

GLADSTONE COMMUNITY CLUB

(An Oregon non-profit corporation)

Rental Agreement

255 E. Exeter Street (P.O. Box 313)

Gladstone, Oregon 97027

503-656-1357

Applicant _____ Today's Date _____

Address _____ City _____ Zip _____

Phone:
Home _____ Business _____ Cell _____

Type of Event _____

Date Requested _____ Time: FROM _____ TO _____

E-mail address _____

RATES: All day & evening \$300.00 (8 am to 10 pm) Rental Fee \$ _____

Two hour minimum \$60.00 (\$30 per hour) Deposit (\$200.00) _____

(Checks mailed to: Gladstone Community Club, PO BOX 313, Gladstone, OR 97027)

YOUR TOTAL \$ _____

Property rental is first come, first served, **FIRST RENTAL DEPOSIT** OF \$200.00 must accompany **SIGNED RENTAL AGREEMENT** along with **LIABILITY INSURANCE** certificate, if having alcohol on the premises to confirm renter request. **FULL RENTAL FEE** payment must be made not less than **one week (7 days)** before rental date. If your rental fee payment is not received one week before, your date may be **CANCELLED** and **RENTAL REFUND** will not be returned.

All APPLICANTS SHALL PROVIDE LIABILITY INSURANCE.

Such insurance shall hold the club, its members and properties harmless of any liability related to any activities during the occupancy or uses of club properties by the applicant, or anyone associated with the activities therein. A certificate (letter) from the applicant's insurer of choice must be received by the reservations chairman with the application and rental deposit. **Coverage: \$1,000,000 if alcoholic beverages are served, the minimum liability shall be \$500,000. See #4 below.**

RENTAL RULES

DEPOSITS are refundable if premises are left clean, orderly, undamaged and in the condition you found them, and rental rules and regulations are followed.

CANCELLATION must be received not less than 14 day prior to the event date to receive full refund. If cancellation is less than 14 days, only 50% of deposit may be refunded.

PLEASE KEEP THE NOISE DOWN. It is your privilege to rent this hall and grounds, not your right. Please respect our neighbors as you want your neighbors to respect your property. If there are neighbor complaints and/or police contacted you will lose your **full rental deposit.**

1. Applicant shall be liable for any injuries to persons and damages to property or equipment, and shall indemnify the club and reimburse it if it suffers any loss thereby.
2. The club is not responsible for accidents, injuries, losses of property or items stored by renters.
3. Any electrical, plumbing, heating or water problems shall be reported immediately to the Gladstone Community Club (503-969-2028).

4. ALCOHOLIC BEVERAGES INSURANCE (NO EXCEPTIONS): Only champagne, wine or beer **(NO KEGS)** may be served during applicant uses of club property. No charge may be made for any alcoholic beverage provided during applicant uses of club properties. Applicant shall comply with Gladstone Ordinance, Section 9.08.025, of the Gladstone Municipal Code which states that a "Host" who provides alcoholic beverages to under age individuals) is criminally responsible.

EVIDENCE FOUND OF ALCOHOL USE WITHOUT THE REQUIRED INSURANCE SHALL RESULT IN RENTER'S LOSS OF DEPOSIT, together with indemnity to the club for any expenses or damages suffered by the club as a result of any unauthorized conduct involving the use of alcoholic beverages.

Please initial the following: Rental Chair Person _____ Renter _____

BUILDING RULES AND REGULATIONS

- A. **No smoking** in building, evidence of smoking in building will result in **loss of renter deposit**.
- B. No tape, staples, thumbtacks, nails, screws or any other defacing materials may be used on walls, windows, doors, trims, ceiling or fans.
- C. Do not scatter material, such as rice, bird seed or confetti in building or sidewalk and steps.
- D. If you use the following, insure they are clean when you leave; COUNTERS, SINK, STOVE, OVEN, REFRIGERATOR, FLOORS, TABLES, CHAIRS. Cleaning supplies are provided.

- CLOSE BLINDS BEFORE LEAVING.
- SWEEP FLOORS, MOP ANY SPILLS AND VACUUM CARPET.
- EMPTY TRASH INTO RECEPTACLES OUTSIDE KITCHEN DOOR.
- TURN DOWN HEAT TO 55 DEGREES BEFORE LEAVING.
- RETURN CLEAN TABLES AND CLEAN CHAIRS TO LOCATIONS YOU FOUND THEM.
- INSURE DOORS AND WINDOWS ARE LOCKED AND KEY RETURNED TO KEY BOX.
(A code for the key box will be issued prior to rental)
- TURN OFF STOVE, LIGHTS, OVEN, AND WATER SOURCES BEFORE LEAVING.

IF SECURITY LIGHTS ARE NOT BURNING NOTIFY RENTER CHAIRPERSON.

The club reserves the right to store items on premises. All property of permanent renters shall be kept in the storage room. These items are not included in the Rental Agreement. (The chairs in the storage room are available to renters)

IF YOU FAIL TO FOLLOW THE ABOVE RULES AND REGULATIONS, THE APPLICANT WILL FORFEIT PART OR FULL DEPOSIT.

- Rental Agreements of long term applicants are terminated if there is a fire or other damages making it difficult or impossible to use premises and the club shall be under no obligation to repair damages or rebuild the building.
- Applicants may not assign their rental agreement or sublet premises, without written permission of the club.
- Applicants agree that the club shall have the right to enter into and upon premises, or any part thereof, at all reasonable hours for the purpose of examining same, or making such repair(s) or alterations as may be necessary.
- In case suit or action is instituted to enforce compliance with any of the terms, covenants, or conditions of their rental agreement, the losing party agrees to pay such sum as the court may judge reasonable as attorney fees to be allowed the prevailing party in such suit or action. **I have read, understand and agree with the above rules, requirements and regulations and further understand that if my application is accepted by the Gladstone Community Club that application becomes a legal and valid rental agreement between us.**

APPLICANT (Applicant must be 21 years of age or older) _____

(Signature)

Accepted and agreed to this _____ day of _____, _____

By Gladstone Community Club, an Oregon Non Profit Corporation, by _____.

For Office Use:

- Deposit
- Mailed back approval copy
- Rent
- Copied check
- Liability Insurance
- E-mailed Rental Chair Person information