

Sallal Grange Rental Agreement

The hall may be rented to any group or individual for any legal purpose, subject to the approval of the rental agent or Grange. All rentals shall be coordinated and arranged by the rental agent, and all inquiries about rentals shall be referred to the rental agent.

Priority in scheduling use of the hall shall be: (1) Full time rentals; (2) Pomona and State Grange use; (3) Any other use covered by this policy.

The rental fee for one-time or irregularly scheduled meetings or uses of the hall shall be on a graduated scale, as follows:

0-3 hours	\$125.00	\$150.00 deposit
3.1-5 hours	\$200.00	\$225.00 deposit
5.1 or more (per day)	\$375.00	\$400.00 deposit

The majority of the deposit is refundable so long as the hall is returned in the same condition it was rented. Seventy five dollars of the deposit is the cleaning deposit, of which \$25.00 is refundable if the cleaning checklist is approved by the rental agent. The rental agent will walk through the hall with the renter prior to giving the renter the keys to the hall.

There is absolutely NO smoking allowed inside the hall and no consumption of alcoholic beverages unless a caterer's license is purchased and a copy is given to the rental agent prior to the rental of the hall. There will also be an additional \$250.00 deposit when alcohol is consumed in the hall. Renters will be responsible for maintaining order throughout the rental period and shall not engage in or allow others to engage in any event or conduct which may cause harm, injury or damage to persons or property. **NO ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES MAY BE SOLD ON THE PREMISES.** Groups or organizations will be responsible for acquiring their own licenses or permits required as to any activity or purpose the hall is to be used. Renters will also be required to provide a properly executed Certificate of Liability insurance on which the Grange has been named as the Certificate Holder and as an additional insured.

For regular repetitive use of the hall, special rental agreements will be negotiated, subject to the approval of the Grange.

Renters are not to use tape or adhesives of any kind, or tacks on the walls or ceilings. Materials on the bulletin boards are not to be removed or altered by renters. **RENTERS ARE EXPECTED TO LEAVE THE HALL CLEAN AND IN THE SAME CONDITION AS THEY FOUND IT.** Extra cleaning or repair of damage caused by the renter shall be billed to the renter.

THE GRANGE HALL MUST BE CLOSED BY 10 PM FOR ALL EVENTS

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Sallal Grange Rental and Hold Harmless Agreement

Rental Agreement made on _____, between Sallal Grange #955 (Owner) and _____ (Renter). The parties agree:

- (1) Rental of Grange Hall. Owner hereby rents to the Renter, and Renter rents from Owner, the Grange Hall located at 12912 – 43rd Avenue SE, North Bend, in King County, State of Washington for the period commencing on _____, and expiring on _____. The Rental Period shall commence at _____ and conclude at _____. Renter must have the hall completely cleaned and vacated at the time designated above or no later than 10 PM whichever is earlier. **Failure to vacate the premises by the designated time will result in a loss of deposit money in the amount of \$75.00 per half hour over the designated time.**
- (2) Payment by Renter. Coincidentally with execution of this agreement, Renter shall pay \$_____ to Owner, of which \$_____ is rent for period above and \$_____ is a damage and cleaning deposit of which \$50.00 is non-refundable and the remainder is subject to retention or refund by the Owner as provided in paragraphs (7) and (8) BELOW.
- (3) Purpose. The Grange Hall shall be used by Renter solely for the purpose of _____ and Renter will not allow use of the Grange or its premises for any other purpose or in violation of any law, ordinance or governmental regulations, or for any purpose or in any manner hazardous to the Grange Hall or unsafe as to any occupants.
- (4) Condition. Renter acknowledges that Renter has examined the Grange Hall and its premises, is satisfied with the condition thereof and relies completely on such examination, and not upon any representation or promise of Owner or any other person, in renting the Grange Hall.
- (5) Responsibility for conduct. 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. No alcohol is allowed on the premises unless the required catering permit is acquired prior and presented to the Owner.
- (6) Licenses and permits. 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.
- (7) Return of Grange Hall. Upon expiration of the rental period, Renter shall return the Grange Hall and its premises to Owner in the same condition as at commencement of the rental period. Any willful or malicious damage to walls in the hall or failure to clean it as specified on the "Grange Hall Clean-up Checklist" will result in forfeiture of all or portions of the deposit. Refer to Attachment (1) for further instructions to Renter.

