

## FACILITIES RENTAL FORM - WALTERS CULTURAL ARTS CENTER

527 E Main St, Hillsboro OR 97123 | 503.615.3485 | 503.615.3484 (fax) | 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

*If alcohol service is a part of your event, please ask for a copy of our Alcohol Policy as you are required to follow OLCC rules.*

Use of candles, heating appliances or open flame?  Yes  No  TBD *(manager approval required)*

*Please describe* \_\_\_\_\_

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

*Please describe* \_\_\_\_\_

**INSURANCE REQUIREMENTS:** The Walters recommends that all event hosts acquire insurance. Private individuals should acquire insurance through TULIP (Tenant User Liability Insurance Program), 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.** 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:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Hand-held microphone <i>How many?</i> ____ | <input type="checkbox"/> Lapel microphone <i>How many?</i> ____         | <input type="checkbox"/> Podium with attached microphone                        |
| <input type="checkbox"/> iPod/CD player hook-up                     | <input type="checkbox"/> Large projector & screen <i>(theatre only)</i> | <input type="checkbox"/> Portable projector & screen <i>(lobby and gallery)</i> |
| <input type="checkbox"/> Slideshow, PowerPoint or Video             | <input type="checkbox"/> Multiple presenters or speakers                | <input type="checkbox"/> Audience Q & A session                                 |

*Please describe* \_\_\_\_\_

Will your event include Specialty AV\*\* such as:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Live music, dance or theatre Performance(s) | <input type="checkbox"/> Audio for outdoor presentation or ceremony | <input type="checkbox"/> Audio for outdoor music performance |
|--|---|--|

*Please describe* \_\_\_\_\_

*All AV must be confirmed and approved 2 months prior to the event date. Availability of Speciality AV may be limited if the event is less than 3 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?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Internet Search   | <input type="checkbox"/> Walters Website/Eblast             | <input type="checkbox"/> Facebook/Twitter        |
| <input type="checkbox"/> Family/Friend   | <input type="checkbox"/> Attended a previous event at venue | <input type="checkbox"/> Magazine/Resource Guide |
| <input type="checkbox"/> Wedding/Event Planning Site <i>(please specify)</i> _____ |   |  |
| <input type="checkbox"/> Other _____   |   |  |