



Phoenix Plaza Civic Center

220 N. Main St. | PO Box 330

Phoenix, OR 97535

541-535-1955 ext. 302

bonnie.pickett@phoenixoregon.gov

APPLICANT/ORGANIZATION (PERSON/GROUP RESPONSIBLE) - Please fill in all the information	
Applicant/Responsible Party:	
Organization type: <input type="checkbox"/> Non-Profit/Civic (requires documentation) <input type="checkbox"/> Private Event <input type="checkbox"/> Commercial	
Mailing Address:	City, State, ZIP:
Primary Contact:	
Phone:	Email:
EVENT INFORMATION – Please fill in all the information	
Requested Date:	
Nature of Event:	Room:
Start time (including set-up):	End time:
Estimated Attendance:	
Requesting approval for (check all that apply): <input type="checkbox"/> Alcohol <input type="checkbox"/> Microphones <input type="checkbox"/> Projector <input type="checkbox"/> Wi-Fi <input type="checkbox"/> Sound <input type="checkbox"/> Chairs x <input type="checkbox"/> Tables x (5'x2.5' rectangle)	
Name of licensed server: _____	
FEES (see page 2)	
Room Rental Fee (number of hours x hourly rental fee) _____ hours _____ x fee _____ =	\$
Cleaning Fee (\$110 MP room, \$55 Kanner's Korner, and additional \$55 cleaning for kitchen)	\$
Kitchen Fee (If applicable)	\$
Subtotal	\$
50% Deposit Required with Application	
Remaining 50% Deposit to be paid 30-15 days before event	\$
Alcohol/Security Deposit (If applicable – Refundable if all rules are followed) *check only*	\$
TOTAL FEES	\$
PAYMENT	
Cash, credit card or check accepted for room rental, cleaning and kitchen fees. Separate check required for alcohol deposit (where applicable).	
<p>Please drop off completed application, payment and proof of insurance to City Hall 112 W. 2nd St. or mail to PO Box 330 In Phoenix OR, 97535.</p> <p>Contact us with questions or to discuss your event needs: Phone: 541-535-1955 ext. 302 Email: bonnie.pickett@phoenixoregon.gov Website: phoenixciviccenter.org</p>	
Office Use Only:	
50% Deposit Paid: \$ _____	Receipt #: _____ Initials: _____ Date: _____
Remaining 50% Paid: \$ _____	Receipt #: _____ Initials: _____ Date: _____
Alcohol/Security Deposit Paid: \$ _____	Receipt #: _____ Check #: _____ Initials: _____ Return: _____
Janitor Contacted: Initials: _____ Date: _____ Hours Charged _____	

PHOENIX PLAZA CIVIC CENTER RENTAL FEES						
		Multi-purpose E or W	Multi-purpose E & W Combined	Kitchen Charge	Cleaning Fee	Alcohol Deposit <i>Separate Check</i>
Weekdays: (Monday – Friday daytime)	Non-Profit/Civic	\$35/hr.	\$50/hr.	\$60 plus an additional \$55 cleaning fee	\$110	\$500
	Private Event	\$45/hr.	\$60/hr.	\$110 plus an additional \$55 cleaning fee	\$110	\$500
	Commercial Use	\$60/hr.	\$85/hr.	\$160 plus an additional \$55 cleaning fee	\$110	\$500
Weekends: (Friday evening – Sunday)	Non-Profit/Civic	\$35/hr.	\$50/hr.	\$60 plus an additional \$55 cleaning fee	\$110	\$500
	Private Event	\$60/hr.	\$85/hr.	\$110 plus an additional \$55 cleaning fee	\$110	\$500
	Commercial Use	\$85/hr.	\$110/hr.	\$160 plus an additional \$55 cleaning fee	\$110	\$500

Kanner’s Korner fireside lounge can be rented for \$15/hour with a two-hour minimum and a maximum of 25 people. We require a \$55 cleaning fee for Kanner’s Korner. Please contact us for more details.

