



Thank you for your interest in our Venue & Community Home. Please find here most of the info you may need. If you're ready to proceed, contact the Rental Manager. **It is rented on a 1st come, 1st served basis.**

1. **Spaces:** the following areas are available for rent.
  - a. Auditorium & Kitchen
  - b. Members Only:
    - i. Prayer Hall (Choekhang) and Kitchen
    - ii. Foyer & Kitchen
2. **Capacity:** these are the rough seating limits for the following area.
  - a. Auditorium: 600 (theater), 300 (seated with round tables)
  - b. Foyer: 140 (theater), 70 (seated with round tables)
  - c. Choekhang: 297 maximum occupancy
3. **Rates:** The rental rates and fee details are provided on page 2 for non-members and 3 for members.
4. **Event Duration:** the minimum of 10 hours is required for the rental of the Auditorium for all.
  - a. Please kindly bear in mind that all clean up and set up TIME needs to be done within the time reserved, based on your Rental. So, make sure you have time for both added to the time needed.
5. **Tables & Chairs:** Available for use at no additional charge currently with rental of space. Please treat all items as if they were your own; it is our Community Property. We have about 375 nice chairs & 45 round tables (8-seater for dining). The Foyer area & other tables & chairs can be used as needed.
6. **Parking:** There are 87 parking stalls to help with guest parking.
7. **Payment:** Personal Check, Money Order, and Cash are accepted. Checks are preferred.
8. **Reservation:** To hold your spot, 100% of Rental Security deposit and Application Fee is due at the time of submission. Signed contracts are due back to NWTCA Rental Manager, with the full payments **at least 2 months** prior to the event date.
9. **Insurance:** Certificate of insurance must be filed with Center NO LATER THAN TEN DAYS PRIOR TO THE EVENT, providing the following STATED EXPLICITLY:
  - a. \$2,000,000 Bodily Injury & Property Damage Liability Limits;
  - b. Including Liquor Liability;
  - c. Naming NWTCA, its Board of Directors, its members, staff as named insured for any claims or claims resulting from or growing out of the operation or events of the principal insured's.



## Rental Rate

### *Members\* and Non-Profit\*\* Organizations*

Space	Member	Non-profit
<b>Auditorium &amp; Kitchen</b>	\$200.00 per hour	\$200.00 per hour
<b>Prayer Hall &amp; Kitchen</b>	\$120.00 per hour	\$120.00 per hour
<b>Foyer &amp; Kitchen</b>	\$500.00 flat rate	n/a
<b>Application fee</b>	waived	\$25.00
<b>Rental Deposit (refundable)</b>	\$500.00	\$1,000.00
<b>Serving Alcohol fee</b>	waived	\$300.00
<b>Cleaning Fee (charge up to)</b>	waived	\$500.00
<b>Garbage</b>	waived	\$250.00
<b>Overtime</b>	waived	\$50.00 per hour

\* member- must have paid at least 3 years membership fee

\*\* non-profit organization-must submit a copy of IRS Tax-Exempt Letter

Note:

1. Security arrangement will be required, if applicable.
2. Rental Insurance is required.



## Rental Rate

### *Non-Members*

Space	Non-Member
Auditorium & Kitchen	\$275.00 per hour
Application fee	\$25.00
Rental Deposit (refundable)	\$1,500.00
Serving Alcohol	\$330.00
Cleaning Fee	\$500.00
Garbage	\$275.00
Overtime	\$50.00 per hour

Note:

1. Security arrangement will be required.
2. Rental Insurance is required.



# Hold Harmless Agreement

It is hereby agreed that use of all facilities at Bhodkhang located at 4401 NE 122nd Ave, Portland OR 97230, will be at the user groups(permittees) own risk. The permittees expressly agree to indemnify, and hold harmless Bhodkhang, NWTCA, it's officers, directors, and employees, Multnomah County, all its officers, agents, and employees from all liability for loss, or damage, or injuries of any nature to any person(s) while property or person(s) are on or occupying the premises of the described facility, under a rental agreement between Bhodkhang, NWTCA, and the user group (permittees).

