



PLEASANT RIDGE COMMUNITY HALL
Facility Rental Information

Facility Overview

Address: 7067 SW Canal BLVD, Redmond, OR 97756

Description:

The Pleasant Ridge Community Hall is a wonderful venue for events, including meetings, classes, weddings, and other community gatherings. The main hall area features hardwood flooring and the overflow room has a concrete floor. The hall has a full kitchen making it easy to handle food preparation and limited cooking.

Capacity: 100 people

General Rules & Regulations

Please review the following rules and regulations set by Redmond Area Park and Recreation District. Failure to abide by rules and regulations may result in immediate termination of event and withholding of security deposit and/or additional charges for damage to facility.

Amplified Sound and Noise:

Amplified sound must conform with the Deschutes county sound ordinance and park district rules and regulations. Please be respectful to the surrounding neighbors. No sound should be heard outside of the building. If a RAPRD representative or the Deschutes County Sheriff verify that amplified sound is in violation of the sound rules the rental will be immediately ended and any deposit will be forfeited. If the renter is cited for violation of the Deschutes County sound ordinance, then the renter is responsible for any fines associated with the citation.

Cleaning Requirements:

Renters are expected to return the facility to pre-event layout and cleanliness conditions. All personal items (catering, decorations, event supplies, etc.) must be removed from the facility at the conclusion of the event. Cleaning supplies are provided on-site, and the renter will receive a detailed breakdown of the facility cleaning requirements.

- All garbage, bottles, cans, and trash is to be removed from the PRCH property. This includes the parking lot and grounds.

- All floors to be swept and mopped with a light amount of water, mopping with the grain of the wood.
- All countertops, chairs, and tables are to be wiped clean and sanitized.
- Bathrooms are to be cleaned, including toilets.
- All food, beverages, ice, etc. to be removed.
- Wipe any spills or marks on walls as needed.
- Clean mirrors

Decorations, Set-up & Floor Care:

Renters are responsible for the set-up and take down of tables and chairs.

Items may be attached to the wall with painter tape only. The use of nails, staples, tacks, etc. is prohibited.

Glitter/confetti is not permitted in the hall.

Food and Beverage:

- Renters can have their event catered by the vendor of their choice.
- Renters Supply their own dishes, cups, napkins, and utensils. We encourage the use of recycled and sustainable products.
- Alcohol may be served and required the following:
 - Certificate of Insurance specifying an additional rider for Host Liquor Liability
 - Adherence to OLCC and Deschutes County regulations
 - Selling alcohol requires an OLCC Liquor License
 - Bartenders are required to be licensed
 - No alcoholic beverages outside of the hall.

Rental Hours:

7:00am – 11:00pm

Set up and tear down are to be accounted for in rental duration. The facility needs to be left clean and ready for the next rental when you exit the building no later than 11:00pm.

Insurance:

Renters must provide a certificate of Insurance for General Liability in the amount of \$1,000,000 per occurrence and name Redmond Area Park and Recreation District (PO BOX 843, Redmond, OR 97756) as additionally insured. **The Certificate of Insurance is due no later than 30 days prior to your event.**

Irrigation Canal:

The irrigation canal behind the hall is off limits. Renter agrees to keep children, pets, adults, cars, trash, etc. out of the canal. **A fine of \$250 will be charged for a disregard to this.**

No Fireworks

No Smoking inside the hall

Sanitation:

Renter is responsible for removal of all trash from the facility.

RATES & FEES

Pleasant Ridge Community Hall can be reserved up to 18 months in advance. Rental time must account for set-up and clean-up of facility.

	Hourly	Daily
Commercial – In District	\$50	\$500
Commercial – Out of District	\$65	\$650
Private – In District	\$40	\$400
Private – Out of District	\$52	\$520
Non-Profit – In District	\$20	\$200
Non-profit – Out of District	\$26	\$260

Payment and Deposit:

The rental fee is due at the time of reservation.

The deposit of \$300 (\$200 for a non-profit) is due 30 days prior to the event. The deposit is fully refundable if the renter adheres to the RAPRD rules and regulations, facility cleaning requirements and no damage has occurred at the facility.



Pleasant Ridge Community Hall
Facility Rental Request and Agreement

Dates Requesting: _____

Start Time: _____ End Time: _____ Estimated Attendance: _____

Type of Event: _____

Check all the apply:

- | | | |
|---|--|---|
| <input type="checkbox"/> Amplified sound | <input type="checkbox"/> Serving Food | <input type="checkbox"/> Serving Alcohol |
| <input type="checkbox"/> Charging Admission | <input type="checkbox"/> Food for Purchase | <input type="checkbox"/> Alcohol for purchase |

Primary Contact (Person responsible for rental fees and insurance)

Name: _____

Address: _____
Street Address

City, State Zip

Phone: _____ Email: _____

Mailing address (if different): _____
Address

City, State Zip

Organization (if Applicable)

Name: _____

Phone: _____

Address: _____
Street/Mailing Address City State Zip

Non-profit? Y/N: _____ If Yes, IRS tax ID #: _____

Is this event in partnership with RAPRD? Y/N: _____

Please initial that you agree to the statements below.

_____ I will follow all rules and regulations detailed in the PRCH Rental Agreement.

_____ I will not enter Pleasant Ridge Community Hall until my rental date and time unless I have reserved and paid for additional time.

_____ I will not block the fire exits during my rental (i.e., with tables, chairs, decorations, etc.).

_____ I will not play amplified music at a volume that can be heard outside of the hall.

_____ I will leave the hall clean and ready for the next rental by 11:00pm on my rental date.

_____ I will leave the hall securely locked up when I leave, (i.e., windows closed and locked, back door bolted).

Agreement and Waiver:

I agree to the guidelines/ rules to rent the PRCH and attest that the attached statements are true to the best of my knowledge. I and/or the organization I represent understand that any violation of these agreements will result in forfeiture of deposit, immediate termination of event, and jeopardize future use of District facilities. User agrees to indemnify, defend, and save and hold the District, its affiliates and their respective directors, officers, and employees, and agents of the District harmless from and against any claims (including, without limitation, third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines cost, liabilities (including, sums paid in settlement of claims), interest, or losses, including reasonable attorneys' and paralegal's fees and expenses (including without limitation, any such fees and expenses incurred in enforcing this agreement or collecting any sums due hereunder), costs, consultants' fees and experts' fees, together with all other costs and expenses of any kind or nature that arise directly or indirectly from the use of the facilities by user.

As a condition of use of Redmond Area Park and Recreation District facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant's event against any person on the basis of race, color, creed, national origin, age, gender or disability.

Signature

Date

For Office Use Only:

Rental Request Approved/Denied: _____

Rental Fee Received: _____ Deposit: _____

Insurance Received: _____

Pre-Rental Meeting: _____ Key Check out: _____

Post Event Inspection Completed by: _____

Notes: _____
