

EVENT DATE: _____

Renter Contact Information

Name/ Organization	
Email/Phone	
Mailing Address	
City/State/Zip	

Type of Event		Room Requested	
Date of Event		Number of Guests	
Setup Time		Event Time	
		Exit Time	

The City of Hermiston is not responsible for accidents, injury, illness, damage or loss of group or individual property. All groups and individuals using the facility will take appropriate measures to protect, indemnify and hold harmless the City of Hermiston, its governing and advisory boards and all employees against any and all claims for such occurrences as a result of persons attending any function at the facility.

I have read the rental rules and I understand that I am responsible for the conduct of all participants at the above-described facility rental. I hereby agree to be responsible for the safekeeping of the facilities and equipment used for this activity and for payment of all charges above and beyond what damage deposit covers in accordance with standards established by the City of Hermiston.

By signing and initialing below, I am fully aware of all responsibilities as a renter of the Harkenrider Activity Center.

_____ Facility Rental Rules & Regulations _____ Refundable Damage Deposit Information _____ Renter - Cleanup Requirements

_____ Renter Signature _____ Date _____ Organization

An individual signing on his/her behalf, shall be considered the "Renter". A person signing on behalf of an organization, the organization shall be considered the "Renter". A person signing on behalf of an organization, warrants that they have the right to sign for and bind the organization under this Agreement. Any person who signs this Agreement for an organization without authority to bind the organization shall be considered the "Renter" and shall be personally liable for the performance of the terms of this Agreement.

Event dates will not be reserved until the deposit is paid in full. Remainder of balance owed must be paid 30 days prior to event. A \$25 fee will be assessed for all returned or NSF checks.

Cancellation Fee: Cancellations up to 60 days before the event will incur a \$150 charge out of the deposit. Cancellations up to 30-60 days before the event will incur a \$300 charge out of the rental deposit. If the event is cancelled within 30 days of the scheduled date, 100% of paid rent and deposit will be forfeited.

Right to Cancel: The Center reserves the right to cancel an event at any time, at the Center's discretion. In case of Center cancellation, the Renter, nor any third party, shall have the right to claim damages of any kind resulting from the cancellation. The Center may refund rental deposit(s), when appropriate.

Notifying tenants: Center will notify tenants of limited use or closure of other areas in the Center that are in use by other tenants, if necessary, as well as any other negotiated restrictions on access and use. You are expected to be courteous to others. This includes controlling sound levels as to not disrupt other functions that might be held in the other meeting rooms.

ADD-ONS

Table Linens <i>White, Ivory, Black</i> 85" – Round # _____ \$6.00 \$ _____ 114" – Long # _____ \$6.00 \$ _____ Napkins # _____ \$0.50 \$ _____				Hospitality <i>Coffee & Ice Water Access for 30 People</i> \$35 \$ _____ <i>Food Service Supplies</i> \$30 \$ _____ <i>6 Pans, 6 Serving Utensils</i>	
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HARKENRIDER RENTAL FORM

Name: _____

Event Date: _____

TO RESERVE - DEPOSIT AND BOOKING FEE MUST BE PAID IN FULL

LARGE EVENTS

Terrace Level

M-Th: 4p-9p
Fri-Sun 8am-11pm

Price Includes:

- Great Room & Wraparound Deck
- 5hrs / 8hrs
- (28) 8ft Long Tables
- Up to 250 Chairs
- Janitorial

Refundable Damage Deposit		\$250	Fee:	\$_____
Booking Fee		\$50		\$_____
Guests:	<input type="checkbox"/> 101-175	Mon-Th \$475	Fri-Sun \$900	\$_____
	<input type="checkbox"/> 176-250	\$700	\$1,250	\$_____
Non-Profit Org.	<input type="checkbox"/> Yes <input type="checkbox"/> No			\$_____
Day Before Decorating		\$400		\$_____
Available Fri & Sat Only - 9am-3pm				
Table/Chair Setup	<input type="checkbox"/> Renter Setup <input type="checkbox"/> Staff Setup	\$250		\$_____

