

# Yachats Commons Room(s) Reservation Request Form

City of Yachats-PO Box 345-Yachats, OR 97498- (541)547-3565

www.ci.yachats.or.us (for calendar of availability)

(Reservations may be made up to 2 years in advance).

Group/Event Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Room(s) Needed (or) Space Requirements \_\_\_\_\_

Anticipated # of People in Attendance: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_

Hours of Event *not including* set-up or clean-up: \_\_\_\_\_

Set-up/Decorating Time Required (i.e. 1 hr): \_\_\_\_\_ Clean-up Time Required: \_\_\_\_\_

Will Alcohol be Served Y / N; Sold Y / N ?

## Event Requirements:

Number of Tables by Size: \_\_\_\_\_ 5' Round; \_\_\_\_\_ 8' Rectangle; \_\_\_\_\_ 6' Rectangle; # of Chairs: \_\_\_\_\_

\_\_\_\_ Microphone \_\_\_\_ Podium \_\_\_\_ Screen for Overhead or PowerPoint Presentation

\_\_\_\_ Whiteboard or Easel \_\_\_\_ Portable Sound System \_\_\_\_ TV/VCR \_\_\_\_ Coat Racks

\_\_\_\_ Room that may be darkened during daytime \_\_\_\_ Other: \_\_\_\_\_

## Available for use; extra fees:

\_\_\_\_ Kitchen Facility \_\_\_\_ Dishes/glasses/flatware (# of place settings)

\_\_\_\_ Baby Grand Piano \_\_\_\_ Theater Lighting

\_\_\_\_ Outdoor Picnic Shelter ( \_\_\_\_ Wind Screen \_\_\_\_ Bollards Down \_\_\_\_ Ball Field)

If your reservation is approved, a written contract will be prepared for your signature. Upon confirmation arrangements concerning equipment use, picking up the keys and other details will be made. The City of Yachats reserves the right to move a meeting or session to a more suitable size or equipped room if necessary. Renters are responsible for leaving the rented rooms clean.

*Note: By your signature, you are agreeing to abide by the Renter's Responsibilities, General Regulations and Conditions and fee schedule, and provide liability insurance coverage or security staff, if required.*

Signature of Contact Person for this Event: \_\_\_\_\_

\_\_\_\_ For Profit \_\_\_\_ Private Party \_\_\_\_ Not-for-Profit Organization / Community Fundraiser

\_\_\_\_ Government \_\_\_\_ Educational Event - Free and Open to the Public

\*\*\*If this is a public event and you would like to have it listed in the City newsletter please provide the following\*\*\*

Phone number for the public to call: \_\_\_\_\_ Cost of Admission: \_\_\_\_\_

Where tickets can be purchased: \_\_\_\_\_

## Official Use Only

Reservation Approved / Denied (Circle one). If denied, reason: \_\_\_\_\_

\_\_\_\_. Day(s) of Rental: \_\_\_\_\_

Room #(s) Assigned: \_\_\_\_\_, Prep Day(s)/Hours Approved: \_\_\_\_\_

Renter's Rate Category: \_\_\_\_\_

Estimate of Total Fees: \$ \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_ Extra Dumpster Required? (Dahl - 563-3888)

\_\_\_\_ Notice to other renters

\_\_\_\_ Provide Additional Instruction Manuals/Information

\_\_\_\_ Notify Fire District (547-3266)

## **GENERAL REGULATIONS AND CONDITIONS:**

1. Use of the Commons will be on a first-come first-serve basis.
2. For Applicants who scheduled multiple dates in advance, the City reserves the right to cancel or change applicant's location to allow scheduling of major, significant uses which require special consideration. Notice of such a change will be given as soon as possible.
3. All rental fees are due prior to event. In the event of cancellation applicants must give notice four business days prior to the date of reservation to receive a refund.
4. Applicants are responsible for replacement of lost Commons equipment as well as repair of equipment damaged during applicants use.
5. No alcoholic beverages are permitted in the Commons building or grounds without prior written permission of the City Council.
6. NO SMOKING is permitted in the Commons or within 10 ft. of the building by law.
7. Applicants must not allow attendance that exceeds the posted capacity of the space or spaces covered by this permit.
8. No tables, chairs or other objects will be placed or allowed to remain in the corridors or passageways in violation of fire code.
9. Applicants may not store or use any flammable materials in the building, including, but not limited to: oils, combustible fuels, kerosene, gasoline, pyrotechnics or candles.
10. This permit is non-transferable without prior permission of the City.
11. The City does not relinquish control to enforce all the necessary and proper rules for the operation of the facility/grounds and to enter Applicants space for the purpose of accomplishing those purposes.

**LIABILITY INSURANCE:** The Applicant shall hold the City, including its employees and agents, (here and after known as the "City") harmless from any claims, loss or liability arising out of or related to the Applicant's use of the Commons premises, or from any conditions of the used space, including any such claim, loss or liability which may be caused by or be contributed to in whole or in part by the City, for any damage to the City's property related to the Applicant's use of said property, whether or not the Applicant is responsible, and for the expense and cost including attorney's fee incurred by the City or its employees and agents in defending against any claim or demand for losses, or liability arising from or related to the Applicant's use of the premises.

**FAILURE TO COMPLY WITH THESE AGREEMENTS MAY JEOPARDIZE FUTURE USE OF THE COMMONS.**