

Facilities Rental Application - River House

503-681-6120 | RiverHouse@Hillsboro-Oregon.gov

Renter Contact Information

Name of Renter: _____
(Organization or Individual)

Renter Is: Hillsboro Resident Non-Resident Non-profit Organization
(501(c)(3) letter required)

Main Phone Number: _____ Cell Phone: _____

Email Address: _____

Home Address: _____
 Street City State Zip Code

Day-of Supervisor: _____ Day-of Phone Number: _____

This person must be present throughout the duration of the event and will be the main point of contact for River House staff. Does not need to be the same person as the renter.

Rental Date(s) and Time(s)

A **\$200 security deposit** is required to book an event date. The deposit will be refunded if the building and equipment are left in satisfactory condition and have exited the building at your scheduled end time. Final details and full payment are due to the River House no later than 30 days prior to your event.

Requested Date of Use: _____
(1st choice) (2nd choice)

The River House is available for rentals 7 am - 11 pm, 7 days a week *(if available)*.

Set-up and clean-up must be included in your rental time. Each rental must be 2 hours minimum and 8 hours maximum in length. **Clean-up requires 1 hour.** Evening rentals must end by 10 pm to allow an hour for clean-up. The building closes at 11 pm. See rental guidelines for more details.

Arrival Time: _____ Departure Time: _____

Event Start Time: _____ Event End Time: _____

Total Hours of Use: _____ Maximum Attendance: _____

Rental Event

Wedding/Reception Memorial Service Birthday Celebration
 Meeting/Training Other: _____

Rental Rates

\$125/hr – Standard Rate \$85/hr – Resident Rate \$70/hr – Non-profit Rate
(501(c)(3) letter required)

Rental Space

- The River House has a maximum indoor capacity of 75 persons, **per fire code**. During summer months, with use of the outdoor patio, the facility can accommodate a maximum of 100 persons.
- The facility includes tables and chairs for all private rentals. **Indoor Furniture:** (10) 5' round tables, (8) 60" x 30" rectangle tables, and (75) black vinyl padded chairs. **Outdoor Furniture (available mid-April – mid-October):** (25) green chairs and (4) 48" tan resin tables.

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Event Information

Description of Event: _____

Is this event open to the public? Yes No

Will any fees be charged? Yes No *(e.g. admission fees, sale of food/alcohol, donations)*

Will a caterer be used? Yes No TBD Caterer's Name: _____

Will caterer remain on-site? Yes No TBD *(Caterer must provide certificate of liability insurance for on-site food preparation)*

Will there be a DJ or live music? Yes No TBD DJ/Performer's Name: _____

Will alcohol be served? Yes No TBD *(Must adhere to our Alcohol Policy and OLCC rules)*

Use of chafing dishes, fuel cans, heating appliances, or barbeque? Yes No TBD *(Manager approval required. Battery-operated candles only.)*

Please describe: _____

Use of tents, canopies, or other specialty equipment? Yes No TBD *(Manager approval required)*

Please describe: _____

Use of outdoor patio area? (summer months only) Yes No TBD *(Manager approval required)*

Please describe: _____

Other specialty equipment? Yes No TBD *(Manager approval required)*

Please describe: _____

Insurance Requirements: The River House recommends that all event hosts acquire insurance. Private individuals should acquire insurance through the Event Helper, while organizations should acquire a Certificate of Liability from their insurance agent. **Insurance is only mandatory if you are serving alcohol during your event and your attendance is more than 50 people, including children.** If you intend to provide alcohol service at your event, you must abide by the River House Alcohol Policy and Oregon Liquor and Cannabis Commission (OLCC) rules.

Audiovisual Requirements *(check all that apply)* No AV Required

Does Your Event Require/Include:

Projector/Screen WiFi Access Television Soundbar

Note that you will need to bring your own laptop/device, along with all accompanying adapters and cords.

Please describe: _____

How Did You Hear About Our Venue?

Internet Search City Website/Eblast Facebook/Twitter
 Family/Friend Attended a Previous Event at Venue Magazine/Resource Guide

Other: _____

Upon submitting your application, please allow 48 business hours for rental confirmation.