

Halcyon Grange #345
Rental Contract



1157 Pleasant Street
Blue Hill, ME 04614
website: www.Halcyongrange.org
FB: Halcyon Grange #345
(207) 266-0825
grange345rental@gmail.com

Name: _____ Date: _____

Address: _____

Phone/s: _____

email address: _____

Person in charge (and on-site) during the event & cell ph #: _____

Alternate emergency contact, name & ph #: _____

Description of Company/Organization (if applicable)

Please circle one, if applicable: Non-Profit For-Profit

Name of Organization: _____

Purpose of Organization: _____

The individual completing and signing this contract agrees that he or she , or the organization that he or she represents, shall assume all risks for loss, damage, liability, injury, cost or expense that may occur during or as a result of the use or occupancy of the Halcyon Grange Hall #345 under the specifications of this contract.

Description of Event

Event Date/s: _____ Event hours: _____

Type of Event: _____

Set-up will begin at: _____ Guests will arrive at: _____

Cleaned up and out by: _____

Will there be alcohol at this event? YES NO

Alcohol is not allowed on the premises unless a certificate of insurance has been provided prior to your event and a copy has been attached to this contract.

Please note: if this event will include alcohol, the signer of this contract must be at least 21 years of age. The Halcyon Grange maintains ultimate discretion over decisions to allow alcohol usage at events on the Grange property.

How will alcohol be included in this event: _____

Will music be played? YES NO Will it be amplified? YES NO

Will you have a DJ? YES NO

Will you need any kitchen use? YES NO

Refrigerator: YES NO Stove: YES NO Dishwasher: YES NO

What will your parking needs be? Talk with the Rental Coordinator about where acceptable parking is on The Grange property.

Describe any special needs for your rental: _____

Facility Walk-through: A Facility Walk-through must be done prior to the event for any first-time renter. Equipment training will be provided as appropriate at this time. As necessary, renter agrees to participate in a Facility Walk-through after the event.

Date of walk-through: _____

People participating in the walk-through: _____

Comments/Concerns to address after the Walk-through: _____

Halcyon Grange #345 - Fee Schedule for 2016

Private Hall/Kitchen Rental for small groups: \$75

(ex - weddings, family reunions, bridal showers, birthday parties, memorial services, etc.)

\$100 refundable deposit required

\$20 non-refundable cleaning deposit

Private Hall/Kitchen Rental for large groups: \$150

(ex - weddings, family reunions, bridal showers, birthday parties, memorial services, etc.)

\$100 refundable security deposit required

\$40 non-refundable cleaning fee

Community Hall/Kitchen Rental, for-profit events: \$150

(ex - classes wherein participants pay a fee, fund-raiser dinners, music, or other events, etc.)

\$100 refundable security deposit required

\$40 non-refundable cleaning fee

Community Hall Rental (without kitchen use), for-profit events: \$125

(ex - classes wherein participants pay a fee, fund-raiser dinners, music, or other events, etc.)

\$100 refundable security deposit required

\$20 non-refundable cleaning fee

Community Hall/Kitchen Rental, not-for-profit events: \$75

(ex - discussion groups, community-group meetings, free classes, etc.)

\$100 refundable security deposit required

\$40 non-refundable cleaning fee (depending on the size of the group)

Community Hall Rental (without kitchen use), not-for-profit events: \$50

(ex - discussion groups, community-group meetings, classes, etc.)

\$100 refundable security deposit required

\$20 non-refundable cleaning fee

Private rental of kitchen, per day: \$50

(ex - home butchering, home food processing, for-profit classes, etc.)

\$50 refundable security deposit required

\$20 non-refundable kitchen cleaning fee

Community Kitchen Use, per day: \$25

(ex - non-profit educational Workshops, any non-profit event wherein people are learning food preservation or food-related skills)

\$50 refundable security deposit required

\$20 non-refundable kitchen cleaning fee

Commercial Kitchen Use, per day:

(ex - 'Incubator Business' Space for small food producers, etc.)

\$10/hr or \$75/day (8 hrs)

\$50 refundable security deposit

\$20 non-refundable cleaning fee per day

Halcyon Grange #345
1157 Pleasant Street, Blue Hill, ME 04472

RENTAL CONTRACT AGREEMENT

I, _____, am the individual or the authorized agent of the organization submitting this contract agreement for rental of the Halcyon Grange #345 facility, located at 1157 Pleasant Street, Blue Hill, ME. I affirm that the information provided by me in this agreement is true and correct.

By signing below, I further attest that I, and the organization that I represent, if applicable, will save and hold both the Halcyon Grange #345 and the Maine State Grange and/or their officers and volunteers, free and harmless from any loss, claims, liability, and/or damages and/or injuries to persons and property that in any way may be caused by the Renter's use or occupancy of the building, or the use of alcoholic beverages by Renter and guests while occupying the building.

By signing below I further affirm that I have been given the opportunity to fully review the Halcyon Grange #345's attached document titled "Facility Guidelines and Rules for Rental Use" and that I have read, understood, and agreed to all of the rules, regulations, and conditions of use.

I also attest that if alcohol will be present at this event, that I am 21-years-of-age or over and that I will be personally responsible for making sure all Grange policies and State of Maine legal requirements are met before the event begins and until this rental agreement is fully completed.

