

MEMBER/NONPROFIT EVENT RENTAL AGREEMENT INSTRUCTIONS

❑ **FILL OUT & SIGN**

page 2 - Application - fill out completely

page 3 - Terms & Conditions, Reservation & Payment Policy - sign & date

page 4 - Renter Agreement of Responsibility - sign & date

page 5 - Rules for Use - sign & date

page 6 - Cleaning checklist - sign & date

❑ **RENTAL & DEPOSIT CHECK - you are not reserved until payment is received.**

Write one check for both rental and deposit made out to **Mt View Grange #98**, or

Venmo Mt View Grange #98 @MtViewGrange. **If using Venmo, add 2% transaction fee** and include your **name & event date**.

❑ **INSURANCE** - A certificate of insurance naming Mt. View Grange #98 as an “additionally insured” under a comprehensive general liability policy with a minimum limit of \$1,000,000.

- 501c3 Non-profits: If you have insurance; please provide a certificate of insurance as described above. You may keep an un-expired copy of your certificate of insurance on file for multiple events.
- Mt View Grange #98 members are not required to provide event insurance, unless serving beer/wine.
- Event insurance is **always** required if you are serving beer/wine. There are companies online that provide event insurance.

❑ **RETURN** - Return completed documents to the Rental Coordinator in one of 3 ways:

1. Email the Agreement to mtviewgrange@gmail.com and **Venmo** the payment + **2% transaction fee** (and **include name & event date**)
or
2. Email the Agreement to mtviewgrange@gmail.com and drop off the check in the white metal drop box.
or
3. Drop documents & check in an envelope in the white metal drop box at the Main Ave. entrance and let Rental Coordinator know (text 509 630 3897)

You are not reserved until your completed documents and check are received. If you have any questions or require assistance, please contact: Ruth Olin, Rental Coordinator 509-630-3897
mtviewgrange@gmail.com

You will receive an email with **key box code** about a week before your event.

Thank you for being a part of the Mt View Grange Family!



Mt View Grange PO Box 718 White Salmon WA 98672

Mt. View Grange #98

APPLICATION

Pursuant to the rules governing use of the facilities mentioned herein, the applicant does hereby enter into an agreement with the Mt. View Grange #98 for use of the following facilities and/or equipment:

Contact Information

Name of Company or Agency Renting Facility:

Your name *(you must be 21 to rent Mt View Grange)*

Mailing Address: City, State, Zip Code **(FOR DEPOSIT REFUND)**

Physical Address: City, State, Zip Code

Your Phone Number:

Your E-mail:

Rental Information

Entire building - top floor & bottom floor Top Floor Bottom Floor **(CIRCLE ONE)**

Date (s) requested for use: _____

(CIRCLE DAY OF WEEK) Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Start & Finish Times including setup & cleanup: *This is the entire time you will be at Mt View Grange*

(A day rental cannot exceed 12 hours) _____

Rental fee Non-profit & Member rate: Full-day \$100 per floor, 4 hours or less is \$50 per floor

CIRCLE THE RATE OF YOUR RENTAL FEE

Type of Activity: _____

Number of Participants: _____

Admission Collected: Yes _____ No _____



FILL OUT THIS PAGE AND RETURN

Mt. View Grange #98
TERMS & CONDITIONS

1. A qualified adult, **21 years or older**, must complete and sign the Mt. View Grange #98 Event Rental Agreement.
2. **INSURANCE** is required for events serving beer/wine. A certificate of insurance naming Mt. View Grange #98 as an “additionally insured” under a comprehensive general liability policy with a minimum limit of \$1,000,000 is required.
3. I agree to be bound by the regulations, policies, and fees and charges described in the regulations governing the use of the above-mentioned facilities. If an agency, or organization, I certify that I am the authorized representative of such organization and authorized to enter into this agreement. I further agree to protect, indemnify, and hold harmless the Mt. View Grange, its members, volunteers, agents, from any liability, damages or rights of action directly or indirectly resulting from the use of these facilities covered by this application. In the event a suit or action is brought on this use, I agree to pay all costs in enforcing any provisions of this allowed use or any other costs incident thereto.
4. Beer and wine (only) may be allowed at qualifying events with a WA State LCB Banquet Permit, which must be received by the rental coordinator no later than 14 days prior to the event date. <https://lcb.wa.gov/licensing/online-banquet-permit>. The Renter must provide a certificate of event insurance & and submit a \$200 refundable deposit. Such events shall not be open or advertised to the public, including by social media. Beer/wine may NOT be sold.
I am providing a 1) Banquet Permit, 2) certificate of event insurance, and 3) \$200 deposit which are all required to serve beer/wine. yes no (CIRCLE ONE)
5. Any disagreements or disputes related to this agreement must be directed to: MT. VIEW GRANGE #98, PO BOX 718, WHITE SALMON, WA. 98672. Please submit your concerns or disputes in writing.
6. The Mt View Grange is non-partisan and does not allow partisan activities to be held at the Grange.

