



## Woodburn Museum – Bungalow Theatre Rental Application

The Bungalow Theater and Woodburn Museum greatly appreciates your interest in holding your event at our facilities. The facilities are available for rent throughout the year, excluding major events periods or holidays. To find out if a day/time has been reserved, please contact Emily Tierney at 503-982-5239 or [emily.tierney@ci.woodburn.or.us](mailto:emily.tierney@ci.woodburn.or.us) and they would be happy to verify availability.

Application and payments must be received **3 weeks** prior to scheduled event.

### **Rental Fees and Time Clarifications**

There is a two (2) hour minimum rental period for each individual space and a four (4) hour minimum for the use of both spaces.


- Theater Rental – \$50 per hour
  - o Capacity: 37 (includes 2 ADA) or 41 (if no ADA are needed)
  - o Includes use of the built-in projector and sound system, WiFi and Blue-Ray/DVD player
- Museum Rental – \$35 per hour
  - o Capacity: 49
- Combined Theater Museum Rental – \$75 per hour
  - o Total capacity: 49
  - o Includes use of the built-in projector and sound system, WiFi and Blue-Ray/DVD player

Damage Deposit: \$250 refundable deposit

Non-profits receive a 20% discount on rental fees.

Today's Date: \_\_\_\_\_ Date(s) of the Event/Rental: \_\_\_\_\_

**Event Contact Information**

Name of Organization/Renter Name:  \_\_\_\_\_

Authorized Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Event Information**

**Select one:** Theater Rental: \_\_\_\_ Museum Rental: \_\_\_\_ Both Theater and Museum: \_\_\_\_

Date(s) of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Rental Start/End Time (including set-up/clean-up time): \_\_\_\_\_

Anticipated Attendance (Max Capacity 49, 41 for theater only): \_\_\_\_\_

Will food be served: \_\_\_\_ YES \_\_\_\_ NO      Will the food be for sale: \_\_\_\_ YES \_\_\_\_ NO

\*If food is to be sold, a temporary restaurant license or an exempt food agreement must be obtained from Marion County Public Health. Other activities or uses may require a Certificate of Insurance as determined by the facility supervisor and/or the City’s Risk Manager.

**Caterer Information (if applicable):**

Name/business: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

\*If catered food is served, the catering company must provide proof of commercial general liability insurance coverage in the amount of \$1,000,000 combined single limit.

Will your event be open to the public at-large or is it a closed event: \_\_\_\_ PUBLIC \_\_\_\_ CLOSED

Will you be charging an attendance or admission fee: \_\_\_\_ YES \_\_\_\_ NO

If yes, how much: \_\_\_\_\_

**The Renter agrees to abide by the policies and conditions outlined in this contract:**

The Renter agrees to designate one person to be in charge of the Event at the Bungalow Theater-Woodburn Museum. The person who is in charge must be present during the entire event and insure that the facility is cleaned up after the event. If the person who is in charge of the event is different from the primary contact, please provide their name and contact information below:

Name of Person in charge of the event and cleanup: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_ Date: \_\_\_\_\_

## Rental Policies and Conditions

Applicants must read and initial each policy section below acknowledging the regulations governing the use of the Theater and Museum.

**Reservation Confirmation:** An applicant's reservation is not secured until all requirements, including payment of a deposit and the rental fee, have been met, and the rental agreement has been approved the City.

**Renter's Initials:** \_\_\_\_\_

**Guest Responsibility:** The Renter agrees to be responsible for the conduct of all persons present in and about the premises, the rooms and spaces rented, any equipment used, and other items that may be present in the Theater and Museum.

**Renter's Initials:** \_\_\_\_\_

**Access & Closing Time:** Access to the Theater and Museum will be coordinated through Emily Tierney, Events & Special Programs Manager. Closing time for all rentals shall be no later than 10:00pm. Closing time means when all cleanup has been completed and everyone has left the building.

