

Marys River Grange Hall Rental

**Marys River Grange
P.O. Box 1301,
Philomath, OR 97370**

**marysrivergrange@gmail.com
Marysrivergrange.org
Grange Cell Phone: 541-829-2907**

Building Location: 24707 Grange Hall Rd. – No Mailbox at this address.

Rental Procedure

Step 1: Read the following rental agreement and frequently asked questions.

Step 2: Check the rental calendar at marysrivergrange.org for availability of preferred date(s).

Step 3: Contact a rental representative at marysrivergrange@gmail.com or **541-829-2907**.

Step 4: Schedule a tour of the Grange Hall, if desired.

Step 5: Fill out pages 5 - 7 of the rental agreement and pay the \$350 per day rental fee for Friday – Sunday, and \$100 per day rental fee for Monday – Thursday.

There is a \$300 refundable security deposit, returned the next week, if the hall is left in good shape. The rental fee is not refundable if a cancellation occurs within 30 days of the scheduled event.

Mail the rental agreement, rental fee, and security deposit to:

**Marys River Grange
PO Box 1301
Philomath, OR 97370**

Or schedule to meet a Grange representative to pay cash.

After verbal or email commitment to a rental, the date will be held for five days. If the renter does not submit the rental agreement, rental fee, and security deposit within five days, the date will NOT be reserved. (We are not responsible for receiving mail on time.)

Step 6: Check the calendar at marysrivergrange.org for confirmation. The date is now reserved. If your event is listed on the calendar as "Pending" we have not yet gotten your contract or payment.

Step 7: The week of your event, schedule with a Grange representative to pick-up a key on the morning of your event. Have a great time, be safe, respectful, and responsible.

Step 8: After your event, clean the hall according to the cleaning and closing procedure.

Step 9: Put the key in the drop box before 8 am the following day.

Step 10: The week after your event, you will receive a follow up phone call or email from a Grange representative to discuss your security deposit. The security deposit will be returned in full to the renter within one week after the event if:

- The Grange Hall was cleaned appropriately and furniture is returned to the proper places .
- There was no damage to property or neighboring properties.
- The key was returned on time.
- There was no other violation of the rental agreement.

Frequently Asked Questions

Can I set up the day before or clean up the day after my event if the Grange Hall is not rented?

If you need extra time to set up or clean up, you will need to rent another full day of use. Access to the building the evening before, after 7 PM, can be arranged for \$100 additional charge.

If I join the Grange, can I rent the Grange Hall for less than the standard rental rate?

Active Grange members are allowed to rent the Grange twice per year for \$50. To be an "active member" you must have been a paid member (\$50) and you must attend some combination of at least three monthly Grange meetings or work parties.

I represent a worthy organization or cause. Can I rent the Grange for less than the standard rental rate?

The Marys River Grange is a not-for-profit organization, and our rental fees help pay utilities, facilitate our charitable activities, and maintain and upgrade the building. The Marys River Grange sponsors several community events per year, but aside from those, all others must pay the full rental rate.

Can I reserve a date for a Grange Hall rental for a while before paying the full rental fee or security deposit?

After a verbal commitment to a rental, the Grange will hold the date for you for up to five days. If we do not receive your rental agreement, rental fee, and security deposit after five days, the date becomes available to other potential renters.

Am I allowed to serve alcohol at my private event held in the Grange Hall?

Yes, but you MUST hire a licensed and insured company (caterer, brewery, restaurant) to provide alcohol service. A written copy of the company's \$1,000,000 liability insurance with Marys River Grange listed as "additional insured" and the server's license must be submitted prior to the event (see more in the "Alcohol Use Agreement").

Marys River Grange Hall Facilities and Use

Main Hall

2,000 sq. ft. wood dance floor
200 sq. ft. stage
15 six-foot, white rectangular folding tables (no table cloths)
2 island countertops
1 wooden rolling altar table
Several card tables
120+ chairs
8 upholstered pews around the perimeter
1 small electric heater
2 wood furnaces with firewood

The main hall does NOT have a sound system or air conditioning.

