



# PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

## Community Music Center General Information for Rental Customers

(updated February 2023 – subject to change)

### Auditorium Rental Process

- 1) Apply for an event date using this link:  
<https://app.smartsheet.com/b/form/091bec28e72549699cf9513dca6abee8>
- 2) We notify you when your date is approved. If you don't already have an account in the PP&R registration system we'll reach out to you for information to set up your account.
- 3) Once your account is ready, we'll ask you to pay your booking fees, including deposit<sup>+</sup>, and provide proof of insurance<sup>+</sup> if requested.
- 4) Your event is confirmed when you receive an Approved Permit from us.
- 5) Enjoy your event! Deposit<sup>+</sup> refunded after event, if approved (may take several weeks).

<sup>+</sup> if applicable (see below)

### Auditorium Rental Rates and Fees

Auditorium rentals include access to parking lot, lobby, restrooms, kitchenette, warm-up/green room (if available). Rates and policies are subject to change.

Event Type	Weekend* Peak Season**	Weekend* Off-Peak Season**	Weekday* Peak Season**	Weekday* Off-Peak Season**
	3-hr minimum	3-hr minimum	2-hr minimum	2-hr minimum
<b>General</b>	<b>\$90/hr</b>	<b>\$75/hr</b>	<b>\$45/hr</b>	<b>\$37.50/hr</b>
<b>Free-Admission***</b> or <b>No Audience</b> (rehearsals, recordings, etc.)	<b>\$60/hr</b>	<b>\$45/hr</b>	<b>\$30/hr</b>	<b>\$25/hr</b>
<b>Meeting</b>	n/a		<b>\$60/hr</b>	<b>\$30/hr</b>
<b>Event Insurance</b>	Renter is liable for their event. Obtaining event liability and property damage insurance is strongly recommended. Some events may be required by CMC/PP&R to show proof of insurance (we will inform you if this applies to you). See Policies.			
<b>Deposit</b>	<b>\$60</b>		n/a	
<b>Booking Fee</b>	<b>\$ 10.00 (non-refundable)</b>			
<b>Other Event Fees per Event (if applicable)</b>	<ul style="list-style-type: none"> <li>• CD Recording \$10</li> <li>• Steinway Piano Use \$20</li> <li>• Digital Projector &amp; Screen \$20</li> </ul>			

*\*Weekend rate also applies to Friday evenings, and but may apply to other non-weekend days. Weekday rates are during CMC's program times (typically weekdays including evenings, except Friday evening). During Weekday rentals there may be other events or activities in the building which result in sound bleed-through to the rental space. If a rental spans two rate times then the higher rate is paid.*

*\*\*Peak season is April through mid-June and first half of December*

*\*\*\*Events that are free for all and open to the public may use the non-admission rate. These events may be published on our events calendar.*



## **Auditorium Amenities**

- **Capacity:** 100 seats maximum (may be reduced by Covid-prevention measures)
- **Auditorium Dimensions:** Stage - 15' x 30' Main floor - 45' x 30'

### **Amenities Include (fees may apply)**

- Steinway "B" 7 ft. grand piano (additional fee)
- Harpsichord (tuning not included)
- Built-in CD recording & playback equipment
- Computer projector (additional fee)
- Kitchenette with coffee maker
- Wireless mic with amp
- Manhasset music stands

**Have a reception in the lobby at no additional charge.** (No food or drink in the auditorium, please.) For more details, see below or contact CMC at 503-823-3177

## **Important Auditorium Rental Information**

### GENERAL AVAILABILITY:

**WEEKEND HOURS:** CMC's Recital Hall is currently available for rental Friday evenings 7:00pm-10:00pm, Saturdays 9:00am-10:00pm, and Sundays 9:00-9:00 pm, when not otherwise booked.

**WEEKDAY HOURS:** Rentals during CMC's normal business hours are offered at a reduced rate because CMC is primarily a music school, and there may be extraneous sounds beyond anyone's control. Regularly scheduled classes and activities take priority during business hours and usually cannot be moved or hushed. If sounds are an issue, speak with the CMC Staff for assistance in working around the class schedule at time of booking.

