

Hall Use Information

The Grange Hall is made available for multiple uses as a community service, and a friendly, neighborhood meeting place. It can accommodate up to 50 people with social distancing. The Grange is a vintage building with a 30 by 40 feet hall, featuring a wood floor, a partitioned stage, a kitchen and a pantry. Twelve 8-foot banquet folding tables, 50 folding and 20 stackable chairs are provided. There is a handicap ramp but the 2 restrooms, gender specific, are not wheelchair accessible. There is a modern air filtration system, but no air conditioning.

The fees include a usage fee, a \$200 security deposit, and security guard fees applicable to evening events with alcohol (\$45 to \$220). The security deposit is refundable within 10 days upon confirmation of compliance to the use agreement. If the guidelines are not followed, the full security deposit may not be returned. Janitorial service is not provided. All users are expected to cleanup and leave the Hall and grounds in a better condition than they found it. Trash and garbage must be removed from the premises. Loud music and noise must end by 9 pm.

\$225* Evening or all day function between 9:00 am and 9:00 pm, cleaning done by 10 pm
\$175* Half-day 3-hour party in the daytime, with alcohol
\$115* Half-day 3-hour event in the daytime, without alcohol
\$20** per hour, minimum \$50 - meeting or workshop without food / alcohol / kitchen use
\$20*** per hour, no minimum - recurring meetings or workshops without food / alcohol / kitchen

* Grange members get 30% discount on function, party or event rate
** Grange members pay \$17 per hour, minimum \$40 for a meeting or workshop
*** Grange members pay \$17 per hour, recurring weekly / monthly meetings or workshops

Application form and payment is required to make a reservation, and must be received at least 5 days ahead of the date of the event. Payment is refundable with a 48 hour cancellation notice. The key must be picked up from the Grange administrator, and be returned as agreed upon.

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

All events must be in accordance with the ordinances of the City of Hailey about residential noise level, parking, attendance, or other. If sound amplifiers are used, the organizer of the event need to fill out the City of Hailey [Amplified Sound Application](#) and obtain a permit. The organizer may be requested to provide insurance. 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, nor are candles. No propane use allowed, no portable cookers of any kind outdoors.

Wall hangings shall not be displaced. 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 glitter, confetti, rice, birdseeds or the like is not accepted, nor are nails, staples, glue or tape that may damage the structure or furniture.

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, and a cleaning crew
- Dish soap, grease cleaner, oven cleaner, window/mirror cleaning cloths, cleaning rags. Unscented cleaning products are preferred. Vinegar and soda are provided.
- Dishes, cups, glasses, silverware, napkins, paper towels for the kitchen and each of the 2 restrooms, toilet paper, trash bags. *Note that dishes, silverware, coffee urns, 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. There is no food crusher. Use sink stainer to avoid clogging the drain pipes.
- Stoves and oven cleaned and turned off
- Refrigerator cleaned, closed & set to minimum controls
- Hall floor swept or dry mopped, followed by wet mopping
Use the short hair wide mop for sweeping dust on a dry floor. Use long hair mops for wet mopping with water & vinegar, then rinse mop in clean water, squeeze it dry, and hang head up above the plastic receptacle, leaving the closet door open for aeration.
- Mirrors cleaned, preferably with a vinegar solution
- All trash emptied and removed from premises
- Outside porches swept
- Thermostat heat turned down to 60°F in winter and OFF from May to September
- Turn the FAN OFF on the outer ring of the thermostat. Note that having the fan ON during your use of the Grange is recommended to engage the air filtration system.
- Tables must be cleaned of all debris and soil, including gum & decoration attachments on underside & legs, and stored upside down under the stage
- Chairs must be cleaned and neatly stacked in the storage room, all facing the same way.
- All decorations, attachments and fragments must be removed from all areas
- Restrooms must be cleaned & supplied with paper goods
- Turn off all lights — check the mop closet, the pantry and the storage room too
- Close and lock all windows & doors

Manon Gaudreau 208-720-7207 or 208-788-3876, Hilarie Neely 208-720-3041