

## Facilities Rental Application - Jackson Bottom Wetlands Preserve

2600 SW Hillsboro Hwy, Hillsboro OR 97123 | 503-681-6206 | JacksonBottomRentals@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 Jackson Bottom Wetlands staff (does not need to be the same person as the renter). Staff will only open doors to renter or Day-of Supervisor.*

### 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 your group has exited the building at the contracted event end time. Final details and full payment are due no later than 30 days prior to your event.

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

Jackson Bottom Wetlands Nature Center is available for rentals Fridays 5 – 11 pm, Saturdays 2 – 11 pm, and Sundays 7 am – 11 pm. For all other days and times please contact the Rental Coordinator.

**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: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Total Hours of Use: \_\_\_\_\_ Maximum Attendance: \_\_\_\_\_

### Rental Event

Wedding/Reception  Memorial Service  Birthday Celebration  
 Meeting/Training  Other: \_\_\_\_\_

### Rental Rates

\$85/hr – Hillsboro Resident  \$125/hr – Non-resident  \$70/hr – Non-profit Organization  
 (501(c)(3) letter required)

### Rental Space

The classroom has a maximum capacity of 50 persons, depending on the layout of tables and chairs. The covered deck has a capacity of 50 persons. Together the maximum capacity cannot exceed 100 persons.



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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, or heating appliances?  Yes  No  TBD *(Candles or any open flame must be pre-approved)*

Please describe: \_\_\_\_\_

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

Please describe: \_\_\_\_\_

**Insurance Requirements:** The City of Hillsboro 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 City of Hillsboro Alcohol Policy and Oregon Liquor and Cannabis Commission (OLCC) rules.

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

**Does Your Event Require/Include:**

- Television
- Soundbar
- WiFi Access

**Note: Renter is required to bring own laptop/device, along with all accompanying adapters and cords, including HDMI cable.**

Please describe: \_\_\_\_\_

## How Did You Hear About Our Venue?

- Internet Search
- City Website/Eblast
- Facebook/Instagram
- Family/Friend
- Attended a Previous Event at Venue
- Magazine/Resource Guide
- Wedding/Event Planning Site *(please specify)*: \_\_\_\_\_
- Other: \_\_\_\_\_

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