

# Twisp Valley Grange #482

Street Address for Invitations/Announcements: 344 2<sup>nd</sup> Ave, Twisp, Wa 98856

Mailing Address: PO Box 464, Twisp, Wa 98856

Judy Brezina (509-997-0775), Kim Claussen (509-449-0949) Rentals

## Grange Event Rental Agreement

(Updated January 2024)

Name of responsible person: \_\_\_\_\_ Title: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Hours needed: \_\_\_\_\_ (i.e. 4:00 p.m. – 11:30 p.m.)

Area of facilities needed: Main Floor \_\_\_\_\_, Basement \_\_\_\_\_, Kitchen \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Total Number of persons expected: \_\_\_\_\_ (Maximum occupancy varies between 120-360

with/with out table and chairs in Main Hall, 120 in Basement)

Allowing alcohol? \_\_\_\_\_

Who is providing food? \_\_\_\_\_

Person responsible for the group and to whom correspondence should be sent and the deposit refunded to:

Renter/Tenant Name: \_\_\_\_\_ Title/Relationship: \_\_\_\_\_

Mailing address (incl. Zip): \_\_\_\_\_

Cell : \_\_\_\_\_ E-mail: \_\_\_\_\_

Cleaning/Damage/Reservation/Security Deposit: **\$250/Floor**

ITEM	AMOUNT	DATE/HOW
Cleaning/Damage/Reservation Deposit per floor	\$250.00	
Rental Rate (page 5)	\$	
<b>TOTAL AMOUNT DUE</b>	<b>\$</b>	
<b>Amount Refunded</b>	<b>\$</b>	

**Cleaning/Damage/Reservation/Security Deposit:** To reserve the building for your event, the payment of the damage deposit (\$250/floor) is required. The damage deposit is refundable provided: Upon inspection, the Grange is clean, all generated garbage is removed and there is no damage found to the building and it's contents. The Grange reserves the right to keep up to the entire amount of the damage deposit if these conditions are not met.

**Rental Rate:** The balance of your rental rate/fees is due no less than one week prior to your event.

**Rental Chairman:** Rental of Grange facilities shall be arranged through the Rental Chair, Judy Brezina (509-997-0775) or Kim Claussen (509-449-0949)

**Portion of Facilities:** Approval to use a portion of the facilities does not imply permission to use any other portion of the facilities or equipment. Use of non-authorized areas will result in an additional charge to the Renter/Tenant. Rooms rented will be used only for the time specified in this agreement.

**Minors:** All children and youth will be supervised at **all times** by an adult representative of the Renter/Tenant.

**Premises and Equipment:** The Renter/Tenant agrees to accept, and keep, all equipment and the premises **as is**. Unless prior arrangements are made with TVG, the Renter/Tenant may not take down or move any items such as flags, banners, piano, or art objects from the walls, ceilings, windows, or floors anywhere in building. The chairs and tables may be moved but must be put back in their original places and order. **DO NOT MOVE PIANO**

\_\_\_\_\_ Initial

**Hold Harmless:** The Renter/Tenant agrees to defend, indemnify and hold harmless the Twisp Valley Grange (hereinafter "TVG") and its officers, agents, and representatives, from and against any and all claims, liabilities, losses, costs, damages and expenses (including reasonable attorneys' fees) arising in whole or in part from Renter's/Tenant's use of the facility, except as may be caused by TVG's gross negligence or intentional misconduct. Any costs incurred due to damage to the facility, grounds, or equipment shall be the responsibility of the Renter/Tenant. TVG will not be responsible for any damage to or loss of property of the Renter/Tenant, Renter's/Tenant's agents, licensees or invitees.

All personal property on the facility shall be at the risk of Renter/Tenant. TVG shall not be liable for theft or any damage to either person or property, sustained by Renter/Tenant or others. There is no obligation on the part of TVG to provide medical personnel or medical supplies. If any person attending a rental function has an accident, medical emergency or requires medical attention of any kind, the Renter/Tenant will bear full responsibility for such event and its cause or consequences.

**Event Insurance:** TVG wants our rental users to be protected in case of accidents, especially if alcohol is on the premise. The Renter/Tenant shall have in effect a satisfactory insurance policy, or binder, insuring the Renter/Tenant, and naming TVG as an additional insured, in the amount of one million dollars (\$1,000,000) per claim, against all claims, liabilities, and expenses with respect to injury or damage to persons or property. This requires purchasing special event insurance. Only the TVG may waive any requirements of insurance. Please contact your Insurance Agent for more information.

