Welcome

CITY OF BATTLE GROUND

PARKS & RECREATION



FACILITY RENTAL GUIDE

BATTLE GROUND EVENT CENTER

912 E MAIN STREET, BATTLE GROUND, WA 98604

BATTLE GROUND SENIOR CENTER

116 NE 3RD AVENUE, BATTLE GROUND, WA 98604

CONTACT US TODAY:

PARKSANDREC@CITYOFBG.ORG

360.342.5380

CITYOFBG.ORG

WELCOME TO THE CITY OF BATTLE GROUND

Thank you for considering a City of Battle Ground facility for your event! We have a variety of spaces available ranging from small meeting rooms to the spacious Lewis River Hall. This guide is designed to help you find a space that meets your needs. More photos are available by request or at cityofbg.org.

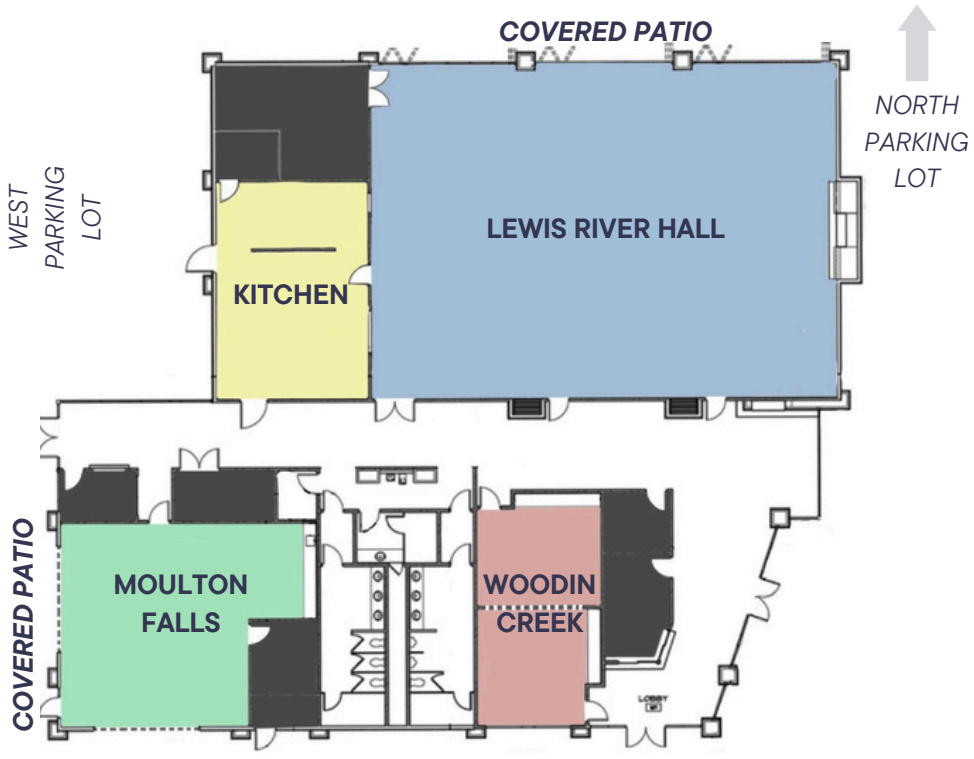
Staff are available at the Event Center on Monday through Thursday from 8:30 AM to 1:30 PM to answer questions, process applications and take payments. They can also be reached at 360-342-5380 and parksandrec@cityofbg.org. Tours available upon request.

BATTLE GROUND EVENT CENTER

Located in the city's historic Old Town district, the Battle Ground Event Center is the perfect venue for small group meetings to large celebrations. This contemporary northwest lodge style facility features three rooms with ample amenities and a parking lot with 78 standard and 6 ADA stalls. An overflow lot is available at the ballfields to the north when there are no baseball games happening.

Each room can be booked separately so it is possible for multiple rental groups in the building at the same time. The hall, lobby and restrooms are considered shared spaces and cannot be set up or decorated as part of a single room rental. For exclusive use of the building, the entire building can be rented and includes access to all rooms, all the amenities and these shared areas. Capacity for full Event Center rentals is 400.

The Battle Ground Event Center and its rooms are available for reservation daily from 8:00 AM to midnight. Events must conclude by 11:00 PM at the latest to ensure all tear-down is completed and everyone is out of the building by midnight. Alcohol is allowed at events in the Event Center.



BATTLE GROUND EVENT CENTER

LEWIS RIVER HALL

A stone fireplace and vaulted ceilings provide a warm and spacious setting with floor to ceiling glass windows open to a beautiful outdoor landscape and covered pavilion. The hall fits up to 250 guests. Additional seating possible on the patio.

AMENITIES:

- Vaulted ceiling room (3,600 sq ft)
- Commercial kitchen
- Fenced patio with covered pavilion
- Private changing area with restroom
- Gas fireplace
- Retractable windows opening onto patio
- Sound system with Bluetooth capability
- Mounted projectors and screens (3)
- 60" Round tables (30)
- 24" Round tables (10) - Adjustable height
- 6' x 2.5' Rectangle tables (12)
- Chairs
- Podium











BATTLE GROUND EVENT CENTER

MOULTON FALLS

Industrial style room features two glass floor-to-ceiling roll-up doors and accommodates up to 70 guests. Additional seating possible on a small covered patio.



