

POWELL BUTTE COMMUNITY CENTER

P. O. Box 87 8404 SW Reif Rd. Powell Butte, OR 97753

www.pb-center.com

BOOKING REQUEST – FACILITY USE DETAILS

Name of Organization _____

Contact individual _____ Phone _____

Address _____

City/ State/ Zip _____

Contact email (required) _____

Date requested: 1st choice _____ 2nd choice: _____

Facility requested: (maximum occupancy in brackets)

Conf Rm #1 (15 ppl)

Conf Rm #2 (25 ppl)

Kitchen/Alcove (30 ppl)

Hall (300 ppl)

Time event will begin: _____ AM/PM Time event will end: _____ AM/PM

Time needed for set/up and clean/up? _____

Type of Event: _____ Max # of attendees _____

Will alcohol be served? Yes No

Non-profit/Benevolent Society

Please provide intended use of the facility and a description of activities connected to the event:

For a rental quote and/or a booking request:

1. Email this form to rentals@pb-center.com or mail it to the P. O. Box above. A rental quote will be emailed or telephoned back to you based on the information on this form. Submission of this form may temporarily hold the requested date, but only a signed contract and deposit will guarantee the date.
2. Your acceptance of the quote will generate a Rental Contract. The facilities deposit check and signed contract must be received back within 10 days of contract issue date to secure the date and facility. **If the event is in less than 30 days, contact Teena by phone 541-504-8111 or cell 559-289-7750, or at rentals@pb-center.com**

This form will become part of the Rental Contract.

Signature: _____

Date: _____