



Rental Summary

MILWAUKIE CENTER:

20-30 Guests	75 Guests	150 Guests	200 Guests	250 Guests
One Room	Two Rooms	Three Rooms	Four Rooms	Five Rooms
\$50/\$65 hr	\$65/\$80 hr	\$75/\$95hr	\$95/\$120 hr	\$120/\$145 hr

(Effective 7/10)

Refundable Security Deposit:

South Wing: **\$500** North Wing/Single Space: **\$300**

Additional Costs:

The renter has the choice of cleaning up after their event or they may elect to pay a charge (\$200 south wing, \$150 north wing/single space) for custodial cleaning of their event. If the renter elects to pay for custodial cleaning, the custodian will sweep, mop, vacuum and re-set the tables and chairs. The renter is responsible for removing garbage, taking down decorations, re-setting the couches and upholstered chairs as well as cleaning all equipment used which includes tables, chairs, counter tops and carpet or floor spills.

Exceeding the number of guests allowed at your event is a violation of fire and safety codes and will result in the forfeiture of your entire security deposit.

SARA HITE MEMORIAL ROSE GARDEN:

\$125 per hour for resident	\$2.50 per chair rental (optional)
\$140 per hour for non-residents	
\$300 Refundable Security Deposit	

REQUIRED FOR ALL RENTALS:

Space must be rented for a **minimum of two hours**. Fees will be assessed according to the schedules above. **Note: the first fee is for residents of North Clackamas Parks and Recreation District (Includes: Milwaukie, Happy Valley and Clackamas); the second fee is for out-of-district residents:**

To secure a reservation, completed paperwork must be submitted **along with** a deposit equal to ¼ of the total cost of the scheduled event. The balance of all rental fees is due no later than three weeks prior to the event. Failure to pay all fees on time will automatically cancel the event.

The person requesting the facility use permit must be the primary contact person for the event, and the one responsible for payment, licenses and other event arrangements.

Security Deposit:

The security deposit is refundable if the renter cleans the rental area adequately. **The renter is responsible for all event set up as well as clean up, take down and storage of all equipment. Set-up, decorating and clean-up must take place during the paid permit period.** Any damage, replacement of equipment or extraordinary cleaning after the event will be deducted from the deposit.

North Clackamas Parks and Recreation District (NCPRD) reserves the right to update fees and charges periodically. Reservations already made with deposit to secure the rental will not be affected by rate changes.

Alcohol Service:

The consumption and serving of alcoholic beverages is permitted under the following conditions:

- North Clackamas Parks and Recreation District (NCPRD), as well as the City of Milwaukie, require a permit for the consumption of alcoholic beverages. The permit fee is \$175 and is non-refundable. There is a four hour maximum time limit for alcohol consumption and it must be served only when substantial food is also available. The renter must note on the application the four hour time period that alcohol is being served.
- An alcohol use security deposit is required in the amount of \$300 and is fully refundable minus any cleaning, repairs or replacement of equipment.
- When there is alcohol use at any event, NCPRD requires the renter to provide a certificate of insurance naming NCPRD **as additionally insured** with the following minimum coverage: \$500,000 liability, \$100,000 personal injury and \$25,000 property damage.
- NCPRD may require renters, at their own expense, to provide OLCC licensed servers, retain state certified security officers approved by NCPRD, post a bond or meet other special conditions. NCPRD reserves the right to place restrictions on the use of alcoholic beverage in accordance with State law and City and Center policy.
- **If alcohol is used at an event which is rented as a non-alcohol event, the entire security deposit will be forfeited.**

Receipt of this brief rental summary does not exempt the renter from reviewing the NCPRD Use Permit Rules.