

Upper Big Wood River Grange

609 S. 3rd Avenue, Hailey Id

Hall Use Information

The Grange Hall is made available for multi use function as a community service, and a friendly, neighborhood meeting place. It can comfortably accommodate up to 75 people. There is a full kitchen, pantry, an open 30 by 40 foot wooden floored room expanding to a partitioned stage. There is a handicap ramp but the 2 restrooms, gender specific, are not wheelchair accessible. Because the hall is located in a residential area its use must conform to city ordinances about noise level, parking, attendance, or other. There is no air conditioning.

The Hall use fee is \$225 per day, plus security guards (usually \$210), and a \$200 security deposit. It is available between 7 am and 10 pm, 9-10 pm being a quiet period, and cleaning must be completed by 10 pm. Use of the facilities includes nine 8-foot banquet tables, 60 folding and 20 stackable chairs. The security deposit will be refunded within 10 days upon confirmation of compliance to the use agreement. Payment is required with the reservation, and is refundable with a 48 hour cancellation notice. Non-profits and small scale events may receive reduced rates. The key must be picked up from the Grange administrator, and be returned as agreed upon at the time of reservation.

Diagonal parking is available on 3rd Avenue, with consideration given to private drives and the next door Fire Station access. Our lot north of the Hall is available for parking.

The Grange is a vintage building and has no janitorial service. All users are expected to leave the Hall and grounds better than you found it. One small trash can is on site outside. Any additional trash and garbage must be removed from the premises.

All events must be in accordance with the ordinances of the City of Hailey. If requested, insurance may be required. The Grange reserves the right to close down or cancel any event with just cause that impacts general public or infrastructure. Liquor cannot be sold on premises. Alcohol use is restricted to the inside of the Hall and must be moderate. Smoking and illegal drugs are not allowed.

Do not displace any wall hangings. Damage to the floor with improper footwear or furniture movement will require additional fees for restoration. Animals, other than service dogs, are not allowed without specific permission. The use of confetti, rice, birdseeds or the like is not accepted. Nails, staples, glue or tape that may damage the structure or furniture may not be used.

During the event, the sponsor must be on call for emergencies, and deal with any complaints made to police by neighbors. In the event of an emergency, call 911. Then contact the Hall administrator or other Grange representative on the list posted in the Hall.

**Upper Big Wood River Grange
HALL USE APPLICATION**

DATE OF EVENT: _____ Today's Date: _____

User name: _____

Email address: _____ Phone no.: _____

Physical and Billing Address: _____

Sponsor name & email: _____

Person on call during event: _____

Mobile phone number during event: _____ Other no.: _____

Alternate contact during event - name and phone no.: _____

Total Hours Requested: _____ Event time (from/to): _____

Set up time: _____ Take down/cleanup time (from/to): _____

Hall fees: _____ Security Guards: _____ Security Deposit: _____

TYPE OF EVENT: (please circle all that apply) *Meeting / Fundraising Benefit / Play / Class / Workshop / Dance / Wedding / Reception / Reunion / Breakfast / Luncheon / Dinner / Graduation / Memorial / Exercise / Festival / Garage Sale / Commercial Sale / Crafts Fair / Plant Sale/ Youth Activity / School Function / Private or Public / Other (specify):* _____

Estimated Total Attendance: _____ Admission charged: yes / no

Age Range of Those Attending: _____

Food Served: no / yes (*specify*): _____ Alcohol Served: no / yes (*specify*): _____

Will anything be sold: no / yes (*specify*): _____

The undersigned, acting as representative of the organization or individual entering into this agreement, certifies that the above information is correct, agrees to pay the required fees, and assumes full personal and financial responsibility for any damages sustained to the building, grounds, furniture or equipment not covered by the Security Deposit due to misuse, vandalism and conduct of all persons on the premises at the time of the event. I agree to hold the Grange, its agents, servants and members, free and harmless from any and all claims, demands, damages, costs, expenses, loss of services, action and causes of action and or liabilities for damages to property, or for injuries to any person in any way arising out of, related to, or connected with the use of the Hall and its equipment. I have read, understand and agree to adhere to the terms of this 3-page Hall user agreement.

User and Sponsor – Signatures and Date

Security Deposit: Name _____ Check No. _____ \$ _____

Hall Use Fee: Name _____ Check No. _____ \$ _____

Grange Administrator: _____

Name, phone, email, signature and date

Upper Big Wood River Grange Hall User Check List

For your best experience at the Grange you will need to provide:

- Your own linen such as tablecloths, dish towels, dish rags
- Dish soap, grease cleaner, oven cleaner, window cleaner & cloths, cleaning rags
- Dishes, cups, glasses, silverware, napkins, paper towels for each of the 2 restrooms and in the kitchen, toilet paper, trash bags

Note that dishes, silverware and supplies in the cupboards are not available for use.

Your attention to the following requirements will facilitate the expedient refund of your deposit:

- Kitchen floor swept and mopped
- Counter tops cleaned
- Sinks cleaned and traps & drains cleared
- Coffee urns washed & placed in the pantry
- Stoves and oven cleaned and turned off
- Refrigerator cleaned, closed & set to minimum controls
- Main floor swept or dry mopped followed by wet mopping

Note that short hair mops are not to be fouled with liquids.

Use long hair mop for wet mopping, then it must be rinsed and hung head up to dry.

- Mirrors cleaned
- All trash emptied and removed from premises
- Outside porch swept
- Turn down heat to 60°F in winter and OFF from May to September
- Tables must be cleaned of all debris and soil, including gum & decoration attachments on underside & legs, and stored back under the stage
- Chairs must be cleaned and neatly stacked in the storage room
- All decorations, attachments and fragments must be removed from all areas
- Restrooms must be cleaned & supplied with paper good
- Turn off all lights — check the mop closet, the pantry and the storage room too
- Close and lock all windows & doors