**EVENT TIMES:** due to residential-area noise restrictions, events must

- end by 10 pm, and be out by 11 pm on Fridays and Saturdays
- end by 9 pm, out by 10 pm on Sundays and weekdays

**FEES: All fees are due in advance of the event date.** CMC/PP&R reserves the right to cancel event bookings that are not paid by the established deadline.

- Rental fees include concert hall use with pre-cleared stage and standard 60-chair audience set-up, and use of restrooms throughout the rental booking.
- Warm-up/green rooms may be reserved upon request as available.
- Use of in-house audio equipment, grand piano, and projector require extra fees.



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- Your rental begins when you and your event attendees enter and ends when you and all event attendees have left the building (or your booking time, whichever is greater) and final check-out with staff after all cleaning and restoring requirements have been met. Extra additional hour fees may be charged to renter and/or taken from deposit if the full time was not paid in advance.

INSURANCE: Renters may be required (you will be notified if this is the case for your event) to show proof of public liability insurance for bodily injury and property damage in the sum of \$2,000,000 (\$1,000,000 per occurrence and \$2,000,000 aggregate) naming the City of Portland, its officers and employees as additional insured, and provide a 1) certificate of insurance and 2) additional insured endorsement letter (see below) to CMC before the rental permit can be issued. These requirements are set by Portland Parks and Recreation.

Whether or not your event is required to provide proof of insurance, you are financially responsible for your event (see “CC Rental: Renter Responsible - Damages/Liability”, below), so we strongly encourage you to obtain event insurance. If you have obtained event insurance (whether or not we require it), you provide proof of insurance to us (see below).

The insurance required for your permit is your responsibility; PP&R/CMC staff are not able to assist in or give advice for the purchase of insurance coverage. Renters often purchase insurance from one of these sources:

- Tenant Users Liability Policy (“TULIP”) makes liability and property coverage available for those using city facilities or venues. This insurance is designed specifically for users of city facilities and venues so it meets our agreement requirements and is often more cost effective than options listed above. Additional Information on the TULIP program can be found here: <http://www.portlandoregon.gov/bibs/60224>
- GuatherGuard.com provides low-cost event insurance. Use venue code 4695-002 to get a quote for the Community Music Center.
- Homeowner’s policies or other insurance agencies (sometimes via a special rider)
- From a private agent

Documentation of insurance required when it is obtained. Provide both of these items to CMC in advance of booking your rental:

1. A **Certificate of Insurance** must state the date(s) of coverage and provide public liability for bodily injury and property damage and name the City of Portland, its officers and employees as Certificate holders. Acceptable liability coverage is \$1,000,000.00 PER OCCURRENCE and \$2,000,000.00 AGGREGATE (per occurrence, general aggregate, and umbrella coverage is acceptable as long as a total of \$3,000,000 coverage is listed on the certificate). The minimum cancellation clause must be 30 days or more.
2. **Additional Insured Endorsement Letter** must be signed by the Authorized Insurance Representative and returned with the Certificate of Insurance. We will send a copy of the City’s form letter to sign. If your agent is unable to sign it, they may provide another standardized form (CG 20 12 11 88, CG 20 12 11 85, CG 20 12 07 98, CG 20 26 07 04).



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TULIP coverage does NOT require an Additional Insured Endorsement, as it is built into the policy.

**RECEPTIONS:** No food or drink is allowed in the recital hall or in any carpeted area of the building. For receptions in the lobby, use of kitchenette with coffee maker, cookie trays, punch bowls & some utensils are provided free of charge – bring your own consumable supplies. CMC also has a small variety of tables for renter use (4 @ 6 ft x 18 inches, 2 @ 8 ft x 18 inches, 2 @ 3 ft x 6 ft, 1 @ 2.5 ft x 8 ft).

