



# CHINTIMINI SENIOR & COMMUNITY CENTER AT CHINTIMINI PARK

Meeting, Event & Wedding Venue

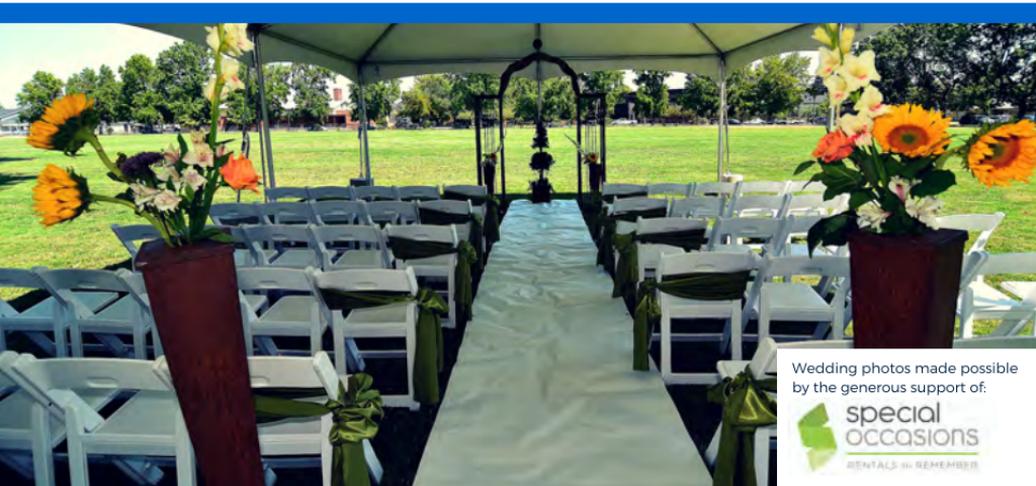
## RESERVATION INFORMATION & FORMS

541.766.6959

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## Introduction

The Chintimini Senior & Community Center at Chintimini Park offers indoor and outdoor multi-use spaces, a great location just minutes from downtown Corvallis and near Oregon State University, and friendly and professional staff. We have lots of options, so you can choose the level of service that works best for you, and only pay for what you need. We are dedicated to helping you have a relaxing, memorable, and fun experience.

### All reservations offer:

- Peace of mind: City staff are on-site during your entire rental.
- Unlimited choice of caterer or self-cater at no additional charge.
- Alcohol consumption and sales allowed with no corkage fee (permit and liability insurance required).
- Candle use allowed (separate permit required indoors).
- Free wi-fi access.
- Handicap accessible
- Option to add setup and cleaning service to your reservation (for additional fee)
- Option to rent additional furniture and equipment on-site (for additional fee)
- Option to add softball fields and volleyball courts (for additional fee)

## About the Chintimini Senior & Community Center at Chintimini Park

### Chintimini Senior & Community Center

(available year-round)



The Center's multi-use, climate-controlled rooms offer endless year-round, 24 hours, 7 days a week possibilities for parties, meetings, weddings, classes, and dances. Each room has lots of included equipment and furniture.

#### Spaces:

- Multi-Purpose Room (capacity: 150+)
- Game Room (capacity: 40+)
- Lounge (capacity: 50)
- Cline Room (capacity: 18+)
- Conference Room (capacity: 20+)
- Craft Room (capacity: 18+)
- Commercial Kitchen (certified by the Health Dept.)

#### Add-on Space for a Multi-Purpose Room rental:

(additional fee required)

- North Patio (capacity: 100+)  
(available April 1 – September 30 only)

*Linens, tableware, and vases shown in photo provided by [Special Occasions](#). thanks to a generous sponsorship.*

### Chintimini Park's Designated Event Spaces

(available April 1 – September 30)



Enjoy a guaranteed reservation in a serene, family-friendly park that is perfect for parties, meetings, weddings, and barbecues. A playground and outdoor restroom are on-site.

#### Spaces:

- Northeast Lawn (capacity: 1,000+)
- Southwest Lawn (capacity: 500+)

#### Add-on Space:

(additional fees required)

- North Parking Lot
- Northeast Lawn

## Chintimini Senior & Community Center at Chintimini Park

### Standard Amenities & Equipment

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Below are the amenities and equipment that are included as part of a room rental. Additional furniture and equipment are available for rent from the Center upon request. Please see the equipment rental form or call (541) 766-6959 for more information.

Room	Included Amenities	Included Equipment
	<b>Multi-Purpose:</b> <ul style="list-style-type: none"> <li>• stage</li> <li>• hardwood floor</li> <li>• integrated sound system</li> <li>• CD player</li> <li>• in-room sink</li> <li>• wired and wireless microphones</li> <li>• large projection screen</li> <li>• dimmable lights</li> <li>• ceiling fans</li> </ul>	<ul style="list-style-type: none"> <li>• stacking banquet chairs (90)</li> <li>• stacking armchairs (25)</li> <li>• 6' x 5' oval tables (13)</li> <li>• 8' x 29" rectangular tables (12)</li> <li>• 4' round tables (6)</li> <li>• podium (standalone)</li> <li>• microphones (1 wired; 1 wireless)</li> <li>• microphone stands (2)</li> <li>• piano</li> </ul>
	<b>Game:</b> <ul style="list-style-type: none"> <li>• dry-erase board</li> <li>• linoleum floor</li> <li>• piano</li> <li>• in-room sink</li> <li>• counter space</li> </ul>	<ul style="list-style-type: none"> <li>• stacking banquet chairs (25)</li> <li>• 3' x 3' card tables (10)</li> <li>• microwave oven</li> <li>• tall mini-refrigerator</li> </ul>
	<b>Kitchen:</b> n/a	<ul style="list-style-type: none"> <li>• gas stove (4 burners, 1 medium-size oven, and 1 small oven)</li> <li>• warming oven</li> <li>• large microwave oven</li> <li>• 4-bin warming table</li> <li>• commercial dishwasher (soap provided by the Center)</li> <li>• one side of a commercial refrigerator and freezer</li> <li>• handwashing sink</li> <li>• pot-washing triple sink</li> <li>• ample counter space</li> </ul>
	<b>Lounge:</b> <ul style="list-style-type: none"> <li>• high-definition television</li> <li>• cable TV</li> <li>• Blue-ray player</li> <li>• tall mini-refrigerator</li> <li>• microwave oven</li> <li>• in-room sink</li> <li>• ceiling fan</li> <li>• dimmable lights</li> <li>• light-blocking window shades</li> </ul>	<ul style="list-style-type: none"> <li>• wingback chairs (5)</li> <li>• armchairs (9)</li> <li>• one couch</li> <li>• one ottoman</li> <li>• coffee tables (2)</li> <li>• one 4' hexagonal table</li> <li>• one 8' x 24" rectangular table</li> <li>• floor lamp/tables (3)</li> <li>• in-room coffee-maker</li> </ul>

Room	Included Amenities	Included Equipment
	<b>Cline:</b> <ul style="list-style-type: none"> <li>• high definition television</li> <li>• DVD player</li> <li>• telephone jack</li> <li>• in-room sink and counter</li> <li>• dry erase board</li> <li>• projection screen</li> <li>• carpeted floor</li> </ul>	<ul style="list-style-type: none"> <li>• stacking banquet chairs (18)</li> <li>• 8' x 29" rectangular tables (4)</li> <li>• podium (portable)</li> </ul>
	<b>Conference:</b> <ul style="list-style-type: none"> <li>• high definition television</li> <li>• DVD player</li> <li>• dry erase board</li> <li>• projection screen</li> <li>• carpeted floor</li> <li>• ceiling fan</li> </ul>	<ul style="list-style-type: none"> <li>• stacking banquet chairs (20)</li> <li>• 8' x 24" rectangular tables (6)</li> <li>• floor lamp</li> </ul>
	<b>Craft:</b> <ul style="list-style-type: none"> <li>• chalkboard</li> <li>• tile floor</li> </ul>	<ul style="list-style-type: none"> <li>• stacking banquet chairs (21)</li> <li>• 8' x 29" rectangular tables (6)</li> </ul>
	<b>North Patio:</b> <ul style="list-style-type: none"> <li>• park bench (2)</li> </ul>	n/a

**Options to Enhance Your Indoor Rental** *(additional fees required)*

- **Outdoor Spaces:** Chintimini Park, adjacent to the Center, offers two large lawns that allow you to add even more space for your event.
- **Additional Event Staff:** Our staff can provide a variety of services such as taking tickets, setting out tableware, or setting up the food on the banquet table. Cost (all days): \$25/hour/staff person (one-hour minimum)
- **Ball Fields:** Up the fun of your event by adding a Chintimini Park softball field or sand volleyball court to your reservation!

