

# Milton-Freewater Community Building Rental Application

Control #: \_\_\_\_\_

109 NE 5<sup>th</sup> Ave Milton-Freewater, OR 97862 | Phone: (541) 938-8235 | Email: kassidy.ruiz@milton-freewater-or.gov

Applicant Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Public or Private Event: \_\_\_\_\_ Estimated # in Attendance: \_\_\_\_\_  
 Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
 Event Start Time: (including set up) \_\_\_\_\_ Event End Time: (including clean up) \_\_\_\_\_  
 Room/s You Are Renting: \_\_\_\_\_ Today's Date: \_\_\_\_\_

- Initial: \_\_\_\_\_ **NO MUSIC OR ALCOHOL AFTER MIDNIGHT!!**
- Initial: \_\_\_\_\_ **NO SMOKE MACHINES PLEASE!**
- Initial: \_\_\_\_\_ If any City offices receive verified complaints, the full amount of damage deposits will not be refunded. Deposits may be held up to 15 business days after the event. In order to be refunded the full deposit amount, the building and parking lot must be clean and free of debris.
- Initial: \_\_\_\_\_ Building must be swept, mopped, and garbage put in bags and proper dumpsters outside the Community Building by 8am the next day. Any work done by City employees will be billed at actual cost.
- Initial: \_\_\_\_\_ All Exit Doors need to be unlocked and unobstructed at all times.
- Initial: \_\_\_\_\_ Building will be heated to 68 degrees and cooled to 74 degrees.
- Initial: \_\_\_\_\_ Only Command Hanging Strips may be used for hanging decorations on the walls. **NO TAPE!** Nothing may be attached to the ceiling.
- Initial: \_\_\_\_\_ **NO PROPANE COOKING INSIDE THE BUILDING.**

Initial if paid				Total Office use Only
<b>Non-Refundable Fees</b>				
	Application Fee	Required at time of booking	\$200	
	Sound Variance	Apply with Police Department – <b>at least 2 weeks before event</b>	\$25	
	Public Dance Permit	Apply with Police Department	\$25	
	Liquor License	Required if selling alcohol to the public	\$35	
<i>Non-Refundable Fee Total:</i>				
<b>Event Rental Fees</b>				
	Main Hall		\$300	
	Kitchen		\$75	
	Rotary Room		\$50	
<i>Event Rental Fee Total:</i>				
<b>Damage &amp; Cleaning Deposits</b>				
	Main Hall		\$300	
	Kitchen		\$200	
	Rotary Room		\$100	
	Music Part of Event		\$300	
	Alcohol Part of Event		\$300	
	Key Deposit		\$20	
<i>Damage Deposit Total:</i>				
<b>TOTAL:</b>				