



Center for the Arts Plaza Rental Information & Application for Use

Center for the Arts Foundation
39 NE Kelly
Gresham, OR 97030

(503) 665-7800
www.greshamartsplaza.org

Rental Fee Information

Rental Fee's for the Center for the Arts Plaza are based on the time of year, day of week and time of day. The following schedule can be used to help you determine the potential fees associated with use. Please call the Plaza Director for special rates, non-profit discounts and other questions related to rental.

Full Plaza Rental Rates:

In Season Rates (April 1st - September 30th)

Weekday - Day Rental	\$500.00
Weekday - Evening Rental	\$500.00
Weekend - Day Rental	\$750.00
Weekend - Evening Rental	\$1000.00

Off Season Rates (October 1st - March 31st)

Weekday - Day Rental	\$250.00
Weekday - Evening Rental	\$250.00
Weekend - Day Rental	\$500.00
Weekend - Evening Rental	\$750.00

Day Rental is defined as 6:00 am - 5:00 pm, Evening Rental is defined as 5:00 pm - 11:00 pm. Events are only allowed between the hours of 7:00 am and 10:00 pm.

Note: Your set up and breakdown time must be factored in to your total rental time. If your event is scheduled to end at 5 pm and you will be breaking down the event until 7 pm you will be required to pay both the day and evening rental fees. Likewise, if your event is scheduled to begin at 6 pm however you need access for set up on the Plaza at 12 noon, you are required to pay both the day and evening rental fees. If your event is a multi day event, there is no Plaza rental fee for the overnight portion of your event, however you are required to provide overnight security.

Fee & Refund Policy:

1. A non-refundable application fee of \$35 must be submitted with your application for Plaza Rental.
2. A non-refundable cleaning fee of \$150 must be submitted upon approval of Rental. This cleaning fee will cover all 'normal and typical' cleaning associated with your event. Should special cleaning be required prior or following your event, additional fees may apply.
3. A \$500 refundable deposit must be submitted with your application to hold the event date. The refundable deposit is to offset potential damage cost. If no damage occurs, the deposit will be automatically refunded within 10 business days following event. If damage occurs, or there is a violation of a Plaza rule, The Foundation reserves the right to retain the refundable deposit until inspection and damage estimate can be made.
4. The total rental fee will be agreed upon between Applicant and Plaza Director upon confirmation of reservation. Full payment for Plaza Rental must be received by Plaza Director 30 days prior to your event date, otherwise reservation may be subject to cancellation.
5. Cancellations received 60 days or more prior to the event date will receive a refund of all fees, minus the application fee.
6. Cancellations received less than 60 days prior to the event date will receive a refund of all fees, minus the application fee and 20% of the refundable deposit.
7. Changes made to the reservation less than 30 days prior to the event date will require a 10% additional processing fee, based on the total rental cost.
8. Plaza Director reserves the right to not accommodate minor changes to reservations with less than 7 days advance notice and major changes with less than 30 days advance notice.



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Statement of User Responsibility For City of Gresham Parks Area/Facility

In consideration for the use of the City of Gresham park areas and facilities, all users agree to the following:

1. The user assumes entire responsibility and liability for the losses, damages and claims arising out of injury or damage to the user's display, equipment and other property brought onto the premise of the City facility reserved and shall indemnify and hold harmless the City and The Center for the Arts Foundation (CFTAF) from any and all such losses, damages and claims arising out of such use.
2. The user shall be responsible for the conduct of the participants attending the activity or event, with regard to the control and containment of litter, and for the damage to the premises beyond ordinary wear and tear.
3. The user shall conduct all activities on the premise in accordance with any applicable federal, state, or local laws, ordinances and rules, including park regulations, and shall comply with requirements stated in the "General Rental Information" packet.
4. If approval is granted to the user to bring in items for use in conjunction with the event, the vendors being used will be required to submit a Certificate of Liability Insurance in the amount of at least \$1,000,000, naming the City of Gresham and The Center for the Arts Foundation as an additional insured, no later than 60 days prior to the event.

