



PALMER CREEK LODGE COMMUNITY EVENTS CENTER

City of Dayton

PO Box 339

Dayton OR 97114

(503) 864-2221

www.ci.dayton.or.us

Use Permit, Application & Reservation Form

Application for rental of the Dayton Community Center Facility must be submitted in person

Date of Event: _____ Date Submitted: _____

Type of Event: _____ Total Hours Requested: _____

Hours of Reservation: Start Time: _____ End Time: _____

Rooms Requested: 1st Floor Meeting Room 2nd Floor Auditorium Commercial Kitchen
 Entire Facility 2nd Floor Lobby (Limited use) Non-Profit Use Private Use

Estimated Attendance Numbers: _____ Final Attendance Numbers: _____

Applicant/Organization Name: _____

Phone Number: _____ Non-Profit ID # _____

Physical Address: _____

Mailing Address (if different): _____

Email Address: _____

Authorized Back-up Person: _____ Phone # _____

Back-up Person can only pick-up the facility key, attend the walk-through for the applicant & be present at the facility in absence of the applicant.

****Deposit refund checks are issued to the named applicant listed on this application and are mailed to the applicant's address.**

Facility Rental Information:

Will Food or Drinks be served? Yes No If yes, you will be required to rent the kitchen for your event.

Will the event be catered? Yes No If yes, Caterer's Phone Number: _____

Caterer's Name _____

Will you be serving alcohol at your event? Yes* No

OLCC Licensed Server Name: _____

Will there be a Band? Yes No Music/Disc Jockey? Yes No - All music must end at 10:00 pm

Will you need use of the facilities tables and/or chairs? Yes No

Will you be using the stove in the Commercial Kitchen during your rental? Yes No

I hereby apply for a Palmer Creek Lodge Dayton Community Events Center Use Permit. I confirm that all the information supplied in this application is true to the best of my knowledge. I understand by signing this document I am agreeing to all the terms and conditions set forth in the Palmer Creek Lodge Dayton Community Center Facility Use & Rental Agreement, in which I have received a copy and have read.

Applicant Signature

Date Signed

Office Use:

Application Deadline: _____

Application Approved By: _____

CITY OF DAYTON REVIEWERS - CHECK LIST

- Event scheduled on Community Center Calendar Event scheduled on City's Website
 - Completed Use Permit Application (No blank spaces/signed & dated)
 - Completed Facility Use & Rental Agreement Copy given to applicant
 - Payment In Full
 - Applicants Identification - Address Verification Copy attached
 - Insurance Certificate Required: Yes No Copy attached
 - Alcohol Serving Requirement OLCC Licensed Server Verification Licensed Server Picture ID
 - Facility Key # _____ Date Issued: _____ Issued by: _____
 - Pre-Rental Walk-Through Scheduled Date: _____ Time: _____
- Rental Comments: _____
- _____
- _____

RENTAL FEES & DEPOSITS

Description <small>*2 hour minimum rental required</small>	Private Use			Units	Amount Due	Deposits		
	Dayton Resident	Non-Resident	Approved Non-Profit			Key	Security	w/Alcohol
Auditorium *(per/hour)	30.00	45.00	15.00			50.00	150.00	300.00
1st Floor Meeting Room *(per/hour)	30.00	45.00	15.00			50.00	150.00	300.00
1st Floor & Auditorium (together)	60.00	90.00	30.00			50.00	300.00	600.00
plus Kitchen (additional fee)	30.00	45.00	30.00					
Entire Facility Rental	450.00	675.00	225.00			50.00	300.00	600.00
Kitchen Only (per/4 hour block)	30.00	45.00	30.00			50.00	150.00	300.00
2nd Floor Lobby (per/4 hour block)	30.00	45.00	30.00			50.00	150.00	300.00
	Sub Total:							
	Deposit Sub Total:							
	Total Amount Due:							
	Reservation Fee: 50.00							
	Total Balance Due:							

Payment Log

Date	Amount Paid	Type of Payment	Receipt #	Comments

After Rental:

Cleaning Fee:	Damage Fee:	Item(s) Replacement Fee:
Amount Refunded:	Refund Date:	Check #: _____ By: _____