



Rome Grange, Whatcom County, Washington

2821 Mt. Baker Highway, Bellingham, WA, 98226

mail: P.O. Box 685 Deming, WA, 98244

"The Grange strengthens individuals, families and communities through grassroots action, service, education, advocacy and agriculture awareness"

Reservations 360-510-4557 or romegrangewhatcomcounty@gmail.com

Rental Agreement

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Name of Group or Responsible Party (please print) _____

Address _____ Email: _____

Date(s) of Rental _____ Phone# _____

Purpose of Rental _____ Approx. number of people attending _____

Total Hours _____ **from** _____ a.m./p.m. **to** _____ a.m./p.m. **Floors** (circle) upper, lower

Banquet License number if applicable _____ Insurance policy # _____

Rental Charge (please circle):

Upper floor half day= \$75 , full day= \$150

Lower floor half day= \$75 , full day= \$150

Other = \$ _____

Other = \$ _____

Refundable Deposit: _____ (same as rent amount)

Please make payment and deposit checks payable to Rome Grange #226

Permission to destroy deposit check: Yes _____ No _____

Renter agrees to follow all policies and use expectations in page 2 of this document, and to leave the Grange in a similar condition and state of cleanliness as received. Further, renter agrees that if use of the facility results in damage to the Grange Hall or any of its contents, the renter shall be liable to the owner for such damage. If renter fails to pay when so demanded and legal action is required to recover the same, in addition to the amount awarded by a court for damages, the Grange shall be entitled to recover costs and reasonable attorney fees.

HOLD HARMLESS AGREEMENT: With respect to all claims and demands which may arise at any time out of the use of the Rome Grange, renter shall defend, indemnify, and hold harmless Grange officers, members and volunteers from any and all costs, claims, judgement or awards of damages resulting from any negligent or reckless acts or omissions, intentional acts or omissions, and any non-compliance with the terms of this Agreement on the part of the renter or any of their employees, guests or agents.

Renter Name (print) _____ Renter Signature _____ Date _____

__ application initiated date _____ Grange Representative Area _____

Rental Payment Received _ \$ _____ Deposit Received _ \$ _____ Date _____

Representative Signature _____

Deposit Returned or check destroyed _____ Date _____

Reserved amount, if any _____ Reason _____

General Expectations

- 1) Payment for Rental and Security Deposit due at time of booking. Fees are refundable if cancellation is within 2 weeks of event.
- 2) Renter shall not use the Grange or its premises for any purpose in violation of any government law, ordinance or regulation or for any purpose or manner that could damage the building or premises, or be unsafe for participants.
- 3) Renter shall secure any licenses or required permits from those public agencies having jurisdiction; any fees for these licenses or permits shall be the responsibility of renter.
- 4) Homeowner insurance rider # required; call your own insurance to obtain this, suggested value at least \$450,000.
- 5) If alcohol is being served at event, prior provision of a copy of a banquet permit required. Prudence is expected that participants served alcohol are not leaving the event in a condition that could endanger the public in any way.
- 6) Any officer or appointee of the Grange may drop in at any time during the rental period to verify compliance with all general expectations. Non-compliance may result in immediate cancellation of the rental agreement and forfeiture of rental fee and/or damage deposit as applicable.

Floor-Specific Expectations and Check Off

Upstairs check here	Downstairs check here
Avoid tracking parking lot gravel onto wood floor, and when done, sweep floor with large floor dust mop provided	Check that all stove burners and ovens are off, and refrigerator doors are closed.
When moving tables or chairs, please LIFT them instead of dragging them to avoid scratching wood floor. Return furniture to original location.	Wipe down all tables, chairs and counter tops with sanitizing wipes.
Do not serve or take food or liquids into the main hall; if anything spills on wood floor, clean it up immediately.	To attach decorations to walls, use only paint-friendly "command" brand products and/or painters tape. PLEASE NO GLITTER !!
To attach decorations to walls, use only paint-friendly "command" brand products and/or painters tape. PLEASE NO GLITTER !!	Kitchen and meeting area is clean, including sweeping (and mopping if necessary) of floor and entrance area.
If P.A. system is used, turn off both microphones and system.	All dishes and utensils are washed, dried and put away
Set room thermostat to 50 (lowest setting)	Set room thermostat to 50 (lowest setting)
Take all garbage and trash when you leave.	Close all windows and lock all exterior doors.
Close all windows and lock all exterior doors.	Make sure toilets and sinks are not left running.
Make sure toilets and sinks are not left running.	Take all garbage and trash when you leave
Wipe down bathroom surfaces with sanitizing wipes provided.	Turn off all lights.
Turn off all lights.	Please leave this completed and signed check off form on downstairs counter when you leave.
Please leave this completed and signed check off form on downstairs counter when you leave.	Everybody had fun !

Renter Signature when complete _____

Grange Officer Signature after rental complete _____