Signature of Renter: _____ Date: _____

Signature of Grange Rental Agent: _____ Date: _____

Money received

Rental Fee Total: _____ Security Deposit Total: _____

Payment method: _____ Check Total: _____

Received by: _____ Date Received: _____

Please make checks payable to: "The Halcyon Grange #345"
and mailed to: Halcyon Grange #345
c/o Elise Schellhase
347 Kingdom Road
Blue Hill, Maine 04614

FACILITY GUIDELINES AND RULES FOR RENTAL USE

Halcyon Grange #345
1157 Pleasant Street
Blue Hill, ME 04614
(207) 266-0825

We would like your rental to be as enjoyable as possible. Please read through the following expectations and guidelines and ask for clarification, as needed.

We are always happy to answer any questions.

A full refund of your security deposit is dependent upon Renter fully adhering to the following guidelines:

1. FEES & DEPOSITS:

- A rental fee will be charged that has been agreed upon by the Renter and The Halcyon Grange #345, as listed in the signed Rental Contract.
- A refundable Security Deposit will be required by The Grange at the time of the signing of the Rental Contract and must be received, in full, prior to the scheduled Event. The Security Deposit will be returned to the Renter listed on the Rental Contract at the mailing address specified on the Rental Contract, within 2 weeks after the scheduled event, amount to be determined by adherence to this document.
- The entire Rental Fee is payable prior to the date of the scheduled Event.
- All payments made by check should be made payable to "The Halcyon Grange #345."

2. DAMAGES, REPAIRS, & INJURIES:

- Renter will promptly report to the Rental Coordinator all damage, lost of property, or any personal injury. Renter assumes full financial responsibility for any and all loss or damage to the Grange Facility or property that occurs during the rental period as specified in the signed Rental Contract.

3. USE OF PREMISES:

- Renter will use the facility solely for the Event covered by the signed Rental Contract.
- Set-up and Clean-up will be completed within the specified rental period unless otherwise noted on the Rental Contract.
- The Grange staff may be available to receive and await the pick-up/return of rental equipment, billed at \$25/hr, with a minimum of 1 hour.
- Renter may use utilities, facility, and all property & amenities offered at The Grange for this specified rental in a reasonable and responsible manner and Renter agrees not to use the utilities and facility in any manner that may over-load or cause damage

to any Grange utility service or to any Grange property. Utilities, facility, and property are to be used strictly for the purposes of the scheduled Event.

- Heat is included in your Grange Rental and will be provided, if applicable, by The Grange without additional charge.
- Please remember to be considerate of the neighborhood. Excessively loud music or behavior may be a disturbance.
- No outdoor fires or barbecue grills are allowed to be used on The Grange property.

4. CLEANING:

- Renter will maintain a clean environment. All trash and recycling must be removed from the premises by the end of the rental period, as defined in the Rental Contract.
- Decorations are allowed but nails and screws are not. Please use alternate methods. All decorations must be removed by the end of the rental period, including decorations outside of the building on the Grange property.
- The Grange should be returned to its original state of cleanliness, as found at the beginning of the Rental Contract period, including bathrooms, tabletops, counters, floors, and all furniture and equipment used. Please mop any floor spills that occur during the Rental period; you are NOT required to mop the entire floor unless your event creates a particular need to do so.
- Pick up and remove from premises absolutely everything that you bring in, including food, trash, decorations, equipment, "lost-and-found" items left by your guests, and any rental items procured from outside agencies. If left behind after your rental period ends, the processing of these items by The Grange staff will be deducted from your Security Deposit at a rate of \$25/hr, with a minimum of 1 hour.
- If applicable, all outside areas of The Grange property used by you or your guests will be cleaned up and left in the condition found at the beginning of your rental. Please be sure no cigarette butts are left on the premises.

5. SMOKING:

- There is absolutely no smoking inside The Grange. You are responsible for monitoring your guests to ensure compliance with this policy. If you wish to allow smoking outside The Grange, you must provide a non-flammable container in which to extinguish and dispose of the cigarette butts. These containers must be removed from the premises by the end of your rental period.

6. PARKING:

- Renters and their guests are to park vehicles on The Grange property. Any vehicles parked along the roadside or that are off of The Grange property, do so at their own risk. Please discuss your parking needs with the Rental Coordinator prior to your Event.

7. INSURANCE & LIABILITY:

- The Grange will maintain fire and extended coverage insurance on the Facility in such an amount as it deems appropriate. From time to time, an event may require additional coverage. In those cases, the Renter will be notified and asked to provide a Certificate of Insurance no later than one (1) week prior to their Event.

8. ENTRY:

- Renter has the right to access the facility during the hours stated on the signed Rental Contract. The Grange has the right to be on the premises and in the same area as the Renter during any portion of the Renter's Event or presence in the facility. The Grange shall not interfere with the Renter's business unless inappropriate use of the facility is observed which is not in keeping with the Rental Contract.

9. ENFORCEMENT:

- If the Halcyon Grange is required to employ an attorney to enforce this Rental Contract, the undersigned agrees to pay The Halcyon Grange #345 its costs including, without limitation, a reasonable attorney's fee, whether incurred before trial, at trial, or upon appeal.

10. FIRE CODE & EMERGENCY PREPAREDNESS:

- In accordance with local fire codes, The Grange facility's occupancy may not exceed 140 people. Exterior doors may not be blocked with furniture, boxes, or other items. The Grange will ensure that first-aid kits, smoke detectors, and fire extinguishers are current and functioning properly.