****

**Mohawk Valley**

**Community Grange #922**

**93727 Marcola Rd., Marcola OR 97454**

**RENTAL AGREEMENT**

Name of individual, group or organization renting the Grange Hall:

Name and contact information of person accepting responsibility for fulfilling the Rental Agreement terms (hereafter referred to as *Renter*)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above named individual assumes responsibility for this Rental Agreement.

 “Grange Member?” ☐ “Friend of the Grange?” ☐

THIS IS MY FREE RENTAL ☐ I will pay the discounted rate ☐

\*\*Please Note: Grange Members or “Friends of the Grange” are entitled to one free rental after the first year of membership. In addition to their paid dues, “Members” and “Friends” are expected to complete 10 hours of volunteer service during that first year. The 10 volunteer hours must be completed before the free rental can be scheduled for members in good standing.

Volunteer opportunities will be offered with dates for sign up: Grange Clean up, Road Clean up; Landscaping, or Firewood.

 • **Each *Member* or *Friend* must fill out a rental agreement.**

 • After the one free rental use per year, members and friends pay as follows:

-$80.00 per 24-hour period.

**Please be sure your dues are up to date, before using this discount.**

**This is the *50% discounted charge on Grange hall rentals***

***Only for members & friends!***

**Terms**:

1. Rental use is for the following date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Rental rate, if not a Grange Member or a Friend of the Grange, is $175.00 per 24-hour period.

3. Full rental charges are due to hold the date(s). These charges can be the form of cash, personal check, money order, or cashier’s check. The $200 Cleaning and Damage deposit is due 5 business days before the rental date. Payments for the deposit cannot be personal checks.

4. Cleaning and Closing Procedure Checklist included here must be completed before and after all Grange Hall rentals. This ensures that the facility is tidy before and after your event.

5. Music and/or noise must not disturb neighbors. **Please plan for quiet after 10:00 PM.**

 This is critical to maintaining good neighbor relations.

6. Renter is responsible to obtain any permits or licenses to cover any proposed activities involving alcohol usage at the Grange Hall.

7. **Renter will manage parking for the event**; all parking **MUST** be on the Grange property. Additional parking is permitted on the grass on the north and east sides of the building. Additional parking if needed should be arranged ahead of time with our rental agent. Fire lanes and the road from Marcola Rd to the Grange MUST NOT be blocked or used for parking.

8. **PLEASE RESPECT OUR NEIGHBORS BY:**

 • Keeping all guests on the grange property

 • Driving slowly on the grange access road

9. The Renter shall defend, pay for and hold any Grange entity harmless for any and all claims and demands that occur during rental of the Grange Hall. Although the Grange anticipates no disagreements, legal action at the Renter’s expense is possible should any unapproved alterations are made, personal property is left behind, or the terms of the Rental Agreement are not followed.

10. Please be sure to provide your own paper towels and/or dishcloths.

**Included in this agreement packet:**

1. **Cleaning and Closing Procedure** – to be reviewed before and after the event to ensure that the Grange Hall is left in the same condition as prior to the event.

2. **Alcohol use agreement**.

**I have read and agree to follow the Grange Rental Terms as outlined above.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Renter Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Grange Rental Agent Date

**Please send completed agreement, insurance certificates (if required), rental charges and deposit to:**

Thorp & Kelly McClaren, Grange Rental Agents

Mohawk Valley Community Grange

P.O. Box 635

Marcola, OR 97454

Deposit received: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental fee received: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance Certificate for Alcohol use: **Attach special event rider to rental agreement (See page 4)**

Date Rider received: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Grange Contacts**:

Linda Mooney (541) 933-2511

Leadership Collective

Barry Rogers (541) 933-1100

Bob Russell (541) 933-1234

Thorp and Kelly McClaren, Caretakers and Rental Agents

Grange Hall (541) 933-3948

**MOHAWK VALLEY COMMUNITY GRANGE**

**ALCOHOL USE AGREEMENT**

**Please check and sign only ONE option:**

**☐NO ALCOHOL WILL BE CONSUMED DURING THIS EVENT**

I, the renter, declare that there will be **no alcohol** consumed during the event on the date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. That means I will not serve alcohol, and I will make sure none of my guests and participants of the event will serve or consume alcohol on the premises of Mohawk Valley Community Grange.

Signature of the Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**☐ALCOHOL WILL BE CONSUMED DURING THIS EVENT**

If you wish to have alcohol during the event, you must do the following:

* You must provide a certificate of liability of no less than **$1,000,000** naming Mohawk Valley Community Grange #922 as additional insured for the duration of the rental period.

 Signature of Renter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **IF ALCOHOL IS BEING SERVED DURING THIS EVENT:**

* If alcohol is **served** to your guests, you **must use a licensed and insured** person or company to serve the alcohol.
* Mohawk Valley Community Grange must approve that person or company.
* The server or bartender must be OLCC licensed. We will need a copy of that license.
* Sufficient food and non-alcoholic beverages must also be available.
* Mohawk Valley Community Grange reserves the right to end alcohol service and/or the event at any time if alcohol consumption is exceeding responsible usage.

**IF ALCOHOL IS AVAILABLE FOR GUESTS, BUT IS NOT SERVED; THE FOLLOWING RULES APPLY:**

* Sufficient food and non-alcoholic beverages must also be available.
* Mohawk Valley Community Grange reserves the right to end alcohol consumption and/or the event at any time if alcohol consumption exceeds responsible usage.

 Signature of Renter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CLEANING AND CLOSING PROCEDURE**

Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Tables and chairs returned to initial set up. Please consult the layout map for locations.

\_\_\_\_\_ Wash and put away all dishes; please do not leave them in the dish drainer.

\_\_\_\_\_ Remove all leftover food from the refrigerator and counters

\_\_\_\_\_ Empty **all** wastebaskets and trash. **You must remove all trash and recyclables**.

\_\_\_\_\_ Damp down both wood stoves.

\_\_\_\_\_ Bathrooms cleaned. Toilet paper & paper towels refilled as needed.

\_\_\_\_\_ Check bathrooms to make sure there is no water running.

\_\_\_\_\_ Floors swept. Floors mopped, if needed.

\_\_\_\_\_ Kitchen stove and burners turned off.

\_\_\_\_\_ Small electrical appliances (space heaters, coffee pots, etc) **unplugged.**

\_\_\_\_\_ Wood box area cleaned and wood box refilled (from north side of Grange)

\_\_\_\_\_ All lights turned off; check back porch and back parking area.

\_\_\_\_\_ Front and back porch doors locked and key returned.

\_\_\_\_\_ Please clean up any dog wastes from the grounds.

Please be kind and clean anything you see that needs to be spruced up. We are a group of volunteers that maintain this Grange building;

What you don’t do, we have to.

**Thanks for your consideration!**

**It is always a pleasure to welcome you to the Mohawk Valley Community Grange!**