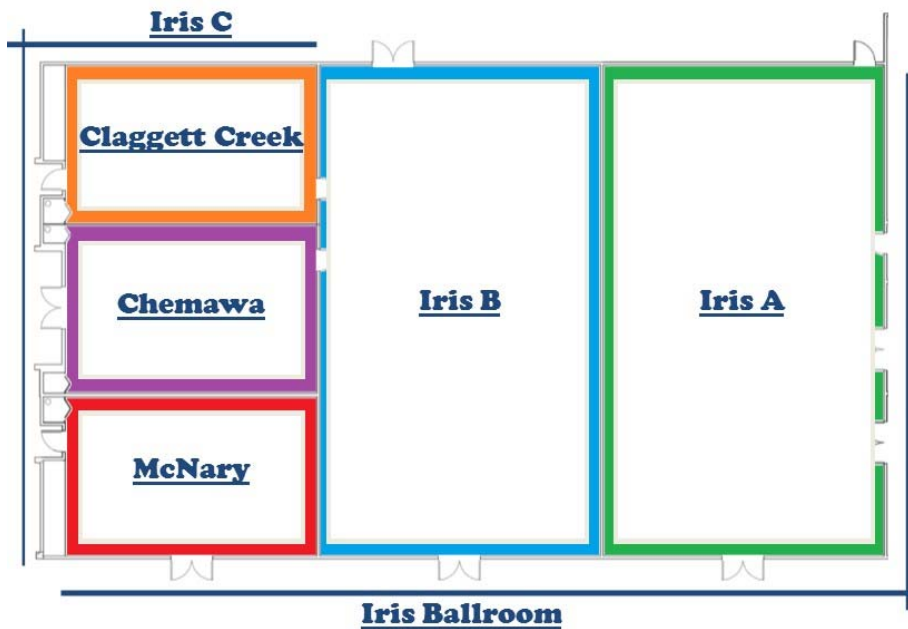


CITY OF KEIZER COMMUNITY CENTER

FACILITY USE FEES



Amenities Included with Rental

Tables and chairs set up according to your approved layout and public wireless internet. Included by request: wireless microphones, 7' x 12' screen, 6' screen, white board, lectern, coat rack and house sound system.

Insurance Information

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 \$1,000,000.

Catering Information

Private events are welcome bring in their own food or use one of our approved vendors. For events open to the general public catering services must be provided by one of our approved vendors. Our warming kitchen is available for use upon request, additional fees may apply.

Event Center Coordinator

Kristian Bouvier
(503) 390-3700 or bouvierk@keizer.org

Iris Ballroom

\$250 per hour (minimum 8 hour rental)
\$1500 Refundable Deposit

Iris A

\$100 per hour (minimum 4 hour rental)
\$750 Refundable Deposit

Iris B

\$100 per hour (minimum 4 hour rental)
\$750 Refundable Deposit

Iris C

\$100 per hour (minimum 4 hour rental)
\$750 Refundable Deposit

Two Iris Rooms

\$200 per hour (minimum 4 hour rental)
\$1150 Refundable Deposit

Claggett Creek

\$25 per hour (minimum 3 hour rental)
\$300 Refundable Deposit

Chemawa

\$25 per hour (minimum 3 hour rental)
\$300 Refundable Deposit

McNary

\$25 per hour (minimum 3 hour rental)
\$300 Refundable Deposit

PHYSICAL ADDRESS

930 Chemawa Rd NE
Keizer OR 97303

WEBSITE

keizer.org/Community-Center

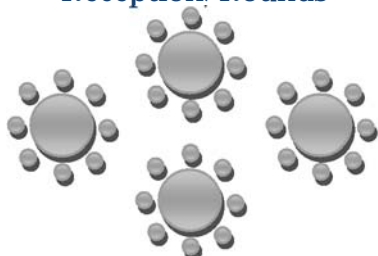
BUSINESS HOURS

Monday-Friday from 8am-5pm

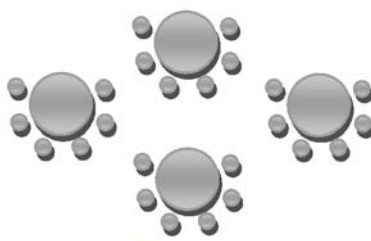
VENUE CAPACITY AND DIMENSIONS

Room	Sq. Ft.	Dimensions	Reception/ Round	Crescent Rounds	Classroom Style	Theater Style
Iris Ballroom	Up to 9,000	115' x 71'	400	320	-	700
Iris A	2,769	39' x 71'	120	110	-	150
Iris B	2,840	40' x 71'	120	110	-	150
Iris C	2,556	36' x 71'	120	-	75	150
Iris A/B	5,609	79' x 71'	240	220	-	300
Iris B/C	5,396	76' x 71'	240	220	-	300
Claggett Creek	828	23' x 36'	40	30	30	60
Chemawa	864	24' x 36'	40	30	30	60
McNary	864	24' x 36'	40	30	30	60

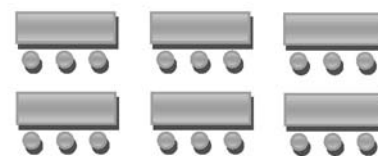
Reception/Rounds



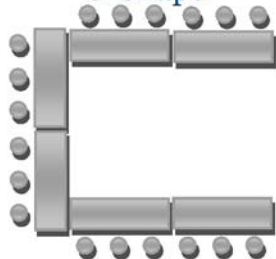
Crescent Rounds



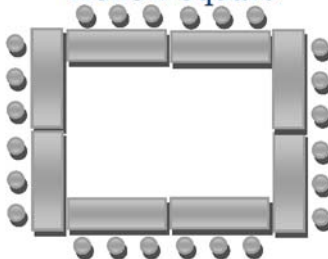
Classroom Style



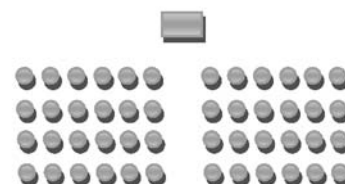
U-Shape



Hollow Square



Theater Style



ADDITIONAL FEES

Stage

\$200

Projector

\$25 each

Wired Internet

\$25

Warming Kitchen

\$50 *(The warming kitchen is included with the rental of Iris Ballroom, Iris A, Iris B and Iris C.)*

Private Security Professionals

\$25 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 City of Keizer approved vendor.)

DISCOUNTS

Keizer Citizens

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

Keizer Based 501(c)(3) Organizations

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

Government Partners

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

Multiple Bookings

25% discount off any room rental fee for groups that book six or more times with us in a calendar year. Groups must book dates at one time and set up a payment arrangements with Community Center staff.