No Open Flames such as Candles, Oil Lamps, or Torches.

No Stiletto Heels as these damage our soft wooden floor.

Do NOT damage the floor with improper footwear or furniture movement.

Do NOT move any wall hangings.

Do NOT use confetti, rice, birdseed, etc. anywhere on the property, inside or out.

Do NOT use nails, glue, tape, or any other means of decorating that may damage Grange Hall walls. **Blue masking tape which does not leave adhesive residue may be used in the hall if it is removed afterward.**

Do NOT bring any pets on the premises. (Service animals are okay.)

Do NOT smoke inside the building.

Do NOT exceed maximum capacity of 110, unless prior special arrangements have been made with the Grange and the Fire Department.

Kitchen

2 electric oven/range
1 refrigerators (household size)
1 two-basin sink
Cleaning supplies

Dishes and silverware are NOT available during rentals.

Bathrooms

2 unisex, single-toilet bathrooms

North Room

2 pews and a couch
1 woodstove
4 large mirrors

Wireless Internet is available for additional charge at various speeds

Our service is only activated at renter request. The charges are:

Basic: Browse the web, watch YouTube, hang out with friends on Facebook

Recommended Devices: 2, Max download: 3 Mbps **\$40**

Standard: Designed for standard definition video streaming services.

Recommended Devices: 3, Max download: 8 Mbps **\$60**

Enhanced: Designed for high definition (720P and 1080P) video streaming content.

Recommended Devices: 4, Max download: 12 Mbps **\$70**

Gaming: Low latency, high bandwidth account for the dedicated gamer.

Recommended Devices: 5, Max download: 20 Mbps **\$100**

Extreme: Designed for users who need the fastest of speeds.

Recommended Devices: 6, Max download: 40 Mbps **\$150**

Parking Lot/Grounds

Capacity: 35-40 cars if parking is supervised, 25 if parking is willy-nilly.

Children must be supervised by an adult at all times.

Do NOT park in the grass.

Do NOT light fireworks or any other combustibles.

Do NOT leave litter in the parking lot or on Grange grounds.

Do NOT cross the marked property line onto neighbor's property.

There is NO access to the creek from the Grange property. Do NOT cross neighboring property to get to the creek.

Do NOT park in the Greengable Gardens parking lot or enter the Greengable Gardens fields. Renters are responsible for where their guests park and their behavior. Guests parking in the Greengable Gardens parking lot may be towed at the owner's expense, and the renters will forfeit their security deposit.

Violations of the rental agreement may result in a full forfeiture of the security deposit.

Marys River Grange Hall Rental Agreement

Preferred Rental Date(s): _____
(Check in at 8 am and turn in keys before 8 am the following day.)

Today's date: _____

Brief Description of Event: _____

Event start time: _____

Approximate number of people that will attend the event: _____

Renter Name: _____

Individual ___ Organization___

Phone: _____ Phone: _____

Street Address: _____ City _____ State _____

Zip Code _____

Mailing Address (*where the Grange will send a returned deposit check, if clean-up is done well*):

Address: _____ City _____ State _____

Zip Code _____

Email: _____

Preferred Contact Method ___ Phone or ___ Email

Additional Contact

Name: _____

Phone: _____

Email: _____

Alcohol Use Agreement

___ No alcohol will be served or consumed.

I _____ (name of renter) declare that there will be no alcohol consumed during the event on _____ (date). I will not serve alcohol, and I will make sure none of my guests and participants of the event will serve and/or consume alcohol on the premises of Marys River Grange.

Signature of the Renter _____ Date _____

___ Alcohol will be served.

If you wish to serve alcohol during the event you MUST abide by the following:

- You must use a LICENSED and INSURED company (caterer, winery, brewery, etc.) to serve the alcohol. An individual with an alcohol server's license does NOT meet this requirement.
- Mary's River Grange must approve that company.
- The serving company must name Mary's River Grange #685 as additional insured for the day(s) of the event on their liability insurance of no less than \$1,000,000.00. You must submit a copy of that certificate.
- You must submit a copy of the server's OLCC license.
- Sufficient food and non-alcoholic beverages must also be served.
- Marys River Grange reserves the right to end alcohol service and/or the event at any time if alcohol consumption exceeds responsible usage.

