Amenities Included with Rental
Tables and chairs set up according to your approved layout and public wireless internet. Included by request: wireless microphones, 7’ x 12’ screen, 6’ screen, white board, lectern, coat rack and house sound system.

Insurance Information
All events must obtain a Comprehensive General Liability insurance policy providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from the facilities used hereunder in the amount of $1,000,000.

Catering Information
Private events are welcome bring in their own food or use one of our approved vendors. For events open to the general public catering services must be provided by one of our approved vendors. Our warming kitchen is available for use upon request, additional fees may apply.

Event Center Scheduler and Any Questions
Allison Sebern
(503) 856-3408 or seberna@keizer.org

Event Center Coordinator
Kristian Bouvier
(503) 856-3446 or bouvierk@keizer.org

PHYSICAL ADDRESS
930 Chemawa Rd NE
Keizer OR 97303

WEBSITE
keizer.org/Community-Center

BUSINESS HOURS
Monday-Friday from 8am-5pm
# Venue Capacity and Dimensions

<table>
<thead>
<tr>
<th>Room</th>
<th>Sq. Ft.</th>
<th>Dimensions</th>
<th>Reception/Rounds</th>
<th>Crescent Rounds</th>
<th>Classroom Style</th>
<th>Theater Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iris Ballroom</td>
<td>Up to 9,000</td>
<td>115’ x 71’</td>
<td>400</td>
<td>320</td>
<td>-</td>
<td>700</td>
</tr>
<tr>
<td>Iris A</td>
<td>2,769</td>
<td>39’ x 71’</td>
<td>120</td>
<td>110</td>
<td>-</td>
<td>150</td>
</tr>
<tr>
<td>Iris B</td>
<td>2,840</td>
<td>40’ x 71’</td>
<td>120</td>
<td>110</td>
<td>-</td>
<td>150</td>
</tr>
<tr>
<td>Iris C</td>
<td>2,556</td>
<td>36’ x 71’</td>
<td>120</td>
<td>-</td>
<td>75</td>
<td>150</td>
</tr>
<tr>
<td>Iris A/B</td>
<td>5,609</td>
<td>79’ x 71’</td>
<td>240</td>
<td>220</td>
<td>-</td>
<td>300</td>
</tr>
<tr>
<td>Iris B/C</td>
<td>5,396</td>
<td>76’ x 71’</td>
<td>240</td>
<td>220</td>
<td>-</td>
<td>300</td>
</tr>
<tr>
<td>Claggett Creek</td>
<td>828</td>
<td>23’ x 36’</td>
<td>40</td>
<td>30</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Chemawa</td>
<td>864</td>
<td>24’ x 36’</td>
<td>40</td>
<td>30</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>McNary</td>
<td>864</td>
<td>24’ x 36’</td>
<td>40</td>
<td>30</td>
<td>30</td>
<td>60</td>
</tr>
</tbody>
</table>

## Reception/Rounds
- **U-Shape**
- **Hollow Square**
- **Theater Style**

## Crescent Rounds

## Classroom Style

### Additional Fees

- **Stage**
  - $200
- **Projector**
  - $25 each
- **Wired Internet**
  - $25
- **Warming Kitchen**
  - $50 *(The warming kitchen is included with the rental of Iris Ballroom, Iris A, Iris B and Iris C.)*
- **Private Security Professionals**
  - $25 per hour / per Private Security Professional *(If alcohol is being served the City will hire Private Security Professionals based on room use for events. The client is responsible for the fees associated with hiring Private Security Professionals. All alcohol service must be provided by a City of Keizer approved vendor.)*

### Discounts

- **Keizer Citizens**
  - 25% discount on Iris Ballroom, Iris A, Iris B and Iris C rentals.
- **Keizer Based 501(c)(3) Organizations**
  - 25% discount on Iris Ballroom, Iris A, Iris B and Iris C rentals.
- **Government Partners**
  - 20% discount on Iris Ballroom, Iris A, Iris B and Iris C rentals.
- **Multiple Bookings**
  - 25% discount off any room rental fee for groups that book six or more times with us in a calendar year. Groups must book dates at one time and set up a payment arrangements with Community Center staff.