I, the undersigned, attest that I have read and agree to abide by all rules, regulations and guidelines specified herein:

1. Permission to serve alcohol is only granted if the service is done by cater or licensed pourer, if a City Alcohol Permit is approved, and if Host Liquor Liability Insurance of \$1,000,000 is obtained. If alcohol will be sold, or included as part of an admissions price, an approved City Alcohol Permit, Host Liquor Liability Insurance and a OLCC Temporary Sales License must be obtained before permission is granted. Alcohol is limited to beer and wine only, an serving must be restricted to pre-designated, monitored areas, and is subject to any and all OLCC rules & regulations.
2. Application for Use should be submitted no less than 60 days prior to use.
3. All fees associated with a reservation must be paid fully 30 days prior to the event date.
4. Any group sponsoring or using a City owned facility assumes all liability for accidents that occur during the scheduled reservation time of the facility.
5. No unauthorized vehicles are allowed on the Plaza and no vehicles are allowed on the lawn panels. All vehicles used for load in and load out must be approved by the Plaza Director prior to being driven onto the Plaza.
6. It is unlawful for any person to use fireworks, firecrackers, or explosives of any kind in any park, except by written permission from the Parks Operations Superintendent and as approved by the Fire Department.
7. The park rules require that you promptly remove any animal waste deposited on public property.
8. If approval is granted for the user to bring in any items for use in conjunction with the reservation, the reserving party must submit a letter releasing the City and the CFTAF of liability and must also post a sign at the device during the event that the device is not owned by the City or Foundation and the City and/or Foundation are not responsible.
9. Cancellation received 60 days or more prior to the event date will receive a refund of all fees, minus processing fee of \$35. If the applicant fails to provide at least 60 days notice, 20% of the reservation fee will be deducted before a refund is issued. To change a reservation date, a request must be made 60 days in advance or a 10% reservation change fee is charged.
10. We do not honor cancellations due to inclement weather.
11. No person may move any City or CFTAF owned equipment and/or supplies without written permission.
12. Portable barbecues may be used in conjunction with a picnic reservation, coal and grease must be safely removed from the park by users and may not be dumped in trash receptacles. A protective surface is required under barbecues. User will be held liable for any damage to pavers, concrete and/or landscaping.

TO BE COMPLETED BY APPLICANT:

I hereby certify that I am the authorized representative of the organization or group listed and that the application statements are true to the best of my knowledge. I agree to abide by the rules and regulations for use of the Center for the Arts Plaza facility, as well as the ordinances of the City of Gresham. I accept responsibility for any violations as they may pertain to the facility.

Group or Organization: _____
 Signature of Authorized Representative: _____ Date: _____
 Address: _____ Phone: _____



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General Rental Information, Rules, Regulations and Guidelines

General Guidelines:

- Reservations may be made up to 1 year in advance, but no less than 60 days prior to use, unless agreed upon by the Plaza Director and the Applicant.
- Upon receipt of complete application, the Plaza Director will notify Applicant of the status of application within 10 business days.
- Reservations are received on a first come, first serve basis. Reservations are not final until all paperwork and payments have been received.
- The Plaza is ADA (American's with Disabilities Act) compliant.
- Available daily, year-round from 6:00 am to 11:00 pm, including set up and clean up time (the event may not start prior to 7:00 am and must conclude by 10:00 pm).
- Alcohol (beer and wine only) may be served on site with applicable permits, fees and approvals. Please see specific sections below regarding these permits.
- No unauthorized vehicles will be allowed on the Plaza. Vehicles used for load-in and load-out are subject to Plaza Director approval for use on Plaza surface.
- No vehicles are allowed on the lawn panels.
- The Plaza can accommodate 2,100 people with an additional 500 people being accommodated on each lawn panel, for a total of 3,100 people capacity. Capacity numbers vary based on event set up.
- Reservations are made for entire Plaza, not a specific portion of the property. Public use of the space is allowed during special events unless they are ticketed and fenced off per the requirements in this agreement.
- The City of Gresham and The Center for the Arts Foundation are not responsible for health related issues related to any food consumed at Plaza events.
- Vendors conducting business in excess of 72 hours within a calendar year in the City of Gresham, are required to obtain a City of Gresham Business License.

Denial or Cancellation of Application:

- The Plaza Director may deny or cancel an application for the following reasons:
- Failure to comply with application requirements.
- Prior use by the applicant resulting in valid complaints for excessive noise, violation of Plaza rules or other laws, damage to Plaza facilities or inadequate clean up.
- Failure to pay previous damage or clean up charges assessed.

Insurance Requirements:

- The applicant must submit a Certificate of Liability Insurance on ISO Form CG 00010196 in the amount of at least \$1,000,000 per occurrence, with the "City of Gresham" and "The Center for the Arts Foundation" as additional insured 30 days prior to reservation date or event is subject to cancellation.

Alcohol:

- A Caterer or Licensed pourer must serve the alcohol.
- If you will be serving alcohol, proof of "Host Liquor Liability" insurance of \$1,000,000 is required. It must state "Host Liquor Liability" on the certificate of Liability Insurance.
- Serving or selling alcohol requires a OLCC Temporary Sales License, approved City Alcohol Permit and a Host Liquor Liability Insurance Certificate. The contact information for OLCC is 503-872-5198. Copies of all documentation must be submitted to the Plaza Director 30 days prior to reservation date or event is subject to cancellation.

