

CONFERENCE AND BANQUET ROOM RENTAL GUIDE



INTRODUCTION

Center Point is located in the Meadow Glade neighborhood next to the City of Battle Ground in southwest Washington. The conference rooms and banquet room offer a great environment for special functions. Our banquet room provides table seating for 160. We also have two conference rooms; one with a kitchen and table seating for 64, and another seating 25 with a kitchenette. Center Point is an excellent location for a reception, party, conference or meeting.

Office Hours

Center Point is available for phone calls and e-mails typically between 8:00 am and 4:00 pm Monday through Friday. For an in-person visit to either make reservations or to tour event rental space, please call 360-687-0150 to make an appointment. More information is available at CenterPointPlace.org.

We have developed the following guidelines to assist in the planning of your event.

POLICIES AND TERMS OF USE AGREEMENT

Rental Hours

Hours of rental availability are Sunday through Thursday from 8:00 am until 10:00 pm, Friday from 8:00 am until two hours before sunset, and Saturday 30 minutes after sunset until 11:00 pm. No rental event, or preparing for an event, is allowed in the time between sunset on Friday night and sunset on Saturday night.

Center Point is not available to rent on major holidays including: Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Eve, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Years day. (Exceptions may occur for members or recurring renters).

Rental Pricing

Payment of the room is required to make a reservation. (The damage deposit, cleaning fee and equipment fee, if applicable, are due 30 days prior to the event.) We only accept checks at this time. Make them payable to Center Point.

See *Rental Rates* on the back of this brochure for pricing. To receive the member rate, the member must be present during the event at all times. Members are defined as Meadow Glade Seventh-day Adventist Church members or current tenants of Center Point.

To receive the non-profit rate, an organization must submit along with their rental application a copy of their State License as evidence of their non-profit status.

Reservations

To make a reservation, call 360-687-0150. You will need to sign the *Rental Application and Agreement* and pay for the room to reserve your date. (As mentioned earlier, the damage deposit, cleaning fee and equipment fee, if applicable, are due 30 days prior to the event.) To reserve in person, call 360-687-0150 to make an appointment. A rental package can be sent via mail, fax or e-mail. Reservations can be made one year in advance.

The renter's event time includes setup, the event itself, and cleanup. If the room's use is longer than originally scheduled, additional rent may be taken from the damage deposit. If the renter is paying for Center Point cleaning or for setup/teardown, then the time for these activities is separate. Be aware that other activities may be happening in other rooms at the same time as your event.



BANQUET ROOM

Unless the renter is a member or has recurring events, a Center Point representative will be on-site during the event and will open and close.

Children must be supervised by an adult at all times. No smoking, alcoholic beverages or illegal drugs are allowed at Center Point.



CONFERENCE ROOM 300

Center Point reserves the right to refuse to rent space to any person or group for any reason in its sole discretion subject to RCW 49.60.222 and any other applicable provision of law.

Cancellations

The renter must cancel in writing to receive any refund. This can be done via e-mail, fax or letter. For a 100% refund, cancellation must occur 61 or more days prior to the event. Cancelling 30-60 days prior, 50% is refunded. Cancelling two weeks to 29 days prior will return 25%, with anything less than two weeks not receiving a refund. If already paid, the entire cleaning fee, deposits and equipment fees will be refunded.

Insurance

Businesses renting a room at Center Point must provide evidence of general liability insurance of \$1,000,000 naming Center Point, the Meadow Glade SDA Church and the Oregon Conference Adventist Churches as additional insured. Private individuals do not need to provide evidence of insurance.

Damage Deposit

A refundable damage deposit is required 30 days prior to the event. It will be refunded after the room has been assessed for cleanliness and damage. The renter is responsible for any damage

caused by the renter or guests and will be charged in addition to the deposit if costs are more.

Cleaning Fee

A potentially refundable cleaning fee is also required 30 days prior to the event. If a renter hires our janitorial services, our Custodian will clean the room, but the renter would still collect all trash, including table items and decorations, into the trash containers located in the room.

If the renter does not schedule with our Custodian and chooses to clean the room, the following items agree to be done: clean tables, vacuum chairs (if needed), clean any spills on chairs, and return tables and chairs to original locations. Vacuum floors and clean any spills. Clean countertops and sinks, and sweep/mop where applicable. Accumulate all trash and take to the large trash bin behind the building. Accumulate any recycling and place in the recycle bin, also behind the building. For the Banquet Room, also clean attached restrooms and empty trash. If these items have been done and our Custodian was not previously scheduled, the cleaning fee will be refunded.

Location of Cleaning Supplies—Cleaning supplies for clients who opt to clean the room themselves are either located under the sinks in the rented rooms or in Room 305. A commercial vacuum and a standard size vacuum are located in Room 305, along with a broom, dustpan and mop supplies, as well as restroom cleaning supplies and cleaner for the Banquet Room serving counter.

Setup

Setup is the responsibility of the renter unless the Table/Chair Setup and Teardown fee has been paid. Tables and chairs located in the room may be moved so long as they are picked up, not dragged, and returned to their original location. Other furniture cannot be moved unless prior arrangements are made. No property may be removed from the facility.