AMENITIES:

- Vaulted ceiling room (850 sq ft)
- Counter with sink
- Covered patio
- Roll-up doors (2)
- 60" Round tables (10)
- 6' x 2.5' Rectangle tables (12)
- Chairs

Depending on availability:

- Audio visual equipment
- 24" Round tables (10) - Adjustable height
- Podium

WOODIN CREEK

Cozy, carpeted space that can be used as one room or divided into two separate areas. The full room fits up to 35 people.

AMENITIES:

- Carpeted room (560 sq ft)
- Room divider
- Counters (2)
- Mounted white boards (3)
- 5' x 2' Rectangle tables (12)
- Chairs

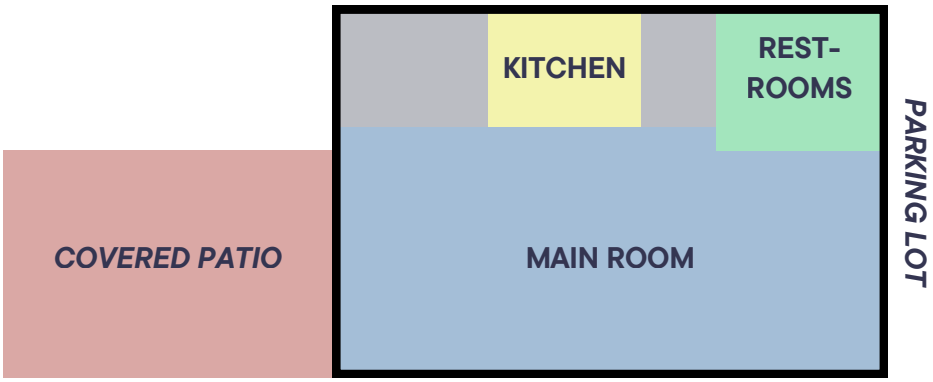
Depending on availability:

- Audio visual equipment
- 60" Round tables (3)
- 24" Round tables (10) - Adjustable height
- Podium



BATTLE GROUND SENIOR CENTER

Exclusive use of the newly remodeled Senior Center includes the main room, a covered patio and kitchen access. The main rooms fits up to 75 people seated with an additional 40 seated on the patio. The Senior Center is available for reservation weekdays 4:00 to 10:00 PM and weekends 8:00 AM to 10:00 PM. Events must conclude by 9:00 PM at the latest to ensure all tear-down is completed and everyone is out of the building by 10:00 PM. Alcohol is not allowed at Senior Center rentals.



AMENITIES:

- Main room (1,534 sq ft)
- Covered patio
- Kitchen
- Mounted audio visual equipment
- 60" Round tables (9 inside; 5 patio)
- 6' x 2.5' Rectangle tables (4)
- 3' x 3' Square tables (6)
- Chairs (75 inside; 40 patio)
- Parking lot (19 standard; 3 ADA)









RESERVATIONS

Completed rental applications are required to reserve a date up to one year in advance. Applications are processed in the order they are received. Dates cannot be held without an application. Applications are at cityofbg.org/1044/Facility-Rentals and can be emailed to parksandrec@cityofbg.org for processing.

A 50% of rental fees are due within 10 days of application approval to secure your reservation. The remaining balance is due 60 days before your event. For reservations made within 60 days of the event, full payment is due within 10 days of approval.

Cancellations incur non-refundable fees based on notice giving: 25% of rental fees (more than 60 days before rental day), 50% of rental fees (30–60 days) and no refund of rental fees (less than 30 days).

RENTAL FEES

EVENT CENTER:

	Per Hr	Hr Min.
• Saturday		
◦ Entire Building	$250	6
◦ Lewis River Hall	$190	6
◦ Moulton Falls	$60	4
◦ Woodin Creek	$40	4
• Sunday - Friday		
◦ Entire Building	$220	3
◦ Lewis River Hall	$160	3
◦ Moulton Falls	$60	2
◦ Woodin Creek	$40	2

SENIOR CENTER:

	Per Hr	Hr Min.
• Saturday		
◦ Entire Building	$65	4
• Sunday - Friday		
◦ Entire Building	$65	2

DISCOUNTS:

Discounted rates are available for non-profit groups and qualifying recurring rentals.

Damage Deposit: $750 refundable damage deposit charged for groups over 150 people or serving alcohol. Damage deposits are refunded in full by mailed check within 30 days following event, as long as the event ended on time and there is no facility damage.

Additional Staff: $25/hour charged for second staff person if rental is over 150 people or serving alcohol.

Alcohol: $150 charged if serving alcohol and require event insurance and a banquet permit. One source for event insurance is gatherguard.com while banquet permits are at lcb.wa.gov/licensing/banquet-permits.

Late Departure: 2x the hourly rate is assessed in 15-minute internals if an event does not vacate the building by the end of their reserved rental time.

Restoration: $80/hour is assessed in 15-minute intervals for the amount of time it takes staff to clean or repair the facility to return it to pre-rental condition. Only charged if facility left dirty or damaged.