



**TALENT COMMUNITY CENTER  
APPLICATION AND RENTAL AGREEMENT**  
 Located at 104 E. Main St.  
 CITY HALL – 110 E. Main St.  
 P.O. Box 445 Talent, OR 97540  
 541-535-1566 or [finance@cityoftalent.org](mailto:finance@cityoftalent.org)



## TALENT COMMUNITY CENTER FEE SCHEDULE

The City of Talent Community Center is available for a variety of activities and uses. In order for the City to be able to recuperate a portion of the costs of operating the facility and also to protect the facility from potential damage a fee schedule has been developed with the intent to have a fair and equitable sharing of the costs among the various user groups.

- A. City government, governmental and City sponsored/co-sponsored events.
- B. Non-profits, civic groups, clubs and senior organizations for regularly scheduled meetings.
- C. Special Events (i.e., weddings, birthday parties, religious organization gatherings; not for regular services, and non-commercial social gatherings such as auctions and banquets.)
- D. Local commercial usage.

There are two components of charges to each user group - fee for operations and deposits that may be refunded based on the condition of the facility after the event.

	COMMUNITY CENTER ROOM FEES					DEPOSIT FEE		
	Conf. A or B	Conf. Rm. C or D	Conf. Rm. A & B	Dining Rm.	Kitchen	Kitchen Dep.	Security Dep.	Alcohol Use Dep.
Group A	N/A	-	-	-	-	-	-	-
Group B	\$15/hr.	\$15/hr.	\$25/hr.	\$15/hr.	\$100/use	\$100	\$100	\$100
Group C	\$30/hr.	\$20/hr.	\$50/hr.	\$30/hr.	\$100/use	\$100	\$150	\$150
Group D	\$45/hr.	\$30/hr.	\$80/hr.	\$40/hr.	\$100/use	\$100	\$150	\$150

-Charges calculated on a 4 hour per use.

### Security Company Fees

Event Security: Depending on the nature of the event and/or if alcohol will be served at the event, the City requires that private security be contracted through the City at the expense of the applicant to ensure that a safe and secure event experience is maintained. When security is present they will remain until the Community Center is closed and secured.

**Minimum of 4 hours (50 people or less is one guard at \$20/hour, more than 50 people require two guards at \$40/hour)**

### Deposits

A deposit based on type of use is required of all renters. The deposit is due before scheduling of the event. Deposit will be refunded within two weeks of the event if all conditions and requirements are met. Users are responsible for maintaining the facility. Custodial, repair, fees and set-up will be charged to users when necessary. Such deductions are made from the deposit prior to any refund. Any users of the kitchen will be required to post an additional \$100 deposit.

**Proof of general liability insurance at \$1,000,000 per occurrence and \$2,000,000 aggregate is required if alcohol is served or the kitchen is used. Groups serving alcohol must meet all OLCC regulations.**

In compliance with the Americans with Disabilities Act, if you need special assistance, please contact TTY phone number 1-800-735-2900 for English and for Spanish please contact TTY phone number 1-800-735-3896.

*The City of Talent is an Equal Opportunity Provider*