



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

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

Name:

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Address:

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Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

e-Mail \_\_\_\_\_

The above named individual assumes responsibility for this Rental Agreement.

**Terms:**

1. Rental use is for the following date(s): \_\_\_\_\_
2. Rental rate is \$225.00 per 24-hour period. A 4-hour rental cost is also available for \$125.00. The cleaning & damage deposit is \$300 for any Rental.
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.



**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 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 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 (also called "Special Event 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: \_\_\_\_\_

### 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!**