**Renter's Initials:** \_\_\_\_\_

**Alcohol/Tobacco:** No alcohol or tobacco is to be used on the premises.

**Renter's Initials:** \_\_\_\_\_

**Catering:** There is no catering kitchen available on site. Only prepared or pre-packaged foods and beverages should be delivered and served on the premises. The Renter is responsible for making arrangements for all food, beverage and other needs. All catering equipment and supplies must be picked up at the conclusion of the event. The Museum and Theater do not have extra storage availability outside of the designated rental period. The City will not be responsible for any lost or stolen catering equipment or other supplies. No open flames of any sort are permitted on the premises. The use of food and beverages is restricted to the theater, the lobby, the museum, and other designated areas. No food or drinks are permitted on the exhibits, artifacts or displays.

**Renter's Initials:** \_\_\_\_\_

**Cleaning Expectations:** Garbage and recycle bins can be provided by the City for the disposal of trash and recyclables. All trash and recycle created by the event is the responsibility of the Renter or Caterer and must be properly bagged and removed from the building at the conclusion of the event. All chairs and tables will be folded and set aside. The space needs to be swept, vacuumed and/or mopped and should appear much how it did prior to the start of the rental. All needed cleaning supplies are located on site.

**Renter's Initials:** \_\_\_\_\_

**Dangerous Materials:** Renter shall not have on or around the facility/premises, anything that is dangerous, flammable, explosive or has explosive characteristics that might increase the danger of fire in or around the premises, or that might be considered hazardous. No candles or other open flame devices are permissible under any circumstances. No fog machines are permitted. Smoking is also not permitted inside the building or within ten feet of any entrance or exit to the premises.

**Renter's Initials:** \_\_\_\_\_

**Decorations:** No decorations or equipment may be hung from the ceiling or light fixtures. Free standing decorations cannot exceed 9 feet in height. Nothing may be adhered to the floor, unless Renter receives prior written approval by the City. The City only permits use of blue painter's tape or Post-It type products on the walls and doors. Renters are not permitted to affix anything to the walls, floors, ceilings, or displays with nails, tacks, staples, tape or glue. Birdseed, bubbles, confetti, dry ice, glitter, hay/straw, party poppers, rice, and silly string are all prohibited inside and outside the premises.

**Renter's Initials:** \_\_\_\_\_

**Damages:** Damages occurring to the property and/or furnishings of the theater or museum by a client/renter or their guests are the responsibility of the client. If the City deems anything inappropriate, it holds the right, at any time, to demand that the activity be stopped or event be terminated. All children must be supervised at all times. If any damages are found, the Renter will be contacted for additional payment and restitution.

**Renter's Initials:** \_\_\_\_\_

**Deposit:** A \$250.00 Refundable deposit is required to be paid to the City prior to the event to secure the rental date/time. The areas of use and grounds will be inspected before and after each event to ensure there is no damage. If no damage has been found, the deposit will first be applied toward the total rental fee, then any remaining balance will be refunded to the Renter via mailed check within 2-4 weeks after the Event. If damage is found or excessive cleaning is required following the rental, both the rental fee and the estimated cost of the damage/cleaning will be taken out of the deposit. The Renter also agrees to pay any additional costs incurred by the City for repairing any damage caused or for extra clean-up, and will be contacted for any additional costs in excess of the deposit.

**Renter's Initials:** \_\_\_\_\_

**Cancellation:** In the event of a cancellation, The Bungalow Theater/Woodburn Museum will try to accommodate an alternative reservation date for Renter's Event. If an alternative is not agreed upon or requested, a full refund of the Renter's deposit will be issued provided the City receives at least one week prior notice before the rental date. A **\$30 cancellation** fee will be charged if the City is not **notified at least one week prior** to the rental date on the agreement.

**Renter's Initials:** \_\_\_\_\_

**Equipment:** The Theater and the Museum have a small supply of tables, chairs and other amenities available for use during the event. The Renter is responsible for any additional furnishings and equipment needed during the event.

