

# Pendleton Parks and Recreation



Today's Date: \_\_\_\_\_

VERT CLUB ROOM & LITTLE THEATER SUMMARY OF CHARGES  
FACILITY ADDRESS: 345 SW FOURTH STREET

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

**Kitchen Person:**

*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.*

	PRIVATE/COMMERCIAL		LOCAL NOT FOR PROFIT & GOVERNMENT		FEES / DEPOSITS
Coffee? (on request)	Y	N	Y	N	
Alcohol on premises?	Y	N	Y	N	
	First 2-hour Block <sup>1</sup>	Addit. Hour Blocks @40% discount	First 2-hour block <sup>1</sup>	Addit. Hour Blocks @40% discount	
<b>Club Room \$62/hour</b>					
Weekday	\$124	___@ \$37	\$74	___@ \$22	
After 5pm, weekend, holidays	\$132	___@ \$40	\$82	___@ \$25	
<b>Little Theater \$37/hour</b>					
Weekday	\$74	___@ \$22	\$50	___@ \$15	
After 5pm, weekend, holidays	\$82	___@ \$25	\$58	___@ \$18	
<b>Club Room AND Little Theater \$87/hour</b>					
Weekday	\$174	___@ \$52	\$100	___@ \$30	
After 5pm, weekend, holidays	\$182	___@ \$55	\$108	___@ \$33	

**Kitchen Staffing** (you will pay kitchen staff AT the event – these figures are provided for planning purposes)

Weekday	\$24	___@ \$12	\$24	___@ \$12	
After 5pm, weekend, holidays	\$32	___@ \$16	\$32	___@ \$16	
<b>Set Up/Take Down – All Spaces</b>					
Weekday	\$24	___@ \$12	\$24	___@ \$12	
After 5pm, weekend, holidays	\$32	___@ \$16	\$32	___@ \$16	

NOTES: <sup>1</sup>Subsequent 2 hours @ 40% discount; rental fees include building supervision  
<sup>2</sup>Refundable deposits

<b>FEES</b>	
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EXTRAS + DEPOSITS	Stemware (optional)	\$10			
	Damage Deposit	Club Room \$50	Little Theater \$25	Both \$50	
	Food Deposit	Club Room \$50	Little Theater \$25	Both \$50	
	Alcohol Deposit	Club Room \$50	Little Theater \$25	Both \$50	

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

<b>DEPOSITS</b>	
<b>GRAND TOTAL</b>	