

**Community Center Rental Application**

Name of Applicant/Agent: \_\_\_\_\_ ApplicationDate: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(home) (work) (cell.)

Email: \_\_\_\_\_

Contact Person, if other than Applicant/Agent: \_\_\_\_\_ / \_\_\_\_\_  
(name) (phone)

Type of Event: \_\_\_\_\_ Max. No. of People: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours from: \_\_\_\_\_ am /pm to: \_\_\_\_\_ am/pm  
(mo./day/year) (include set up time & clean up time in hours)

Describe use of facility and all activities connected to event:  
\_\_\_\_\_  
\_\_\_\_\_

**Is Alcohol Served ?:** **Yes / No** (circle one) *If yes, see Policy/Rental Agreement for policy.*

**Choose the appropriate rate from the attached Rental Rates Sheet and complete the following:**

DESCRIPTION:	**RATES
<b>Alcove Only</b> rental fee (Maximum Occupancy is 20)	\$ _____
<b>Meeting Room 1</b> rental fee (Maximum Occupancy is 22) {1}	\$ _____
<b>Meeting Room 2</b> rental fee (Maximum Occupancy is 28) {1}	\$ _____
<b>Alcove/Kitchen</b> rental fee (Maximum Occupancy is 20)	\$ _____
<b>Main Hall/Alcove/Kitchen</b> rental fee (Maximum Occupancy is 350) {2}	\$ _____
<b>Security Deposit</b>	\$ _____
<b>Alcohol Deposit</b> (required if "Yes" circled above)	\$ _____
<b>Non-Refundable Processing Fee of \$50.00</b> (required on Main Hall and/or Alcove/Kitchen only)	\$ _____
<b>Important Notes:</b> #1 No food or alcohol permitted in Meeting Rooms. #2 Events serving Alcohol WILL require on-site Security personnel with a ratio of 1 per 100 occupants #3 If Main Hall is already rented by someone else, then No overlapping rentals permitted,	
<b>** Rates for rental on a regular basis are negotiable. Call for specifics.</b>	
<b>TOTALS:</b>	<b>\$ _____</b>

**#1 Fill out this application and mail it with your \$50 processing fee to:** PBCC, Box 87, Powell Butte, Or 97753  
*The reservation dates for your Event will be entered into the Event Calendar. Check [www.PB-Center.com](http://www.PB-Center.com) calendar for details.*

**#2 You will receive a Contract, plus a Rental Policy stating terms & conditions.**

**#3 You MUST read the full Policy / Terms & Conditions and agree to these requirements before signing.**

**#4 Return signed PBCC copy of Contract, with the required deposit(s).**

*Note: This must be received by PBCC within 7 days, or your reservations dates will automatically cancel.  
We will confirm your reservation, and give you instructions for retrieving appropriate keys to the building.*

**#5 Your Rental Fee(s) must be received by PBCC no later than 30 days prior to the Event. *Please don't delay.***

**#6 For events that will be serving Alcohol, you MUST have your security arrangements completed no later than 30 days prior to your scheduled Event date. *If other conditions are required, as specified in the Contract, then those too must be completed.***

**#7 If event is less than 30 days away and steps #1 thru #6 have not been completed, than all fee(s), deposits, and conditions must be completed immediately.  
*Please contact PBCC immediately to expedite arrangements.***

**#8 All Cancellations within 30 days of the scheduled Event will forfeit 50% of the Security Deposit.**

<b>Office Use Only:</b>		<b>Received by:</b>	<b>Date:</b>
Application & Fee:	\$		
Rental Fee (including signed Agmts):	\$		
Deposit:	\$		
<b>Total Received:</b>	<b>\$</b>		
		<b>Sent by &amp; Check No.</b>	<b>Date:</b>
Cleaning Deposit Refunded:	\$		
Damage Deposit Refunded:	\$		
Key Deposit Refunded:	\$		
<b>Total Refunded:</b>	<b>\$</b>		