



Coburg Community Grange #535



Fill out both sides and return to
Alice Brooks
91554 Stallings Lane, Eugene, OR 97408

Coburg Community Grange Hall Rental Agreement
PO Box 8041, 32663 E. Mill St., Coburg OR 97408

This agreement is between "Coburg Community Grange" hereinafter referred to as "Grange" and
hereinafter referred to as "User".

User/Contact Person: Phone:

Address:

E-mail Address:

Date(s) of use of Hall: Area(s) used: Downstairs Upstairs

Times of use (including set up & clean up):

Purpose of Use:

Approximate Number of Participants: Will alcohol be served/available:

\$250.00 Required Cleaning/Security Deposit + (Rental fee: \$15/hour OR \$125/Day, Friday, Saturday and Sunday
rentals are \$125 day--no hourly rate. Upstairs additional \$50)

All or portion of \$250 deposit to be returned after return of hall key and inspection by hall manager to determine condition
of premises. Please write two separate checks: rental fee and deposit. The \$250 check will be returned when inspection
is over if all is in good condition. NO refund if the floors are not mopped and carpets vacuumed. Two week
cancellation notice or deposit is forfeited. Make checks payable to Coburg Community Grange.

The user agrees to hold the Grange harmless from any acts or conditions from use of the hall in regards to
accidents, injuries, loss or any conditions out of the control of the Grange. User shall be responsible for any
damages to hall during rental period.

By signing this agreement, the user/contact person shall be responsible for all items listed and agrees with the
conditions of use as stated on the reverse side of this agreement.

User/Contact Person Signature

Date

Grange Representative/Coburg Community Grange
Contact: Alice Brooks 541-746-8655

Date

To Be Filled Out By Grange Representative:
User Group Classification: Hours Used: Hr/Day Rate:
Amount Rent Paid: \$ Date: Check #/Cash:
Amount Deposit Paid: \$ Date: Check #/Cash:
Amount Deposit Returned: \$ Date: Check #:
By:

Please initial agreement to the following statements:

_____ 1. No Alcoholic Beverages will be served or allowed on the premises

OR

_____ Alcoholic Beverages will be allowed on the premises. User must comply with laws and regulations of Oregon Liquor Control Commission and applicable local, county or city governments regulating the sale or serving of alcohol. User will provide proof of host liquor liability coverage in the amount of \$1,000,000 naming Grange and the Oregon State Grange as additional insureds. Proof of such insurance and any required OLCC licenses are needed prior to taking occupancy of premises.

_____ 2. No smoking is allowed in any area of the premises.

_____ 3. User will not hinder any foot or vehicular traffic nor block any fire exits or lanes. No parking in the designated areas of the Dari Mart parking lot.

_____ 4. User shall comply with all federal, state and local laws, codes, regulations & ordinances (including but not limited to noise or nuisance ordinances, occupancy limitations, civil rights statutes and County Health Dept requirements on food serving or sales.)

_____ 5. User shall empty waste receptacles, remove and properly dispose of all trash, garbage, and other items brought to the premises. (all garbage should be placed in outside receptacle in back of hall)

_____ 6. User shall limit Music and/or Noise to a maximum noise level at Grange's property line to be comparable to "average conversation at three feet" which is approximately equivalent to 65 dB spl. In general, after 9 pm noise must be reduced to a level low enough so as not to disturb the residential neighbors around the Grange Hall. Inside noise must not be heard outside the Grange. **NO DJ'S, BANDS, OR AMPLIFIED EXTRA SPEAKERS.**

_____ 7. In the event of any default under this agreement, the prevailing party shall pay the other party's costs and reasonable attorney fees for collection incurred at any time before or after any action is filed or at trial, on appeal or any petition for review.

Cleaning Expectations

- **Vacuum and/or mop all floors (vacuum, mop, and broom available in storage under stairs). Please empty vacuum when finished. You MUST mop floors and vacuum carpet.**
- **Position all tables and chairs as they were upon possession.**
- **Clean all kitchen sinks and countertops. Leave towels and/or tablecloths in basket listed for cleaning.**
- **Clean stove/oven and stove top. Make sure stove is turned off.**
- **Clean refrigerator (remove all personal items).**
- **Clean and return coffee pot.**
- **Remove all garbage from bathrooms and garbage containers—place all garbage in ONE plastic sack. (Place in outside receptacle in back of hall). Please put only garbage in one can and recyclables in another can.**
- **Sweep off front porch.**
- **Clean both bathrooms (floors, toilets, and sinks).**
- **Close and lock ALL windows and doors.**
- **Turn OFF all lights upon exiting.**
- **Turn down thermostat to lowest setting—60 degrees.**
- **Return key to lock box.**