

AMENITY & RATE GUIDE

for Special Events, Meetings & Conference Rentals

Battle Ground Community Center FACILITY RENTAL FEE / RATE SHEET

Our mission is to help make your event a success by providing a quality venue and exceptional service at a great value!

PACKAGES	LEWIS RIVER RECEPTION HALL	MOULTON FALLS ROOM	WOODIN CREEK MEETING ROOM
Rental Rates	<p>Peak Season Rental Rates <i>May 1 – Sept 30</i></p> <p>Hourly Rates</p> <ul style="list-style-type: none"> • \$100 non-profit* • \$160 private* • \$200 commercial* <p>Non-Peak Season Rental Rates; <i>Oct 1 – April 30</i></p> <p>Hourly Rates</p> <ul style="list-style-type: none"> • \$75 non-profit** • \$125 private** • \$150 commercial** <p>* 5 hour minimum required on Friday, Saturday and Sunday rentals.</p> <p>Rental time includes room set-up through tear-down.</p>	<p>Hourly Rates</p> <ul style="list-style-type: none"> • \$35 non-profit* • \$45 private* • \$55 commercial* <p>* 4 hour minimum required on Friday, Saturday and Sunday rentals.</p> <p>Rental time includes room set-up through tear-down.</p>	<p>Hourly Rates</p> <ul style="list-style-type: none"> • \$20 non-profit* • \$25 private* • \$30 commercial* <p>* 4 hour minimum required on Friday, Saturday and Sunday rentals.</p> <p>Rental time includes room set-up through tear-down.</p>
Additional Services & Equipment	<p>Podium & Mic Rental</p> <ul style="list-style-type: none"> • \$50 per event <p>Portable Screen</p> <ul style="list-style-type: none"> • \$25 per event 	<p>Podium & Mic Rental</p> <ul style="list-style-type: none"> • \$50 per event <p>Portable Screen</p> <ul style="list-style-type: none"> • \$25 per event 	<p>Podium & Mic Rental</p> <ul style="list-style-type: none"> • \$50 per event <p>Portable Screen</p> <ul style="list-style-type: none"> • \$25 per event
Deposits	<ul style="list-style-type: none"> • \$500 refundable damage deposit • \$100 refundable deposit for special equipment • Due at least 30 days prior to event 	<ul style="list-style-type: none"> • \$350 refundable damage deposit • \$100 refundable deposit for special equipment • Due at least 30 days prior to event 	<ul style="list-style-type: none"> • \$200 refundable damage deposit • \$100 refundable deposit for special equipment • Due at least 30 days prior to event
Cleaning Fee	<ul style="list-style-type: none"> • \$175 non-refundable cleaning fee. 	<ul style="list-style-type: none"> • Non-refundable cleaning fee of up to \$100. 	<ul style="list-style-type: none"> • Non-refundable cleaning fee of up to \$50.
Reservation Process & Additional Information	<ul style="list-style-type: none"> • Rental reservation accepted 1 year in advance • Rental Hours are M-Su, 7am -Midnight • Not available on major holidays including: <i>Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Years Day</i> • First-paid, first-served policy 		
 <p>Parks & Recreation Department 912 E. Main St., Battle Ground, WA 98604 (360) 342-5380 bgparksandrec@cityofbg.org www.cityofbg.org</p>			

BATTLE GROUND SENIOR CENTER

SENIOR CENTER RENTAL FEE / RATE SHEET

Senior Center Capacity: 60 seated 80 standing City Hall #148 Capacity: 60 seated 80 standing	Main Room Hourly Rates \$25 non-profit \$35 private \$45 commercial	Main Room with Kitchen Hourly Rates \$30 non-profit \$45 private \$55 commercial
Deposits	<ul style="list-style-type: none"> \$50 refundable damage deposit 	
Cleaning Fee	<ul style="list-style-type: none"> \$50 non-refundable cleaning fee. 	
Reservation Process & Additional Information	<ul style="list-style-type: none"> Reservations accepted up to 120 days in advance Available from 9am-10pm Alcohol not allowed 	

FACILITY & AMENITY INFORMATION

Facility & Rooms	Site Description	Event Types	Amenities Provided	Misc Information
Community Center <i>912 E. Main St</i> Lewis River Reception Hall Capacity: Seated: 240 Standing: 300	Located in historic Fairgrounds Park, the Battle Ground Community center is the perfect venue for most any occasion. The contemporary Northwest lodge style facility offers 3 different size rooms to host any type of gathering. The Reception Hall is the perfect venue for most any occasion. It literally brings the outdoors in with floor to ceiling glass windows and doors which enter out to a landscaped patio area. A stone fireplace and vaulted ceilings provide a warm and spacious setting for any event.	<ul style="list-style-type: none"> Weddings Receptions Parties Dances Memorials Meetings Conferences 	Room Amenities <ul style="list-style-type: none"> 30, 5' round tables 9 banquet tables (6x3) 300 chairs gas fireplace Commercial Kitchen Outdoor patio area with covered shelter 3 wall-mounted screens 	<ul style="list-style-type: none"> 2 paved parking lots with a total of 82 parking stalls and 6 handicap stalls Additional parking on surrounding surface streets. Public parking areas are not reservable.
Community Center <i>912 E. Main St</i> Moulton Falls Multi-Purpose Room Capacity: Seated: 50+ Standing: 70	This multi-purpose style room provides a large space for a meeting or party. It has two glass floor-to-ceiling doors that look out onto Main Street and Fairgrounds Park. Has large counter space with utility sink available for use.	<ul style="list-style-type: none"> Parties Meetings Seminars Arts & Crafts Venue 	Room Amenities <ul style="list-style-type: none"> 12 tables (6x3) 70 chairs Counter space with utility sink 	<ul style="list-style-type: none"> Shares same parking lots as Reception Hall
Community Center <i>912 E. Main St</i> Woodin Creek Meeting Rooms Capacity: 1 room seated: 12 Combined space seated: 24-30	The Community Event Center offers two meeting rooms that accommodate smaller groups, or can be made into one larger meeting room space. The room is carpeted and offers wall mounted white boards.	<ul style="list-style-type: none"> Meetings Work Groups Classroom or training type activities 	Room Amenities <ul style="list-style-type: none"> 6 tables each room 12 chairs each room 	<ul style="list-style-type: none"> Shares same parking lots as Reception Hall
Senior Center <i>116 NE 3rd Ave</i> Capacity: Seated: 65+ Standing: 80+	The Senior Center has one large room and a small kitchen that is suitable for smaller type events.	<ul style="list-style-type: none"> Parties Receptions Meetings Memorials Art clubs Card clubs 	<ul style="list-style-type: none"> 9, 5' round tables 75 chairs Refrigerator 2 Stoves & Ovens Microwave Sink 	<ul style="list-style-type: none"> Paved parking lot with 19 parking stalls 2 handicap stalls Additional parking nearby No alcohol allowed at this facility