

## RENTAL GUIDELINES - WALTERS CULTURAL ARTS CENTER

527 E Main St, Hillsboro OR 97123 | 503.615.3485 | [Hillsboro-Oregon.gov/WaltersRentals](https://Hillsboro-Oregon.gov/WaltersRentals)

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It is the goal of the staff of the Walters Cultural Arts Center to help you have an enjoyable and successful event in our facility. Please read the following guidelines to help ensure that you understand and can comply with the rules and procedures applicable to the rental of our facility. **If you have any questions, contact our Rental Coordinator at 503-615-3485.**

### Rental Hours:

- The Walters Cultural Arts Center is available for rental throughout the week. Private rentals are available on Saturdays and Sundays, as our facility is closed to the public.
- Evening rentals must end by 11 pm to allow an hour for clean-up. The building closes at midnight.
- Please refer to our Rental Rate Sheets for information about our rental packages, rates, amenities, and rental hour minimums.

### Rental Procedure

- Reservations can be made at least one year in advance of the requested use date. Booking dates farther than one year out is possible but will need to be discussed on a case-by-case basis.
- To book a rental date, you must first fill out our Facilities Rental Application. Applications are processed as they are received, so the best way to book a specific date is to finalize your Facilities Rental Application as soon as possible.
- To finalize your rental booking, you must pay a reservation fee (equal to 10% of your rental fees) and return your signed contract. Payment is not required until you reviewed and signed your contract.
- After finalizing your rental booking, you can increase your rental time (by the hour) and add on rental spaces. This should be confirmed with the Rental Coordinator prior to your final payment due date on your contract.

### Moving the Date of Your Event

- If you would like to change the date of your rental after your contract has been signed, a \$50 transfer fee will be applicable. Changing the date of your rental will be subject to availability of the space and is not guaranteed.

### Payment Policy

- Upon booking your rental, a non-refundable reservation fee equal to 10% of the full rental fees is required. The remaining rental fees are due 30 days prior to your event date.
- **If you are booking your event less than 30 days prior to the event date**, full payment is required at the time of booking.
- We accept cash, check, and credit card payments. Checks should be made out to "City of Hillsboro." Visa, Mastercard, American Express, and Discover Card are accepted.

### Damage Deposit

- We require a damage deposit of \$250 for every rental. This covers the possibility of damages during your event. It may also be used to compensate for the use of inappropriate decorations, for the use of Specialty Audiovisual Services not paid for prior to the rental, and for exceeding the time of the rental beyond the time paid for in advance, including early arrival and/or late departure.
- In regards to damage to the building itself, its equipment, and anything housed inside the building, the renter may be responsible for expenses beyond the standard damage deposit if the damage incurs expenses or fees greater than the initial deposit.
- The Walters is home to an art gallery. If any artwork is damaged during a rental, this could incur costs beyond the standard damage deposit, **whether or not** the Gallery space was included in your rental.
- If building and equipment are left in satisfactory condition after your rental and there are no other additional charges for your rental (as listed above), your security deposit will be refunded to you.

### Cancellation Policy

- Once you've paid the initial reservation fee to book your rental, it will not be refunded if your rental is canceled.

- If your rental is canceled within 48 hours of the rental date, your entire rental fee will be forfeited.
- Due to unforeseen circumstances, the City of Hillsboro reserves the right to reschedule and/or cancel the facility reservation. In the rare event that should occur, your rental fees will be refunded in full.
- If the Walters is closed due to inclement weather, your rental date will be rescheduled at no cost to you. If a suitable date cannot be identified, you will be refunded in full.

**Contacting Walters Staff the Day-of Your Weekend Rental**

- Our facility is closed to the public on the weekends. Our staff will arrive in time to open the building for your rental time and will not be on-site prior to that time.
- **If you have an emergency on the day of your weekend rental** (or in the rare occurrence that you were to arrive at the Walters for your weekend rental time, and there is not a staff person to greet you), **please call the Shute Park Aquatic and Recreation Center (SHARC) at 503-681-6127**. The SHARC reception desk will contact our on-call weekend staff on your behalf.