SMALL GROUPS/MEETINGS

Terrace Level

M-Th: 4p-9p
Fri-Sun: 8a-11p

(Up to 100 people)

Price Includes:

- Great Room & Wraparound Deck
- 8ft Long Tables
- 100 Chairs
- Janitorial

Refundable Damage Deposit		Mon-Th \$100	Fri-Sun \$100	\$_____
Booking Fee		\$25	\$25	\$_____
Full Day (8hrs)		\$500	\$700*	\$_____
Half Day (4hrs)		10a-2p or 4p-8p \$375	\$475*	\$_____
Facility Monitor	<input type="checkbox"/> Yes	\$30/hr	Included	\$_____
Required After 5pm				
Table/Chair Setup	<input type="checkbox"/> Renter Setup <input type="checkbox"/> Staff Setup	\$250		\$_____

*Includes Facility Monitor

Garden Level

M-F: 7a-9p
Sat-Sun: 8a-11p

(Up to 150 people)

Price Includes:

- Lower Level & Outdoor Space
- 6ft Round Tables
- 150 Chairs
- Audio/Video

Refundable Damage Deposit		Mon-Th \$100	Fri-Sun \$100	\$_____
Booking Fee		\$25	\$25	\$_____
Full Day (8hrs)		\$450	\$550*	\$_____
Half Day (4hrs)		10a-2p or 4p-8p \$200	\$265*	\$_____
Hourly – Business Meeting		\$40	N/A	\$_____
Facility Monitor	<input type="checkbox"/> Yes	\$30/hr	Included	\$_____
Required After 5pm				
Table/Chair Setup	<input type="checkbox"/> Renter Setup <input type="checkbox"/> Staff Setup	\$150		\$_____

*Includes Facility Monitor

Board Room

M-F: 7a-9p
Sat-Sun: 8a-11p

(Up to 25 people)

Price Includes:

- Meeting Room
- 8ft Long Tables
- 25 Chairs
- Audio/Video

Refundable Damage Deposit		Mon-Fri \$50	Sat-Sun \$50	\$_____
Booking Fee		\$25	\$25	\$_____
Full Day (8hrs)		\$175	\$275*	\$_____
Half Day (4hrs)		10a-2p or 4p-8p \$100	\$175*	\$_____
Hourly – Business Meeting		\$25	N/A	\$_____
Facility Monitor	<input type="checkbox"/> Yes	\$30/hr	Included	\$_____
Required After 5pm				
Table/Chair Setup	Standard Meeting Setup Included			\$_____

*Includes Facility Monitor

- Balance due 30 days prior to event -



DEPOSIT & BOOKING
FEE PAID

REMAINING
BALANCE DUE \$_____

RENTAL FEE
TOTAL \$_____



255 NE 2ND Street
Hermiston, OR 97838
Ph: 541-667-5018
www.HermistonRecreation.com

HARKENRIDER SENIOR ACTIVITY CENTER RENTALS

RENTAL RULES & EXPECTATIONS

These rules are in place to protect the facility and ensure a safe and successful event. By signing your rental agreement, you accept responsibility for your guests, vendors, and anyone attending your event.

