

## RENTAL GUIDELINES - WALTERS CULTURAL ARTS CENTER

527 E Main St, Hillsboro OR 97123 | 503.615.3485 | 503.615.3484 (fax) | [Hillsboro-Oregon.gov/WaltersRentals](https://Hillsboro-Oregon.gov/WaltersRentals)

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. Please make sure that the person you have designated on your [Facilities Rental Form](#) to supervise your event has a copy of these Guidelines.

### Rental Hours:

- The Walters Cultural Arts Center is available for rental throughout the week. The Walters is closed to the public on Saturdays and Sundays, allowing for private rentals in our facility.
- Rentals that take place on the weekends and/or outside of normal business hours are subject to special pricing. Please refer to our Rental Packages & Rates Sheets for information about rental rates and rental hour minimums.
- Weekday meetings & trainings that take place during normal business hours (Monday - Thursday: 9 am – 9 pm and Friday: 9 am – 5 pm) are discounted. Please refer to our Rental Packages & Rates Sheet for more information.
- Evening rentals must end by 11 pm to allow an hour for clean-up. The building closes at midnight.

### Rental Procedure

- Reservations for the use of the Walters Cultural Arts Center for private rentals and corporate events are made up to one year in advance of the requested use date. Reservations for non-profits are made up to 6 months in advance of the requested use date.
- To book a rental date, you must first fill out our Facilities Rental Form. We are unable to hold a rental date without the submission of this Form. Applications are processed as they are received, so the best way to book a specific date is to finalize your Facilities Rental Form 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. This reservation fee is non-refundable, but will be applied toward your total rental fees.
- Even after you have signed your rental contract, you can increase your rental time (by the hour) and add on rental spaces.
- **For more information, contact our Rental Coordinator at 503-615-3485.**

### 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 rental fees is required. Full payment for your rental is due 30 days prior to your event.
- **If you are booking your event less than 30 days prior to the event date**, full payment will be required at the time of booking.
- We accept cash, checks and credit cards as payment methods. Checks should be made out to “City of Hillsboro.” Visa, Mastercard 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 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.
- 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. Refunds can take between 3 days to 4 weeks depending on your method of payment.

### 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. If your event is canceled before this time frame, your rental fees will be returned, minus your reservation fee.
- Due to unforeseen circumstances, the City of Hillsboro reserves the right to reschedule and/or cancel the facility reservation. In the **extremely rare** event that should occur, your rental fees will be refunded in full.
- **Cancellations due to weather:** 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 to take phone calls prior to that time.
- In the **extremely rare occurrence** that you were arrive at the Walters at 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.
- **If you have an emergency on the day of your weekend rental and need to contact Walters staff before your event, 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 and relay your message.

### Important Deadlines

<b>At the time of initial rental booking:</b>	<ul style="list-style-type: none"> <li>• Initial Rental Package must be chosen for your rental</li> <li>• Signed Rental Contract</li> <li>• Specialty Audiovisual Support requested. (See Audiovisual Support guidelines on page 3)</li> <li>• Payment of Reservation Fee (10% of your total rental fees)</li> </ul>
<b>3 months prior to your event:</b>	<ul style="list-style-type: none"> <li>• Specialty Audiovisual Support finalized. (See Audiovisual Support guidelines on page 3)</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 Space Add-ons confirmed (see our Rental Packages &amp; Rate Sheet for more details)</li> <li>• Proof of Insurance for Alcohol Service (see our Alcohol Usage Policy for more details)</li> <li>• Floor Plan &amp; Set-up information</li> <li>• Final Payment of your rental fees</li> </ul>
<b>1 week prior to your event:</b>	<ul style="list-style-type: none"> <li>• Last minute additions to floor plan &amp; audiovisual finalized</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 on page 5 for more information about your responsibilities in this regard.
- Specialty Audiovisual Support will require specialized staff, so we ask that you confirm the use of Specialty AV at the time of booking. If your event is less than 3 months out, we will do our best to accommodate your request, but we cannot guarantee that this service can be provided.

### Scheduling Set-up and Clean-up time

- Your set-up and clean-up time must be included in your rental booking. Please think carefully and book the appropriate amount of time necessary for your event. 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. Please read our Clean-up Procedures on page 5.

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

## Audiovisual Support

<b>Basic AV Support Includes:</b>	<ul style="list-style-type: none"> <li>• Setting up hand-held and wireless microphones for your event</li> <li>• Setting up the podium with attached microphone</li> <li>• Connecting your laptop to our projector &amp; screen</li> <li>• Connecting your iPod or CD player 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>• AV Tech to run a presentation, slideshow or video</li> <li>• Cued lighting</li> <li>• Support for an outdoor presentation or ceremony</li> <li>• Support for an outdoor music or theatre performance</li> </ul>

- The basic audiovisual needs for your event must be confirmed one month prior to your event. Please refer to our Rental Packages & Rates Sheet for information about our Basic AV support.
- No amplified music without the prior approval of the Cultural Arts Program Manager. If approved, music must be kept below a specific decibel level. Discuss these details with the Rental Coordinator.
- If you so choose, you are allowed to use any DJ that you prefer 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. Our AV technician can discuss these guidelines with your chosen DJ as necessary.
- If you are using our projector & screen, you will need to bring your own laptop. Our staff will assist with connecting your laptop up to our system, but you will need to provide someone to run the presentation. If you would like our staff to run a presentation, additional fees may be required.