## Chintimini Park's Designated Event Spaces



Chintimini Park's designated event spaces are available for use May 1 through September 30. The spaces available are shown on the map to the left. Areas 1 and 3 (the Southwest Lawn and Northeast Lawn) can be rented on their own, which areas 2, 4, and 5 are only available if reserved with another space. Area 3b (the A3/A5 connector) is included in the reservation if those two areas are rented at the same time.



**Northeast Lawn**



**Southwest Lawn**

### Options to Enhance Your Outdoor Rental *(additional fees required)*

- **Indoor Spaces:** Add climate-controlled space indoors at adjacent Chintimini Senior & Community Center. The Center offers small to large meeting rooms, a certified kitchen, and indoor restrooms.
- **Additional Event Staff:** Our staff can provide a variety of services such as taking tickets, setting out tableware, or setting up the food on the banquet table. Cost (all days): \$25/hour/staff person (one-hour minimum)
- **Ball Fields:** Up the fun of your event by adding a Chintimini Park softball field or sand volleyball court to your reservation!



## Rental Information for Corvallis Parks & Recreation Chintimini Senior & Community Center at Chintimini Park

Phone: (541) 766-6959 // Fax: (541) 766-6319 // Email:  
[senior.center@corvallisoregon.gov](mailto:senior.center@corvallisoregon.gov)

*All forms referenced in this section are available in the Forms section of this booklet or online at [www.corvallisoregon.gov/PR-rentalforms](http://www.corvallisoregon.gov/PR-rentalforms)*

### ***Making a Reservation***

1. Rental reservation of rooms in the Chintimini Senior & Community Center are available year round, and can be made for any time of the day or night. Rental reservation of Chintimini Park space is available April 1 – September 30. Reservations are made on a space available basis, and can be made up to 18 months in advance.
2. Event equipment and furniture can also be rented from the Center as part of reserving space at the Center or on the day of your event. Advance reservation of these items is recommended for best selection, since the City cannot guarantee fulfillment of event day requests. For advance reservations, an **Equipment Rental Request Form** should be submitted prior to the day of your event.
3. Reservations may be requested by telephone by calling the Center at (541) 766-6959, or by fax or email by submitting a completed **Chintimini Senior & Community Center Reservation Request Form** (for indoor spaces and the North Patio) and/or **Chintimini Park Reservation Request Form** (for all other outdoor reservations). The Center reserves the right to deny reservation requests that would conflict with existing Center reservations, or for which no City staff is available. Because of this, early reservation is highly recommended to help ensure that adequate staff and resources will be available for the date you are requesting.
4. Reservation times must include both setup and cleaning time, and rental fees are charged for time spent on these activities. When requesting a reservation, you will be asked to provide the type of event and the anticipated departure time for your guests. City staff will then assign an ending time for your reservation that takes the guest departure time into account in order to ensure adequate time is allowed for cleaning the rental space during your reserved time.
5. In addition to access to your reserved space, the rental fee includes use of the standard equipment and amenities for the room, trash bags, plus an on-site City staff person throughout your event.
6. All renters are required to designate someone as the Event Contact Person at the time the reservation is made. The Event Contact will serve as the primary liaison with our staff on the day of your event. The Event Contact must be authorized to make decisions regarding add-on services, room rentals, and equipment rentals on the day of the event that will incur additional charges. The Event Contact should plan to be the first person with your group to arrive on the day of your event, and to be present for the entire rental time, unless otherwise arranged in advance with the City.
7. An approved **Alcohol Permit Application** and proof of \$1 million in general liability insurance are required to be on file with us prior to your rental in order for alcohol to be served, consumed, or sold at the Center or in Chintimini Park. Please contact the Center for details on the alcohol permitting process.
8. High-risk event designation: City staff will review your reservation request, and may designate it as a high risk event, if it meets the following criteria:
  - Number of attendees: large numbers of attendees can present a challenge to the maintenance of building and Park cleanliness and security.

- Sorority or fraternity entertainment events (i.e., house dances, casino nights, etc.). Sorority or fraternity reservations for house business meetings and charitable events are not automatically designated as high-risk reservations.
- Past rental history: if the renter has a past history of holding events where behavior and/or conformity to the Center's or Parks & Recreation's behavioral guidelines were not adhered to and/or where property damage occurred.
- Risk of injury or property damage: any reservation that the City has determined presents a credible possibility for personal injury and/or damage to City property.

Private security arrangements, additional City staff, and/or event insurance may be required to complete a reservation for a high-risk event.

9. The Center reserves the right to bar any renter from future rentals of Chintimini Senior & Community Center at Chintimini Park facilities who provides false information when making a reservation, fails to follow City staff instructions, abide by the rental policies, and/or abuses the facility, equipment and/or staff.

### ***Financial Concerns***

1. **Payment of Rental and Service Fees:** payment in full of rental and service fees at the time of reservation is preferred. If full payment would cause a financial hardship, arrangements can be made to pay the rental fees with fixed monthly payments. All rental fees must be paid at least 30 days before the first day of your event.
2. **Minimum rental times:** there is a minimum rental of one hour for all facilities except the Center's Multi-Purpose Room, the North Patio, and the Chintimini Park designated event spaces. Those rooms/spaces have a two-hour minimum rental time.
3. **Fees for going over the pre-reserved time** will be assessed to the nearest quarter-hour, based on actual usage. Fees for any additional actual room usage time beyond the reservation time will be invoiced.
4. **Event services fees:** In the event that the request for event services is canceled after the event plan has been developed, the renter will be liable for the plan development cost at the current rate for that service.
5. While all fees must be paid at least 30 days prior to the first day of the rental, the Center will invoice renters for the following:
  - **Going over the pre-reserved time:** If you arrive early or depart late, you will be invoiced for the additional time, to the nearest quarter hour. In addition, it is your responsibility to ensure that your guests leave promptly at the end of your event. If you and/or your guests are the only visitors left in the building after your event, you may be assessed an additional charge (at the current standard staff time rate per hour per staff person) for the additional time City staff has to stay.
  - **Equipment or spaces added on the day of the event:** The Event Contact can rent additional equipment or spaces on the day of the event. Regular rental charges will apply.
  - **Damage to the facility:** you are legally responsible for any damage to the facility, furniture, and/or equipment that occur during your rental due to your event. If such damage is found during the post-event inspection, the City staff person will notify you of the issue and record the damage for the Senior Center Supervisor to review. A Center staff person will contact you to discuss resolution of the issue within two business days. You will be billed for actual repair or replacement costs, if necessary.

- Leaving the facility dirty or disarranged: if your event leaves the rental room(s) or any of the City's spaces dirty or disarranged, you will be assessed additional fees to cover the cost of returning the space to usable condition. You will be charged the cost of staff time (at the current standard staff time rate per hour per staff person) to return the facility to its pre-rental condition, in addition to the standard rental fees that accrue until the space is returned to rentable condition.

You will receive an invoice within 30 days of your rental for any fees that were incurred during your reservation. You may also call before you are invoiced to get your final total. Payment can be made over the phone via credit card or Parks & Recreation account credit, and/or Parks & Recreation gift card, or in person with the above methods, or cash or check.

6. Refund of rental fees: refunds of rental fees are allowed as stipulated in the Corvallis Parks & Recreation Refund Policy. In addition:
  - If the City cancels your reservation due to facility unavailability, all fees are refunded in full.
  - Rental fees cannot be prorated for late arrival or early departure. There are also no refunds if you do not show up for your reservation.
  - Special use permit application fees (such as for amplified sound, alcohol, etc.) are non-refundable unless the City cancels your reservation due to facility unavailability.

Refunds are typically made using the same payment method that was used to pay the fees, unless you paid more than \$49.99 in cash for your reservation, or you request that the refund be held as a credit on your Corvallis Parks & Recreation account (the \$10 processing fee will be waived if refund is taken as an account credit). Refunds of fees paid by cash must be issued in the form of a check. Refunds by check can take up to six weeks to be processed.

7. Collections of past due balances: The Corvallis Parks & Recreation Department reserves the right to use a variety of tools to collect past due balances, including the use of a collection agency to collect fees that are more than 90 days past due.

