

Facilities Rental Application - Jackson Bottom Wetlands Preserve

2600 SW Hillsboro Hwy, Hillsboro OR 97123 | 503-681-6206 | JacksonBottomRentals@Hillsboro-Oregon.gov

Applicant Name: _____ Date of Birth: _____

Organization Name (if applicable): _____

Address: _____
Street City State Zip

Main Phone: _____ Cell Phone: _____

Email: _____

The Day-of Contact 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 Contact.

Day-of Contact Name: _____ Cell Phone: _____

Rental Dates and Times

Reservation availability, Fridays 5 – 11 pm, Saturdays 2 – 11 pm, and Sundays 7 am – 11 pm. For additional times or special requests please contact the Rental Coordinator.

Rental Date: _____ Rental Date: _____
(first choice) (second choice)

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. **Cleanup requires at least 1 hour.** All rentals must conclude by 10 pm to ensure time for cleanup. The building closes at 11 pm. See rental guidelines for more details.

Arrival Time: _____ Clean-up Start Time: _____ Exit Time: _____

Total Hours of Use: _____ Total Number of Guests (all ages): _____

Rental Rates

- \$100/hr – Hillsboro Resident \$140/hr – Non-Resident \$85/hr – Non-profit Organization
(IRS Non-profit letter required)

A **\$200 security deposit** is required to reserve 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.

Rental Space

The classroom has a maximum capacity of 50 persons. During warmer months (April – October), with the use of the covered deck, the facility can accommodate a maximum of 100 persons.

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Event Information

Event description: _____

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.

Is this event open to the public? Yes No TBD

Will fees be charged? Yes No TBD (e.g. admission, food/alcohol sales, 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/live music? Yes No TBD DJ/performer's name: _____

Please describe: _____

Will alcohol be served? Yes No TBD (Must adhere to Alcohol Policy and OLCC rules)

Use of chafing dishes, fuel cans, or heating appliances? Yes No TBD (Candles/any open flame must be pre-approved)

Please describe: _____

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

Please describe: _____

Audiovisual Requirements (AV) (check all that apply)

Does your event require/include:

Television Soundbar WiFi Access No AV Required

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

Please describe: _____

How Did You Hear About Our Venue?

Please describe: _____