**Important Deadlines**

<b>At the time of initial booking:</b>	<ul style="list-style-type: none"> <li>• Initial rental package booked</li> <li>• Rental contract signed</li> <li>• Payment of reservation fee (10% of your total rental fees)</li> </ul>
<b>2 months prior to your event:</b>	<ul style="list-style-type: none"> <li>• Specialty audiovisual (AV) support requested and details finalized.</li> </ul>
<b>1 month prior to your event:</b>	<ul style="list-style-type: none"> <li>• All audiovisual (AV) needs confirmed.</li> <li>• Rental add-ons confirmed (including additional rental time and spaces)</li> <li>• Proof of renter’s general liability insurance for alcohol service</li> <li>• Proof of general liability insurance from event vendors (caterers, equipment rentals, bartender, etc.)</li> <li>• Safety Permit application submitted to Hillsboro Fire Department for outdoor tents, use of BBQ or food trucks, and other special event circumstances.</li> <li>• Discussion of floor plan and set-up options</li> <li>• Final payment of your rental fees</li> <li>• Rehearsal time and AV consultations scheduled</li> </ul>
<b>1 week prior to your event:</b>	<ul style="list-style-type: none"> <li>• Finalize floor plan</li> </ul>

**Staffing for Your Event**

- Facility Supervision will be assigned by the Walters to monitor your event, inspect the facility at the conclusion of the event, and ensure that the rental complies with all rules and guidelines.
- Our staff will not provide cleaning services for your event. Please review our clean-up procedures for more information about your responsibilities.
- Specialty audiovisual support will require specialized staff, so we ask that you confirm the use of Specialty AV two months prior to your rental date. If your event is less than 2 months out, we will do our best to accommodate your request, but we cannot guarantee that this service can be provided.

**Day-of Supervisor**

- There must be one person designated as the Day-of Supervisor for your rental. This person does not need to be the same person as the renter, but **must be present for the entire duration of the rental** as they will be responsible for ensuring that our rental policies are being followed during your rental, along with supervising clean-up and checking out with staff at the end of the rental.
- The Day-of Supervisor will be the main point-of-contact for Walters’ staff and will be asked to handle any issues that come up during your rental time.

**Scheduling Set-up and Clean-up time**

- Your set-up and clean-up time must be included in your rental booking. You will not be able to start setting up for your event before your rental time, and clean-up must be complete by the end of your rental time.
- Additional fees will incur if your rental time is extended to accommodate set-up and clean-up.

- Our staff is responsible for setting up and taking down all tables, chairs, and AV equipment. You are responsible for all other clean-up.

## Audiovisual Support

<b>Basic AV Support Includes:</b>	<ul style="list-style-type: none"> <li>• Setting up hand-held and wireless microphones</li> <li>• Setting up the podium with attached microphone</li> <li>• Connecting your laptop to our projector and screen</li> <li>• Connecting your iPod to our sound system</li> <li>• Sound check of all AV equipment</li> <li>• Brief tech rehearsal of presentations, slideshows, and videos.</li> </ul>
<b>Specialized AV Support Includes:</b>	<ul style="list-style-type: none"> <li>• Support for live music, dance, or theatre performances</li> <li>• Extensive tech rehearsals for live performances or presentations</li> <li>• Cued lighting</li> <li>• Support for an outdoor music or other performances</li> </ul>

- The audiovisual needs for your event must be finalized one month prior to your event.
- Amplified music must be kept at 85 decibels or lower. Our staff will measure the decibel levels and ask you to lower the volume as needed.
- **Music must end by your event end time** (not your departure time after clean-up).
- If you are bringing in a DJ for your event, please keep our Rental Coordinator informed about who will provide this service. DJs must follow our guidelines for amplified music, even if they are not using our sound system.
- If you are using our projector and screen, you will need to bring your own laptop, along with all accompanying adaptors and cords. Our staff will assist with connecting your laptop up to our system, but you will need to provide someone to run the presentation.
- AV support is not included in your complimentary rehearsal time.

## Alcohol Service & Insurance

- If you plan to serve alcohol at your event, you must follow our **Alcohol Usage Policy**. Please read the policy carefully as it provides important guidelines that you need to follow for your event.
- **Insurance is mandatory if you are serving alcohol during your event and have 50 or more guests. You are also required to have a licensed OLCC server for your rental.**
- Private individuals need to purchase insurance through our vendor, The Event Helper ([www.theeventhelper.com#mPF8D7](http://www.theeventhelper.com#mPF8D7)).
- Businesses or organizations may provide insurance through their provider, but please consult with our Rental Coordinator on the details required.
- Depending on your event details, you may be required to have an OLCC licensed bartender.
- **No hard alcohol can be served**—only beer, wine and champagne are allowed.
- **Alcohol service must end 1 hour before your event end time** (not your departure time after clean-up).
- If you are serving alcohol and you either require payment or purchase or accept donations of money (including a tip jar or ticket for the event), please contact **OLCC at 503-872-5198** immediately for further information before you proceed. You may be required to have special permits.

