



# City of Keizer

## Event Center Customer Checklist

### 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 along with full payment of the refundable deposit.*

- Fully complete and sign the Event Center Use Application. Applications are accepted in person or by email.
- Submit payment of the Refundable Deposit in full.
- Any remaining rental fee payments that may be outstanding are due sixty (60) days prior to the event date.

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

*Late fees may be accrued and charged against the deposit if any of the insurance certificates and endorsements, caterer information or other documents required by contract are submitted less than fourteen (14) days prior to the event. See the City of Keizer Event Center Use Agreement for a full explanation of late fees.*

- INSURANCE:** All events must 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.
- An Additional Insured Endorsement must be provided to the City with the Certificate of Liability Insurance.
- LAYOUT:** 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.
- ALCOHOL SERVICE POLICY:** All alcohol service must be provided by a vendor that meets the City’s requirements. If alcohol service is being provided during your event you must provide the City with the name of the alcohol service provider. The vendor must sign an agreement with the City and provide the City with acceptable insurance and appropriate OLCC documentation.
- FOOD SERVICE/CATERING POLICY:** All catering services must be provided by a vendor that meets the City’s requirements. 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 our approved 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. All catering vendors must sign an agreement with the City, provide the City with acceptable insurance and must be licensed with the County.
- 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.

Phone: (503) 856-3451

Email: [keizercc@keizer.org](mailto:keizercc@keizer.org)