

Hall Rental Agreement
White Clover Grange #784 "Owner" 36585 Hwy 53 Nehalem Oregon 97131

Name of individual, group, or organization: **"Renter"**

Address: _____ Event Date: ____/____/____
Phone: _____ Email: _____

1. Liability Insurance (**CHECK ONLY ONE**)

1.a _____ **The Renter is an entity or involves a higher risk activity (Scout Troop; Religious Group; Non-Profit Organization; School; Farmer's Market; Crafts Fair; Event with more than 45 attendees.)**

The Renter agrees to secure an insurance certificate with the White Clover Grange #784 listed as an additional insured with a minimum of coverage of \$1,000,000.00 and provide a copy of such prior to usage.

Note: Event insurance is available at reasonable cost from various vendors, such as may be found at www.eventinsurancenow.com. The Owner makes no representation or warranty regarding such insurance products.

Renter's Agent Name _____ Ph# _____

1.b _____ **The Renter is an individual for low-risk, not-for-profit activity (Small Group Singing Practice; Birthday Party; Baby Shower; Memorial Service serving no alcohol with fewer than 45 attendees.)**

The Renter is an individual and carries homeowner's property and liability insurance on the Renter's home. The Renter agrees to secure an insurance certificate with the White Clover Grange #784 listed as an additional insured with a minimum of coverage of \$300,000.00 and provide a copy of such prior to usage.

Renter's Agent Name _____ Ph# _____

2. Liquor Liability Insurance (**CHECK ONLY ONE**)

2.a _____ There will be NO alcohol at this event.

2.b _____ Alcoholic beverages will be allowed on the premises as follows: Alcoholic beverages may be sold or served as part of the Renter's intended use of the Premises provided that (a) the Renter complies with the laws and regulations of the Oregon Liquor Control Commission and applicable local and county regulations regarding the serving or sale of alcoholic beverages and **obtains all required sale and serving licenses, or assures that all required licenses are obtained by third parties hired to serve or sell alcoholic beverages.** https://www.oregon.gov/olcc/LIC/pages/special_event_licenses.aspx (b) the Renter will have their own liquor liability coverage in an amount no less than \$1,000,000.00 with the White Clover Grange #784 and the Oregon State Grange listed as additional insureds. The Renter will provide proof of such insurance, and proof that the required OLCC licenses have been obtained, prior to taking occupancy of the premises.

3. The Renter agrees as follows:

This rental shall include the use of: (check one)

_____ *the top floor only* _____ *kitchen area only* _____ *field only*
_____ *top floor and the kitchen area* _____ *top floor and light kitchen use*

Restroom use is included with any and all areas

***The fee for LOCAL, NON-PROFIT 501(c)3 organizations is 25% off the normal rate for events or use of grounds or parking area. Meetings and seminars where the charge is hourly are not eligible for this discount.

Rental Rates are as follows:

Upstairs (Events):

Small (45 people or less): \$150 / day

Large (more than 45 people): \$200 / day

Set up day prior to event: \$100 Clean up day after event: \$100

Upstairs (Meetings & Seminars):

Small (45 people or less): \$15 / hour, minimum of 3 hours

Large (more than 45 people): \$20 / hour, minimum of 3 hours

Downstairs (Kitchen & Dining Room):

Event Use (includes use of dining room and full kitchen facility): \$100 / day

Light use (includes dishes, sink, and coffee makers only): \$50 / day

Refundable cleaning/damage deposit for meetings/seminars/small events: \$50

*Refundable **cleaning** deposit for weddings and large events: \$160*

*Refundable **damage** deposit for weddings and large events: \$150*

4. Payment from the Renter is due upon signing of this agreement. **Reservation date will be secured upon receipt of signed Rental Agreement, proof of insurance, and payment in full.** The Renter shall pay \$_____ as a damage and security deposit, and \$_____ as a cleaning deposit, both of which are subject to retention or refund by the Grange after inspection of the Grange building following the event. (Please see #11 below.)