The Plaza is managed by the Center for Arts Foundation and is proud to be a City of Gresham Park



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Food:

- Caterers and Food Vendors are required to comply with all state and county health regulations.
- Portable barbecues may be used, however coal and grease must safely be removed and may not be dumped in trash receptacles. A protective surface is required under all barbecues.
- If food will be prepared on site, the applicant must place a protective covering over the Plaza surface below.
- Any event preparing food must have appropriate grey water disposal containers onsite for use by the vendors.

Décor:

- Use of scotch tape or masking tape is permitted on walls.
- Absolutely no bird seed, metallic confetti or rice is allowed. This is harmful to our environment and creates a large maintenance burden.
- Candles are limited to those in glass bowls, where the flame is no higher than the glass.
- No staples.
- No duct tape.

Signage:

- The Plaza Director will help identify the appropriate location of signage for event.
- Signage will not be allowed to be installed upon any permanent surface in the Plaza. This includes Plaza surface, handrails, side walls and stairs.
- Signage will not be allowed to be installed between and/or hung on any landscape elements.
- Sponsorship signage must be installed on event property and in compliance with the City of Gresham Sign Code & Banner policy.

Seating and Use of Tents:

- Seating and tents are the responsibility of the applicant.
- If seating is requested for any location on the lawn, only lawn or sand-style seating is allowed.
- Tents used on the lawn can be tethered down by weights, water barrels, or stakes. Damage to the lawn or irrigation system is the responsibility of the applicant.
- Tents used on the Plaza must be tethered down by water barrels.
- Tents must have approved fire code tags and must meet the City of Gresham Fire Marshal approval.

Music/Amplified Sound:

- Music and amplified sounds are allowed within the park from 7:00 am to 10:00 pm.
- Events are not permitted to exceed 90 decibels at the sound board.
- All wiring crossing pedestrian pathways must be protected to avoid a trip hazard.

Use of Plaza Electricity:

- The Plaza has adequate power to supply most events, use of Plaza power must be pre-approved by Plaza Director and coordinated with approved outside electricians.
- All wiring for events is the responsibility of the applicant.
- Proper permits must be acquired by applicant, if required.
- All wiring crossing pedestrian pathways must be protected to avoid a trip hazard.



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Use of Plaza Water:

- The Plaza has accommodations to provide fresh water for events, if approved by the Plaza Director.
- Any event requiring water for preparation of food must supply the proper connections and hoses (food quality) adequate for the event.
- No water is permitted to be taken from the irrigation system.
- Any event preparing food must have appropriate grey water disposal containers onsite for use by the vendors.
- No grey water will be allowed to be dumped on the site with the exception of water in the form of ice, ice sculptures or water used to weight barrels to secure tents to the Plaza.

Fire & Building Department Regulations:

- For special events, general assemblies and for the temporary use of tent structures, there are additional permits that need to be filed with the City of Gresham Fire Department and Building Division. The Plaza Director will provide information to applicant to secure appropriate permits from the Fire Department.

Street Closings:

- The temporary closure of any streets including parades, there are additional permits that need to be filed with the City of Gresham. The Plaza Director will provide information to applicant to secure appropriate permits from the City.

Restrooms:

- The Plaza has four single use, ADA, restrooms for the event's use.
- If event will have more than 800 people in attendance, applicant may be required to provide additional restroom facilities at the rate of 1 portable toilet per 200 additional people (ex: if you anticipate 1,600 people in attendance you will need an additional 4 portable toilets). This will be determined by the Plaza Director.

Ticketed Events or Events Closed to the Public:

- When closing the Plaza to the public for an event that requires a gate/admission fee, temporary fencing is required around the perimeter of property or section of property being used for ticketed event.
- The applicant will be required to meet on site with Plaza Director and Park Operations Superintendent to discuss fencing plan, entrances and setbacks from the street.
- The applicant will be required to install fencing material in accordance with City of Gresham Standards.

Trash, Recycling and Site Clean Up:

- Applicant is responsible for removal of all décor and any items brought to the Plaza for execution of event.
- If site is left in good condition and no damage has occurred, deposit will be refunded within 10 business days after event date.
- Events are required to provide recycling containers for glass, metal and plastic bottles. Plaza Director will provide applicant with information regarding obtaining these for free from the City of Gresham.
- Plaza Director may require applicant to provide additional trash receptacles at applicant's expense.
- Trash shall be deposited in appropriate receptacles. If there is more trash than receptacles will allow, the applicant is responsible for removal of extra trash from grounds.
- Any additional cost for clean up or damage above and beyond the deposit amount shall be paid by applicant.