The permittee agrees to defend against any and all claims brought or filed against the Bhodkhang, NWTCA, and/or Multnomah County. In the event that such a claim is brought, filed, or any action with respect to the subject of this agreement, the permittee agrees that Bhodkhang, NWTCA, may employ attorneys of its own selection to appear and defend any action on behalf of Bhodkhang, NWTCA, at the sole expense of the permittee.

The Bhodkhang, NWTCA, Board of Directors (at its option) shall have the sole authority for the direction of the defense, and shall be the sole judge of any compromise or settlement of any claim or claims or action against Bhodkhang, NWTCA, and/or Multnomah County.

We accept these terms and conditions for the use of Bhodkhang, NWTCA, for the period of time for which application has been made.

Organization/Applicant.....

Signature: \_\_\_\_\_

Title of Signer: \_\_\_\_\_

Date: \_\_\_\_\_

Owner: Bhodkhang, of NWTCA

Signature: \_\_\_\_\_

Title of Signer: \_\_\_\_\_



# Rental Application

## 1. Applicant Information

Sponsor Organization (if applicable) \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Day Phone # ( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone ( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

Will the applicant attend the event? Yes  No

## 2. Alternate Contact(s)

Name \_\_\_\_\_

Day Phone ( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone ( \_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Person in charge at event \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Person in charge of cleanup \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Applicant agrees to begin cleanup no later than: \_\_\_\_\_



### 3. Event Information

Event Date: \_\_\_\_\_ Day(s) of week \_\_\_\_\_ Event start time \_\_\_\_\_

Rental Time Start From \_\_\_\_AM/PM To \_\_\_\_ AM/PM

Type of Event: \_\_\_\_\_

Expected attendance: # Adults \_\_\_\_\_ # Children \_\_\_\_\_ Ages \_\_\_\_\_

Will there be alcohol? Yes  No

Alcohol liability insurance approved? Yes  No  Initials \_\_\_\_\_ Date \_\_\_\_\_

(See next page for details of requirements for serving or allowing alcohol)

Will there be food or non-alcoholic beverages? Yes  No

Describe \_\_\_\_\_

Is the event open to the public? Yes  No  During what hours? \_\_\_\_\_

If yes, name and phone number to refer people to \_\_\_\_\_

### 4. Space Information

Auditorium/Kitchen

**For Members Only:**  Prayer hall & Kitchen  Foyer & Kitchen

# Tables \_\_\_\_\_ # Chairs \_\_\_\_\_ Other \_\_\_\_\_

Room capacities and arrangements follow fire code. Inquire for limits and types of room arrangements.

### 5. For Members ONLY:

Sound system? \_\_\_\_\_ Microphones? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Other \_\_\_\_\_





I agree to be responsible for the conduct of my guests in and about the building and for any damage beyond normal wear and tear which may occur to this property incident to my occupancy thereof.

I further agree that the NWTCA property will be used in accordance with rules and regulations of NWTCA, and that I shall be responsible for any and all liability arising from use of the NWTCA property and hold the NWTCA, its members harmless from any action arising from my occupancy.

I understand that the NWTCA reserves the right to cancel this permit for urgent reasons.

I have read and agreed to the information on both sides of this application. Also, I acknowledge this Hold Harmless Agreement to be a full part of this Rental Agreement. This is attached & signed by all parties.

Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Must be 21 years of age or older)

- Rental fees & the deposit are due with application. Reservation is confirmed upon full payment & submission of application form, signed by each party. Rental fees are payable to the NWTCA.

NWTCA:

Received Date \_\_\_\_\_ Dated and Booked \_\_\_\_\_

**RATE CATEGORY:**

- NWTCA Member (Group A)
- Non Profit Class (Group B)
- Non-Member (Group C)

Rental Agreement for:

Northwest Tibetan Cultural Association  
4401 NE 122nd Avenue Portland, OR 97230 • [www.nwtca.org](http://www.nwtca.org)



PLEASE READ CAREFULLY:

### **Security Deposit:**

A deposit in case of damage, cleaning, overtime, cancellation or optional equipment usage is due with the application along with the application fee. Deposits are refundable and returned without interest, subject to satisfactory inspection of the premises by management. Cleaning charges, additional rental time & penalty charges may be withheld, if necessary. Cleaning fee will be deducted if not cleaned.

