



FACILITIES RENTAL FORM

Walters Cultural Arts Center | 527 E Main St, Hillsboro OR 97123 | 503.615.3485 (main) 503.615.3484 (fax)

Name of renter (organization or individual): _____

Person supervising activity: _____
(This person must be present throughout the duration of the event.)

Is the renter a Hillsboro resident? Yes No

Contact Phone: (h) _____ (w) _____ (cell) _____

Address: _____
Street City State Zip Code

Email Address: _____

Event Type: _____
(e.g., wedding reception, birthday party, corporate luncheon, fundraiser, etc.)

Maximum Attendance: _____

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

Arrival Time: _____ Event Start Time: _____ Event End Time: _____ Departure Time : _____
(Rental must end by 12am)

TOTAL HOURS OF USE: _____

Please circle Yes or No for the following activities:

Is this event open to the public? **Yes No**

Will any fees be charged? **Yes No** *(e.g., admission fee, sale of food or alcohol, request for donations)*

Will alcohol be served? **Yes No** *(If yes, you must abide by the WCAC Alcohol Policy and OLCC rules.)*

Will a caterer be used? **Yes No** Caterer's name: _____

Use of audio/visual equipment for slide shows, microphones, PowerPoint or Live Music? **Yes No**
(If yes, there is an additional fee for AV Tech and equipment. Music must end 1 hour prior to the end of rental.)

Use of candles, heating appliances or other open flame? **Yes No**
Please describe: _____
(managerial approval required)

Use of barbeque or other cooking outside of kitchen? **Yes No**
Please describe: _____
(managerial approval required)

Use of tents, canopies, or other speciality equipment? **Yes No**
Please describe: _____
(managerial approval required)



FEE SCHEDULE

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PLEASE CHECK ALL THAT APPLY

		CAPACITY	STANDARD RATE (hourly)	RESIDENT RATE (hourly)	NON-PROFIT RATE (hourly)
<input type="checkbox"/>	Studio Classroom	15	\$30.00	\$25.00	\$20.00
<input type="checkbox"/>	East Lawn	150	\$40.00	\$30.00	\$25.00
<input type="checkbox"/>	Gallery	40	\$60.00	\$50.00	\$40.00
<input type="checkbox"/>	Kitchen	n/a	\$30.00	\$30.00	\$30.00
<input type="checkbox"/>	South Terrace	100	\$40.00	\$30.00	\$25.00
<input type="checkbox"/>	Theater <i>(includes lobby and kitchen)</i>	150 tables & chairs 200 chairs only	\$230.00	\$180.00	\$155.00

		EQUIPMENT RATE	AMOUNT
<input type="checkbox"/>	Chairs (each)	\$1.00	How many?
<input type="checkbox"/>	Tables (each)	\$6.00	How many?
<input type="checkbox"/>	Podium with attached mic	\$50.00	per booking
<input type="checkbox"/>	Microphone	\$30.00	per booking
<input type="checkbox"/>	Wireless Microphone	\$50.00	per booking
<input type="checkbox"/>	iPod hook-up	\$40.00	per booking
<input type="checkbox"/>	Piano	\$100.00	per booking
<input type="checkbox"/>	Projector	\$30.00	per booking
<input type="checkbox"/>	Large Theater Screen	\$50.00	per booking
<input type="checkbox"/>	Portable Screen	\$20.00	per booking

		RATE	AMOUNT
<input type="checkbox"/>	Audio Visual Technician	\$40.00	per hour for total hours of use
<input type="checkbox"/>	Facility Supervision	\$25.00	per hour for total hours of use

INSURANCE REQUIREMENTS

The WCAC 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 WCAC Alcohol Policy and OLCC rules.

DATE RESERVATIONS AND PAYMENT

A **non-refundable deposit equal to 10% of the rental estimate** is required to reserve an event date. All paperwork and full payment are due to the WCAC no later than 30 days prior to the date of your event. Once you have returned your signed contract, you can add time and equipment but you cannot subtract them and get a refund or credit.