### ***General Rental Rules***

1. Rental time begins at the time specified in your rental permit OR upon your arrival, whichever is earlier. It is tracked by the City staff person. You will be asked to sign in upon your arrival to verify your use of the facility, and that the rental space and any equipment provided were clean and undamaged at the start of your rental.
2. Rental time ends once the rental space has been cleaned and vacated, and your guests have left the building. Once you have cleaned the room, removed your equipment and supplies, returned all Center equipment and furniture have been returned neatly to their original locations and/or to the City staff person (whichever is appropriate, notify the City staff person so they can inspect the rental space and, if all is in order, log you out of the rental space. You will be asked to sign out to verify the ending time of your rental. If you are using multiple rental spaces for varying lengths of time, it is your responsibility to notify the City staff person when you have finished using each space and are ready to have it inspected so you can be logged out of that space.
3. At least one City staff person will be on-site during your rental. The City staff person is:
  - Responsible for maintaining the safety and security of the Center during your event. Renters and their guests must follow all directions and instructions given by City staff. Violation of this policy may, at the City's option, result in immediate termination of your rental permit and/or bar you from future rentals of Parks & Recreation Department facilities.
  - Responsible for opening and closing the building, logging your rental time, answering questions about the facility, and making any needed equipment (either rented or included with your reservation) available to you.
  - Cannot set up or clean the rental room(s) for you unless you have contracted for those services in advance.

4. Prohibited items: the use of the following items is not allowed at the Center due to their potential to create safety hazards, damage to the building, and/or negatively affect facility operations: birdseed, confetti (metallic and/or paper), dry ice, fog machines, glitter (including body glitter), rice, tape that leaves a residue.
5. Use of Non-Rental Spaces: the Activity Room and the Computer Lab are not available for use by renters under any circumstances. Violation of this policy may, at the City's option, bar you from future rentals of the Center's facilities.
6. Equipment & furniture movement: permission and supervision from the City staff person is required for moving equipment and furniture in your rental room(s), other than the tables and chairs that are included with the space(s). Please note that the piano in the Multi-Purpose Room cannot be removed from the stage.

***Alcohol Use (permit required)***

1. Alcohol-related activities can only be done in the spaces and times shown on your approved permit. Open containers and/or cups of alcoholic beverages must remain within your reserved spaces at all times.
2. You bear sole legal liability for the use of alcohol at your event. While the City's staff is on-site during rentals, they are not responsible for supervising or monitoring your event's use of alcohol. If a City staff person happens to observe a problem regarding alcohol consumption at your event, they will attempt to notify you immediately so you can resolve it.
3. All alcohol service and consumption must comply with state, federal and local laws. City employees are required to call the police if they observe any illegal behavior (such as underage drinking or service to someone who is already intoxicated) occurring on City property.
4. Alcohol spills onto the Center's carpeted or other porous surfaces are considered damage to the facility, even if they occur outside of your reserved rental space. You will be held liable for any cleaning and/or repair expenses.

***Barbecue Grill Use (permit required)***

1. Use of barbecue grills requires an approved **Barbecue Grill Permit Application**.
2. To reduce the risk of fire on the day of your event, the policies and instructions outlined on the Barbecue Use Permit Application and the Using a Barbecue Grill in Chintimini Park Event Venues handout must be followed, or your grilling permit may be immediately revoked.
3. You are expected to use your barbecue grill in a safe manner for the purpose of food preparation only, and in a manner that complies with the standard operating instructions for your specific equipment. If the City staff person on-site observes the grill being used in an unsafe manner and/or the grill being used to burn non-food items, then the City staff person can revoke this permit immediately. If this permit is revoked, you agree to immediately extinguish any flames and dispose of any ashes in the manner defined in the Barbecue Grill Use handout. Once the permit is revoked, the grill cannot be used for the remainder of your rental time.
4. Cleaning the area where the grill is used and the removal of the barbecue grill and associated equipment is your responsibility. Additional fees for cleaning and equipment disposal and/or storage may be assessed by the City if this requirement is not met.

***Candle Use Indoors (permit required)***

1. A **Candle Use Permit** must be on file with us prior to the burning of candles (other than those on a birthday cake). If we do not have a copy of your permit on file prior to your event, you will not be allowed to use candles.

2. Candle Use Permits are obtained from the Corvallis Fire Department. Call (541) 766-6961 to make an appointment to fill out the permit request (allow three weeks for your application to be reviewed and approved.) Once your permit is issued, send a copy of the entire permit (including any photos or diagrams) to the Center. Your candle permit must be received at least one business day before your event.

### ***Candle Use Outdoors***

1. Candle use is allowed outdoors, as long as the candles are burned in a close-sided container that is taller than the candle and flame combined (i.e., a hurricane glass). No open flames are allowed next to the Center, or under the Center's eaves.

### ***Commercial Activity Outdoors (permit required)***

1. If your outdoor event will require a fee be paid for admission, and/or feature the sale of goods or services (including food), an approved **Concession Permit** is required. This permit must be displayed at your event at all times during the event's open hours.

### ***Event Fencing & Tent/Canopy Use Outdoors***

1. Areas may be fenced. Fencing must meet the following requirements:
  - If the event has less than 300 people, it must have at least 2 exits located equidistant from each other (for example, one at the front of the space and one at the back of the enclosed area).
  - If event has more than 300, the event layout and diagram must be reviewed by the Corvallis Fire Department prior to approval of the permit.
  - Access to fenced areas can be open or gated. If gated, gates must be unlocked at all time, and must swing outward.
  - Fencing must be at least 18 inches away from any sidewalks.
  - Fences must be weighted down – no staking is allowed due to the risk of punctures to the Park's irrigation lines. If an irrigation line is ruptured due to your event's use of stakes, the turn off and repair fees are a minimum of \$325 (includes after-hours turn off, plus repair of the irrigation line during regular business hours). This will also result in the loss of outdoor water service for the event.
2. Tents and canopies may be used, with the following requirements:
  - Use of tents that are 200 square feet or more, or canopies that are 400 square feet or more in size require a special permit from the Corvallis Fire Department.
  - Tents and canopies smaller than this do not require a permit from the Fire Department.
  - Due to the potential for damage to our underground sprinkler system, tents must be tied down with weights – no staking is allowed. If an irrigation line is ruptured due to use of tent stakes, the turn off and repair fees are a minimum of \$325 (includes after-hours turn off, plus repair of the irrigation line during regular business hours). This will also result in the loss of outdoor water service for the event.

### ***Inflatables Outdoors (i.e., Bounce Houses, Slides, etc.)***

1. Inflatables may be used, as long as proof of general liability insurance is provided (this can be obtained from the vendor who rents the inflatable).
2. Due to the potential for damage to our underground sprinkler system, they must be tied down with weights – no staking is allowed. If an irrigation line is ruptured due to use of tent stakes, the turn off and repair fees are a minimum of \$325 (includes after-hours turn off, plus repair of the irrigation line during regular business hours). This will also result in the loss of outdoor water service for the event.

## ***Sanitation Outdoors***

1. Human Waste Disposal Options: There are two options for the disposal of human waste:
  - Senior & Community Center Indoor Toilets: If renting the park only, access to the Center's restrooms can be obtained through the payment of an hourly facility access fee.
  - Portable Toilets: Portable toilets can be rented from a number of local companies. If you choose this option, you must provide enough portable toilets and hand washing stations to meet City and County health regulations for the type and size of event you are hosting.

This requirement can be waived at the City's discretion for events with anticipated attendance of less than 100 people that will last eight hours or less.

2. Trash/Garbage Disposal
  - Renters are responsible for maintaining the overall cleanliness of the areas rented. This includes litter collection and disposal of trash into garbage cans.
  - Trash cans, recycling receptacles, and can liners will be provided by the Center.
  - City staff will check each trash and recycling receptacle on a regular basis throughout the event, to collect and dispose of waste in the Center's dumpster.

The fee for trash/garbage disposal can be waived at the City's discretion for events with anticipated attendance of less than 50 people that will last eight hours or less.

## ***Sound (permit required outdoors, if amplified)***

1. An approved Sound Permit is required if you plan to use any form of amplified sound. This permit must be displayed during the open hours of your event.