**Alcoholic Beverages** – A Banquet Permit must be purchased from the Washington State Liquor Control Board and posted during the event if ANY alcohol is being served or on the premises. <http://liq.wa.gov/licensing/banquet-permits> You are then required to post a copy on the bulletin board during the event. **IF ALCOHOL IS BEING SOLD** at the event, this requires a Special Occasion License. A special occasion license allows a legitimate nonprofit organization to sell liquor at a specific time, date and place. Examples of events include fundraising dinners, gala events, auctions, and wine tastings. A Special Occasion License requires 45 days to process.

Proof of Event Insurance and permit or license for alcohol use must be provided to TVG before the event. This can be mailed to PO Box 464 or emailed to [val.hecker@outlook.com](mailto:val.hecker@outlook.com).

**Animals:** Renter/Tenant and attendees will not bring any pets or domestic animals onto the premises.

**Smoking:** Prohibited inside. Outside smoking must be at least 25' from the building and a receptacle must be used for ashes and butts.

**Guns and weapons:** Prohibited on the premises.

**Emergency:** The Renter/Tenant shall comply with all safety procedures of the TVG. In the event of an emergency, the Renter/Tenant shall contact the local fire or police department – dial 911.

**Set-up and Clean-up:** All set up and clean-up is the responsibility of the Renter/Tenant.

**Outside Decorations:** Outside decorations must be approved by Rental Chair. Messages with political or religious content are prohibited from being displayed outside the building.

**Food:** If refreshments or a meal are required for an event, the Renter/Tenant will be responsible for the full cost of the food and catering.

**Cleaning:** Renter/Tenants must leave the building and grounds in the condition they were found. This is reflected in the pictures in the Rental Notebook. All areas used by the Renter/Tenant must be cleaned up immediately after use and left ready to rent. Cleaning means everything listed on Page 4 of this Agreement, including, but not limited to returning chairs and tables to their positions as shown in pictures in the Rental Notebook, including emptying waste baskets, broom sweeping and/or mopping as necessary. Cleaning supplies are kept in the storage closet in the men's lounge and under the sinks in the kitchen. All garbage will be removed from the Grange by the renter.

**Enforce-ability:** In the event that either party is required to obtain an attorney to enforce any provision of this agreement, this agreement shall be interpreted in accordance with the laws of Washington State and venue shall be properly situated in Okanogan County. The substantially prevailing party in any such situation or suit shall be entitled to reasonable attorneys' fees in addition to any costs incurred.

\_\_\_\_\_ **Initial**

Unless otherwise provided herein, if any provision of this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforce-ability of the remaining provisions shall not in any way be affected or impaired thereby.

The undersigned is at least 21 years of age and assumes liability and responsibility for any and all breakage, loss, or damage to the building or its contents occurring during the incident or its use by the group, or as a result of any windows or doors being left open or unlocked during use. The Renter/Tenant agrees to pay, within 10 days of the event, for repair of all damages (beyond normal wear and tear) caused to TVG property by those engaged in the Renter/Tenant's event activities.

**Disclaimers:**

1. Rental to any group does not mean the Twisp Valley Grange endorses the beliefs and practices of the rental group.
2. If information provided in the rental agreement is discovered to be inaccurate, the event may be canceled without notice even if in progress without refund of fees.

**Building Use Policy and Procedure**

**Closing the building** – Please think about the security of the building as you turn out lights and lock up. Even if you did not open a door, please check that ALL doors are securely shut and lock the entrance doors. People from your event may have exited out a door other than the front entrance doors. **Failure to lock each and every exterior door at the end of your event, will result in an immediate and full loss of your entire deposit.**

**Decorations** – Hooks have been installed in the ceiling trim every 18". **All decorations must be configured to use these hooks. NO TAPE of any kind, NO thumbtacks or nails. NO confetti or glitter. Absolutely NO CANDLES allowed.**

**Entertainment** – DJs or BANDS are permissible. Music must end one (1) hour before end of rental (for cleaning purposes).

**Equipment** – Tables and Chairs are available (what's inside **MUST** stay inside). Renter/Tenant supplies plates, glassware & utensils, unless renting basement and/or kitchen. Renter/Tenant supplies decorations. **Please do not drag chairs and tables. Please pick them up to move them.** No personal cooking equipment is allowed indoors; (BBQ's, hot plates for cooking, propane devices, etc) Warmers from catering services and crockpots are OK.