Decorations—Only use earthquake putty, painters tape or string to attach decorations. No tacks, nails, staples, or any tape which can mar the woodwork or walls are to be used. Special care must be exercised by those providing flowers and plants to ensure that the carpets and furnishings are protected from water and other possible damage. Showering of rice, bird seed, or any other items are not allowed inside the facility. No machines are allowed that create smoke, mist or bubbles. Lighted candles are not allowed at Center Point. All decorations must be removed immediately after the event.



CONFERENCE ROOM 306

Table Service & Cooking Utensils

Table service, linens, pots, pans and utensils are not provided. (Oven mitts and trivets are available). You will need to bring dish towels, dish soap or other items necessary for providing a meal. Some rooms have electric beverage dispensers.

Commercial Kitchen

Center Point’s commercial kitchen is to be remodeled and isn’t available at this time. Conference Room 306, located next to the Banquet Room, can be rented in lieu of the commercial kitchen. It has a sink and counter space, storage, refrigerator, microwave, and oven range. It doesn’t have a dishwasher. There are also beverage dispensers.

Signs

Signs for your event may be posted outside on sandwich board type structures only. By request, easels owned by Center Point can be used in the interior.

Wired Microphone Package

A Wired Microphone Package is available for the Banquet Room. It includes two microphones, two speakers and a mixer. A fee is charged for its use

and a deposit required. In addition, a Center Point staff member can also manage the system for an hourly rate.

TV, DVD Player & Smart TV

Conference Room 300 has a Smart TV with a webcam for videoconferencing. Conference Room 306 has a big screen TV and a VCR/DVD player. The Banquet Room has a large retractable screen and projection equipment. A deposit and additional charges will apply to use these items.

Wireless Internet

A wireless internet (Wi-Fi) connection is available for use during your event. A fee is charged for administering and assigning a password.

Dogs

Only service dogs, with proper documentation, are permitted inside the Center Point facility or on the grounds. No pets are allowed.

Parking

Parking for Center Point is located on the west side of the building and is shared with the Meadow Glade Seventh-day Adventist Church. Overflow parking is located behind the building on the lower level. During the weekday, the lower level parking is used primarily by Battle Ground Adventist Community Services.

Amenities, Including Options

Conference Room 300 — 25 chairs (tables available), mini-fridge, sink and cabinets, two sofas, flip chart, white board, Smart HDTV with webcam, and Wi-Fi connection.

Conference Room 306 — 70 chairs, eight round tables (5’) or up to 12 rectangular tables (8’) in classroom format, range/microwave, fridge, sink and cabinets, three counter-height tables with stools, large whiteboard, big-screen TV, DVD/VCR player and Wi-Fi connection.

PH: 360.687.0150

Center Point is a division of the Meadow Glade Seventh-day Adventist Church

Banquet Room — 160 chairs, 20 round tables (5’) or 22 rectangular tables (8’), buffet counter, wired microphones/mixer, retractable display screen and projector, large moveable whiteboard, Wi-Fi connection, guest coat closet, private restrooms, and small garden courtyard.

Rental Rates

The following rates remain fairly constant, but confirm pricing with the Center Point Manager.

	#300	#306	Banquet Rm
Weekday 8 am to 5 pm Hourly Rates			
Member*	\$15	\$20	\$25
Non-profit	\$15	\$20	\$25
Private	\$20	\$30	\$50
Commercial	\$25	\$45	\$70

Weekday before 8 am and after 5 pm Hourly Rates

Member*	\$15	\$20	\$25
Non-profit	\$25	\$35	\$45
Private	\$30	\$45	\$65
Commercial	\$35	\$55	\$75

Weekend Hourly Rates

Member*	\$20	\$35	\$50
Non-profit	\$30	\$45	\$60
Private	\$35	\$55	\$85
Commercial	\$40	\$70	\$100

Potentially Refundable Fee

Cleaning Fee	\$30	\$75	\$125
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Refundable Deposits

Damage dep.	\$150	\$150	\$150
Equipment dep.	\$100	\$100	\$200
<i>(if applicable)</i>			

Optional Fees

Table/Chair Setup			
& Teardown Fee	\$20	\$60	\$100
TV/DVD Fee	\$20	\$20	N/A
Screen & Equip.	N/A	N/A	\$50

Wireless Internet Connection \$15

Wired Microphone Package *(Banquet Room only)*

Includes 2 wired mics, 2 speakers, mixer \$125

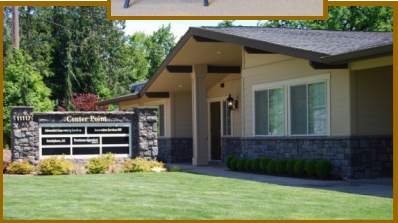
Staff to manage sound and/or projection equipment

Weekday 8am - 5pm \$20/hour

Weekend/Weekday before 8am, after 5pm \$30/hr

* Meadow Glade SDA Church Member or Center Point Tenant

CONFERENCE &
BANQUET ROOM
RENTAL GUIDE



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