GENERAL CONDUCT & RESPONSIBILITY	<ul style="list-style-type: none">• Renter and guests must obey all posted facility signs and information.• The renter is responsible for the behavior and actions of all guests, vendors, and performers.• The renter must ensure all rules are followed throughout the event, including set-up and clean-up.• The on-site Facility Monitor has full authority to enforce rules, address unsafe or disruptive behavior, and require any guest to leave premises when deemed necessary.• Failure to follow staff instructions may result in event shutdown and forfeiture of all fees and deposits.• Using/occupying spaces that are not rented or listed on the rental agreement is prohibited.
ALCOHOL SERVICE	<ul style="list-style-type: none">• Alcohol service is strictly prohibited.• No alcohol is permitted at this facility.
EVENT TIMING	<ul style="list-style-type: none">• Renters will have access to the rented space at the start time listed on the rental agreement.• All guests, vendors, and belongings must be out of the facility by Exit Time listed on the rental agreement.• A fee of \$50/hour applies after 9pm (M-Th) and 11pm (Fri-Sun).• Deposit will be forfeited after 5 minute grace period after Exit Time.
KITCHEN ACCESS & COOKING RESTRICTIONS	<ul style="list-style-type: none">• Access to the kitchen located on the Terrace Level is strictly prohibited.• All cooking (to include but not limited to: hot plates, propane burners, propane/charcoal/pellet/electrical BBQs) must be used on the paved driveway at least 15 feet away from the facility.• Indoor cooking is strictly prohibited.
DECORATIONS, SPECIAL EFFECTS & PROHIBITED ITEMS	<ul style="list-style-type: none">• No staples, tacks, nails, glue, tape, or any adhesive on walls or pillars.• Confetti, glitter, paint and gum are not permitted.• Fog machines, haze, bubble machines, pyrotechnics, open flame, and fireworks are prohibited.• Balloons must be secured and removed at end of event.• Use only the direct electrical outlets for equipment. No extension cords to other circuits.
CHILDREN & PETS	<ul style="list-style-type: none">• Children must be supervised at all times.• Running, climbing on furniture or structures, or unsupervised roaming is not permitted.• Damage caused by minors is the responsibility of the renter.• Pets are strictly prohibited from the facility and facility grounds.
LIABILITY & FEES	<ul style="list-style-type: none">• Damage to the facility, equipment, furnishings, or grounds will be deducted from the deposit and billed to card on file if costs exceed the deposit.

Acknowledgment

By signing your rental agreement, you acknowledge that you have read, understand, and agree to abide by these rules. Failure to comply may result in loss of deposit and/or charges to card on file.

Event Rental Date: _____

Renter

Date



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Parks & Recreation www.HermistonRecreation.com

HARKENRIDER SENIOR ACTIVITY CENTER RENTALS

Renter – Cleanup Requirements

Failure to complete the required end-of-event cleaning tasks may result in the loss of some or all of the security deposit. The facility must be returned to the same condition in which it was received, including removal of all personal items, proper trash disposal, and cleaning of all spaces used. Any damage, excessive mess, or incomplete cleaning may result in additional fees charged to the renter's card on file.

GENERAL EXPECTATIONS	<ul style="list-style-type: none">• All personal items, decorations, supplies, and rentals must be removed at the end of your event.• The facility must be left in the same condition it was received.• Failure to complete required cleaning may result in loss of deposit and additional charges.		
RENTAL ROOM & COMMON AREAS	<ul style="list-style-type: none">• Collect all trash from tables and floors; take garbage to dumpster.• Remove all decorations (including tape, string, and mounting materials).• Remove all personal belongings — nothing may be left for later pickup.• Wet mop/clean any spills or sticky areas.• Chairs: stack in stacks of 8 and place next to tables.• Do not disassemble or move tables unless approved.		
FOOD SERVICE AREA	<ul style="list-style-type: none">• Remove all food and beverages from the refrigerators and freezer.• Clean any utensils, food containers, or any other items rented from the food service area.• Wipe inside and outside of refrigerator.• Wipe down all counters and work surfaces.• Wash and wipe dry all sinks.• Take all garbage to the dumpster.• If any garbage bags leaked, rinse and wipe out the cans.• No grease, oil, or food waste poured into sinks.• Sweep the floor.		
LINENS (IF RENTED THROUGH THE FACILITY)	<ul style="list-style-type: none">• Remove linens from all tables.• Place used rental linens in blue laundry bags.		
OTHER AREAS	Bathrooms <ul style="list-style-type: none">• No deep cleaning required.• Pick up trash from counters and floors if excessive.• Flush/clear all toilets	Outdoors <ul style="list-style-type: none">• Check parking lot, sidewalks, and landscaping.• Pick up any trash, cups, bottles, or decorations.	Garbage & Recycling <ul style="list-style-type: none">• All garbage must be placed inside the dumpster.• Cardboard boxes must be flattened and placed in the dumpster container.
DAMAGE / REPORTING	<ul style="list-style-type: none">• Any damage to the facility, furniture, or equipment must be reported before departure.• Failure to report damage may result in full deposit forfeiture.		