## ***Utility Access Outdoors***

1. Access to Electricity is available; an additional fee will be assessed for large events. Renters are responsible for using only grounded, three-prong power cords that are intended for outdoor use to connect to the Center's outdoor electrical outlets. Suitable cords can be rented from the Center in advance or on an as-available basis on the day of the event. If no suitable cords are available for use, the City staff person cannot allow use of the City's electricity.
2. Access to running, potable or non-potable water is available for an additional fee for events.
  - Potable water (safe for drinking) can be provided through a single hose, or through a water tree (available for an additional fee from the Center). Per Benton County Health Department rules, for water to be deemed potable, both ends of the hose must be connected to something (for example, a machine, a water-dispensing unit, etc.).
  - Non-potable water (not suitable for drinking) must be used for non-cooking or drinking purposes, and any water outlet for event participants must be clearly marked as being non-potable.
3. If a City staff person observes City-supplied non-potable water being consumed by you or your guests, the City staff person can shut off access to this utility immediately. If any activities in your event require access to running water, you agree to immediately shut down those activities for the remainder of your event.

## ***Information for the Day of Your Event***

1. Access to the rental spaces will be available five minutes before the start time for your rental. If the building is not open when you first arrive, please wait 10 minutes. If staff has not arrived within that time, call Sharon Bogdanovic,

the Center's Supervisor, at (541) 602-4567. If you cannot reach her, call the City of Corvallis Dispatch at (541) 766-6911, explain the situation, and ask that Parks & Recreation's On-Call Supervisor be contacted.

2. The Event Contact Person must check in with the City staff person on duty (stationed at the Center's reception desk near the main entrance on Tyler Street) before anyone from your group enters the rental space. The City staff person will give you your **Welcome Packet**, outlining the rental times, rooms, equipment, permits, services and utilities that were contracted for. Review this sheet carefully; if the details do not match your expectations of the arrangements, talk with the City staff person who can contact the Center's Supervisor to resolve any issues.
3. Any rental equipment requested in advance will be provided to you upon your arrival. If you need to rent additional equipment, notify the City staff person and they will provide it to you if it is available. You will be invoiced for the rental fees for any equipment added to your rental on the day of the event.
4. Once you are logged into your rental space and have been given any requested equipment, the City staff person will notify you of where they can be found during your rental. The City staff person will be available at that location for the majority of the time, unless they are doing a security walkthrough or other assigned task. Please notify them of any questions or concerns that come up during your event.
5. Setting up for your event:
  - If the Center's staff was hired to set up your event, your space should be arranged upon your arrival as agreed upon in your customized **Event Plan**. Please inspect and approve the space's arrangements when you arrive. If you have any concerns about the space's set-up, please let the City staff person know so changes can be made.
  - If you have chosen to set up your rental space yourself, the room will be in its standard configuration upon your arrival.
6. Cleaning up after your event:
  - All City-supplied rental equipment and furniture has been cleaned and returned to the City staff person on duty (equipment must be returned to the location where it was checked out from, unless otherwise directed by the City staff person on-site).
  - If the Center's staff was hired to clean up your event, please remove any items you want to keep from the space, and then notify the City staff person that the space is ready to be cleaned. Make sure that all of your guests are no longer inside the Center, and then you can depart.
  - If you have chosen to clean the rental space yourself, please notify the City staff person that you are ready to start cleaning. They will provide you with cleaning supplies. Use the cleaning checklist that is part of your Welcome Packet as a guide to which areas must be addressed before the space is inspected by City staff, and make sure that the space is in its standard configuration. Once this is done, notify the City staff person, who will do an inspection, and, if everything is clean and undamaged, sign you out of the space. Make sure that all of your guests are no longer inside the Center, and then you can depart.

#### ***Additional Information for Chintimini Park Rentals***

1. Your reserved event space will be cordoned off from the rest of the park, and clearly marked with your name before the start of your rental time.
2. You are responsible for maintaining the overall cleanliness of the spaces rented. This includes litter collection and disposal of trash into garbage cans. Garbage cans and recycling containers will be set up near each of the exits from the space; the City staff person will regularly check the trash and recycling containers, and empty them as necessary.
3. If you have requested access to any utilities, the City staff person will assist you with accessing them after checking to make sure you have met the set up and equipment requirements for accessing them.
4. Because Chintimini Park is a public park whose availability to members of the community must be maintained:
  - The use and/or availability of non-reserved areas in Chintimini Park cannot be guaranteed.

- Moving Chintimini Park equipment, other than any equipment specifically reserved by you or that is standard part of your reserved designated event area, is not allowed.
  - Exclusive use by your event of non-reservable areas such as the children's playground is not allowed.
5. Alcohol spills onto walkways and/or sidewalks must be cleaned up prior to your departure or you will be liable for the cost of staff time for the cleaning (at the current standard rate per hour per staff person).
  6. Once your rental has ended, the City staff person on duty will remove the signs and perimeter markings that designate the rental space as being only for your exclusive use. At that time, the rental space becomes available for use by other Chintimini Park patrons.

## Chintimini Senior & Community Center at Chintimini Park Facility Rental Fee Schedule

<i>Room/Space</i>	<b>Weekday Rental Rates per Hour (Monday - Thursday)</b>		<b>Weekend/Holiday Rental Rates per Hour (Friday - Sunday)</b>					
	<i>Tax-Exempt Organization*</i>	<i>Private/ Commercial</i>	<i>Tax-Exempt Organization*</i>	<i>Private/ Commercial</i>				
<b>Chintimini Senior &amp; Community Center Rooms and the North Patio</b>								
Multi-Purpose Room, rented:								
• Alone	\$30.00	\$48.00	\$34.00	\$67.00				
• w/ the North Patio (available Apr. 1 – Sept. 30)	\$34.00	\$56.00	\$39.00	\$77.00				
• w/ the North Patio and Center-supplied fencing	\$47.00	\$67.00	\$56.00	\$110.00				
Kitchen, rented:								
• w/Multi-Purpose Room	\$10.00	\$15.00	\$11.00	\$23.00				
• Alone, weekdays, 8 am – 4 pm (except holidays) **	\$10.00	\$18.00	n/a	n/a				
• Alone, weekdays after 4 pm, plus all day holidays & weekends	\$18.00	\$28.00	\$23.00	\$35.00				
Lounge	\$23.00	\$34.00	\$25.00	\$42.00				
Game Room	\$23.00	\$34.00	\$25.00	\$42.00				
Conference Room	\$18.00	\$30.00	\$20.00	\$38.00				
Cline Room	\$18.00	\$30.00	\$20.00	\$38.00				
Craft Room	\$18.00	\$30.00	\$20.00	\$38.00				
<b>Chintimini Park Spaces</b>								
Northeast Lawn (Area 3 on the map)	\$18.00	\$30.00	\$22.00	\$38.00				
Southwest Lawn (Area 1 on the map)	\$15.00	\$26.00	\$33.00	\$19.00				
Northeast & Southwest Lawns rented together (Area s 1 and 3 on the map)	\$28.00	\$47.00	\$36.00	\$58.00				
Add-on Spaces (can only be reserved in conjunction with a Northeast and/or Southwest Lawn rental):								
• North Parking Lot	\$11.00	\$15.00	\$15.00	\$19.00				
• Northwest Lawn	\$10.00	\$13.00	\$14.00	\$17.00				
• Softball Field or Volleyball Court (per 2 hr. block per field)	\$35.00	\$35.00	\$55.00	\$55.00				
• Softball Field or Volleyball Court (per day)	\$75.00	\$75.00	\$100.00	\$100.00				
<b>Wedding &amp; Reception Package Pricing</b>								
Package Level	Indoor April – Sept. (incl. N. Patio)		Indoor Oct. - March		Outdoors <i>Available April – Sept. only</i>		Indoor-Outdoor Combo <i>Available April – Sept. only</i>	
	Mon. – Thur.	Fri. – Sun.	Mon. – Thur.	Fri. – Sun.	Mon. – Thur.	Fri. – Sun.	Mon. – Thur.	Fri. – Sun.
• Platinum	\$2,115	\$2,550	\$2,115	\$2,550	\$1,895	\$2,170	\$2,2540	\$3,215
• Gold	\$1,695	\$2,055	\$1,695	\$2,055	\$1,360	\$1,555	\$2,145	\$2,570
• Silver	\$980	\$1,220	\$980	\$1,220	\$795	\$915	\$1,235	\$1,605
<b>Fairs &amp; Festivals Package Pricing</b>								
Package Level	Tax-Exempt Organization*		Private/Commercial*					
	Mon. – Thur.	Fri. – Sun.	Mon. – Thur.	Fri. – Sun.				
• Platinum	\$780	\$960	\$1,010	\$1,205				
• Gold	\$630	\$755	\$800	\$965				

