 |

| | |
|--------------------|----------|
| Board Room: | (25-35) |
| 1 hr | \$20 |
| 4 hrs | \$80 |
| 10 hrs | \$200 |
| 24 hrs | variable |

Commercial Kitchen:
\$15/hr WITH hall rental
\$25/hr WITHOUT hall rental

| | |
|----------------------------|----------|
| All Rentable Rooms: | (350) |
| 1 hr | \$95 |
| 4 hrs | \$380 |
| 10 hrs | \$950 |
| 24 hrs | variable |

Event Privacy

Use of some rental areas during business hours may not offer total privacy due to daily operational needs.

BCC Rental Policy

Alcohol/Insurance: Alcohol may ONLY be served with BCC approval. A \$25-\$50 fee is required for an OLCC permit. A \$1 million insurance policy naming BCC as coinsured for not less than \$1 million for personal liability and property damage and a \$500 refundable Cleaning/Damage/Theft deposit is mandatory - NO EXCEPTIONS. Violation of this policy or any part of this policy will result in loss of all deposits, plus responsibility for any legal or other fees BCC may incur or assign in the attempt to collect any costs related to the breach of contract. You MUST rent the entire building if alcohol is served.

Animals/Pets: Animals or pets of any type or size are NOT ALLOWED in BCC for any reason or length of time with the exception of seeing eye dogs. Animals may not be tied, tethered or left outdoors or in cars on BCC property during events. Violations may result in Animal Control being called and/or the event being shut down.

Cancellations: A minimum \$25 fee will be charged for cancellation of any contract. Within 30 days of the event, a \$100 minimum fee will be charged. Within two weeks or less of the event, up to 100% of the total hall rental fee will be charged.

Deposits, Fees, Refunds: A \$150 cleaning deposit is required for all events less than 4 hours, a \$250 deposit for events 4-9 hours, but no alcohol; and a \$500 deposit for any event 10 hours or longer and/or which serves alcohol - NO EXCEPTIONS. Additional fees may be required for additional services or equipment usage. All fees must be paid in full and insurance submitted (if applicable) 30 days prior to the event or the event may be cancelled and deposits forfeited. All deposits will be forfeited and legal or other fees may be charged if: a) alcohol is served without all policies being adhered to (see above); b) your event disrupts other renter's events; c) BCC neighbors complain about the event or if police are summoned due to problems with an event, including violation of the City's 10:00 pm noise curfew.

Refundable deposits will be mailed out within 5 business days if all terms were met to BCC's requirements and satisfaction.

Reservations: All rentals must be reserved in advance, a contract signed, full payment made, and insurance policy in place (if required) prior to the event - or - rental applications are null and void and all deposits and/or hall rents forfeited.

Setup and Cleanup: Each renter is responsible for setup, tear-down and cleanup unless prior arrangements have been made in writing. Please factor this into the length of your rental time. \$15 per hour per person is charged for staff assistance requested in advance.

No Staff Support: We do not provide any type of support staff for any function. Messages will be taken ONLY in case of emergency. If staff time is consumed due to any reason or is otherwise required, a minimum of \$15 per hour will be charged.

Cleanup Procedures and Restrictions

- 1) All cleaning supplies and tools are located in clearly marked closets throughout the building. All items must be returned to proper places. The renter is responsible for all setup and cleanup including cleaning and repacing all furniture to its proper location.
- 2) All BCC rooms are non-smoking - NO EXCEPTIONS. Outdoor smoking is tolerated as long as smoking related items are deposited in proper receptacles.
- 3) NO FIRES, CANDLES, BBQ'S OR OTHER FIRE-RELATED EQUIPMENT ALLOWED INSIDE THE BUILDING. All fire-related items for exterior use must be approved by BCC prior to event. All BBQ's and other type items must be placed 25 feet away from the building.
- 4) All non-carpeted floors, including bathrooms and kitchens, must be swept thoroughly. All spills or obvious spots must be wiped up or, if necessary, floors must be mopped.
- 5) All trash, cigarette butts, decorations, signs, etc. connected to your event must be removed from the BCC building, grounds and the parking lot at the end of the event. Any outdoor littering WILL result in partial or full loss of cleaning deposit.
- 6) Renters and their guests must remain in the rented area at all times or full rates for the unauthorized use of other areas will be charged. Children must be supervised and must remain in their rented areas at all times or deposits may be forfeited and the event shut down.
- 7) If rented area is not cleaned in accordance to this contract and to BCC satisfaction, an hourly rate per staff person (a minimum of \$25) will be deducted from the cleaning deposit.
- 8) All forms of advertising which mention BCC must be approved by management prior to posting. Use of facilities does not mean BCC endorses the event or the group.