



# City of Keizer

## Event Center Customer Checklist - Government

### CHECKLIST – SUBMIT APPLICATION TO THE CITY OF KEIZER

*Room reservations are only secure when a completed Event Center Use Application and Use Agreement has been received by the City.*

- Fully complete the Event Center Use Application, including page 1, 2 and 6. A signature is required on page 8 the Event Center Use Agreement.
- Any rental fee payments that may be outstanding are due two weeks after the event date.
  - An invoice can be provided upon request.

### CHECKLIST – ITEMS DUE AT LEAST 14 DAYS PRIOR TO EVENT DATE

*A late fee of \$100 will be charged against the deposit if any of the insurance certificates and endorsements, caterer information or other documents required by this agreement are submitted less than fourteen (14) days prior to the event. In the event that the documentation is submitted, but is not sufficient, such late fee shall be imposed if the proper information is not resubmitted at least seven (7) days before the event.*

- All events must provide the City with proof of insurance by one of the following options:
  - 1) Provide documentation stating that the client is self-insured and will not obtain separate insurance.
  - 2) Obtain a Comprehensive General Liability insurance policy 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. The policy must:
    - Name the “**City of Keizer**” as additional insured.
    - Be in the name of the Responsible Person/Contract Signer.
    - Issued by an insurance company authorized to do business in the State of Oregon.
    - Provide an Additional Insured Endorsement with the Certificate of Liability Insurance.
- All space design and event details must be finalized with event center staff. Posted maximum room capacity may not be exceeded at any time during your event. If a change from the confirmed room set-up is required on the day of the event, and additional staff is necessary, a labor charge of \$100 per hour, per worker, will be deducted from the deposit.
- FOOD SERVICE/CATERING POLICY:** All catering services must be provided by a vendor on the City’s vendor list. If catering services are being provided during your event you must provide the City with the name of the catering provider. All events open to the general public must use a caterer from the City’s vendor list. Clients are permitted to bring in or serve their own food and non-alcoholic beverages, except if the event is open to the general public.
- VENDOR POLICY:** If you have chosen to hire an outside vendor(s) to provide additional services for your event you will need to notify the vendor(s) that the Event Center does not have storage availability outside of your rental period. Outside vendor rental equipment must be delivered no earlier than the reserved time and day of your event and then be removed at the end of your event.

If you have questions about this information please contact the Event Center Team for assistance.

City of Keizer Event Center

(503) 856-3451

[KeizerCC@keizer.org](mailto:KeizerCC@keizer.org)