## Caterers/Bartenders

- You are allowed to use any service provider you would like for catering and bartending services. Please keep our Rental Coordinator informed about who will be providing these services.
- Bartenders are expected to follow our **Alcohol Usage Policy** as well as OLCC laws. Ask our Rental Coordinator for a copy of this policy as needed.
- Bartenders need to show a copy of their server license to the Facility Supervisor on staff for your event, before they start pouring for your event.
- Caterers and bartenders must provide a copy of their general liability insurance before they arrive for your event.

## Decoration Guidelines

- Only freestanding decorations are permitted. Do not affix anything to the ceiling, walls, windows, or floor. Tacks, nails, staples, putty, and tape are prohibited. Use of such items will be considered damage to the building and may affect the return of your security deposit.
- Some hooks and brackets are provided in the Walters Theatre for hanging lights, garlands, and decorations.
- If you plan to hang lights, garlands, or other decorations, you will need to provide all equipment (including your own ladder) and labor, as well as request sufficient time in your rental booking for set-up and take down.
- **The following items are not permitted inside the facility or on the grounds:** fireworks/sparklers, rice, birdseed, glitter, silly string, dance wax, helium balloons, real flower petals (indoors), fog machines, or other similar items.
- **The use of live candles is prohibited.** Battery-operated candles are approved for use.

## Equipment Guidelines

- Refer to the Walters Rental Equipment List for details about the tables, chairs, kitchen and sound equipment available to you during your rental.
- The Walters does not provide linens, tableware, serving utensils, serving dishes, or coffee service equipment. These items must be provided by the renter, caterer or another outside vendor.
- Any dishware, linens, utensils and serving equipment found in the kitchen cabinets and drawers **are not** available for your use.
- The use of chocolate fountains is allowed, but can only be placed in the theatre, away from carpeted areas.
- Use of a barbecue, food trucks, or other outdoor cooking sources outside of the kitchen are only allowed in certain areas and are subject to **approval by the Cultural Arts Manager**.
- Heating equipment for warming food (such as a crock pot or use of Sterno) is permitted. Sterno can only be used for its intended use and not for novelty usage, such as a s'mores bar.
- Propane can only be used with **approval by the Cultural Arts Manager**. If approved, it can only be onsite during your rental time, can only be used outside, must be locked up when unattended, and must leave with you at the end of your rental.
- To avoid potential damage to artwork, use of heating equipment for warming food in the Walters' Gallery is limited to certain areas. Discuss your options with our Rental Coordinator prior to your rental date.
- Use of tents, canopies or other specialty equipment in our outdoors spaces is subject to **approval by the Cultural Arts Manager**. Bounce houses and other inflatables are not permitted.
- Once approved, tents and canopies must be held down with weights. Stakes are not permitted.
- Equipment rental vendors must provide a copy of their general liability insurance before they arrive for your event.
- The Walters provides **indoor-only** tables and chairs for all of our private rentals. Please speak to our Rental Coordinator to learn about the equipment available for your use. Outdoor chairs and tables must be provided by renter or outside vendor for any set-up on the East Lawn or Outdoor Terraces.
- A **Public Safety Permit** must be received from the Hillsboro Fire Department to be able to set-up tents and canopies in our outdoor spaces. It is also required for any use of food trucks, barbecues, or other outdoor cooking sources. You must submit an application directly to the Fire Department **at least 30 days prior** to your event date. To learn more and to download an application, go to: [www.hillsboro-oregon.gov/our-city/departments/fire/fire-prevention/code-compliance](http://www.hillsboro-oregon.gov/our-city/departments/fire/fire-prevention/code-compliance).

## Equipment, Decoration, and Flower Deliveries

- If you are having equipment and/or decorations delivered to the Walters by an outside vendor, please make arrangements for delivery to take place during your rental time. We are a multi-use facility with back-to-back events throughout the week and a limited amount of storage.
- All equipment and decorations must be picked up by outside vendors or be taken with the renter at the end of the rental time. If equipment and decorations are left behind after your event, this could delay the return of your security deposit until all items are claimed or picked up by the outside vendor.
- The Walters will not be held responsible for any damage to any equipment left behind after your rental time or if any items are missing.
- If you are having flowers delivered for your event, please make arrangements for delivery to take place during your rental time. We are a multi-use facility with back-to-back events throughout the week and a limited storage.

- If you anticipate flower deliveries from guests, please make them aware of our delivery policy.
- We are closed to the public on the weekends and cannot accept flower deliveries outside of your rental time.