GENERAL INFORMATION

Any person at least 21 years of age, or any organized group, may submit an application to reserve the Phoenix Plaza Civic Center. The Civic Center may be reserved for ongoing or for one-time events. **The City, however, reserves the right to cancel any reservation based upon reasonable need or change of circumstances beyond the control of the City. In such case, the City will refund the applicant their fees received for the reservation.**

A completed application, including signatures, along with a **50% non-refundable deposit is required to reserve** the Civic Center. A certificate of insurance, along with the remaining 50% of rental costs and alcohol deposit (if applicable) can be paid 30 days out from the event and is due no less than 15 days out from the event. A new application must be submitted with all appropriate fees for each new date requested or set of ongoing dates. The facilities are not available to rent on City recognized holidays.

The responsible party shall incur all costs and be responsible for damages and liability, including any damages over the amount of the cleaning or alcohol deposit. The renter will provide the City with a certificate of liability insurance in the amount of \$2 million, naming the City of Phoenix, its officers, agents, volunteers and employees as additionally insured. In events with alcohol, the renter will provide the City of Phoenix with a certificate of liability insurance in the amount of \$2 million that will include a liquor rider, as well as name the City of Phoenix, its officers, agents, volunteers and employees as additionally insured. (see page 4 for details).

RENTAL CONFIRMATION

You will receive a receipt via email within 72 hours of your application being processed. City staff will contact you to schedule a walk through of our IT/AV systems and an appointment to pick up keys. No earlier than 48 hours in advance.

FACILITY HOURS OF USE

Events must end by 12:00 a.m., allowing one hour for cleanup. **The building must be vacated by 1:00 a.m. or the deposit will be forfeited.** This will also apply if the event runs later than initially requested.

SPECIAL RESTRICTIONS – AUTOMATIC FORFEITURE OF YOUR DEPOSIT OR BACK CHARGES OF \$250 WILL APPLY

- Smoking and vaping of any kind are prohibited on the civic center property.
- Control of lights and locking/unlocking of doors will be the responsibility of the applicant.
- No open flames of any kind.
- Existing wall decorations may not be removed.
- Do not adhere anything to the walls of the Civic Center.

- **NO GLITTER OR CONFETTI MAY BE USED TO DECORATE THE CIVIC CENTER**

Please note that you will automatically be assessed a \$250 charge for failure to comply with any of the above.

EQUIPMENT

- **The applicant is responsible for room setup.**
- Under no circumstances are chairs, tables, or other equipment to be used on the exterior of the building.
- Equipment, supplies or other products belonging to private groups may not be stored in the facility or on the grounds before or after an event.
- The applicant is responsible for the return of all keys issued. If keys are not returned you will be charged \$30 for replacement of keys.

ALCOHOL

The only use of alcoholic beverages permitted by the City of Phoenix are those activities for which a reservation has been accepted and approved for alcohol use. All alcohol should be served by a server with a valid OLCC service permit. Alcoholic beverages shall be limited to wine and beer. Hard alcohol is not permitted. In the State of Oregon, it is illegal for those under the age of 21 to possess or consume alcoholic beverages. If alcohol is being sold or admission is being charged, event holder must apply for and be approved for a temporary service permit through the OLCC. Absolutely no underage drinking is allowed on or around the premises. The City of Phoenix reserves the right to end alcohol service and/or the event at any time, for any reason, based on staff or police discretion deems this provision is abused. All appropriate OLCC licenses or permits must be obtained and approved two weeks before the event. Events with alcohol require a \$2 million event insurance policy with liquor rider, and additional insured endorsement naming the City of Phoenix, its officers, agents, volunteers and employees as additionally insured. See page 4 for more information. The City requires a \$500 check which will be held as a security deposit. For more information on OLCC requirements, see their website or call 541-776-6191.

CLEAN UP

Your cleaning fee covers event tear-down and clean-up. Services cost \$110 which covers 2 hours of time for our janitorial team. You might be back charged for additional cleaning if the janitorial team was unable to meet the 2-hour timeframe. You are encouraged to assess the event and you are highly encouraged to pick up all garbage and stack chairs to help assure the janitorial team can meet the two-hour time limit. In case of any damages or extraordinary circumstances that require extra cleaning time, you will be billed for the additional time.

CANCELLATION/REFUNDS

If you find it necessary to cancel your reservation, a written request is required, providing the following information: name of the group, the signature of the applicant, date of intended use, mailing address and telephone number. This information may be mailed, emailed, or hand-delivered to the Civic Center. The City of Phoenix cannot issue refunds.