*\*Must be certified as tax-exempt by the U.S. Internal Revenue Service or the Oregon Dept. of Revenue*

<b>Options and Upgrades (additional fee required, unless otherwise noted)</b>	
Additional event support staff (per staff person per hour):  If requested by renter: if required by City:	  \$25.00 \$15.00
Special Use Permits:  <ul style="list-style-type: none"> <li>• Alcohol, consumption only</li> <li>• Alcohol, sales and consumption</li> <li>• Barbecue Grilling</li> <li>• Concessions (events involving an admission fee or the sale of products or services)</li> <li>• Sound (if amplified sound equipment will be used)</li> <li>• Site plan review</li> </ul>	  \$12.00 \$12.00 \$10.00 \$120.00 \$5.00 \$50 minimum
Utilities (for Chintimini Park events only):  <ul style="list-style-type: none"> <li>• Electricity</li> <li>• Trash &amp; recycling disposal (waived for one day events with 49 or fewer guests)</li> <li>• Water, non-drinkable</li> <li>• Water, drinkable</li> </ul>	  \$20 (for fair/festivals only) \$75.00 per load \$0.00 \$10.00
Event Equipment	\$10.00
Overnight Stays [event must be closed during the Park closure time (10 pm – 8 am)]	\$100.00

Corvallis Parks & Recreation

Chintimini Senior & Community Center Reservation Request Form

Information About You (and Your Organization, if applicable)					
<b>Responsible Party</b> (the person or <i>organization legally responsible for this event</i> ):					
<b>Billing Address:</b>					
<b>Name of person making this reservation:</b>					
<b>Address:</b>				<b>Date of birth:</b> <i>(must be age 18+ to reserve (or 21+ if alcohol will be available at this event))</i>	
<b>Daytime phone #:</b>		<b>Cell phone #</b>		<b>Email:</b>	
Event Information					
<b>Event title:</b>				<b>Anticipated # of attendees?</b>	
<b>Name of person who will be in charge of the event on event day:</b>					
<b>Daytime phone #:</b>		<b>Cell phone #</b>		<b>Email:</b>	
<b>What time will you arrive to set up?</b>		<b>Arrival time for your guests?</b>		<b>Departure time for your guests?</b>	
<b>What kind of services or equipment will OUTSIDE vendors be providing for this event?</b>		<input type="checkbox"/> Entertainment <input type="checkbox"/> Fencing for event <sup>2</sup> <input type="checkbox"/> Event security <sup>1</sup> <input type="checkbox"/> Florist <input type="checkbox"/> Event structures <sup>2</sup> (tent, booth, etc.) <input type="checkbox"/> Food and/or beverage service		<input type="checkbox"/> Inflatable toys (bouncy houses) <sup>2</sup> <input type="checkbox"/> Lighting <input type="checkbox"/> Photography/photo booth <input type="checkbox"/> Other:	
Rental Space(s) Requested					
Request #	Space Requested <i>(list one space per line, please)</i>	Date(s) of Use	Day(s) of the Week	Start time of use for each space <sup>3</sup> <i>(indicate am/pm)</i>	# of People Using Space
1	<input type="checkbox"/> All Indoor Spaces <input type="checkbox"/> All Indoor Spaces, plus North Patio				
2	<input type="checkbox"/> Cline <input type="checkbox"/> Conference <input type="checkbox"/> Craft <input type="checkbox"/> Game <input type="checkbox"/> Kitchen <input type="checkbox"/> Lounge <input type="checkbox"/> Multi-Purpose				
3	<input type="checkbox"/> Cline <input type="checkbox"/> Conference <input type="checkbox"/> Craft <input type="checkbox"/> Game <input type="checkbox"/> Kitchen <input type="checkbox"/> Lounge <input type="checkbox"/> Multi-Purpose				
4	<input type="checkbox"/> Cline <input type="checkbox"/> Conference <input type="checkbox"/> Craft <input type="checkbox"/> Game <input type="checkbox"/> Kitchen <input type="checkbox"/> Lounge <input type="checkbox"/> Multi-Purpose				
5	<input type="checkbox"/> Cline <input type="checkbox"/> Conference <input type="checkbox"/> Craft <input type="checkbox"/> Game <input type="checkbox"/> Kitchen <input type="checkbox"/> Lounge <input type="checkbox"/> Multi-Purpose				
6	<input type="checkbox"/> Cline <input type="checkbox"/> Conference <input type="checkbox"/> Craft <input type="checkbox"/> Game <input type="checkbox"/> Kitchen <input type="checkbox"/> Lounge <input type="checkbox"/> Multi-Purpose				
7	Add-on space: <input type="checkbox"/> North Patio <i>(only available in conjunction a Multi-Purpose Room rental)</i>				
<input type="checkbox"/> <b>Check here if requesting a wedding or festival package. Which package are you requesting:</b> _____					
<input type="checkbox"/> <b>Check here if space is also being reserved in Chintimini Park (must complete a separate Chintimini Park Reservation Request Form)</b>					
Footnotes: <sup>1</sup> The use of a licensed and bonded private security service may be required for your event. <sup>2</sup> A detailed layout diagram will be required for your event. <sup>3</sup> Set up and cleaning time must be included in the paid rental time. The amount of time allotted for cleaning is set by the City, based on the amount of time typically needed for cleaning after your type of event.					
Optional Permit(s) Requested					
<input type="checkbox"/> <b>Alcohol</b> (must be requested at least 5 business days in advance). <b>General liability insurance will be required for your reservation.</b> o Alcohol will be available for: <input type="checkbox"/> Consumption <input type="checkbox"/> Purchase o Alcohol will be served from _____ am/pm to _____ am/pm . Alcohol will be provided by: <input type="checkbox"/> You <input type="checkbox"/> Caterer					
<input type="checkbox"/> <b>Amplified Sound</b> (for North Patio rentals only; must be requested at least 5 business days in advance).					
<input type="checkbox"/> <b>Barbecue</b> (for North Patio rentals only; must be requested at least 5 business days in advance). o Number of grills in use    _____ <input type="checkbox"/> _Type of grill (circle one):    Charcoal    Propane o Grilling time:    Grilling will START at:    _____ am/pm      Grilling will END at:    _____ am/pm					
<input type="checkbox"/> <b>Candle.</b> Permit must be obtained from the Corvallis Fire Department. The approved candle permit and the illustration of the candle set up must then be provided to the Center at least one business day before your event.					







**Chintimini Senior & Community Center at Chintimini Park**  
**Event Equipment Rental Request Form**

**Date:** \_\_\_\_\_ **Renter:** \_\_\_\_\_

**Instructions:** Enter the quantity of the items that you would like to reserve for your event on this form, and return it to the Center when making your reservation. The equipment and any associated fees will be added to your rental permit.