**PUBLICITY:** Events can be posted in-house (supply your own poster); further promotion is up to the renter. Renters may NOT list CMC as the contact for event publicity purposes.

**DEPOSIT:** Deposits are applicable for most events – you will be notified if this applies to you. Your deposit is refunded unless there is late cancellation of rental (less than 60 days), unpaid rental fees, damages, etc. The deposit refund will be initiated by 1 week after the event except for the following conditions:

- Cancellations less than 60 calendar days from your event – 50% refund
- Cancellations less than 30 days from your event – no refund
- Fees or additional hours not paid – equivalent amount deducted
- Building not returned to original state by end of rental – no refund
- Damage to any part of building, fixtures, wall hangings, equipment – no refund, plus reimbursement to CMC for repair/replacement costs at CMC's sole discretion.
- Any other problem for which the remedy is reimbursement of expenses - equivalent amount deducted

Deposit refunds may take up to about 14 days to be processed after initiation, depending on payment type.

**STAFFING & BUILDING:** A CMC staff member will be on duty during the rental, but no dedicated stagehands or ushers are provided by CMC. Renter's set-up and breakdown is part of rental time – consider this when determining the amount of time needed to complete the program. CMC is a public facility – exclusive use by renter of the lobby or other rooms is not guaranteed. No objects may be placed, taped, tacked or nailed to walls. Existing wall hangings may not be moved.

**SOUND:** Amplified sound levels need to be kept reasonable and must conform to CMC staff specifications if deemed too loud. CMC's hall has great acoustics. Most performers find amplification is not necessary even when they thought it would be.

**PIANO:** a Steinway B (seven-foot) grand is available for extra per-booking fee. It is maintained in good working condition for general performance requirements; if you require a special extra tuning (rare) for your event it must be booked in advance (CMC hires technician of CMC's choice) and requires an additional extra fee. A harpsichord is usually also available (renter is responsible for harpsichord tuning).



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**RECORDINGS** (if applicable): CMC's digital recording equipment is of good quality for casual recordings; the outcome is not guaranteed, however. When 100% recording success is required by client we recommend using your own back-up recording system. Supply your own CD-R. A volunteer is recommended to record a CD-R with multiple track requirements. There is a per-booking fee for the use of CMC's recording equipment.

**SMOKING:** Smoking is not allowed in the Center or within 50 feet (excluding roads and adjoining property).

**ALCOHOL:** No alcohol or drug use permitted.

**DISABILITIES:** All activity must conform to the Americans with Disabilities Act of 1990.

**NON-DISCRIMINATION:** Renter and his/her employees, business associates, volunteers and contractors will not discriminate on the basis of race, gender, age, sexual orientation or religious beliefs.

**CODE OF CONDUCT:** All renters and attendees must follow PP&R code of conduct. Renter is responsible for behavior of event attendees.

**COVID-19:** All renters and their guests are required to follow current governmental and CMC building regulations regarding Covid-19 safety.

Full terms of use available from CMC office and printed on your permit when approved. Policies & fees subject to change. For full text of policy waivers due at permit signing, see below.



**POLICIY WAIVERS DUE AT PERMIT SIGNING**

**GENERAL PERMIT INFO**

Thank you for choosing PP&R for your event. Please review the information in this permit and notify your contact at the site immediately of any changes to your booking.

Note: if your permit says "pending approval" or "on hold" it is subject to review and is not valid until approved by a site administrator.

Keep your permit with you throughout the event. It contains important information that can affect your event, your deposit refund, and future use of the facilities.

A refundable security deposit and completed application is due at the time of booking in order to reserve a facility. Application fee (if applicable) is non-refundable. Deposit refunds (if applicable) will be processed 7-10 business days from the last booking date of the rental. Deposit refunds (if applicable) will be initiated after the rental has been completed; typical refunds occur 7-10 business days from the last booking date of the rental.

