

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 <i>Renter</i>)
Name:
Address:
Phone:Cell:
e-Mail
The above named individual assumes responsibility for this Rental Agreement.
Terms:
1. Rental use is for the following date(s):

for \$125.00. The cleaning & damage deposit is \$300 for any Rental.

2. Rental rate is \$225.00 per 24-hour period. A 4-hour rental cost is also available

- 3. Full rental charges are due to hold the date(s). Payments can be in the form of cash, personal check, money order, or cashier's check. The \$300 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 on page 5 must be completed before and after all Grange Hall rentals. This ensures that the kitchen, bathrooms, foyers, and auditorium are broom-clean before and after your event. Renter may choose to have caretaker clean the building after Event. Arrangements and payment for this service must be made with caretaker before the Event.

- 5. Music and/or noise must not disturb neighbors. 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 Road to the Grange MUST NOT be blocked or used for parking.
- 8. 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. Heat for the building is by 2 ea. wood heaters, firewood can be found beside heaters and outside at N. end of building. Fires are prohibited outside the building except with caretaker's permission. If an outside fire is permitted, renter must bring and burn own firewood. Questions about the wood / heaters / firewood? Ask caretaker.
- 11. Pets are permitted, on leash, only with permission from caretaker. Renters are responsible for clean up of all waste left by the pets.
- 12. SMOKING is NOT allowed in any area of the building.

Included in this agreement packet:

- **1. Cleaning and Closing Procedure** On Page 5 is 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. Included on Page 4

I have read and agree to follow the (above.	Grange Rental Terms as outlined
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 agreement (See page 4)	e: Attach special event rider to rental
Date special event rider received: _	
Grange Contacts:	

Linda Mooney (541) 933-2511 Barry Rogers (541) 933-1100 Bob Russell (541) 933-1234

Caretakers:

Thorp McClaren, Caretaker Kelly McClaren, Rental Agent Grange Hall (541) 933-3948

MOHAWK VALLEY COMMUNITY GRANGE ALCOHOL OR NON ALCOHOL USE AGREEMENT

PLEASE CHECK AND SIGN ONLY ONE OPTION:

□NO AL	COHOL WILL BE CONSUME	D DURING THIS EVENT
the dat	te ake sure none of my guests and	no alcohol consumed during the event or That means I will not serve alcohol, and I d participants of the event will serve or Mohawk Valley Community Grange.
Signatur	re of the Renter:	Date:
□ALCOH	OL WILL BE CONSUMED D	URING THIS EVENT
If you wis	sh to have alcohol during the e	event, you must do the following:
•	Liability") of no less than \$1,0	e of liability (also called "Special Event 000,000 naming Mohawk Valley additional insured for the duration of the
Signature	e of Renter	Date:
 If alcoperso Moha The solicens Sufficient Moha and/ousago IF ALCOFOLLO Sufficient Moha consurespo 	on or company to serve the alcomous valley Community Grange server or bartender must be Olse. cient food and non-alcoholic beawk Valley Community Grange or the event at any time if alcoe. HOL IS AVAILABLE FOR GUOWING RULES APPLY: cient food and non-alcoholic beawk Valley Community Grange umption and/or the event at aronsible usage.	you must use a licensed and insured ohol. must approve that person or company. LCC licensed. We will need a copy of that everages must also be available. reserves the right to end alcohol service hol consumption is exceeding responsible ESTS, BUT IS NOT SERVED; THE everages must also be available. reserves the right to end alcohol my time if alcohol consumption exceeds
Signature	e of Renter	Date:

CLEANING AND CLOSING PROCEDURE

Renter:			
Date(s) of Use: _			

Initial before event and after event

Before Event	After Event	To Be Done
		Tables and chairs returned to initial set up
		Wash and put away all dishes; do not leave in the dish drainer
		Remove all leftover food from the refrigerator and counters
		Empty all wastebaskets and trash. Remove all trash and recyclables from building. Leave in bags on back porch.
		Damp down both wood stoves. Caretakers will give instructions
		Bathrooms cleaned
		All floors swept. Floors mopped, if needed.
		Kitchen stove and burners turned off
		Small electrical appliances (space heaters, coffee pots, popcorn popper, etc) unplugged
		Wood box area cleaned and wood boxes refilled (from north side of Grange)
		All lights turned off; check back porch and back parking area.
		Front and back porch doors locked.
		Clean up any pet waste 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!