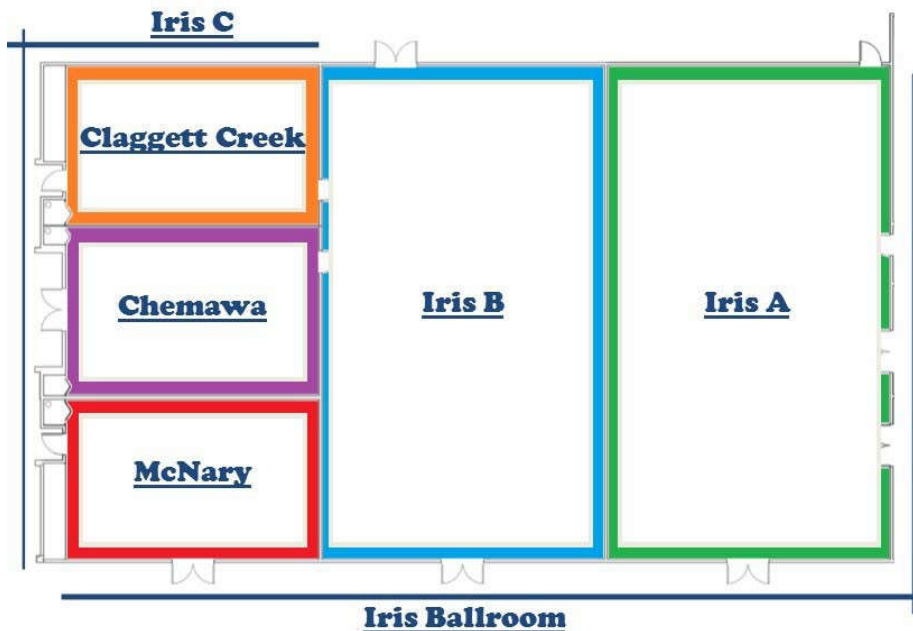


# CITY OF KEIZER EVENT CENTER



## Amenities Included with Rental

Subject to safety regulations, tables and chairs set up according to your approved layout and public wireless internet. Included by request: 2 wireless microphones, house sound system, lectern. Catering kitchen with ice machine is included with the rental of an Iris Room or larger.

## Insurance Information

A Comprehensive General Liability insurance policy may be required. This would include providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from the facilities used hereunder in the amount of \$2,000,000.

## Catering Information

Private events are welcome to bring in their own food or use a caterer from the City's vendor list. For events open to the general public, catering services must be provided by a caterer on the City's vendor list. Our warming kitchen is available for use upon request, additional fees may apply.

## Call or email for more information:

[KeizerCC@Keizer.org](mailto:KeizerCC@Keizer.org)  
503-856-3451

## FACILITY USE FEES

### Iris Ballroom

\$325 per hour (minimum 8 hour rental)  
\$1500 Refundable Deposit

### Iris A

\$125 per hour (minimum 4 hour rental)  
\$750 Refundable Deposit

### Iris B

\$125 per hour (minimum 4 hour rental)  
\$750 Refundable Deposit

### Iris C

\$125 per hour (minimum 4 hour rental)  
\$750 Refundable Deposit

### Two Iris Rooms

\$250 per hour (minimum 4 hour rental)  
\$1150 Refundable Deposit

### Claggett Creek

\$35 per hour (minimum 3 hour rental)  
\$300 Refundable Deposit

### Chemawa

\$35 per hour (minimum 3 hour rental)  
\$300 Refundable Deposit

### McNary

\$35 per hour (minimum 3 hour rental)  
\$300 Refundable Deposit

## PHYSICAL ADDRESS

930 Chemawa Rd NE  
Keizer OR 97303

## WEBSITE

[keizer.org/Event-Center](http://keizer.org/Event-Center)