### **Portable Stage Stairs and ADA Ramp for Theatre**

- There is a set of portable stairs leading up to the stage in the Walters Theatre. These stairs can be moved at your request along the stage to accommodate your event and decorating plans. We can also remove these stairs entirely at your request. The stage can still be accessed through a set of side stairs.
- **The black metal handrails must remain on the stairs at all times per Safety Requirements for our facility.** You are welcome to wrap the handrails with garlands or fabric to match your decorations.
- Only Walters' staff can move/remove these stage stairs. Please ask the Facility Supervisor for assistance if you need help moving the stairs during your rental.
- The Walters' has a ADA-approved ramp that can be provided as needed for access to the stage. This ramp will require specialized set-up prior to your rental, so you will **need to confirm usage with our Rental Coordinator at least two weeks before your rental date.** Once in place, the ramp will be required to remain throughout the entire rental period.

### **Parking**

- The Walters parking lot is available for the use of renters and their guests. We have 53 parking spots along with reserved parking for individuals with disabilities and electric vehicle charging stations.
- Weekday evening rentals after 5 pm and weekend rentals may also use the Hillsboro Eye Clinic parking lot across Main Street for overflow parking. There is also ample street parking in the neighborhood.

### **Smoking**

- Smoking, vaping and tobacco use is prohibited on Walters property, including the terraces, patio, lawn, and parking lot.
- If there are smokers at your event, they will need to go out to the sidewalk that runs in front of the building, parallel to East Main Street.

### **Children**

- Children are welcome to attend private rentals in our facility, but must be supervised at all times.
- If any guest (child or otherwise) causes damage in our facility during your rental, fees will be deducted from your security deposit, regardless of their relation to the renter.
- Children must be supervised when using the elevator. If children are playing on/with the elevator and cause the elevator's use to malfunction, the renter may be responsible for services fees incurred.

### **Service Animals & Pets**

- Service animals specifically trained to aid a person with a disability are welcome.
- Pets are not allowed in our facility, in parked cars in our parking lot or along the adjoining street, or tied to a tree unsupervised.

### **Weapons and Firearms**

- The Walters strictly prohibits entry to persons possessing firearms or other dangerous weapons (ORS 166.370).

### **Clean-Up Procedures**

- You are responsible for cleaning the facility before leaving and clean-up time must be calculated in your total rental time.
- The building should be left the way that you found it, including
  - Removing all decorations and any other items brought to the facility for your event.
  - Leaving the kitchen area clean, removing all food and beverages from the refrigerator, wiping off the counters, appliances, and turning off all equipment.
  - Clearing tables of crumbs and other items and damp-wipe, if needed.
  - Sweeping and cleaning all floors, cleaning up any spills and mopping if necessary.
  - Vacuuming carpeted areas, if necessary.
  - All garbage should be bagged and placed in the dumpster located at the back of the building in the parking lot. Place new liners in garbage cans.

- Large trash cans are provided in the kitchen for easier clean-up and for use by catering staff. Metal trash cans in the event spaces should only be used by guests during the event. Misuse of the trash receptacles that requires additional clean-up by Walters' staff could affect the return of a portion of your security deposit.
- The Walters Cultural Arts Center recycles clean paper, aluminum cans and glass bottles. You may take your recycling with you or place it in the appropriate recycling container provided in the kitchen and lobby areas.
- Please immediately report any damage to the Facility Supervisor.
- The Walters reserves the right to deduct from the damage deposit any amount necessary up to the full damage deposit to compensate for the use of inappropriate decorations or candles; for the use of Specialty Audiovisual Services not paid for prior to the rental; and for exceeding the time of the rental beyond the time paid for in advance, including early arrival and/or late departure. In regards to damage to the building itself, its equipment and anything housed inside the building, the renter may be responsible for expenses beyond the standard damage deposit if the damage incurs expenses or fees greater than the initial deposit.

### **At the End of Your Rental**

- At the end of your rental, the Facility Supervisor staffing your rental will inspect the facility with your appointed Day-of Supervisor and fill out a Facility Settlement Form with their findings.
- Any additional expenses that incurred the day of your rental, as well as any potential damages will be noted on the Settlement Form, to be reviewed by the Cultural Arts Manager.
- Once all of the guests have vacated the building, both the Facility Supervisor and the renter (or renter's designated supervisor) will sign, date and indicate the time on the Facility Settlement Form.
- In the week following your rental, our Rental Coordinator will review your Facility Settlement Form and follow up about any damages or outstanding expenses as needed.
- The refund of your security deposit will be processed in the week following your rental, as long as are no outstanding expenses or damages to consider.