### **Insurance:**

Certificate of insurance must be filed with Center NO LATER THAN TEN DAYS PRIOR TO THE EVENT, providing the following STATED EXPLICITLY:

1. \$2,000,000 Bodily Injury & Property Damage Liability Limits;
2. Including Liquor Liability;
3. Naming NWTCA, its Board of Directors, its members, staff as named insured for any claims or claims resulting from or growing out of the operation or events of the principal insured's.

### **Payment:**

Rental fees payable to the NWTCA are due with application at the latest 2 months prior to the event date. Payment made after the due date will incur a 15% penalty for that month & voids all reservations.

### **Charge Period:**

Rent is charged for the time reserved plus any additional time before or after the reserved time that the group is in the room/building. Overtime charges will apply to additional time taken before or after the event. Setup & cleanup times must be included in the reserved hours. Renter is responsible for his/her group.

### **Overtime:**

Rental fees for non-members are charged at \$50 extra per hour for groups staying beyond or entering before their reserved time. Overtime is rounded off to the NEXT HALF HOUR. For overtime charges assessed for the cleanup section at bottom of page.





### **Late Arrival:**

Late groups must notify the Center within 1 hours of starting time; otherwise staff may leave & the event may be canceled, resulting in forfeiture of the entire rental fee.

### **Weather or Acts of God:**

If acts of God or weather cause the facility to close, your event will be rescheduled. No refunds will be given due to weather or acts of God.

### **Cancellations:**

Cancellations must be made IN WRITING to the Center office.

- If you cancel your reservation 91 days or more before the reservation date 90 percent of the security deposit fee will be refunded.
- If you cancel your reservation 30 days or less before the reservation date 25 percent of the total reservation fee will be refunded.
- No refund will be made if you cancel in less than 5 business days.

### **Alcohol:**

If alcoholic beverages are to be served or permitted on the premises, indoors or outdoors, the following must be provided:

1. Acquisition of the appropriate OLCC license(s) if alcohol is sold
2. Certificate of Insurance (see Insurance section)

No glass bottles are allowed.

### **Smoking:**

Smoking is not allowed inside the building or any portion thereof Center, apart from designated areas outside. Please respect the smoking sign posted outside the building. No one will be allowed in any of the facilities if they are “under the influence” of any controlled substance.

### **Decoration:**

Use of nails, screws or adhesive tape is prohibited in all NWTCA buildings. Poster, sign or flier can only be posted on the bulletin boards, cork stripping, or mounted on the tripods. Special requests can be submitted to the NWTCA board or authorized staff for consideration.



### **Fire Code:**

Fire Code and seating restrictions must be followed at all times. The event may be interrupted or shut down without refund to remedy fire code violations.

### **Youth Events:**

One chaperone (21 yr. old or over) is required for every 10 youth. List of names & phone numbers of chaperones to be filed. Also, one security guard is required for every 50 youth. Children who are attending an adult or all-age event must be supervised. Renter must provide an attendant 18 years of age or older.

### **Disabilities:**

All rental activity must conform to the Americans with Disabilities Act of 1990.

### **Attendance:**

NWTCA reserves the right to close doors in order to limit attendance beyond the estimated attendance by applicant, either due to fire regulations, the nature of the event, or the behavior of the attendees. The opinion of the NWTCA staff in regards to any of these criteria will be final.

### **Cleanup Checklist:**

- 1. Remove all decorations & signs put up by your group;
- 2. Clean off tables & chairs, wiping up any food or drink;
- 3. Place recyclables in the recycling bins;
- 4. Remove all trash to dumpster (bags provided by Center);
- 5. Clean any outdoor areas your group has used (for instance for smoking).

The final determination regarding cleaning will be made the following business day. There will be an hourly cleaning fee and overtime charges, assessed for any rented space, not adequately cleaned during rented time. The Rental Manager will determine the fee, if it is not clean, and tidy as received. Breakage and/or loss of NWTCA property will be billed separately.

Please contact the Rental Manager, with any questions.

*Thank you for choosing NWTCA for your event!*