More than 30 days before the date of reservation:

- The 50% non-refundable deposit paid to City will be forfeited

Less than 30 days before the date of reservation (all fees due no less than 15 days from date of event):

- **100% of fees paid will be forfeited**

TO BE COMPLETED BY APPLICANT

I have read, understand, and agree to the guidelines and regulations stated in the afformentioned guidelines. The City of Phoenix reserves the right to cancel or change facility rental agreements when deemed necessary. **Failure to comply with the stated guidelines will be grounds for forfeiting any deposit given, invalidating the facility rental agreement and denying future applications.** I understand that staff may not be available for my event in case of an emergency, extra needs of the facility usage, or equipment failure.

I understand my responsibilities and obligations as outlined above. I also state that I am authorized to sign this statement on behalf of the organization listed below, if applicable.

Applicant's Signature: _____ **Date** _____

Group or Organization: _____

Insurance Information and Release

INSURANCE

Proof of insurance, in the amount of \$2million, naming the City of Phoenix as 'additional insured' is required for all facility reservations that will be serving alcohol, and may be required for other large parties at the discretion of staff. The following insurance documents are required where applicable: (1) Comprehensive General Liability Certificate of Insurance (2) Additional Insured Endorsement. The coverage must specifically name the City of Phoenix, its officers, agents, volunteers and employees as additional insured. In addition, a copy of the additional insured endorsement from your policy, which allows the policy to add additional insured to the current policy, must be included. For events with alcohol, the certificate must include a liquor rider for no less than \$2million. If any money is exchanged at the event for liquor, an OLCC permit may be required. See www.oregon.gov/olcc for permitting requirements. If alcohol is offered for free, the certificate must include coverage for 'Host Liquor Liability' **The certificate must include the following language: (Your name) the City of Phoenix, its officers, agents, volunteers and employees for all claims arising from the use of facilities and/or activity per contract.**

RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT

This is a release of liability and indemnification agreement: special events holder must read carefully before signing.

Event: _____

By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we/I hereby expressly assume all such risks of injury, loss, or damage to us or to any related third party, arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Phoenix, its officers, agents, volunteers and employees, or by any other cause. **(initial here)** _____

We/I have verified the server of alcohol has their OLCC license in good standing and will operate and abide by all federal, state, and local laws. **(initial here)** _____

We/I understand that possession and/or consumption of alcohol without site permission and marijuana (recreational or medical) or the use of illegal substances are prohibited. **(initial here)** _____

We understand and agree that the city of Phoenix, its officers, agents, volunteers, employees and insurance pool are not responsible for health issues related to any foods consumed at the event. **(initial here)** _____

We/I agree to hold harmless and indemnify the City of Phoenix, its officers, agents, volunteers and employees for all claims arising from the use of facilities and/or activity per contract. **(initial here)** _____

We/I further hereby exempt, release, and discharge the City of Phoenix, its officers, agents, volunteers and employees, from any and all claims, demands, and actions for such injury, loss, or damage to us or to any third party, arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Phoenix, its officers, agents, volunteers and employees, or by any other cause. **(initial here)** _____

We/I agree to defend, indemnify and hold harmless the City of Phoenix, its officers, agents, volunteers and employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, court costs, and attorneys' fees, including those arising from any third party claim asserted against the City of Phoenix, its officers, agents, volunteers, employees, insurers, or self-insurance pool, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above-described activities, whether or not caused by our act, omission, negligence, or other fault, or by the act, omission, negligence, or other fault of the City of Phoenix, its officers, agents, volunteers and employees, or by any other cause.

(initial here) _____

We/I hereby acknowledge and agree that said **AGREEMENT** extends to all acts, omissions, negligence, or other fault of City of Phoenix, its officers, agents, volunteers and employees, and that said **AGREEMENT** is intended to be as broad and inclusive as is permitted by the laws of the State of Oregon. If any portion hereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect. **(initial here)** _____

We/I understand and agree that this **AGREEMENT** shall be governed by the federal, state and local laws and that jurisdiction and venue for any suit or cause of action under this Agreement shall lie in the courts. **(initial here)** _____

This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable Special Event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, our successors, representatives, heirs, executors, assigns, and transferees. **(initial here)** _____

IN WITNESS THEREOF, this contract is executed by the Special Events Holder, acting by and through the undersigned, who represents that he or she is properly authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER: _____

SIGNATURE: _____ **DATE:** _____