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- (8) Damages. If use of the Grange Hall by Renter results in damage to the Grange Hall or any of its contents, the Renter shall be liable to the Owner for the amount of such damage. The Owner shall apply the damage/cleaning deposit referred to above, up to the amount of such damage, as or toward payment of such damage, and if the amount of damage exceeds the amount of such deposit, the Renter shall pay to Owner the amount of such excess promptly upon demand by Owner. If Renter fails to pay such excess amount when so demanded and Owner brings suit against Renter to recover the same, in addition to any amount awarded Owner by the Court for such damages, Owner shall be entitled to be awarded its costs and reasonable fees of attorney in such suit. Owner shall promptly return to Renter any portion of such damage/cleaning deposit, which is in excess of damage, if any to the Grange Hall and contents. Willful damage to the walls in the Hall or failure to clean it as specified on the "Grange Hall Clean-up Checklist", Attachment 1, will result in automatic forfeiture of the entire damage deposit.
- (9) Hold Harmless. Renter shall defend, indemnify and hold Owner harmless with respect to any and all claims and demands which may arise at any time out of the use of the Grange Hall by Renter.
- (10) Entire Agreement; modification. 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 Owner and the Renter. This agreement is hereby executed and effective as shown on the above date.

I have read and understand the terms and conditions of the Sallal Grange Rental Agreement, the Sallal Grange Rental and Hold Harmless Agreement and the Grange Hall Use and Clean-up Checklist – Attachment 1.

Owner: Sallal Grange #955

Renter: _____

Agent Signature

Signature

☐ Non-Profit

Email: _____

☐ Member Rental

Phone: _____

Address: _____

For Deposit Return

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Grange Hall Use and Clean-up Checklist

Attachment (1)

1) Kitchen:

- a) Use of Grange Coffee Brewer is permitted but must be cleaned after use.
- b) Use of triple sinks should be used for food preparation and clean up only. Use single sink (by dishwasher) for all other purposes, ie: cleaning paintbrushes, children's crafts, plant food, etc. Please clean sinks when finished.
- c) Please pick up and wash all dishes and glasses used and return to cupboards. (or rinse and place in dishwasher).
- d) Please restore any materials used in the same place from which they were taken. Please be sure all cabinets are secure and locked.
- e) Please wipe down counters and stoves/ovens, as needed. Make sure all burners/ovens are off. Unplug/clean/re-store coffee pot.
- f) Please sweep the floor. Clean up any spills or splatters.
- g) Please remove garbage and place new bags in cans.

2) Main Rooms:

- a) The chair rack kept in the front corner of the dining hall must be restacked and store in original location.
- b) Leave bathroom doors open and close basement door and double doors between rooms.
- c) Please be sure all lights are off, all faucets are off, all windows are closed and locked, and the heat is turned down to 50 degrees on leaving the hall.
- d) Please leave the hall at least as clean as you found it.

3) General:

- a) The phone is made available for emergency use only. No long distance service is provided.
- b) Any long distance calls made during the rental period by any person attending the event will be billed back to the renter.
- c) There are to be no tacks, pins, staples or tape used to apply decorations.
- d) Remove all your leftover food from the hall.
- e) The projector, sound system, and media cabinet are not to be used.

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Cleaning Overview

- ☐ Wipe all counters, tables and chairs
- ☐ Sweep floor and dispose of all waste including decorations
- ☐ Mop all spills
- ☐ Remove all garbage. Re-line garbage cans
- ☐ Remove all decorations and personal items
- ☐ Put chairs, table and equipment away in proper storage areas

Rent money collected \$_____, date collected_____

Cleaning/Damage deposit amount collected \$_____, date_____

Description of cleaning required but not completed by renter:

Description of damage to the Grange facility or premise:

Amount of cleaning/damage deposit withheld to cover above \$_____

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