Item Description	ID Code	Price per Item/Set	Quantity Available	Quantity Requested
<b>Audiovisual</b>				
CD/cassette player with speakers (portable)	SCDCASPLY	\$5.00	1	
CD player / iPod Docking Station	SCCDIPOD	\$15.00	1	
DVD player	SCSDVD	\$5.00	1	
LCD projector	SCLCDPROJ	\$25.00	1	
Microphone, wireless (use in MP only)	SCMICWLESS	n/a	1	
Microphone, wired (use in MP Room only)	SCMICWIRED	n/a	2	
Overhead projector	SCOVRHDPRO	\$15.00	1	
Power strip/extension cord	SCPWRCORD	\$5.00	2	
<b>Food/Beverage Multi-Item Discounts: the more you use, the more you save!</b>				
<ul style="list-style-type: none"> <li>• Rent any 5 beverage/food preparation/food service items (excluding coffee makers) \$ 10.00</li> <li>• Rent any 10 beverage/food preparation/food service items (excluding coffee makers) \$ 25.00</li> <li>• Rent all beverage/food preparation/food service items (excluding coffee makers) \$200.00</li> </ul>				
<b>Beverage Service</b>				
Bottle opener	SCBOTOPNR	\$1.50	1	
Carafe, insulated (white) – 40 ounce	SCCARAFEW	\$4.00	4	
Coffeemaker (percolator-style) - 30 cup	SCCOFFE35	\$4.00	1	
Coffeemaker (percolator-style) - 42 cup	SCCOFFE55	\$6.00	1	
Coffeemaker (percolator-style) - 100 cup	SCCOFFE100	\$10.00	1	
Corkscrew/wine bottle opener	SCCORK	\$2.00	1	
Pitcher, clear plastic – 60 ounce	SCPITCHCLR	\$2.50	9	
Towels, bar	SCTWLBAR	\$1.50	3	
<b>Food Preparation</b>				
Apron	SCAPRON	\$2.50	2	
Bowl, metal mixing (large, shallow)	SCBOWLMTL	\$3.00	1	
Bowls, plastic mixing	SCMIXBOWL	\$2.50	2	
Can opener	SCCANOPR	\$1.50	1	
Colander, metal	SCCOLANDER	\$2.50	1	
Cutting board (11" x 14")	SCCUTBRD	\$2.50	1	
Dishcloths	SCDISHCLTH	\$1.50	12	
Food prep mat set	SCMATSET	\$3.00	1 set	
Jar opener	SCJAROPR	\$0.50	3	
Knife, serrated edge—3"	SCKNIFE3	\$2.50	1	
Knife, serrated edge—9"	SCKNIFE9	\$2.50	1	
Knife, chef's—8"	SCKNIFE8	\$2.50	1	
Measuring cup, Pyrex (2 cup capacity)	SCMEASCUP	\$1.50	1	
Oven mitts	SCMITTS	\$2.50	1 pair	
Potholder	SCPOTHOLD	\$1.50	2	
Saucepan w/lid, metal - 1.5 quart	SCPAN15QT	\$3.00	1	
Saucepan w/lid, metal – 3 quart	SCPAN3QT	\$6.00	1	
Sauté pan w/lid, metal – 3.5 quart	SCPAN35QT	\$8.00	1	
Scissors, kitchen	SCSCISSORS	\$2.50	1	
Skillet, metal – 8 "	SCSKILLET8	\$3.00	1	
Skillet, metal – 10"	SCSKILLET10	\$5.00	1	
Spatula, plastic	SCSPATNYL	\$2.50	1	
Spatula, metal	SCSPATMET	\$2.50	1	
Spoon, wooden	SCSPNWOOD	\$2.50	1	
Steamer basket w/lid, metal – 20 cm	SCSTEAMBKT	\$3.50	1	
Stockpot w/lid, metal – 8 quart	SCPOT8QT	\$10.00	1	

Item Description	ID Code	Price per Item/Set	Quantity Available	Quantity Requested
<b>Food Preparation, cont'd</b>				
Stockpot, metal – large	SCPOT	\$5.00	1	
Stockpot, enamel	SCPOTENAM	\$5.00	1	
Thermometer, for cooking	SCTHERM	\$2.50	1	
Tongs, metal, locking	SCTONGLK9	\$2.50	2	
Tongs, locking with nylon head	SCTONGLKNY	\$2.50	3	
Towel, kitchen	SCTWLKIT	\$1.50	4	
Cake server/slicer	SCSVRCAKE	\$2.50	2	
<b>Food Service</b>				
Hostess set, metal (spoon, slotted spoon, fork, flat server, gravy ladle, pie server)	SCHOSTSET	\$10.00	2	
Ice cream server	SCICECREAM	\$2.50	1	
Ladle	SCLADLE	\$2.50	1	
Ladle, metal, 2 oz bowl	SCLADLE2	\$1.50	1	
Ladle, metal, 3 oz bowl	SCLADLE3	\$2.00	1	
Ladle, metal, large bowl	SCLADLELG	\$2.50	1	
Lighter (3-in-1)	SCLIGHTER	\$1.50	3	
Pie server/slicer	SCSVRPIE	\$2.50	1	
Serving fork/spoon set, plastic (2 pieces)	SCFKSPSET	\$3.00	3	
Serving spoon, small	SCSPNSM	\$2.50	1	
Serving spoon, large	SCSPNLG	\$2.50	2	
Serving spoon, slotted	SCSPNSLT	\$2.50	3	
Serving spoon, solid	SCSPNSLD	\$2.50	2	
Tongs, serving	SCTONGMTL	\$2.50	2	
<b>Food/Beverage Multi-Item Discounts: the more you use, the more you save!</b>				
• Rent any 5 beverage/food preparation/food service items (excluding coffee makers)		\$ 10.00		
• Rent any 10 beverage/food preparation/food service items (excluding coffee makers)		\$ 25.00		
• Rent all beverage/food preparation/food service items (excluding coffee makers)		\$200.00		
<b>Furniture</b>				
Chairs, w/arms (purple) – (indoor use only)	SCCHRARMS	\$2.00	21	
Chairs, folding (orange)	SCCHRFOOLD	\$1.00	64	
Chairs, stacking (blue) – (indoor use only)	SCCHRBLUE	\$2.00	Varies	
Chairs, stacking (red) – (indoor use only)	SCCHRRED	\$2.00	21	
Table, oval, 6' x 5' (indoor use only)	SCTBL6OVL	\$7.00	13	
Table, round, 4' (indoor use only)	SCTBL4RD	\$5.00	10	
Table, rectangular, 8' x 29" (indoor use only)	SCTBL8IND	\$7.00	13	
Table, rectangular, 8' x 29" (outdoor)	SCTBL8OUT	\$8.00	10	
Table, square, 4' (indoor use only)	SCTBL4SQ	\$3.00	22	
Easel/whiteboard, 28" x 36" (portable)	SCEASELWB	\$7.50	2	
Podium, freestanding	SCPODIUMLG	\$10.00	1	
Podium, tabletop (portable)	SCPODIUMSM	\$5.00	1	
Whiteboard, 4' x 6' (portable)	SCWBRD4X6	\$15.00	1	

**– See Other Side for Audiovisual, Beverage Service, and Food Preparation Items. –**



Corvallis Parks & Recreation

## Chintimini Senior & Community Center at Chintimini Park

### Event Service Options

The Center’s optional event services can make putting on a successful event much easier. Save time and energy by letting the Center’s staff develop a plan for your use of the venue, set up the event, and/or clean up at event’s end.

Below is a brief description of what is included in each category of event services. Please contact the Center at (541) 766-6959 for more details. To request these services, please complete the form on the other side of this sheet and return it to the Center for review.

Event Services Categories	Before the Day of the Event		On the Day of the Event: <i>Pre-Event</i>		On the Day of the Event: <i>Post-Event</i>					
	Event plan development	Preparation of a detailed room layout diagram	Setup of tables, chairs, and Center-supplied equipment	Basic decorating (place flowers, tablecloths, centerpieces, etc.)	Clean & sanitize sinks and counters in rental room	Sweep and/or vacuum room floors indoors or sweep pavement outdoors	Clean and put away Center-supplied furniture* and equipment	Empty trash and recycling containers	Clean and sanitize sinks and counters	Clean and sanitize Kitchen floor
<p><b>Worry-Free Service</b> This is our most comprehensive service, offering setup, decorating, and cleaning services, plus the development of a customized event plan to help ensure you’re your rental spaces are ready for you when you arrive.</p>	√	√	√	√	√	√	√	√	√	√
<p><b>Setup Service</b> Setting up is the most time-consuming part of getting your venue ready for your event. Using the Center’s set up service saves you time and energy, lowers your stress level, and frees up resources that you can devote to other tasks in creating a successful event.</p>	√	√	√	√						
<p><b>Cleaning Service</b> Putting on a successful event is only part of the story. At the end of the event, there will still be cleaning to do. But, if you choose the Center’s cleaning service, you can just pack your equipment and supplies and head out the door, knowing that the cleaning will be taken care of quickly and professionally.</p>					√	√	√	√	√	√
<p><b>Event Plan Development</b> Do it yourself events are economical, but planning their logistics can become very stressful. Having the Center develop a customized plan for your use of the space can help reduce confusion on the day of the event, and lower the stress level for you and your team.</p>	√	√								

\*Upholstered chairs will be put away, but additional charges will be assessed if professional cleaning is required due to your use.

**See Other Side for Event Services Request Form**



Corvallis Parks & Recreation  
**Chintimini Senior & Community Center at Chintimini Park**  
**Request for Event Services**

Thank you for your interest in purchasing event services for your reservation. Please note:

- Approval of requests for these services is dependent on staff availability and is granted on a first-come, first-served basis.
- An Event Plan/Service Agreement, mutually-agreed upon by you and the City must be in place prior to the provision of any services.
- Rental fees are payable for service time (i.e. space use time to provide the services).
- Additional fees will be incurred if services provided are beyond the usual and customary scope of what was requested.
- Service fees do not include the cost of renting equipment that is not a standard part of the rental of your reserved space.
- Changes to the Event Plan must be made in advance through the Center.