Reservations cancelled at least 60 days before the event will receive a 100% refund.

Reservations cancelled at least 30 days before the event will receive a 50% refund.

Reservations cancelled less than 30 days before the event will receive no refund.

***Checks made payable to White Clover Grange**

5. The Grange hall shall be used by the Renter solely for the purpose of:

The Renter shall not use, or allow use of the Grange hall or its premises, for any other purpose or in violation of any law, ordinance or government regulation, or for any purpose that is in any manner hazardous to the Grange hall or unsafe to any person.

Please initial:

6. _____ NO SMOKING is allowed in any indoor area of the premises.

7. _____ The Renter acknowledges that they have examined the Grange hall, and its entire premises, and are satisfied with the condition thereof and rely completely upon such examination, and not upon representation of promise by Owner, or any other person, in renting the hall.

8. _____ The Renter shall maintain order throughout the rental period and shall not engage in, or allow others to engage in, any event or conduct in the Grange hall, or on its premises, which may cause harm, injury, or damage to persons or property. The Renter shall limit noise and amplified music so as not to disturb neighbors.

9. _____ The Renter shall secure from the public agencies having jurisdiction any license or permit required as to any activity or purpose for which the Grange hall, or its premises, are to be used, and shall pay any cost of fee required for such license or permit.

10. _____ White Clover Grange property shall not be moved without prior permission.

11. _____ Upon expiration of the rental period, the Renter shall return the Grange hall and its premises to the Owner in the same condition as at commencement of the rental period. THE RENTER WILL REMOVE AND PROPERLY DISPOSE OF ALL TRASH AND OTHER ITEMS BROUGHT TO GRANGE AS PART OF THE RENTAL. THE RENTER WILL RETURN CHAIRS AND TABLES AS FOUND, UNLESS OTHERWISE DIRECTED BY THE RENTAL AGENT. So long as the Renter has complied with the Rental Agreement and the hall is clean (sweep floors; wipe up spills; clean bathrooms; clean kitchen if used; take down and remove all decorations; clean up outdoors if used) and there is no damage to Grange property, the damage and cleaning deposits shall be returned. If the use of the Grange hall by the Renter results in damage to the hall, or any of its contents furnished by the Owner, the Renter shall be liable to the Owner for the amount of such damage. The Owner shall supply the damage deposit referred to above, up to the amount of such damage, as or toward payment of such damage; and if the amount of such damage exceeds the amount of such deposit, the Renter shall pay to the Owner the amount of such excess promptly upon demand by the Owner. The Owner shall promptly return to the Renter any portions of such damage deposit which is in excess of damage, if any, to the Grange hall and contents so resulting.

12. _____ If a suit of action is instituted in connection with any controversy arising out of this lease, the prevailing party shall be entitled to recover in addition to costs such sum as the court may adjudge reasonable attorney fees at trial, on petition for review, and on appeal.

13. _____ The Renter agrees to indemnify and hold harmless The White Clover Grange #784 and any of its members or agents from and against all liability, claims, demands, losses, damages, levies and causes of action or suits of any nature whatsoever arising out of or related to the Renter's use of the White Clover Grange Hall by the Renter, its employees, agents, guests and invitees.

14. _____ The Grange hall and premises may be inspected by the Rental Representative, Grange Master, or other appointed person at any time during the rental period.

15. _____ Additions or exceptions to this contract are:

16. _____ This contains the entire agreement and understanding between the parties relating to the Grange hall and its premises. No modification or claimed waiver shall be binding upon any of the parties unless in writing made after the date hereof making specific reference to this agreement and signed by the Grange and the Renter. If the Renter is an organization or company, the Renter's signature below is authorized by the said organization or company.

Signature _____
(Rental Representative)

Signature _____
(Renter)

All correspondence should be sent to:

White Clover Grange PO Box 188 Nehalem OR 97131 info@whiteclovergrange.org (503) 847-2643