**Lights** – Please remember to turn off all the lights when you leave.

**Outdoor Use** – Absolutely **NO** fires are permitted anywhere on the Grange property.

**Thermostat** -The thermostats must be returned to 55 degrees before leaving. Refer to Rental Notebook for location.

**Parking** – Handicap parking is along the front of the building next to the ramp. All other parking is on the east side of the Grange Hall. Do not park near the occupants of either residents on the west and east of the Grange.

\_\_\_\_\_ I have read the rules and conditions of usage and, representing the group or organization, understand that I am responsible for the security, cleanup and care of the facilities, and agree that we will abide by the aforementioned conditions and give proper care to the Grange building and furnishings.

\_\_\_\_\_ I authorize the TVG to take pictures during my event to potentially be used for advertising.

<p>X _____ Print Name: _____ Title: _____</p>	<p>Cell Number: _____ Email Address: _____ Date: _____</p>
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## Cleaning Checklist

It is recommended cleanup begin at least one (1) hour prior to end of rental. Before leaving, check the following  
**(Deposit will be refunded ONLY if the following requirements are met) - Recommended Order:**

	1. Wipe off all tables; Upstairs main hall return round tables to cart, downstairs return to position found
	2. Clean off all chairs; Put back where they were found. Upstairs folded up under thermostat.
	3. Use Large Dry Mops located in men's lounge to sweep the entire <b>upstairs</b> wood floor. Wipe up all spills with a wet cloth. (Grange will do the wet mopping with special products)
	4. Use wet mop and bucket to clean entire dining room floor and kitchen after sweeping. (Basement if used)
	5. Downstairs chairs should be 8/table except no chairs at the 2 front tables at the kitchen side.

- \_\_\_\_\_ All decorations carefully removed .
- \_\_\_\_\_ Vacuum all rugs/carpets. Please put rugs/carpets back in place;
- \_\_\_\_\_ **All** garbage and trash picked up from the grounds, including All garbage cans emptied and **take trash with you; Replace liners in cans; They are in the men's lounge closet.**
- \_\_\_\_\_ **Sweep: front ramp and stairs.**
- \_\_\_\_\_ **Anything broken will be brought to the attention of Rental Chair;**
- \_\_\_\_\_ Bathrooms MUST be thoroughly cleaned (toilets, sinks and floors);
- \_\_\_\_\_ Grange MUST be returned to EXACT conditions as time of rental (location of tables, chairs, etc.)
- \_\_\_\_\_ Pictures of the same can be found on in the Rental notebook below main hall bulletin board.
- \_\_\_\_\_ Everything you brought in has been removed; including all food. **DO NOT LEAVE IT;**
- \_\_\_\_\_ All windows should be closed and latched. Failure to complete this item is an immediate loss of deposit.
- \_\_\_\_\_ Please check that ALL four (4) exterior doors are securely shut and locked (3 upstairs, 1 downstairs)

### KITCHEN

- \_\_\_\_\_ Kitchen counters and sinks cleaned and dishtowels spread - hung to dry.
- \_\_\_\_\_ All stove and oven burners turned off;
- \_\_\_\_\_ **Coffee Maker unplugged**
- \_\_\_\_\_ All equipment properly cleaned and returned to appropriate cupboard or closet;
- \_\_\_\_\_ If dishes were used; They must be cleaned, air dried. Refer to the Rental Notebook for specific directions when cleaning dishes.
- \_\_\_\_\_ Cleaning supplies can be found at or under the kitchen sinks.

***This checklist can be found in the Rental Notebook. A signed copy should be left in the Notebook before leaving the Grange. Thank you.***

***NOTE: Failure to comply with the above will result in part, to all, of your deposit NOT being refunded!!***

RENTER/TENANT:  Print Name: _____  Date: _____	TWISP VALLEY GRANGE #482  Rental Chair _____  Date: _____
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## Rental Rates

**PER FLOOR** rental rates are determined by the potential number of guests attending the event.

- 1) 1-49 \$100
- 2) 50-74 \$150
- 3) 75-200 \$200
- 4) Add \$ 50 Main Floor rental with use of kitchen.
- 5) Wedding/Banquets \$500 Rental for large banquets/weddings will include access to the building the day before to set up, use of chairs, tables, dishes, linens, stemware, and PA system upon request.
- 6) Non profit meeting use fees will be determined on a case by case basis
- 7) In order to keep our rental rates affordable for the community we rely on donations to supplement costs. Thank you for your consideration.