<b>Your name:</b> _____ <b>Company:</b> _____ <b>Event Date:</b> _____			
<b>Phone #:</b> _____ <b>Email:</b> _____			
<input checked="" type="checkbox"/> To Request	Service (descriptions of service categories on other side)	Fee	Total fees for services requested:
<b>Worry-Free Packages (include setup and cleaning services)</b>			
<input type="checkbox"/>	• Multi-Purpose Room/Kitchen/North Patio	\$370	
<input type="checkbox"/>	• Multi-Purpose Room/Kitchen	\$260	
<input type="checkbox"/>	• Multi-Purpose Room alone	\$230	
<input type="checkbox"/>	• Lounge	\$150	
<input type="checkbox"/>	• Game	\$150	
<input type="checkbox"/>	• Craft	\$100	
<input type="checkbox"/>	• Conference	\$100	
<input type="checkbox"/>	• Cline	\$100	
<input type="checkbox"/>	• Northeast Lawn	\$190	
<input type="checkbox"/>	• Southwest Lawn	\$140	
<b>Setup Service Only:</b>			
<input type="checkbox"/>	• Multi-Purpose Room	\$205	
<input type="checkbox"/>	• North Patio	\$110	
<input type="checkbox"/>	• Lounge	\$120	
<input type="checkbox"/>	• Game	\$120	
<input type="checkbox"/>	• Craft	\$85	
<input type="checkbox"/>	• Conference	\$85	
<input type="checkbox"/>	• Cline	\$85	
<input type="checkbox"/>	• Northeast Lawn	\$160	
<input type="checkbox"/>	• Southwest Lawn	\$120	
<b>Cleaning Service Only</b>			
<input type="checkbox"/>	• Multi-Purpose Room	\$60	
<input type="checkbox"/>	• Kitchen	\$30	
<input type="checkbox"/>	• North Patio	\$50	
<input type="checkbox"/>	• Lounge	\$40	
<input type="checkbox"/>	• Game	\$400	
<input type="checkbox"/>	• Craft	\$25	
<input type="checkbox"/>	• Conference	\$25	
<input type="checkbox"/>	• Cline	\$25	
<input type="checkbox"/>	• Northeast Lawn	\$30	
<input type="checkbox"/>	• Southwest Lawn	\$40	
<b>Event Plan Development only</b>			
<input type="checkbox"/>	• Multi-Purpose Room	\$180	
<input type="checkbox"/>	• North Patio	\$65	
<input type="checkbox"/>	• Lounge	\$100	
<input type="checkbox"/>	• Game	\$100	
<input type="checkbox"/>	• Craft	\$65	
<input type="checkbox"/>	• Conference	\$65	
<input type="checkbox"/>	• Cline	\$65	
<input type="checkbox"/>	• Northeast Lawn	\$130	
<input type="checkbox"/>	• Southwest Lawn	\$100	
<b>Total fee for the services selected above (charges are payable prior to the development of an event plan):</b>			

I request that the Chintimini Senior & Community Center at Chintimini Park provide the services selected above. I understand that I and the Center must reach agreement on an Event Plan in order for these services to be provided, that once an Event Plan is in place, I am responsible for notifying the Center if I choose not to use these services or if I cancel my reservation, and that I am liable for payment for any services that were provided prior to said notification.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Chintimini Senior & Community Center**

2601 NW Tyler Ave., Corvallis, OR 97330

541-766-6785 Phone // 541-766-6338 FAX

Email: [senior.center@corvallisoregon.gov](mailto:senior.center@corvallisoregon.gov)

### **Permitting Process for Consumption of Alcohol at the Chintimini Senior & Community Center at Chintimini Park**

In order to purchase an alcohol permit, which allows the consumption of alcohol in City parks and/or facilities, you must provide us with a Certificate of Insurance showing you have \$1 million in General Liability coverage.

We will provide you with an Alcohol Permit application form that has your reservation information completed. You will complete the customer section, including your signature, address, telephone number, date of birth, and driver's license and state of issue.

Return the Alcohol Permit application along with a Certificate of Insurance and we will collect the \$12 permit fee and issue you a copy of the signed Alcohol Permit.

This can all be done via email to [senior.center@corvallisoregon.gov](mailto:senior.center@corvallisoregon.gov); fax to (541) 766-6338; or by mail or in person at our office at 2601 NW Tyler Avenue, Corvallis, OR 97330

Suggestions for securing general liability insurance:

- Speak to your own insurance agent, as they may be able to provide you with 24 hour coverage under a homeowners or other policy.
- If your reservation is for a company-sponsored event, the company's insurance agency may be able to provide the necessary Certificate of Insurance.
- If you are using a catering company and they will be providing and serving the alcohol, they should provide necessary Certificate of Insurance on your behalf.
- Visit one of the following websites:
  - [www.rvnuccio.com](http://www.rvnuccio.com)
  - [www.eventplanner.com](http://www.eventplanner.com)
  - [www.theeventhelper.com](http://www.theeventhelper.com)
  - [www.privateeventinsurance.com](http://www.privateeventinsurance.com)
  - [www.eventinsurance-kk.com](http://www.eventinsurance-kk.com)
  - [www.markelinsuresfun.com](http://www.markelinsuresfun.com)
- You **do not** need to list City of Corvallis as "additional insured"

Please give us a call at (541) 766-6959 if you have further questions.



**Chintimini Senior & Community Center**

2601 NW Tyler Ave., Corvallis, OR 97330

541-766-6785 Phone // 541-766-6338 FAX

Email: [senior.center@corvallisoregon.gov](mailto:senior.center@corvallisoregon.gov)

**Permitting Process for the Sale of Alcoholic Beverages**

In order to purchase an alcohol permit that allows the sale of alcohol in City parks and/or facilities, you must provide us with a Certificate of Insurance showing you have \$1 million in General Liability coverage. The City of Corvallis is to be named as Additional Insured.

We will provide you with an Alcohol Permit application form that has your reservation information completed. You will complete the customer section, including your signature, address, telephone number, date of birth, and driver's license and state of issue.

Return the Alcohol Permit application along with a Certificate of Insurance and we will collect the \$12 permit fee and issue you a copy of the signed Alcohol Permit.

This can all be done via email to [P&RReception@corvallisoregon.gov](mailto:P&RReception@corvallisoregon.gov); fax to 541-754-1701; U.S. Mail or in person at our office at 1310 SW Avery Park Drive, Corvallis, OR 97333

Please give us a call if you have further questions.



**Corvallis Parks and Recreation**  
1310 SW Avery Park Drive  
Corvallis, OR 97333  
Phone: 541-766-6918  
Fax: 541-754-1701

**PERMIT FOR AMPLIFIED SOUND AT  
CITY OF CORVALLIS PARKS AND RECREATION AREAS**  
*No person shall disturb the peace between the hours of 10:00 p.m. and 6:30 a.m.*

***There's a \$5.00 non-refundable fee for this permit***

\_\_\_\_\_ is granted a permit to operate sound equipment in  
\_\_\_\_\_ **Print Name of responsible Party**  
the City of Corvallis Parks and Recreation facility listed below on \_\_\_\_\_  
\_\_\_\_\_ **Month/Day/Year**

between \_\_\_\_\_ am/pm & \_\_\_\_\_ am/pm at the following location:  
\_\_\_\_\_ **Hours of Use**

Thompson Shelter  Lions Shelter  Maple Grove Shelter

Fire Side Shelter  Rotary Shelter @ Willamette Park  Central Park Gazebo

Townsend Shelter  Riverfront Commemorative Park  Rose Garden

Bruce Starker Arts Park  Bald Hill Barn  Walnut Barn  Tunison Community Room

Walnut Community Room  Arts Center Plaza  Other \_\_\_\_\_

**PLEASE READ THE INFORMATION ON THE BACK PAGE BEFORE SIGNING**

I hereby acknowledges that I have read, understands, and will comply with all the provisions of City of Corvallis, Oregon Municipal Code, Section 5.01.120 pertaining to the use of sound and I understand the City of Corvallis, Oregon Municipal Code, Section 5.03.030.030, which states that the sound must not be audible for over 150 feet from the source of the amplified sound.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address-City, State & Zip

\_\_\_\_\_  
Phone

Corvallis Municipal Code

**Official Use Only:**

**\$5.00 permit fee - non-refundable**

**Payment Type:**

**C.C. #:** \_\_\_\_\_ **Check #:** \_\_\_\_\_

**Cash:** \_\_\_\_\_

**Staff Int:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 5.01.120 - Sound.**

1) No person shall disturb the peace in any park between the hours of 10:00 pm and 6:30 am. For purposes of this subsection, disturbing the peace is defined as including, but not being limited to, the following:

- a) Playing a musical instrument;
- b) Playing a radio;
- c) Shouting;
- d) Engaging in any organized games.