Each site has their own specific fee schedules and deposit refund policies which if not listed on this permit. Payment can be made by cash (on site only), check (mail or on site only), or credit card (Visa, MasterCard, Discover or American Express). Please make checks payable to the City of Portland. Payment of rental fees by check may require extra time for processing.

PP&R does not insure your event.

The use of public facilities shall be in accordance with Portland Parks & Recreation regulations as defined by City Ordinance, conditions listed here within this contract, and posted notices online and at the permit location.

We hope that your PP&R rental meets your expectations.

**CC Rental: Renter Must Supervise Event**

You and all your attendees are required to follow all rules during their event which are posted at the facility. Events for youth under age twenty-one (21) unaccompanied by their own parents/guardians require you to provide one (1) adult usher/chaperone for every ten (10) youth. Usher/chaperones' names and phone numbers are to be filed with the Center a minimum of 5 days prior to the rental date. Children attending adult or all-age events must be supervised and remain within the rented space. The event must end in time for minors to be in compliance with City of Portland curfew laws. Portland Parks & Recreation supervisors and staff reserve the right to monitor the event at any time. Site staff have the right to request that you provide additional security and/or hire security and charge you if they feel it necessary. In an emergency, call 911 and notify site staff.

**CC Rental: Renter Responsible - Damages/Liability**

You agree to be responsible for the conduct of the audience/group in and about the center and for any damage beyond ordinary wear and tear that may occur to this property incident to your occupancy thereof. You further agree that the City property will be used in accordance with rules and regulations of the City of Portland and that you shall be responsible for any and all liability arising from the use of the city property and hold the City of Portland, its officers, agents and employees harmless from any action arising from my occupancy.

**CC Rental: Renter Responsible for Set-up Clean-up**



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**SET UP & CLEAN UP INSTRUCTIONS:** You are responsible for your own set-up and take down of equipment beyond what is indicated in your permit, with the exception of specialized PP&R equipment such as audio/visual, which PP&R staff handles. Rooms are to be left clean and in the same condition and arrangement as prior to use. All decorations and signs put up by the group must be removed. Tape, tacks, nails, etc. may only be applied with prior written permission. Put away all tables and chairs you used. Clean up this includes removal of all food and/or drink spills. Bag trash and place in designated area.

**BEFORE YOU LEAVE:** To help ensure the return of your deposit, make sure the Facility Supervisor on duty checks the facility before you leave. Cost for cleaning and/or repairs will be assessed a fee and deducted from the deposit.

For full-building rentals, clean-up includes vacuuming, sweeping or mopping spaces used including restrooms, hallways, lobby and kitchen per instructions of rental supervisor.

### **CC Rental: Smoking, Food, and Other Regulations**

Food and drink are only to be consumed in designated areas. Emergency exits must not be blocked. Facility doors may not be propped open during event. No outside equipment brought into facility without prior approval. No smoking, including use of tobacco, marijuana, or vapor products, on all Parks property (inside or outside of the building). No candles, open flames, or smoke machines allowed. Additional fees or other remedies, including citation, may result when these items are not obeyed by you or any event attendee, including cancelling of event and/or forfeiture of future rentals.

### **CC Rental: Use of Facilities is Limited to Permit**

Your use of the facilities is limited to activities, rooms, days, times, and attendance listed on this permit. Set-up and clean-up must be done by you in the time between ?event begins? and ?event ends? on this permit. Additional fees may result when additional time is taken and/or additional facilities are used. No permit change requests after 10 days prior to event for one room rentals and 30 days prior for multi-room rentals.

### **CMC Auditorium Rental Policies**

**FEES:** All fees (other than application fee and deposit) are due by date of event. Rental fees include concert hall use and pre-cleared stage. Warm-up/green rooms may be reserved upon request as available. Use of in-house audio equipment, grand piano, and projector require extra fees. Your rental begins when you and your event attendees enter and ends when you and all event attendees have left the building (or your booking time, whichever is greater) and all cleaning and restoring requirements have been met. Extra additional hour fees may be charged to renter and/or taken from deposit if the full time was not paid in advance.

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