

Mary Blake PlayHouse

Named for former park district General Manager, Mary Blake, this 1,500 sq.ft. cabin is nestled in a wooded setting just behind the Seaside Library. It is available to rent for small gatherings of 25 people or less and is free for the first four hours to district residents.

A District Resident is anyone who lives within the boundaries of the Sunset Empire Park & Recreation District and pays a portion of their property taxes to the district. Residency can be determined by obtaining a copy of your tax statement provided by Clatsop County or by calling (503) 738-3311 extension 101, where district staff will be happy to help assist you!

For non-residents, the rate is \$10/ hour up to a maximum of \$40. A refundable cleaning deposit applies to all rentals, both resident and non-resident.





Facility Use Agreement

Sunset Pool
 1140 Broadway
 Seaside, OR 97138
 Phone: (503)738-3311
 Fax: (503)738-3284

Bob Chisholm Community Center
 1225 Avenue A
 Seaside, OR 97138
 Phone: (503)738-7393
 Fax: (503)738-3348

Seaside Youth Center
 1140 Broadway
 Seaside, OR 97138
 Phone: (503)738-7393
 Fax: (503)738-3284

Mary Blake Playhouse
 1222 Avenue A
 Seaside, OR 97138
 Phone: (503)738-7393
 Fax: (503)738-3348

Broadway Field
 1140 Broadway
 Seaside, OR 97138
 Phone: (503)738-3311
 Fax: (503)738-3284

Date and Time requested: *(please allow adequate time for set-up and teardown of your event)*

_____ **Total Hours:** _____

Function: _____ **Number of Participants:** _____

Applicant: _____

Address: _____ **Phone: (Home)** _____

City: _____ **State:** _____ **Zip:** _____ (business) _____

Will you have amplified music at this event? Yes No

If Yes, PA System Live Music DJ Service Other

Bob Chisholm Community Center	Fee Group: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
	<input type="checkbox"/> Main Hall		\$ _____
	<input type="checkbox"/> Kitchen		\$ _____
	<input type="checkbox"/> Meeting Room 1		\$ _____
	<input type="checkbox"/> Meeting Room 2		\$ _____
	<input type="checkbox"/> Staffing Fee (required for all rentals outside operational hours)	Hours _____ X \$15.00 /hr.	\$ _____
	Deposits:		
	<input type="checkbox"/> \$100 Refundable Cleaning Deposit (required at time of reservation)		\$ _____
<input type="checkbox"/> \$250 Refundable Alcohol Deposit		\$ _____	

Mary Blake Playhouse	Fee Group: <input type="checkbox"/> 1 <input type="checkbox"/> 2		
	<input type="checkbox"/> Rental Fee	Hours _____ X \$ _____ /hr.	\$ _____
	<input type="checkbox"/> Additional Hours	Hours _____ X \$ _____ /hr.	\$ _____
	<input type="checkbox"/> \$50 Refundable Cleaning Deposit (required at time of reservation)		\$ _____

Sunset Pool	Fee Group: <input type="checkbox"/> Private <input type="checkbox"/> Not-For-Profit <input type="checkbox"/> In District <input type="checkbox"/> Out of District		
	<input type="checkbox"/> Rental Fee	Hours _____ X \$ _____ /hr.	\$ _____
	<input type="checkbox"/> Additional Lifeguard (required for all rentals over 25 people)	Hours _____ X \$20.00 /hr.	\$ _____
	<input type="checkbox"/> After Hours Staffing Fee	Hours _____ X \$25.00 /hr.	\$ _____
	<input type="checkbox"/> Add Inflatable (private rentals only)		\$ _____

Youth Center	Fee Group: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
	<input type="checkbox"/> Rental Fee	Hours _____ X \$ _____ /hr.	\$ _____
	<input type="checkbox"/> \$100 Refundable Deposit (required at time of reservation)		\$ _____

Broadway Field	Fee Group: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
	<input type="checkbox"/> Rental Fee	Hours _____ X \$ _____ /hr.	\$ _____
	<input type="checkbox"/> Lighting Fee (required for all rentals taking place after daylight hours)	Hours _____ X \$10.00 /hr.	\$ _____
<input type="checkbox"/> \$200 Refundable Deposit (required at time of reservation)		\$ _____	

Rental Add-ons	<input type="checkbox"/> PA System \$25/use	\$ _____
	<input type="checkbox"/> Projector & Screen (computer not incl.) \$15/use	\$ _____
	<input type="checkbox"/> Inflatable Pool Toy (Sunset pool only) \$50	\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____

Total Balance Due \$ _____

Indemnity Statement: I hereby certify that I have read and will abide by all rules and regulations of the Sunset Empire Park & Recreation District as outlined in the attached Policies and Procedures. I will enforce such rules among participants in my organization. As a duly authorized representative of the requesting organization and on behalf of the requesting organization, I agree to save, keep and bear harmless the City of Seaside, Sunset Empire Park & Recreation District and all its officers and agents from all damage costs or expense in law or equity (including costs of suit and expenses for legal services) that may arise or be set up because of damage in property, death or injury to persons received or suffered in connection with the event described above which may be occasioned by any negligence on the part of the requesting organization or any of its agents or employees, or any act or omission to act on the part of the said organization, its agents or employees which result in a dangerous condition of property on requested City or District facility. Management is not responsible for any items left in District Facilities or on its property, whether or not secured.

***You can mail, fax or email this form back to: rentals@sunsetempire.com**

Signature _____

Date _____

