

FACILITIES RENTAL FORM - WALTERS CULTURAL ARTS CENTER

527 E Main St, Hillsboro OR 97123 | 503.615.3485 | Lorena.Ortiz@Hillsboro-Oregon.gov | Hillsboro-Oregon.gov/WaltersRentals

RENTER CONTACT INFORMATION

Name of Renter: _____
(organization or individual)

The Renter is a: Hillsboro Resident Non-Resident Non-profit Organization

Main Phone Number: _____ **Cell Phone:** _____

Email Address: _____

Mailing Address: _____
 Street _____ City _____ State _____ Zip Code _____

Person supervising the event: _____
This person must be present throughout the duration of the event. Does not need to be the same person as the renter.

Day-of Phone Number: _____

RENTAL DATE(S) & TIME(S)

DATE RESERVATIONS AND PAYMENT: A **non-refundable reservation fee (equal to 10% of the rental fees)** is required to book an event date. All paperwork and full payment are due to the Walters Cultural Arts Center no later than 30 days prior to the date of your event. Once you've submitted your signed contract, rental time/spaces may be added, but cannot be subtracted for a refund or credit.

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

Arrival Time: _____ **Departure Time:** _____

Set-up and clean-up must be included in your rental time. All rentals must end by 12 AM. See rental guidelines for more details.

Event Start Time: _____ **Event End Time:** _____

TOTAL HOURS OF USE: _____ **Maximum Attendance:** _____

RENTAL PACKAGE *(Refer to our Rental Rate Sheet for package pricing information)*

- Wedding/Special Event - Theatre
 Wedding/Special Event - Gallery
 Meeting/Training - Theatre
 Meeting/Training - Gallery
 Meeting/Training - Classroom
 Memorial Service

RENTAL SPACE ADD-ONS *(check those that apply to your rental package)*

- East Lawn
 Gallery
 Classroom(s) *How many?* _____

EVENT INFORMATION

Description of Event: _____

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EVENT INFORMATION *continued*

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 there be a DJ or Live Music? Yes No TBD *DJ/Performer's Name* _____

Will alcohol be served? Yes No TBD *Note: Must adhere to our Alcohol Policy and OLLC rules.*

Use of chafing dish fuel cans, heating appliances, or barbeque? Yes No TBD *Note: manager approval required.*

Please describe _____

Use of tents, canopies or other specialty equipment? Yes No TBD *Note: manager approval required*

Please describe _____

INSURANCE REQUIREMENTS: The Walters recommends that all event hosts acquire general liability insurance. Private individuals should acquire insurance through our vendor, the Event Helper, while organizations can purchase the insurance from our vendor or acquire a Certificate of Liability from their insurance agent. **Insurance is only mandatory if you are serving alcohol during your event.** If you intend to provide alcohol service at your event, you must abide by the Walters Alcohol Policy and OLCC rules.

AUDIOVISUAL REQUIREMENTS *(check all that apply)* No AV Required

Does your event require/include:

Hand-held microphone *How many?* ____ Lapel microphone *How many?* ____ Podium with attached microphone

Recorded music/playlist Large projector & screen Portable projector & screen

(theatre only)

Please describe _____

Will your event include Specialty AV such as:**

Live music or performance Outdoor ceremony or presentation Outdoor music performance

Please describe _____

*All AV must be confirmed and approved 1 month prior to the event date. Availability of Specialty AV may be limited if the event is less than 2 months out. **There will be an additional fee for Specialty AV as these items require an AV Tech and additional equipment and support.*

HOW DID YOU HEAR ABOUT OUR VENUE?

Internet Search Walters Website/Eblast Facebook/Instagram

Family/Friend Attended a previous event at venue Magazine/Other Publication

Wedding/Event Planning Site *(please specify)* _____

Other _____