2) No person shall use any device to amplify sound in any park unless a valid permit has been issued by the City Manager under Section 5.03.030.020 herein.

3) The City Manager may issue a sound permit authorizing the use of one or more designated devices to amplify sound by one or more designated persons in a designated area of a park on a designated date between specific hours if, according to his or her reasonable discretion, the number of persons to be entertained or served by the use of sound can be adequately and reasonably served only by the amplification of sound. The City Manager may include conditions in such a permit which she or he deems reasonable; and may revoke a permit if the terms of the permit are violated; or may deny a permit to a person or group of persons who have violated the terms of a permit within the previous year.

4) No person who holds a valid sound permit issued by the City Manager shall amplify sound within a park in violation of any conditions stated in that permit.

*(Ord. 82-78 § 4, 1982; Ord. 81-35 § 4, 1981; Ord. 72-27 § 13, 1972)*

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**NOT VALID UNLESS SIGNED BY THE PARKS AND RECREATION DIRECTOR**

**APPROVED:** \_\_\_\_\_ *Parks and Recreation Director*



Chintimini Senior & Community Center  
2601 NW Tyler Avenue, Corvallis, OR 97330  
(541) 766-6959 Phone  
(541) 766-6338 Fax

## CHINTIMINI PARK BARBECUE GRILL(S) USE PERMIT APPLICATION

*There is a \$10.00 non-refundable application fee for this permit.*

\_\_\_\_\_ is hereby granted a permit to use a  
*Print name of responsible person*

*(select all that apply):*  **Charcoal** or  **Propane** barbecue grill in the Chintimini Park area(s)

designated below on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ in compliance with  
*Date of rental* *Time of rental*

the rules outlined on the reverse side of this form.

### Reserved Areas (check all that apply):

- Northwest Lawn (Area 3)    Southwest Lawn (Area 1)  
 North Parking Lot (Area 4)    North Patio (Area 2)    Northwest Lawn (Area 5)

### PLEASE READ THE RULES ON THE REVERSE SIDE BEFORE SIGNING

Applicant hereby acknowledges that he/she is 18 years of age or older and has read, understands, and will comply with all City rules and policies governing the use of barbecue grills in Chintimini Park.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Phone                      DOB                      DL State/Number/Exp. Date**

### Official Use Only:

- Application fee paid via:**  
 Cash  
 Check  
 Credit card  
 As part of Payment Plan  
 Account credit

**Date rec'd:** \_\_\_\_\_

**Rec'd by:** \_\_\_\_\_

## Rules Governing the Use of Barbecue Grills in Chintimini Park's Designated Event Spaces

1. Use of barbecue grills requires an approved Barbecue Grill Permit Application. Applications must be submitted in advance and cannot be approved on the day of the event.
2. On the day of your rental, placement of the barbecue grill must be approved by the on-site City staff person before the grill is ignited.
3. To reduce the risk of fire, the following safety rules must be observed:
  - Barbecue equipment must be in good working order and use standard barbecue fuel sources.
  - Barbecue equipment must be used at least 15' away from structures (buildings, playground equipment, and fixed park equipment like benches and picnic tables).
  - Barbecue equipment may not be used under tree canopies or other vegetation.
  - Before the grill is lit, the renter must place a fire extinguisher next to the grill so that grill fires can be extinguished quickly. The extinguisher will be provided by the Chintimini Senior & Community Center.
  - Before the grill is lit, a full bucket of water must be placed next to the grill, to be used to smother any sparks that escape from the grill into the surrounding area (water should not be used to extinguish grill fires). The bucket will be provided by the Chintimini Senior & Community Center.
  - Ashes from your barbecue grill (if applicable) must be disposed of in the ash container provided by the Chintimini Senior & Community Center.
4. You are expected to use your barbecue grill in a safe manner for the purpose of food preparation only, and in a manner that complies with the standard operating instructions for your specific equipment. If the City staff person on-site observes the grill being used in an unsafe manner and/or the grill being used to burn non-food items, they can revoke this permit immediately. If this permit is revoked, you agree to immediately extinguish any flames and dispose of any ashes as described in number 3 above. Once the permit is revoked, the grill cannot be used for the remainder of your rental time.
5. After extinguishing your barbecue grill, please notify the on-site City staff person so they can inspect the area to ensure that all potential sources of fire have been extinguished. The fire extinguisher, water bucket, and ash container (if provided) must be returned to the Senior & Community Center once the inspection is complete.
6. Cleaning of the area where the grill is used and the removal of the barbecue grill and associated equipment is your responsibility. Additional fees for cleaning and equipment disposal and/or storage may be assessed by the City if this requirement is not met.

In the event that weather or other environmental conditions make barbecue grill use impossible during the time of your rental, the City's sole liability to you is a refund of your application fee for this permit.

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**Comments:** \_\_\_\_\_

**Application**  **Approved**  **Denied** \_\_\_\_\_  
*Senior Center Supervisor*



**Corvallis Parks & Recreation**  
1310 SW Avery Park Drive  
Corvallis, OR 97333  
Phone: (541) 766-6918  
FAX: (541) 754-1701

## APPLICATION FOR PERMIT TO OPERATE A CONCESSION IN A CITY PARK

**COST:** The Concession Permit fee is \$120, payable upon submission of this application. If your permit application is denied, all but a \$10 processing fee will be refunded to you.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization name, if applicable: \_\_\_\_\_

Full address: \_\_\_\_\_

Proposed park for concession: \_\_\_\_\_

Proposed hours of operation: \_\_\_\_\_

Proposed date(s) of operation: \_\_\_\_\_

*(Note: An approved permit may be valid for no more than 3 months.)*

Will you, or any other party at your event, be accepting donations?     YES     NO

What items will be sold? (raffle tickets, food\*\*, entrance fees, souvenirs, etc.) Attach a separate sheet of paper if needed.

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**\*\*Per Council Policy 91-4.01, all concessions involving food must have an approved Benton County Health Department certificate. If you, or anyone at your event, will be selling or serving food to the public, you MUST contact the Environmental Health Department of Benton County at least 30 days in advance of the event to arrange for any required permits, licenses, or certificates. For more information visit the Benton County web site or call 541-766-6841. FAILURE TO OBTAIN THE REQUIRED PERMITS, LICENSES, OR CERTIFICATES FROM BENTON COUNTY WILL CAUSE THE CITY TO CANCEL YOUR EVENT WITHOUT REFUND OR LIABILITY.**

OVER →

Please provide a description of any equipment which will be used (BBQs, tents, etc.):

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Previous experience operating a concession/fundraising event/etc. (where and when):

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References familiar with your vending/fundraising experience:

Name	How Known	Phone #

Applicant acknowledges he/she has read, understands, and will comply with all provisions of City Council Policy 91-4.01 *Guidelines for Commercial Vending and Fundraising Activities in City Parks*. If approved, applicant agrees to post the laminated Concession Permit in a conspicuous place during the event. Applicant agrees to contact Parks & Recreation if plans change from those indicated on this application, at least 2 business days in advance of the event date in case additional permits or fees apply. **Failure to notify Parks & Recreation of changes may result in additional charges, permit denial, or permit revocation.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Initials

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### FOR OFFICE USE ONLY

**NOT VALID UNLESS SIGNED BY PARKS AND RECREATION DIRECTOR**

Concession Permit Application:       Approved       Denied

\_\_\_\_\_  
Parks and Recreation Director

\_\_\_\_\_  
Date

<b><i>\$120 Permit Fee</i></b>	
<b><i>Payment Method:</i></b>	
<input type="checkbox"/> Check # _____	
<input type="checkbox"/> Visa/MasterCard # _____	
<input type="checkbox"/> Cash	
Date Paid: _____	Staff Initials: _____