

RENTAL POLICIES & PROCEDURES

Application / Processing Fees

- An Application Fee of \$95.00 must accompany all Applications. If the Application is received within 10 business days of event date, the fee is \$190.00.
- Application Fees are non-refundable and non-transferable.
- Date selection will not be transferred upon request.
- Permits will be issued based upon Permittee-provided information included in the submitted Application.

Reservations

- Applications for events can be submitted up to one year in advance of event date.
- Date(s) requested are not guaranteed and Pioneer Courthouse Square may require the submission of alternate event date(s) by Applicant at no additional charge to Applicant.
- Deposit funds must be submitted within 10 business days of invoice date along with requisite signed approval paperwork in order for event date(s) to be permanently held.

Fees

- All Real Estate Rental Fees based on a day rate defined as 8 hours. When available, load-in/ load-out rates offered based on 1/2 of the applicable Real Estate Rental Fee.
- Real Estate Rental Fee is based upon activity classification.
- Permittee is required to rent an area that is adequate for the size of the audience and required equipment. Should the volume of the audience and equipment exceed the capacity of the rental area, additional fees will be assessed for the additional area required to accommodate the audience and equipment.
- Upon approval of Permittee's Application, Permittee must remit a non-refundable deposit payment of 50% of the Real Estate Rental Fees. Permittee must submit deposit and signed approval paperwork within 10 business days of invoice date.
- The Site Plan and the Estimated Event Budget are prepared following the permanent calendar hold based upon Permittee needs. A Production Assistant or other on-site representation may be required at Permittee's expense based upon Permittee requested facility access.
- The Estimated Event Budget must be approved and signed by Permittee within 10 business days of issued budget date.
- Payment of the Estimated Event Budget for equipment and service fees is due within 10 business days of invoice date. See terms of payment below.
 - » Permittee acknowledges that the permit total does not always represent the total event costs. Any additions and/or deletions to the Permittee's Estimated Event Budget will be accounted for in the final Event Settlement.
 - » Additional charges will be detailed on a final Event Settlement Invoice.
- If approval of the event Application occurs within 10 business days of requested event date(s), Permittee must submit signed approval paperwork and payment of the Estimated Event Budget invoice 2 business days prior to event load-in.
- A Coordination Fee is applied to all charges, including the Real Estate Rental Fee, of 18% or \$95.00 whichever is greater. The Coordination Fee is non-refundable.
- Late charges shall accrue at a rate of 1.5% per month.
- The Permittee cited in the approved Application will be held financially and legally responsible for any and all unpaid expenses incurred by the event.

- If a Permittee's check is returned from the bank for any reason, Permittee will be charged a \$40.00 check return fee along with amount of the check. Permittee will be required to pay this amount with either a certified check or a credit card.
- All legal costs are at the Permittee's expense.

Payments

- An authorized credit card is required to be on file at the time of application submission and will be processed for any and all outstanding rental fees and/or damages to the Square incurred by Permittee and/or Permittee's vendors.
- Payment of all invoices is due within 10 business days of invoice date.
- Payment of the balance of the Estimated Event Budget is due at least 10 business days before event load-in.
- If payment is made within 10 business days of event load-in, checks will not be accepted. A payment must be submitted in the form of cash, credit card and/or cashiers' check.
- Pioneer Courthouse Square, Inc. will accept Visa, MasterCard, Discover, American Express, cash or check on the payment due date. Credit Card transactions are subject to a 3.5 percent convenience fee.
- All credit card refunds to Permittee must be processed within 60 days from the date of the transaction.

Cancellations

- Once Approval Paperwork has been issued, Permittee has 10 business days to notify PCS of cancellation in writing or Permittee will remain financially responsible for the outlined Real Estate Rental Deposit. If Permittee does not notify PCS of cancellation within this time period, the Real Estate Rental Deposit is due in full and is non-refundable.
- The Real Estate Rental Fee deposit and Coordination Fee are non-refundable.
- Cancellations for all events must be received in writing at least 60 days in advance of the event to qualify for a refund of the Estimated Event Budget, less any actual costs incurred by Pioneer Courthouse Square.
 - » If cancellation occurs less than 60 days before the date of the event, 50% of the Estimated Event Budget shall be paid by the Permittee.
 - » If date adjustment occurs less than 60 days before the date of the event, the balance of the original Real Estate Deposit shall be paid in full by the Permittee.
 - » If the cancellation occurs 10 business days or less before the date of the event, all of the Estimated Event Budget shall be paid by the Permittee.
 - » If the Application has been submitted and approved and payment of issued invoices has not been submitted, all of the above cancellation policies still apply.
- Permittee can reschedule event date within 365 days of cancellation date when accompanied by Permittee's submission of a new Application and Application Fee. 50% of the original Real Estate Deposit will be credited towards the successfully rescheduled event in the Event Settlement.
- Coordination Fee on all contracted services, labor, equipment and utilities procured by PCS on behalf of the Permittee will be due in full upon cancellation.