RESERVATION & PAYMENT POLICY

1. Mt. View Grange #98 will take reservations on a first come first serve basis. Payment may be made via check, money order, or cashier check. **The deposit and rental fee amounts are required to reserve.**
2. Cancellations shall be in writing. Deposits will be refunded in full, & rental fees shall be refunded as follows:
 - with 30 days notice - full refund of rental fee
 - with 8 days to 29 days notice - 50% refund of rental fee
 - with 7 days or less notice - no refund of rental fee

If your event falls on a School Snow Day or weekend snow storm making travel dangerous, you may cancel your event by notifying the Rental Coordinator, and receive a refund or reschedule. Expect 1 to 2 weeks for processing and delivery of all refunds.

3. Checks which are invalid/do not clear the bank are subject to a \$50.00 surcharge and we will pursue collections to the greatest extent of the law along with lawful interest.

I HAVE READ THE TERMS & CONDITIONS & RESERVATION & PAYMENT POLICY

Signature of Applicant or Agency Representative

X

Date



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Mt. View Grange #98
RENTER AGREEMENT OF RESPONSIBILITY

(YOUR NAME HERE) I, _____ have read the Rules for Use (page 5) and agree that I am responsible for making sure they are observed during the time that I have rented the building. I authorize that my deposit of

\$0 (non-profit or member or Friend) or \$200 for events serving beer/wine (CIRCLE ONE)

may be used to compensate for any work or expenses required because of my failure to abide by these rules. This includes removal of garbage left on the premises.

I understand that the building cleanup is to be done **immediately after** the use of the Grange building.

I further acknowledge that in the event that damage to the Grange or its contents exceeds the amount of the deposit, or if the penalties required by my failure to observe the rules exceeds the amount of the deposit, I am liable for those actual penalties.

I will also be liable for any costs incurred by Mt. View Grange #98 in collecting these additional costs if I fail to promptly and voluntarily pay for charges assessed in conformance with the above.

Building rental Date: _____

Building rental Start & Finish Time: _____ (from page 2)

Rental fee & deposit amount \$ _____

It is the policy of the Mt. View Grange #98 to grant the use of its facility to community groups, organizations, and individuals within the framework of the policies and regulations set forth herein. This facility is under the operational control of Mt. View Grange #98. Users must comply with all rules or be subject to fines and penalties, including loss of deposit and denial of future use of the building.

