

Mt. View Grange #98
EVENT RENTAL AGREEMENT INSTRUCTIONS

FILL OUT & SIGN

- page 2 - Application – Fill in ALL fields
- 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.**

INSURANCE - Event insurance is required if:

- a) you are having an event with more than 50 people or
- b) you are serving beer/wine.

There are companies online that provide event insurance like theeventhelper.com, or your homeowner's policy may provide it. If you are a company or entity with insurance, your agent can issue a certificate for the date of the event.

Please provide 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.

RETURN - You may return the Agreement as a paper copy, but a **digital version is preferred**. Return to the Rental Coordinator in one of 3 ways:

1. Save a copy of this completed Agreement form and email it to mtviewgrange@gmail.com and Venmo the payment, which is the rental fee + deposit plus 2% (rental fee + deposit X 1.02). The event name, date and your name must be in the Venmo “what is this for field”
or
2. Email the Agreement to mtviewgrange@gmail.com & drop check in an envelope in the white metal drop box at the Main Ave. entrance and let the Rental Coordinator know (text 509 630-3897)
or
3. (slowest) Mail completed Agreements with check to:
Mt. View Grange #98
PO Box 718
White Salmon, WA 98672

You are not reserved until your completed documents and payment is 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!



APPLICATION – FILL ALL FIELDS

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 (“Your” refers to the individual submitting the application & present at the event)

Name of Company or Agency (if applicable):
Your name: (<i>you must be 21 or older to rent the Mt. View Grange</i>)
Mailing Address: Street or PO Box, City, State, Zip Code (<i>required for deposit refund</i>)
Physical Address: Street or PO Box, City, State, Zip Code (<i>if different from mailing address</i>)
Your Cell Phone Number:
Your E-mail:

Rental Information

Entire building - Top & Bottom floors	Top Floor	Bottom Floor
Date(s) requested: Start date:		End date:
CHECK DAY(S) OF WEEK	Monday	Tuesday
	Friday	Saturday
		Wednesday
		Thursday
		Sunday
Start & Finish Times including setup & cleanup: <i>This is the entire time you will be at Mt View Grange</i>		
Start:	Finish:	(A day rental cannot exceed 12 hours)
Rental Fee:	full day: \$150 per floor	4 hours or less: \$75 per floor
CHECK THE APPROPRIATE RENTAL FEE RATE(S)		
Type of Activity:		
Number of Participants:	1-50	51-100
		101-150 (must have both floors rented if over 100)
	over 50 people requires event insurance, see #3 page 2	
Will Admission Be Collected?	Yes	No



PLEASE FILL OUT THIS PAGE (ALL FIELDS REQUIRED) & 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 over 50 people and 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 Banquet Permit and I will be serving beer/wine: **yes** **no (check 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 served basis. Payment may be made via check, money order, cashier check, or Venmo plus 2% transaction fee. **Submission of both the deposit and rental fee amounts are required to reserve.**
2. Cancellation must be in writing to mtviewgrange@gmail.com. Deposits will be refunded in full, & rental fees shall be refunded as follows. Expect 1 to 2 weeks for processing and delivery of all refunds.
 - with 30 days notice - full refund of rental fee
 - with 8 - 29 days notice - 50% of rental fee
 - with 7 days or less - no refund of rental feeIf your event falls on a School Snow Day or weekend snowstorm making travel dangerous, you may cancel your event by notifying the Rental Coordinator before the event and receive a refund or you may reschedule the event.
3. Make checks payable to **Mt. View Grange #98**. 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 AND RESERVATION & PAYMENT POLICY

Signature of Applicant or Agency Representative: (type full name if filling in electronically)

X

Date:



READ, COMPLETE, SIGN & RETURN

Mt. View Grange #98
RENTER AGREEMENT OF RESPONSIBILITY

I, _____ have read the Rules for Use (pages 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

\$100 **\$200 for events serving beer/wine (check 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.

Total check or payment amount : \$

Add rental fee from page 2 & deposit from page 4, include +2% if paid with Venmo

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: (type full name if filling in electronically)

X

Date:



READ, COMPLETE, SIGN & RETURN

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. Absolutely NO GUM in the Grange building. It is very hard to remove from the wood floors. Have attendees dispose of gum in garbage before entering.
4. 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 including setup/cleanup cannot exceed 12 hours per day.
5. When renting one floor, the maximum number of people allowed is 100 people. When renting both floors, the maximum number of people allowed in the Grange building is 150 people total.
6. Garbage must be removed from the premises, including the bathrooms. **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.
7. PLEASE do not use staples, tacks, nails, or tape on doors, walls or ceiling. Do not remove Grange items from the walls, or displays on tables, or flags. Do not hang anything from light fixtures. **There are hooks on the upstairs window side casings for hanging decoration.**
8. 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.
9. 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 between floors.
10. **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 allow children on the other level.
11. 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.
12. People who bring animals must clean up animal waste and remove it from the grounds.
13. 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: (type full name if filling in electronically)

X

Date:



READ, SIGN & RETURN

Mt. View Grange #98
CLEANING CHECKLIST

CLEANING CHECKLIST is part of your Agreement, please SIGN & RETURN WITH AGREEMENT

In order to keep fees as low as possible and everyone as safe as possible, renter/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 are 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 or tied to handle)
- 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)
- Do not leave anything in the refrigerator or freezer. Take your ice home!

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: (type full name if filling in electronically)

X

Date:



READ, SIGN & RETURN