



Rental Confirmation Letter

TO: _____

IMPORTANT INFORMATION; PLEASE READ CAREFULLY.

This is to confirm your reservation for the rental of Guthrie Park on _____.

The rental fee will be \$_____.

The refund of the \$50 deposit depends on the adherence to the rules as outlined on the contract for use of Guthrie Park. A copy of the contract is attached. Please review it thoroughly and keep this copy for your records. If someone, other than you, will be doing the cleaning, I suggest a copy also be given to him or her. A charge of \$10/half hour will be deducted from the deposit for any cleaning or picking up that has to be done by Guthrie Park, that was not done by the applicant, as per the rules for use of Guthrie Park.

If it is decided that you will not be renting Guthrie Park notify me immediately. The \$50 deposit will be refunded depending on how close to the rental date the cancellation is made. This is to be determined by the manager.

We will meet at Guthrie Park sometime during the week prior to your rental date (call me one week prior to set up a meeting time). At that meeting you will sign the contract and pay the rental fee. I will show you around the building and give you a key. I will show you how to return the key at the meeting.

You have the option of decorating prior to the actual date of the rental, with no extra fees. You have the same option to clean the day after the rental. However, other functions may be held at Guthrie either the day before or the day after your event, so arrangements for either option must be made in advance.

SUPPLIES

Guthrie Park will supply the following:

2 rolls of toilet paper and 1 roll of paper towels in the women's bathroom

1 roll of toilet paper and 1 roll of paper towels in the men's bathroom

1 roll of paper towels in the kitchen

If you think you will need more you will need to supply them yourself.

Guthrie Park is supplied with the following items that are available for your use during the rental:

oven/range

refrigerator

broom, mop, dust pan

8 foot ladder, small step ladder

sponge, dish towels, dish soap

one 40–100 cup coffee maker, two 10–30 cup coffee makers, tea kettle, punch bowl

75 folding chairs, 7 benches (seat 4–5 people each)

one 8 foot long table, one 4 foot long table

piano

Building dimensions: Hall 31' wide x 52' long. Stage 8' x 16'

You will be responsible for hauling off your own garbage.

Fresh liners will be supplied in the garbage cans. You do not need to replace the liners.

No confetti or glitter please! It is difficult to clean up and stays for weeks. If confetti is used and there is any trace of it \$20 will automatically be deducted from the deposit. Birdseed may be used as long as it is used outside and is swept off the deck.

Guthrie Park Community Center is a non-profit organization, under section 501-C. Because rental fees are for services provided they are not tax deductible.

Please contact me at 503-623-0809 or at guthriepark@gmail.com, if you have further questions regarding the use of Guthrie Park.

Sincerely,

Sally Clark,
Guthrie Park Manager