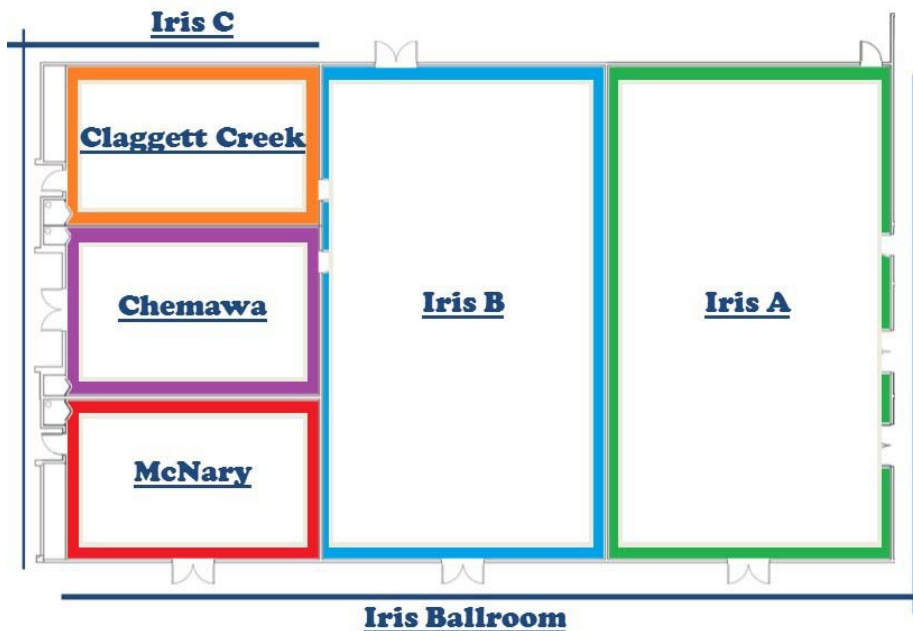


# CITY OF KEIZER COMMUNITY CENTER

## FACILITY USE FEES



### 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

## **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: wireless microphones, 7' x 12' screen, 6' screen, white board, lectern, coat rack and house sound system.

## **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 \$1,000,000.

## **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.

## **Event Center Scheduler, Coordinator and Any Questions:**

[KeizerCC@Keizer.org](mailto:KeizerCC@Keizer.org)  
503-856-3412

## PHYSICAL ADDRESS

930 Chemawa Rd NE  
Keizer OR 97303

## WEBSITE

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

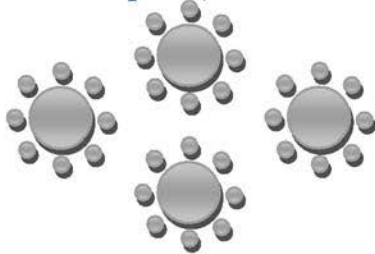
## BUSINESS HOURS

Monday-Friday from 8am-5pm

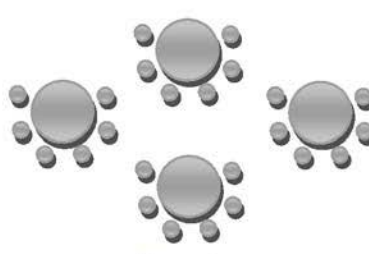
## VENUE CAPACITY AND DIMENSIONS

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

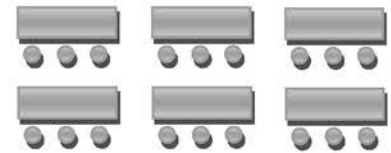
Reception/Rounds



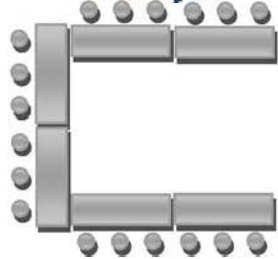
Crescent Rounds



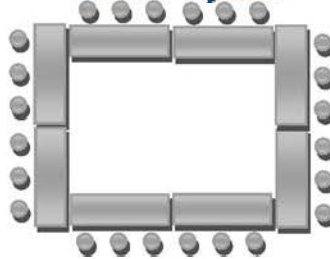
Classroom Style



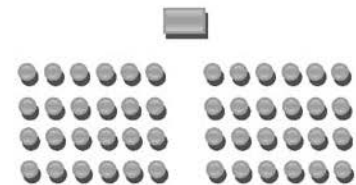
U-Shape



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 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.

### 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 Community Center staff.