

Greenhorn Grange General Rental Agreement (13 to 24 or More Hour Period)

I/We _____ agree to rent the Greenhorn Grange on _____ and understand I/We must prepay for this use along with the deposit. In case of cancellation all money will be refunded. I /We further understand the G.H.G. will be locked at all times unless in use.

No tobacco inside or on the porch. No drugs permitted at any time. No music outside the grange after 10:00 pm. On the day after the event; all people will be out and the Grange ready for inspection by 11 am that day unless other arrangements are made in writing.

If the Grange is not in a satisfactory condition the **required deposit stated below** will be forfeited. Any and all damages will be repaired immediately at the renters expense. If the repairs can not be done satisfactorily to GHG by the renters, a contractor will be hired. Repairs will be completed at the renter's expense.

Building walkthrough of the venue is a free service and done before moving forward with the below.

Building Deposit is required prior to the event and after the renter has sent their event insurance, signed and returned this contract, and all three listed officers have signed the returned contract.

Rental fee is due prior to the event date, at which time the renter will be given a key to the building.

Once the agreement signed, if cancellation is needed, it must be made in writing & with a phone call to the

Greenhorn Grange Officers in no more than 30 days and no less than 15 days prior to scheduled usage of the hall

For all renters this will result in a percentage of their deposit being kept for that selected time being unavailable for others.

Insurance that additionally ensure Greenhorn Grange must be secured by renter (homeowners & Organizations)

_____ Renter Signature _____ Grange President

_____ Grange Treasurer _____ Grange Secretary

Total Rental Fee Paid _____ Date _____

RENTAL RATES

Kitchen - Cannot Rent at This Time - Use of Fridge & Service Counter is Permitted if submitted in writing to the Grange Hall Officers in Advance.

All Options Come With Use of Restrooms

Deposit \$100 for One Day Event (Returned once walkthrough and checklist are approved by a Hall Representative)

Deposit \$50 a Day for Two or More Day Event

(Returned once walkthrough and checklist are approved by a Hall Representative)

Entire Hall (Main Hall, Foyer, Meeting Room) \$200 for 24 Hours.

Main Hall (Main Hall, Foyer) \$150 for 24 Hours.

Meeting Room (Meeting Room, Foyer) \$50 for 24 Hours.

I/We _____ have inspected the Greenhorn Grange Hall and agree to leave the Grange in the same condition as when this agreement is signed. I/We have received a Grange key. If the key is lost there will be a \$25 charge. After use check each item below before inspection.

1. All trash cans empty and cleaned with liner installed
2. All trash removed from Grange premises
3. All dishes/pots/pans clean and put away
4. Counters/tables and sinks clean
5. Ovens and grills clean
6. Floors swept and mopped
7. Restrooms clean and mopped
8. Paper towels, toilet paper or other items used are replenished as needed
9. All Lights turned off
10. Do not duplicate the Grange key and return immediately.
11. All doors and windows closed and locked
12. Heaters and Air Conditioners turned off
13. All decorations or signs removed
14. Cooler in lobby and fans in kitchen turned off
15. Alcohol can be sold or provided with proper permits and insurance
16. Recommend: provide a portable toilet for over 100 participants at a single time

_____ has inspected the Greenhorn Grange Hall and agree to leave the Grange in the same condition as when this agreement was signed. The undersigned has received a Grange Key. If the key is lost the undersigned agrees to pay a \$25 fee.

After use refer to the following list to ensure a prompt return of your security deposit

- Trash cans empty, cleaned, liners installed
- Trash removed from premises
- Dishes / Pots / Pans / etc clean and put away
- Counters / Tables / Sinks cleaned
- Ovens / Grills / Cooking surfaces cleaned
- Floors swept / Mopped
- Restrooms clean / Mopped
- Paper Towels / Toilet Paper / Bathroom supplies replenished
- Lights turned off
- Doors / Windows closed / locked
- Heaters / Air Conditioners turned off
- All signage and decorations removed
- All other signs of rental cleaned / removed / returned to pre-rental state

Key Tracking Log:

Key Giver Sign Below When You Give Key - _____ (Sign & Date)

Key Receiver When You Are Given Key - _____ (Sign & Date)

Key Giver Sign Below When You Are Returned Key - _____ (Sign & Date)

Key Receiver When You Have Returned Key - _____ (Initial & Date)