I HAVE READ THE RENTER AGREEMENT OF RESPONSIBILITY

Signature of Applicant or Agency Representative

Date

X



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Mt. View Grange #98

RULES FOR USE

1. Qualifying events which are not open to the public, with prior arrangement with Mt View Grange, and with a WA state Banquet Permit, may serve beer & wine. Persons violating this requirement will forfeit their entire deposit and opportunity for future use. See Terms & Conditions #4, page 3.
2. Absolutely NO SMOKING in the Grange building. NO SMOKING allowed within 15 feet of the building. All cigarette butts need to be picked up outside to leave the area clean. No open flames allowed.
3. Your program must end by 11 pm on Friday and Saturday, and 10:00 pm Sunday thru Thursday. Please be respectful of others in the neighborhood. A rental cannot exceed 12 hours per day.
4. When renting one floor, the maximum number of people allowed on one floor is 100 people. When renting both floors, the maximum number of people allowed in the Grange building both floors is 150 people.
5. Garbage must be removed from the premises, including bathroom garbage. **There is no garbage service at the Grange.** New liner bags can be found underneath the bag you will be emptying. Please replace with clean bags before leaving the event. There will be one 32 gallon replacement bag in the barrel. If you need more large bags, please bring them.
6. PLEASE do not use staples, tacks, nails, or tape on doors, walls or ceiling. Do not hang anything from light fixtures. Do not remove Grange items from walls, or displays on tables, or flags. **There are hooks on the upstairs window side casings for hanging decoration.**
7. Close and lock all exterior doors & close windows to prevent pipes freezing or waste of heating fuel. Turn off lights and ceiling fans. The light in the upstairs display case stays on.
8. Return all furniture to its original location. No furniture is to be removed from the building. There are 13 tables on each floor. Do not move tables or chairs between floors.
9. **Children must have adult supervision at all times.** Do not leave children unattended outside while others are inside. If you are renting the upstairs or the downstairs, do not let children on the other level.
10. All facilities and grounds must be restored to the condition in which they were found after the completion of the event or you will be charged a cleaning fee at \$35 per hour.
11. People who bring animals must clean up animal wastes and remove it from the grounds.
12. Inspect facility before use, and inspect, **clean-up and secure facility after rental use, following and using the attached Cleaning Checklist.**

I HAVE READ THE RULES FOR USE

Signature of Applicant or Agency Representative
X

Date



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Mt. View Grange #98
CLEANING CHECKLIST

In order to keep fees as low as possible and everyone as safe as possible, Users are required to inspect the facilities before their use; and to inspect, clean-up and secure them after their rental. The building is to be left in as good or better condition as users received it. Please use this checklist as a reminder of what needs to be taken care of during your event. If you find any issues please let us know as soon as possible. Thank you!

- **No staples, tacks, nails, or tape on doors, walls or ceilings.**
- **Do not remove Grange items from the walls, or displays on tables, or flags.**
- **Heaters: Thermostat is set by Grange. Timer may be used to turn on heat.**
- **No Gum. Gum is very hard to remove. Please dispose of it properly.**

LOWER FLOOR/KITCHEN Cleaning supplies on the kitchen counter and by the entry door - brooms, etc.

- Tables: (Clean & Washed, leave 5 tables standing)
- Metal Chairs: (Clean as needed - returned to storage where you found them)
- Stoves/Ovens: (Turned Off & Cleaned)
- Trash Cans: (Emptied and Liner Replaced, liner is underneath)
- Floors: (Sweep or Dust Mop Floors) mop with water if necessary
- Entry Rugs: (Vacuumed)
- Lights/Doors/Windows: (Lights Off, Windows Closed, Exit Doors Locked)
- Silverware/Dishes/Cups & Glasses: (Washed, Dried, Stored)

UPPER FLOOR Cleaning supplies are in coatroom - brooms etc, and the bathroom cabinet - liquid cleaner

- Tables: (Clean, Washed, return to storage)
- Metal Chairs: (Clean as needed - return to storage)
- Trash Cans: (Emptied and Liners Replaced, liner is underneath)
- Floors: (Sweep or Dust Mop - mop if necessary with water only)
- Entry Rugs: (Vacuumed)
- Lights/Doors/Windows: (Lights Off, Windows Closed, Exit Doors Locked)

RESTROOMS both floors, Cleaning supplies are in the bathroom cabinets

- Sinks/Toilets/Mirrors: (Clean and Wash for next users)
- Trash Cans: (Emptied and Liners Replaced, liner is underneath)
- Floors: (Sweep or Dust Mop Floors) mop w/water if necessary

GENERAL CLEAN UP & SECURITY FOR ALL OF FACILITY

- ALL TRASH MUST LEAVE WITH YOU - IF LEFT YOU WILL BE CHARGED!**
- Outside of Facility: (Inspect Grounds, Pick Up and Dispose Any Evident Trash). Absolutely no cigarette butts, bottles and cans to be left.**
- Lock top and bottom lock when you leave

I will inspect prior to and after use of the facility I have rented. I will leave the premises in as good or better condition as I found them.

Signature of Applicant or Agency Representative

Date

X



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