Acknowledgment

By signing your rental agreement, you acknowledge that you have read, understand, and agree to abide by these rules.
Failure to comply may result in additional charges or loss of deposit.

Event Rental Date: _____

Renter

Date



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HARKENRIDER SENIOR ACTIVITY CENTER RENTALS

CLEANING & DAMAGE DEPOSIT - RETURN GUIDELINES

Your refundable damage deposit is refunded if the facility is left clean, undamaged, and rules are followed.

Violations listed below will result in deductions or full forfeiture.

IMMEDIATE FORFEITURE OF DEPOSIT	<p>Any actions listed here will result in stoppage of event rental and forfeiture of the Refundable Damage Deposit:</p> <ul style="list-style-type: none">• Failure to follow City, State, Federal laws.• Renter refusing to follow rules/staff enforcement procedures• Fire alarm pulled without an actual emergency.• Police dispatched due to disturbance.• Alcohol consumed.• Alcohol brought onto facility property.• Open flame, pyrotechnics, fireworks, or "cold flame" devices used.• Major building damage, including plumbing due to misuse.• Body fluids not cleaned up prior to leaving.• Failure to follow Alcohol Policies.														
FACILITY USE RULES & DEDUCTIONS	<table><thead><tr><th>Violation / Issue</th><th>Deduction</th></tr></thead><tbody><tr><td>Confetti, glitter, or gum on surfaces or floors</td><td>\$100</td></tr><tr><td>Marks, holes, adhesives, or damage to walls</td><td>\$250 & up</td></tr><tr><td>Guests placing feet on walls/pillars causing scuffs</td><td>\$100 & up</td></tr><tr><td>Excessive spills/messes, sticky floors requiring extra labor</td><td>\$50/hr</td></tr><tr><td>Excess trash in parking lot, broken glass, or burn residue</td><td>\$100</td></tr><tr><td>Any other damage to the building, billed hourly for repair</td><td>\$50/hr</td></tr></tbody></table>	Violation / Issue	Deduction	Confetti, glitter, or gum on surfaces or floors	\$100	Marks, holes, adhesives, or damage to walls	\$250 & up	Guests placing feet on walls/pillars causing scuffs	\$100 & up	Excessive spills/messes, sticky floors requiring extra labor	\$50/hr	Excess trash in parking lot, broken glass, or burn residue	\$100	Any other damage to the building, billed hourly for repair	\$50/hr
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CLEAN UP REQUIREMENTS	<table><thead><tr><th>Task - Failure to Perform</th><th>Deduction</th></tr></thead><tbody><tr><td>Remove all trash from Rental Room & Food Service Area and place in dumpster</td><td>\$100</td></tr><tr><td>Break down cardboard and place in exterior dumpster</td><td>\$100</td></tr><tr><td>Rented linens: remove from tables, place in blue mesh bags, and tie shut</td><td>\$100</td></tr><tr><td>Food Service Area Cleaning: Clean/wipe down surfaces, items/utensils used, returning to pre-event condition.</td><td>\$100 + \$50/hr cleanup</td></tr><tr><td>Restrooms: Neat and orderly, with all trash placed in receptacles, no debris on floors or counters, and all toilets flushed.</td><td>\$100 + \$50/hr cleanup</td></tr></tbody></table>	Task - Failure to Perform	Deduction	Remove all trash from Rental Room & Food Service Area and place in dumpster	\$100	Break down cardboard and place in exterior dumpster	\$100	Rented linens: remove from tables, place in blue mesh bags, and tie shut	\$100	Food Service Area Cleaning: Clean/wipe down surfaces, items/utensils used, returning to pre-event condition.	\$100 + \$50/hr cleanup	Restrooms: Neat and orderly, with all trash placed in receptacles, no debris on floors or counters, and all toilets flushed.	\$100 + \$50/hr cleanup		
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As a Renter, by signing this form, I acknowledge and agree to the following:

- I have read and understood the summary of Damage Deposit Returns as stated above.

Event Rental Date: _____

Renter

Date