## Alcohol Service & Insurance

- If you are serving alcohol, always contact the OLCC in advance of your event. This will help you to have up-to-date information on their requirements for alcohol service. **Contact the OLCC at 503-872-5198 or [www.oregon.gov/OLCC](http://www.oregon.gov/OLCC).**
- If you plan to serve alcohol at your event, you must follow our **Alcohol Usage Policy**. Read the policy carefully as it specifies whether you are required to purchase insurance for your event and whether you are required to have a licensed OLCC server.
- **No hard alcohol can be served—only beer, wine and champagne are allowed.**
- The Walters recommends that all renters acquire insurance. Private individuals can acquire insurance through The Event Helper ([www.theeventhelper.com#mPF8D7](http://www.theeventhelper.com#mPF8D7)). Organizations should acquire a Certificate of Liability from their insurance agent.
- **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)).**
- If attendance is **49 or fewer people**, no insurance and no licensed server is required.
- If you are serving alcohol and you either require payment or purchase, or accept donations of money (including a tip jar), 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.

- Use of a barbecue or other cooking sources outside of the kitchen is prohibited.
- Heating equipment for warming food (such as a crock pot or use of Sterno) is permitted.
- Bartenders are expected to follow the **Walters 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.

### Kitchen Amenities & Use

- The Walters Kitchen has a number of amenities available for renters, including: catering refrigerator, ice machine, coffee pot, standard size stove/oven for reheating food, standard-sized microwave & toaster oven and ample counter space for final preparations.
- There is a standard-size freezer available by special request only.
- The Walters does not provide tableware, serving utensils, serving dishes, or coffee service equipment. Any utensils and serving equipment found in the kitchen cabinets and drawers is not available for your use.

### Decoration and Equipment 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 twinkle lights, flower garlands, crepe paper and other decorations. Ask our Rental Coordinator to point these out when you tour our rental spaces.
- **The use of rice, birdseed, glitter, silly string, dance wax, helium balloons, real flower petals, fireworks, sparklers or other similar items is not permitted inside the facility or on the grounds.**
- **Use of tents, canopies or other specialty equipment in our outdoors spaces is subject to approval by the Cultural Arts Program Manager. Bounce houses and other inflatables are not permitted.**
- **The use of candles must be approved by the Cultural Arts Program Manager.** Candles will only be approved if they are set in a base that does not permit the candle to tip over or for wax to escape onto furniture or flooring. Tall tapers are only allowed if they are enclosed in glass (such as in a hurricane enclosure).
- **The Walters does not provide linens, tableware, or coffee service equipment. These items must be provided by the renter, caterer or another outside vendor.**
- 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.

### Equipment and Decoration 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. Note: On rare occasions, some equipment and/or decorations can be dropped off the night before your rental, but only with prior approval by and coordination with our Rental Coordinator.
- 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.

### Flower Deliveries

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

## Portable Stage Stairs in 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 black metal handrails must remain on the stairs at all time per Safety Requirements for our facility. DO NOT remove these handrails.
- You are welcome to wrap the handrails with garlands or fabric to match your decorations. If you find that the handrails are a distraction, we remove the stairs entirely. The stage can still be accessed through a set of side stairs. Ask our Rental Coordinator to show you these alternate stairs when you tour the rental space.
- Only Walters staff can move/remove these stage stairs. Please let our Rentals Coordinator know if you would like them moved or removed for your event.
- If you decide to move/remove the stairs on the day of your event, please ask the Facility Supervisor to move/remove them.

## 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 along the adjoining street or in our parking lot; 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).

## At the End of Your Rental

- There must be one person designated on the Facility Rental Application to supervise your rental. This person does not need to be the same person as the renter, but **they must be present for the duration of the rental**. The Facility Supervisor will inspect the facility with the renter or renter's designated supervisor at the conclusion of the event 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.

## Clean-Up Procedures

- You are responsible for cleaning the facility before leaving. Clean-up time must be calculated in the total rental time.
- Cleaning equipment is located in the kitchen. Just ask the Facility Supervisor staffing your event for assistance in finding it.
- Remove all decorations and any other items brought to the facility for your event.
- Leave kitchen area clean, remove all food and beverages from the refrigerator, wipe off the counters, appliances, and turn off all equipment.
- Clear tables of crumbs and other items and damp-wipe, if needed.
- Sweep and clean all floors, clean up any spills and mop if necessary. Vacuum 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.
- 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.