Signature of the Renter _____ Date _____

The following companies are examples of those willing to serve alcohol at the Marys River Grange Hall. These are suggestions and not a complete list of local licensed and insured companies. The renter is free to contract service from any company that meets the above requirements. It is the renter's responsibility to contact and schedule alcohol service.

Squirrel's Tavern

541-753-8057

Squirrel@peak.org Attn: Greg Little

2 Towns Ciderhouse

Aaron (541) 357-8301

Aaron@2TownsCiderhouse.com

Tyee Winery

(541) 753-8754

El Sol de Mexico

Bernardo 541-730-1355

Rental Fee and Security Deposit

*All rentals scheduled within two weeks of the event date must pay with cash or cashier's check.
All charges can be paid with a single check, which will be cashed before the event.
Your deposit will be returned with a check from Marys River Grange.*

\$350 per day (Fri-Sun) or \$100 per day (Mon-Thur) (not refundable within 30 days of the event)

____ check with check # _____ or ____ cash paid on _____(date)

Wireless Internet additional charge for activation (one time charge per rental) Service description pg 4

____ Not Needed ____ \$40 ____\$60 ____\$70 ____\$100 ____\$150

____ check with check # _____ or ____ cash paid on _____(date)

\$300 refundable security deposit

____ check with check # _____ or ____ cash paid on _____(date)

Please make checks payable to "Marys River Grange". There will be a \$30 fee for all returned checks.

Please remember, Marys River Grange is a non-profit organization run by volunteers.
Please be respectful, responsible, and safe.

It is the renter's responsibility that the Grange Hall is not used in any way that would cause harm, injury, or damage to persons or property. The renter is responsible for using the Grange Hall only in a way that obeys the law, ordinances, and government regulations. The renter shall indemnify and hold harmless the Marys River Grange and all parties affiliated with Marys River Grange from any and all liability for any and all claims arising out of injuries or damages caused by any act or omission of the Renter, Renter's guests, or any other party involved in usage of the Marys River Grange Hall.

The Grange Hall premises may be inspected by a Marys River Grange representative at any time during the rental period. If a Marys River Grange representative sees any activity prohibited by the rental agreement, the Marys River Grange reserves the right to stop the event, and the renter and renter's guests agree to vacate the premises immediately.

I _____(name of renter) have read and agree with the Marys River Grange Hall Rental Agreement and Alcohol Use Agreement

Signature of the Renter: _____ Date: _____

Cleaning and Closing Procedure

____ Bathrooms:

- Check to make sure all water and lights are turned off.
- Remove trash.

____ Garbage:

- Collect garbage, and put it in the large trashcan outside the exterior door near the bathrooms.
- If garbage from your event exceeds the capacity of the trashcan, you must take the excess garbage with you.

____ Floors:

- Sweep with push rag broom. Do NOT mop.
- Spot spills should be cleaned up with damp mop.

____ Kitchen:

- Make sure stove and oven are off.
- Empty refrigerators.
- Wipe counters and range surface, and clean sink.
- If food spills in oven or microwave please wipe clean.

____ Tables and chairs:

- Return to the storage area. Please do not drag any furniture or equipment on the floor.

____ Lights:

- Make sure all lights are turned off.

____ Woodstoves:

- Make sure firebox doors are shut
- Leave upstairs stove fan on, switch fan control on power cord to "Auto".
- North room and downstairs furnace can be left alone to burn out.
- Leave ceiling fan on if woodstoves have been in use.

____ Doors and Windows:

- Lock all the doors, push doors to be sure they are latched, and shut all windows.

____ Outside:

- Pick up litter in the parking lot or on the grass.
- Close the gate, and fasten with rubber cords

____ Key:

- Lock door, Leave key in drop box in the entryway before 8 am, and shut the locked door.

Please be kind and clean anything you see that needs to be cleaned.