



Aromas Community Grange #361
P.O. Box 562 Aromas, CA 95004
Corner of Rose and Bardue
(831) 444-1790

Building Established 1924

Grange Facilities Use Agreement

I, _____

Address: _____

Telephone: _____ Cell Phone: _____

E-mail: _____

I/We hereby enter into this agreement with the Aromas Community Grange #361 for use of the Aromas Hall on:

Day: _____ **Date:** _____ **Start Time:** _____ **Finish Time:** _____

At _____ **a.m. the combination to the Grange door lock will be given to:** _____

At the conclusion notify the Grange rental coordinator at (831) 444-1790

The hall will be used for:		
How many people will be attending the event?		
Do you plan to serve beer and/or wine?	Yes	No
Do you require use of the kitchen?	Yes	No
Do you plan to have amplified music?	Yes	No

I agree to pay the following fees:

Rental: \$ _____ total due 3 weeks prior to date of usage. That date is _____.

Deposit Down Payment: \$ _____ half of total due when you book your event.

Cleaning and Security Deposits are as follows: (Mark appropriate box) Due 3 weeks before event.

A.	No Alcohol	\$300
B.	With Alcohol	\$500

Checks are to be made payable to: "Aromas Grange #361".

I agree to follow the following terms:

Use of candles is permitted **only** with an enclosed holder or globe, for fire safety.

Rental Fees and Charges:

If cancellation of the event is necessary, and the Aromas Grange representative is notified at least 30 days in advance of the reserved date, the down payment deposit will be refunded. If event is cancelled with less than 30 days notice, then the deposit will not be refunded.

Clean up must be finished no later than 11:30 p.m. at which time a rental team member will inspect the hall. Within 48 hours a determination will be made concerning the the security and cleaning deposit refund. All or a portion of the deposit will be refunded within 30 days after event.

Renter Presence:

The person signing this agreement must be **present at all times** during the event. There must be an English speaking adult present at all times as well.

Liability Insurance: Liability Insurance coverage in the amount of \$1,000,000 (one Million Dollars) shall be provided naming the Aromas Grange as an additional insured. Proof of coverage shall be presented to the Grange 3 weeks prior to use by providing a Certificate of Insurance.

Amplified Music

Amplified music is restricted to 80 decibels or less, and music must stop at 10:00. The Grange requires a signed copy of the Amplified Music addendum. The Grange does not provide any audio or electronic items. Grupo and Mariachi bands are OK. No Banda allowed.

Alcohol: Beer and wine are the only alcohol that may be consumed on the premises. Any other alcoholic beverages are prohibited and evidence of such will result in **forfeiture of all deposits. Beer is limited to 15 gallons (equal to 1 keg, 2 pony kegs, or 25 regular six-packs) per 150 people.** The consumption of alcohol must stop one hour before the end of the party. Beer kegs are to be kept only in the kitchen. Additionally, Aromas Grange reserves the right contact authorities if we deem necessary.

Publicity: Any publicity done by any group renting the facility must make it clear that the advertised event is being sponsored by that group and not by the Aromas Grange.

Smoking: No smoking is permitted within the Aromas Grange. No recreational drugs will be permitted anywhere on the property, including parking area.

Licensed Security Guards

Licensed security guards must be provided for events of more than 75 people and/or when serving beer or wine. *A signed copy of the Security Guards addendum is required 3 weeks before the event.*

Garbage and Trash: There is no dumpster available. Renters must make sure that there isn't any garbage or recyclables left in or around the building or in the surrounding neighborhood.

Renters must remove all garbage from the premises at the end of the event and replace with new black garbage bags, which are supplied, into garbage cans.

Parking: In no case shall private property be trespassed upon or used for parking. All parking shall be limited to Grange property or public streets. **Please do not block Grange neighbors' driveways.**

Kitchen:

If the kitchen is used, all counters and any appliances that were used shall be wiped clean.

If the refrigerator is used, all ice, food, and beverages must be removed at the end of the event.

The kitchen shall be cleared of any trash or debris.

Decorations:

Decorations may be attached to walls with **tape only**. No staples, tacks, or nails will be allowed. All decorations must be removed from walls and ceilings upon rental completion. Renters must furnish their own ladder/stepstool.

Displayed Artwork:

The Grange Hall serves as a gallery for displaying the works of local artists and craftsmen/women. These are one-of-a-kind items. You are responsible for replacement value of damaged or missing artwork unless you have made prior arrangements to have the art removed for your event. Without prior consent no art, decorations or displays are to be removed or taken down from the walls.

Bathrooms:

Both bathrooms shall be cleared of any trash, and all the wastebaskets must be emptied.

Furniture:

All benches, tables, and chairs shall be put back where they were before usage (or as directed).

Floor cleaning:

All spills and sticky spots shall be wiped up to protect the wood floors. The floors should be swept at the end of the rental.

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Any violation of this contract will result in the party being shut down and will result in the forfeit of the Security Deposit.

I have read, understand and agree to the above terms and conditions of the Grange building use. I shall be honest in my dealings with the Aromas Community Grange and promise to treat its members, their hall and the neighbors with courtesy and respect. I understand that I am responsible for the behavior of all of my guests, including children.

Renter's Signature

Grange Representative

Print Renter's Name

Print Grange Representative

Date

Date

If applicable: Non-Profit Tax Exemption Number _____

Attach certificate of Insurance.

Insurance Company: _____

Insurance Coverage _____ Policy No. _____

Policy amount: \$ _____