RENTAL POLICIES & PROCEDURES (CONTINUED)

Permits

- An Event Use Permit will be issued for signature upon submittal of the following executed documents:
 - » Real Estate Rental Form
 - » Estimated Event Budget Form
 - » Site Map
 - » Insurance documentation
 - » Full payment of the Estimated Event Budget amount
- All Pioneer Courthouse Square event-related permits will be issued to the Permittee upon the Permittee's successful completion of Pioneer Courthouse Square's Rental Policies and Procedures (including providing Pioneer Courthouse Square with copies of any other permits, addressed in the Special Conditions section, necessary for Permittee's event) prior to the event.
- The insurance certificate (see sample certificate for detail and required language) and additional insured endorsement (which must be signed by the Authorized Insurance Representative) must state the specific date(s) of coverage as approved on the Application and must be on file at Pioneer Courthouse Square, Inc. Permittee is responsible for indemnifying both the City of Portland and Pioneer Courthouse Square, Inc. and listing them as additional insureds in order to obtain a permit to hold an event at Pioneer Courthouse Square.
- The Permittee and Designated Persons in Charge must have all event-related permits and procedures in their possession during the event (including load-in and load-out) for on-site event authorization.
- The Pioneer Courthouse Square permit is subject to all applicable provisions of the City of Portland Code and the rules and regulations governing Pioneer Courthouse Square.

Special Conditions

- There may be additional requirements depending upon the nature of the event.
- Pioneer Courthouse Square must approve all items for sale at the event.
- Permittee must secure prior written approval from Pioneer Courthouse Square event staff for on-site food vending.
- Pioneer Courthouse Square reserves the right to require, at the Permittee's expense, on-site event security coverage during the event.
 - » Such security coverage must be provided by Pioneer Courthouse Square's authorized on-site security personnel or the Portland Police Bureau.
 - » No outside security personnel, unauthorized by Pioneer Courthouse Square, can be utilized as on-site security coverage during the event (this restriction does not apply to certified alcohol monitoring personnel required per the Oregon Liquor Control Commission).
- Pioneer Courthouse Square reserves the right to require, at the Permittee's expense:
 - » Certified alcohol monitoring personnel
 - » Special load-in charges for over-sized or heavy vehicles
 - » Storage fees for items left on-site pre and post-event are charged a minimum of \$45.00 per day; additional fees may be deemed necessary by Pioneer Courthouse Square based upon the nature and/or size of item(s) left on-site.
 - » Cleaning or damage assessments as a result of Permittee's action or event impact
- It is the Permittee's responsibility to comply with all City, County and State requirements. All permits and/or inspections are the Permittee's responsibility to acquire at the Permittee's expense. Permittee must provide to Pioneer Courthouse Square copies of all other permits issued prior to receiving the Pioneer Courthouse Square Event Use Permit. Below are some of the permits and/or inspections which may be required:
 - » Noise Permit/Public Assembly Permit/Vehicle Access Permit/Security/Fire Permits/Oregon Liquor Control Commission Permit/Multnomah County Health Department Permit, etc.
- Event-approved vehicles may be brought on-site for a fee of \$67.25 for the first vehicle and \$31.00 for each additional vehicle.
- Pioneer Courthouse Square staff will provide up to (3) revisions to Permittee's Event Site Map. Additional revisions are billed at \$50 per revision.
- Estimated Event Budget must be finalized 30 days before Permittee's event. Any changes, additions and/or deletions to equipment rental within one week of event will incur a penalty fee determined by equipment vendor.
- All event-approved vehicles must display a dated Vehicle Access Permit provided by Pioneer Courthouse Square prior to the event.
 - » Valid Vehicle Access Permits must be displayed in the front windshield of all event-approved vehicles for the duration of the event.
 - » Pioneer Courthouse Square requires that Permittee provides drip pans to be placed under each approved on-site vehicle to protect the brick surface from engine fluids.
 - » Only vehicles with approved Display Vehicle Access Permits may remain on-site after event begins.
- Tenant, ADA and restroom access must be maintained during the interior facility regular business hours. It is the Permittee's responsibility to comply with all applicable ADA requirements.
- Authorized personnel of Pioneer Courthouse Square and/or Permittee are allowed to handle event-related equipment. Repairs for damages are calculated at a minimum of \$94.85 per man-hour plus the cost of materials. Additional costs may be deemed necessary by "PCS" based upon the nature of repairs and/or replacements.
- If any of the above policies and procedures, or any other rules and requirements of Pioneer Courthouse Square are violated, the permit will be revoked and Permittee and any Designated Persons in Charge will forfeit future rental of the Square.