

YACHATS COMMONS RENTAL RATES

SPACE	*Commercial Use	*Private Use	*Community Use
Meeting rooms (3,5,8)	\$36.00 per hr	\$18.00 per hr	\$9.00 per hr
	\$180.00 per day	\$90.00 per day	\$45.00 per day
Multipurpose room	\$60.00 per hr	\$30.00 per hr	\$15.00 per hr
	\$300.00 per day	\$150.00 per day	\$75.00 per day
Enclosed Picnic Shelter	\$36.00 per hour	\$18.00 per hr	\$9.00 per hr
	\$120.00 per day	\$60.00 per day	\$30.00 per day
Kitchen	\$200.00 per day	\$115.00 per day	\$70.00 per day
	\$100.00 ½ day	\$55.00 ½ day	\$35.00 ½ day
501 Building	\$50.00 per hour	\$25.00	\$12.50 per hour
	\$250.00 per day	\$125.00 per day	\$75.00 per day
Coffee Service (limited use of kitchen) Plus room rent	\$15	\$10	\$5
EQUIPMENT		Rate	
Dishes		\$15.00	
Basic stage lighting		\$10.00	
Built-in sound system w/mic		\$10.00	
Theater Lighting		\$100.00	
Grand Piano			
Damage Deposit		\$100 (required of all renters)	
Community Rate		\$25	
Private Rate		\$50	
Commercial Rate		\$100	

*Room Rental fee includes tables and chairs.

Rehearsal time for events will be free and available within reason. Rehearsal times will be accommodated as much as possible providing the space is not needed for paying events. If paying events come up, rehearsals will need to be rescheduled or moved to another room. Rehearsal time can be guaranteed by paying community rental rates.

A refundable cleaning/damage deposit of \$200.00 for the multipurpose room & 501 Building and \$100 for each meeting room is required and shall be paid in advance. Deposit may be waived by the City Administrator. Renters will be financially responsible for any lost equipment or damage beyond normal wear and tear in excess of the deposit.

If the facility is left clean, the deposit will be returned. If not clean, the City has the right to charge users for whatever cleaning or repair is required, based on actual time and materials needed.

Rent will not be charged for set-up and clean up time unless the space would have been rented to another renter during that time.

Rooms 3, 5, 8: These rooms may be used for meetings, conferences and classes. These rooms have outside entrances. Room 3 has a small pull down screen for presentations. Room 8 has a sink and is often used as a green or cast room. Maximum occupancy – 49 people.

Room 5 is also the Kitchen: This room contains a kitchen area. This room may be rented with or without use of the kitchen. The kitchen rental is in addition to the rent for the room. All food shall be prepared and/or served from room 5, which is the designated Commons Kitchen. Renters of this room may be impacted by multipurpose room noise. Maximum occupancy – 49 people (with or without tables).

Multipurpose Room/Stage: This large room is used for recreation, sports, dances, concerts, and exercise classes. It is also for seminars, conferences, and festivals. Event lighting is also available as well as spotlight for the stage.

Stage use shall be limited to pre-approved theater and performance type of activities. Exceptions shall be considered on a case by case basis.

Maximum occupancy for Theatre seating –225 - No more than 17 chairs in a row with a 4’ aisle. Other configurations with fewer chairs in a row and more aisles may be approved if adequate safety precautions are provided.

Maximum occupancy with tables: 162 people including serving staff. - 14 round tables – 8 people per table. Serving table allowed.

Aisle between double doorways must be left open. Aisle of 4’ between all tables for craft show setup. Clearance on SW door – 4’.

Maximum Parking Available: 198 spaces including 8 handicapped.

INSURANCE REQUIREMENTS

Certain activities, performances, events, and instructional classes require insurance and the documentation of a Certificate of Liability Insurance, if Commons facilities or grounds are to be used.

The following represents the types of uses, which will require Certificates of Insurance. This should not be considered a complete listing.

Recreational dance Tumbling Martial Arts Festivals
Dances Concerts Private events: Weddings & Family Reunions
Instructional programs involving overtly hazardous equipment, tools, or materials.

Liability insurance will have a \$500,000 single limit.

Documentation of insurance coverage through existing business, residential, or organization may be acceptable. The City of Yachats shall be listed as “Certificate Holder.”

Certificates of Insurance for single events are to be attached to rental contracts. For ongoing events, records must be kept of annual dates, certificates that expire, and notice given to renters prior to such expiration.

Determination regarding the need for certificate may be necessary on a case by case basis, based on information on the rental contract or by interview. Certificate of insurance must be received (with contract and rental fee) prior to the event.