- 10 Folding Cocktail Tables
- 4 Six Foot Rectangular Tables
- 10 Folding Chairs
- Theater projector, screen and sound system
- Two Miniature Refrigerators for drinks

**Renter's Initials:** \_\_\_\_\_

**Liability & Indemnification:** The Bungalow Theater and Woodburn Museum (City of Woodburn) will not be responsible or liable for any personal injury or death, or lost, stolen, or damaged items or property,

or for any unforeseen event associated or that occurs during the rental period. The Renter assumes responsibility for any damage to the property and or furnishings. The Renter acknowledges that it is also liable for the actions and behavior of the Renter's guests during the rental period, and at any other time such guest is on or around the rental space as a result of the Renter's use of the rental space. Renter agrees to indemnify and hold harmless the Bungalow Theater and Woodburn Museum (City of Woodburn) from all liability arising from the activities of the Renter and the Renter's guests during the rental period.

**Renter's Initials:** \_\_\_\_\_

**Political:** The City of Woodburn does not and will not endorse any candidate for public office or participate in any political campaign on behalf of any candidate. Any views or opinions expressed at any rental event held at the City of Woodburn facilities are solely those of the speaker or the renting group and should not be attributed to the City of Woodburn in any form. Any private rental of facilities by political groups or for political fundraisers does not imply nor infer support or endorsement of a political candidate.

- The following disclaimer must be included on all marketing materials in which the museum is mentioned: "The Bungalow Theater/Woodburn Museum does not endorse any political candidate, political party, or organization".
- The Museum and its logo cannot be used as a part of any group or political campaign endorsement as a result of a rental agreement.
- No Political signage is permitted on the grounds of the Museum.

**Renter's Initials:** \_\_\_\_\_

**Emergency Exits:** All emergency exits for the premises must remain unobstructed during any event rental. Emergency exits require a clear area around and leading up to the door to ensure a smooth exit route in the event of an emergency. Renter is responsible for ensuring that event participants are informed of and follow the emergency procedure of the facility.

**Renter's Initials:** \_\_\_\_\_

**Copyrighted Material (Movies, music and other materials):** It is the Renter's responsibility to secure a public performance license for any film screened at the theater. It is the renter's responsibility to ensure that any film complies with federal laws related to copyright infringement.

Renter represents and warrants, on its own behalf and on the behalf of the Artist/Performer's, that all copyrighted material to be performed (or movies to be presented) have been duly licensed or authorized by the copyright owners or their representatives. Licensee further represents and warrants, on its own behalf on the behalf of Artist/Performer's, that any and all royalty fees, or other fees or charges, arising from the use of copyrighted material in this performance has been authorized and paid in full. Renter specifically agrees to fully indemnify and hold harmless The City of Woodburn, related entities, its agents and employees against any losses, costs, claims, damages, suits, threats, demands, causes of action, attorney fees or liabilities relating to copyright or trademark violations or claims. Licensee's representations and warranties herein shall apply during the term of this agreement and continue to apply following the termination of this agreement.

Please talk to us about any questions you have about obtaining public screening rights.

Renter's Initials: \_\_\_\_\_

City's Right to Cancel or Revoke Rental Agreement: The City reserves the right to cancel agreements for nonpayment or for non-compliance with any of the rules, terms, and conditions set forth in this agreement. The City reserves the right to accept or decline rentals.

The City of Woodburn reserves the right to deny or revoke a Rental Agreement if it is in the City's best interest to do so. The City reserves the right to impose conditions and other requirements upon Renter if it is in the best interest of the City to do so.

Renter's Initials: \_\_\_\_\_

Office Use Only							
Total Fee:	Payment type:		<input type="checkbox"/> CASH	<input type="checkbox"/> CREDIT CARD	<input type="checkbox"/> CHECK#		
Insurance Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Insurance Received:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Portable Restrooms Required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	How Many:			
<input type="checkbox"/> YES, Approved	<input type="checkbox"/> No, Denied		Comment(s):				
Approved/Denied by:						Date:	

