



Rental Application Questions

What is your Event for? _____

How many Adults & Children do you expect? Adults _____ Children _____

What time does the event begin? _____

How much set up time is required? _____

How much clean up time is required? _____

Do you need Sound or a Projector? _____

Do you need sound? _____

Rental Application form

Rental Start/End Date, Time _____

Sanctuary (\$100hr): Use & Time _____

Chapel (\$64hr): Use & Time _____

Friendship Hall (\$100hr): Use & Time _____

Teen Room 1 (\$40hr): Use & Time _____

Teen Room 2 (\$30hr): Use & Time _____

Partial Kitchen (\$50hr): Use & Time _____

Full Kitchen (\$100hr): Use and Time _____

Building Host (\$20hr): Use & Time _____

Kitchen Manager (\$50hr): Use & Time _____

Projector (\$25hr): Use & Time _____

Portable Sound (\$25hr): Use & Time _____

{Sound Tech (\$50hr): Use & Time?} _____

{What time do you need sound tech?} Minimum 1hr before. _____

{What time does the actual memorial start?} _____

{Are they going to need the projector?} _____

{Will they have a singer/musician(s)?} _____

{Will they need mics for additional speakers on stage?} _____

{Will they do a section where they pass a mic around the room for sharing?} _____

{Will you require CD or mp3 music playback?} _____

Cleaning Fee (\$100 deposit per Event Space) _____

Total Event Rental Cost _____



Group Name _____

Responsible Person _____

Email _____

Company _____

Rental Type _____

Phone # _____

Name on Credit Card _____

Credit Card # _____

Expiration Date _____

Security Code _____

Billing Zip Code _____

House Number _____

RENTAL CANCELLATION POLICY:

EVENT RENTAL COST IS REFUNDABLE UNTIL 60 DAYS PRIOR TO THE EVENT DATE, LESS 20% ADMINISTRATIVE FEE.

A CANCELLATION WITHIN 30 DAYS OF THE EVENT DATE WILL RESULT IN THE 100% FORFEITURE OF THE EVENT RENTAL COST.

IF WEATHER POSTPONEMENT IS REQUIRED, EVENT RENTAL COST BE APPLIED TO A FUTURE RENTAL LESS 20% ADMINISTRATIVE FEE.

(Example, SCHOOL CLOSURES)

I, _____, agree that I am responsible for the security of the entire building and property while I am/we are here at Unity of Portland. The building and surrounding areas will be returned to the original state of cleanliness and orderliness when I/we leave. The building and property will be checked by Unity Personnel to determine the state of cleanliness and orderliness. The cost for repairs and needed cleaning resulting from our use becomes the financial responsibility of our group. I acknowledge that if our group has not vacated the premises by the end of the agreed upon rental period, I will be charged for the extra time used in 1-hour increments at 1.5 times the normal rate for all spaces rented and staff time required.