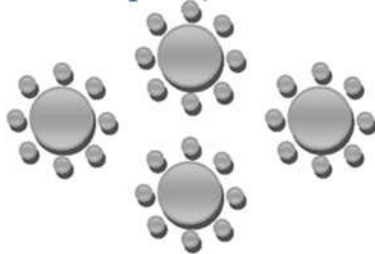
## BUSINESS HOURS

Monday-Friday from 8am-5pm

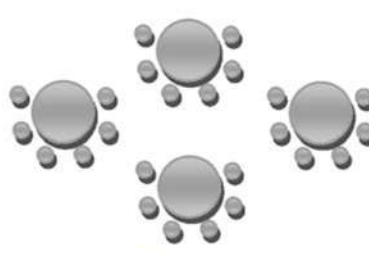
# VENUE CAPACITY AND DIMENSIONS

Room	Sq. Ft.	Dimensions	Reception/ Round	Crescent Rounds	Classroom Style	Theater Style
Iris Ballroom	8165	115' x 71'	400	300	-	500
Iris A	2,769	39' x 71'	120	72-90	-	160
Iris B	2,840	40' x 71'	120	72-90	-	160
Iris C	2,556	36' x 71'	120	72-90	-	160
Iris A/B	5,609	79' x 71'	240	144-180	-	340
Iris B/C	5,396	76' x 71'	240	144-180	-	340
Claggett Creek	828	23' x 36'	32	24	18-27	50
Chemawa	864	24' x 36'	32	24	18-27	50
McNary	864	24' x 36'	32	24	18-27	50

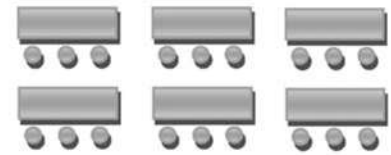
Reception/Rounds



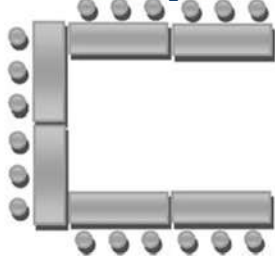
Crescent Rounds



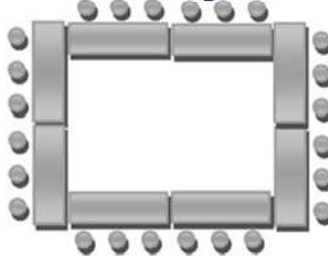
Classroom Style



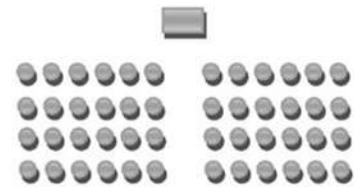
U-Shape



Hollow Square



Theater Style



## ADDITIONAL FEES

### Stage

\$200

### Projector & Screen

\$50 each set up

### Internet Services

\$50

### Warming Kitchen

\$75 (The warming kitchen is included with the rental of Iris Ballroom, Iris A, Iris B and Iris C.)

### Private Security Professionals

\$50 per hour / per Private Security Professional (If alcohol is being served the City will hire Private Security Professionals based on room use for events. The client is responsible for the fees associated with hiring Private Security Professionals. All alcohol service must be provided by a vendor on the City's vendor list.)

## DISCOUNTS

### Keizer Citizens

25% discount on Iris Ballroom, Iris A, Iris B and Iris C rentals.

### Keizer Based 501(c) Organizations

25% discount on Iris Ballroom, Iris A, Iris B and Iris C rentals.

### Keizer Based 501(c) Organizations conducting a fundraiser event

Once per calendar year - two medium rooms or the Iris Ballroom for 12 hours, for the base rental fee of \$600.

### Government Partners

20% discount on Iris Ballroom, Iris A, Iris B and Iris C rentals.

### Multiple Bookings

A possible discount is available for any room rental fee for groups that book multiple times with us in a calendar year. Groups must book dates at one time and set up a payment arrangement with Event Center staff.

(Rev April 2024)