

BOOKING DETAILS—POWELL BUTTE COMMUNITY CENTER
Mailing Address: P O Box 87 Powell Butte, OR 97753
8404 S W Reif Road, Powell Butte, OR 97753

Name of Organization _____

Responsible Parties #1 _____ #2 _____

Phone #1 _____ Phone #2 _____

Address _____

Contact Email (required) _____

Date requested: 1st Choice _____ 2nd Choice _____

Type of Event _____

Event Start Time _____ Event End Time _____

Set up Start Time _____ Clean up End Time _____

Alcohol being served _____ Expected # of Attendees _____

Areas requested: Conf. Rm #2 (20ppl) _____ :Conf.Rm #3 (25ppl _____):Alcove (30ppl) _____

Main Hall (225ppl); _____ Kitchen _____ Bridal Court Yard _____

Music _____ Band _____ DJ _____ Dancing _____

Intended use of facility and activities connected to the event:

In-House Catering is also available for your event. Price quote as to selected menu.

Please email this form to events@pb-center.com. A rental rate will be quoted based on the information provided on this form.

Your acceptance of the quote will generate a Rental Contract. A schedule of the rental fee and date due is presented in the Contract.

If the event is in less than 30 days, contact events@pb-center.com for immediate processing.

Signature verifies accuracy of information and agreement with the terms herein. This form will become part of the Contract.

Signature: _____ Date: _____

Email Form to: events@pb-center.com Website: www.pb-center.com Phone: 541-408-0256