

Rental Application

Halcyon Grange #345

1157 Pleasant Street

Blue Hill, ME 04614

Website: www.halcyongrange.org

Facebook: Halcyon Grange #345

Name _____ Date _____

Address _____

Phone/s _____

Email address _____

Person on-site during event: Name _____ cell phone _____

Alternate emergency contact: Name _____ phone # _____

Grange Member? No ___ Yes ___ (Security deposit required)

Description of Company/Organization (if applicable)

Name of Organization _____

Purpose of Organization _____

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: _____

ALCOHOL

*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 the contract. In addition, **the signer of the contract must be at least 21 years of age.** Halcyon Grange maintains ultimate discretion over the decision to allow alcohol usage at events on the Grange property.*

Will there be alcohol at this event? Yes ___ No ___ How will alcohol be included at 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 ___

Parking Needs. Talk to the rental coordinator about where acceptable parking is on the Grange property. _____

Describe any **special needs** for your rental. _____

Rental Contract Agreement
Halcyon Grange #345
1157 Pleasant Street, Blue Hill, ME 04414

I _____, am the individual or authorized agent of the family or organization submitting this contract agreement for rental of the Halcyon Grange #345 facility, located at 1157 Pleasant Street, Blue Hill, ME 04472. I affirm that the information provided by me in this agreement and in the rental application is true and correct.

By signing below, I further attest that I, and the organization or family that I represent, will save and hold 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 and grounds, or the use of alcoholic beverages by renter and guests while occupying the building and grounds.

By signing below, I further affirm that I have been given the opportunity to fully review the Halcyon Grange #345's document titled "Facility Guidelines and Rules for Rental Use" and that I am personally responsible for making sure that 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 _____ Cleaning Fee _____

Payment method _____ Check number _____ Check total _____

Received by _____ Date received _____

Please make checks payable to **Halcyon Grange #345**

And given to the rental agent: Sylvia Blake

Contact phone number: (207) 460-9933

Contact email: grange345rental@gmail.com

or mail to
Halcyon Grange #345
c/o Marilyn Plowman
19 Bridges Point Rd
Penobscot, ME 04476

FACILITY GUIDELINES AND RULES FOR RENTAL USE

Halcyon Grange #345
1157 Pleasant Street
Blue Hill, ME 04414

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 and all questions.

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

Fees and 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 and must be received in full prior to the scheduled event.
 - A refundable Security Deposit is required by the Grange at the time of signing the rental Contract and must be paid in full prior to the scheduled event. The Security Deposit will be returned to the Renter listed on the Rental Application at the address specified on the Rental Application within 2 weeks after the scheduled event; amount to be determined by adherence to this document.
 - All payments made by check should be made payable to: Halcyon Grange #345.
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Damages, Repairs, and Injuries:

- Renter will promptly report to the Rental Coordinator all damages, loss of property, or any personal injury.
 - Renter assumes full financial responsibility for any and all loss or damage to the Halcyon Grange facility or property that occurs during the rental period as specified in the Rental Application.
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Use of Premises:

- Renter will use the facility solely for the Event described in the rental application.
 - Set-up and clean-up will be completed within the specified rental period unless noted on the Rental Application or Contract.
 - Renter may use utilities, facility, all property and amenities offered at the Grange for this specified rental in a reasonable and responsible manner and strictly for the purpose of the scheduled event. Renter will not 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.
 - Heat is included in your Grange Rental. There is no additional cost.
 - Please remember to be considerate of neighbors. Excessively loud music or behavior may be a disturbance.
 - No outdoor fires or barbecue grills are allowed to be used on the Grange property.
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Cleaning:

- Renter will maintain a clean environment. All trash and recycling must be removed from the premises by the end of the rental period specified in the Rental Application.
 - Decorations are allowed but not the use of nails and screws. All decorations must be removed by the end of the rental period, including 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 period, including bathrooms, table tops, counters floors and all furniture and equipment used. Please mop any floor spills that occur during the rental period. Renter is not required to mop the entire floor.
 - All outside areas of the Grange property used by Renter and Renter's guests will be cleaned up and left in the condition found at the beginning of your rental.
 - Please leave no cigarette butts anywhere on the premises.
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Please continue reading to the second page.

Smoking and tobacco use:

- There is absolutely no smoking allowed inside the Grange building.
 - Renter is responsible for monitoring Renter's guests to ensure compliance with the policy.
 - If Renter wishes to allow smoking outside the Grange building, non-flammable containers in which to extinguish and dispose of cigarette butts and other tobacco products must be provided.
 - Containers must be removed from the premises by the end of the rental period.
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Parking:

- Renters and guests may park on the Grange property.
 - Any vehicles parked along the roadside or off the Grange property do so at the vehicle owners own risk.
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Insurance and Liability:

- The Grange maintains fire and extended insurance coverage on the facility.
 - An Event may require additional coverage. In those cases, Renter will be notified and asked to provide a Certificate of Insurance no later than one (1) week prior to the Event.
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Entry:

- Renter has the right to access the facility during the hours stated on the Rental Application.
 - The rental coordinator or a Grange member may be on the premises and in the same area as Renter during any portion of the Rental period.
 - The Grange shall not interfere with Renter's Event unless inappropriate use of the facility is observed that is not in keeping with the Rental Contract or Application.
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FIRE Code and Emergency Preparedness:

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

If the Halcyon Grange #345 is required to employ an attorney to enforce this Rental Agreement, the signer of the Rental Contract and Agreement agrees to pay Halcyon Grange #345 its costs including, without limitation, reasonable attorney fees, before trial, at trial or upon appeal.

Sign below, that you have read and understand these guidelines and rules.

_____ date _____
