



Pendleton Parks and Recreation

VERT AUDITORIUM SUMMARY OF CHARGES
 FACILITY ADDRESS: 400 SW DORION, PENDLETON, OR

Today's Date: _____

All rentals are two hour minimum, rounded up to next whole hour.

Responsible Party:		Type of Event:	Date of Event:		# hours
Organization:		Expected Attendance:	Set-Up / Take-Down Y N	Date:	
Address:			Pre-Event Start Time: am pm	Pre-Event End Time: am pm	
City/State/ZIP			Event Start Time: am pm	Event End Time: am pm	
Home Phone:	Cell Phone:		Post-Event Start Time: am pm	Post-Event End Time: am pm	
Notes:				TOTAL HOURS	

NOTE: Building will be unlocked no more than 30 minutes before "start" time. If you require additional time for set-up, decorations, etc., schedule "set-up/take-down" time.

		# Hrs.	PRIVATE/COMMERCIAL ¹		LOCAL NOT FOR PROFIT & GOVERNMENT ¹		FEES / DEPOSITS
Lobby, Stage, Lights, Greenroom			First 2 hours	+Addit. Hours @ 40% discount	First 2 hours	+Addit. Hours @40% discount	
WEEKDAY Event/Performance	\$112 / hour 2 hour min.		\$224	___@ \$67	\$124	___@ \$37	
WEEKEND/HOLIDAY Event/Performance	\$116 / hour 2 hour min.		\$232	___@ \$70	\$132	___@ \$40	
Set Up/Take Down							
Stage only (rehearsals)			First 2 hours	+Addit. Hours @ 40% discount	First 2 hours	+Addit. Hours @ 40% discount	
Weekday	\$22/hour 2 hour min.		\$44	___@ \$13	\$34	___@ \$11	
Weekend/Holiday	\$26/hour 2 hour min.		\$52	___@ \$16	\$42	___@ \$13	
TOTAL HOURS						FEES	

EXTRAS + DEPOSITS			
Damage Deposit – Auditorium ²			\$200
Damage Deposit – Stage Only ²			\$ 25
Plus Alcohol Deposit - Auditorium ²			\$200
Plus Alcohol Deposit – Stage Only ²			\$ 25

Please make checks payable to:
 CITY OF PENDLETON
 865 Tutuilla Road
 Pendleton, OR 97801

Deposit Due By: _____

DEPOSITS	
GRAND TOTAL	

NOTES: ¹Rental fees include building supervision
²Refundable deposits