

Special Event Rental Form

Elsie Stuhr Center • 503-629-6342
5550 SW Hall Blvd, Beaverton, OR 97005

Please submit this additional form for package rentals.



TUALATIN HILLS
PARK & RECREATION DISTRICT

Applicant name: _____ Age: _____

Address: _____

Phone: _____ THPRD Patron ID: _____

Email: _____

Event Information

Type of event: _____

Event date: _____ Start time: _____ End time: _____

Approx. # of participants: _____ Room/location: _____

Packages:

- Package A (pricing starts at \$180)
Includes welcome sign, themed decorations, photo backdrop, water cooler, coffee & assorted teas, cups & napkins
- Package B (pricing starts at \$220)
Includes Package A plus an assorted cookie tray

Themes: (available for event packages only)

- Birthday
- Garden Tea Party
- Hawaiian
- Trivia & Game
- 50s Hop Sock
- Seasonal Color Theme
Choose from Spring, Summer, Fall or Winter:

Event Package Pricing Table

| | Package A | Package B |
|----------------------------------|--------------------------------|--------------------------------|
| Up to 20 guests (Cedar or Patio) | <input type="checkbox"/> \$180 | <input type="checkbox"/> \$220 |
| 21-40 guests (Willow or Patio) | <input type="checkbox"/> \$220 | <input type="checkbox"/> \$260 |
| 41-60 guests (Manzanita or Fir) | <input type="checkbox"/> \$299 | <input type="checkbox"/> \$390 |

| | |
|---|----|
| Selected Package Price | \$ |
| Additional Hourly Fee \$74/hour for Cedar, Patio, Willow Room \$120/hour for Manzanita or Fir Room | \$ |
| After-hours Staffing Fee \$45.90/hour for 2 staff | \$ |
| Total Pricing | \$ |

Room Setup (select one)

- Party Setup
- Multi-group
- Classroom
- Other (please specify)

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FOR THPRD USE ONLY

Staff receiving request: _____ Date: _____

- Reservation system
- Room setup
- Deposit received
- Final payment received

Staff initials: _____

Staff initials: _____

Staff initials: _____

Staff initials: _____