



FACILITY RENTAL TERMS

Events

This document pertains to the rental of Mt Hood Town Hall (MHTH) its building spaces and rental inventory for all events such as, but not limited to parties, receptions, wedding ceremonies, and conferences.

FEES:

	Half Day (up to 5 hours*)	Full Day (up to 12 hours*)
Gym / Grounds / Kitchen	\$400	\$800
Gym / Grounds	\$300	\$600
Kitchen / Dining Room	\$200	\$400
Gilhouley / Mt. Hood Room (Max 50 people)	\$100	\$200

***Rental times include set-up and cleanup time.**

FACILITIES INCLUDED:

Event rentals include rental of the gym, stage, kitchen, dining room, bathrooms and grounds. Only facilities chosen and paid for by renter will be used. Two classrooms are available upon request.

INVENTORY / EQUIPMENT INCLUDED:

- Twenty-four (24) sixty (60) inch round tables seating 8-10 guests each
- Five (5) six (6) foot tables
- Four (4) eight (8) foot tables
- Sixty-four (64) White Stacking Chairs
- Various wooden and metal folding chairs available
- Kitchen inventory listed below (with kitchen rental only)

HOURS:

All spaces are available between 8am – 9pm weekdays and 8am-10pm weekends with one additional hour allowed for cleanup. **In consideration of neighbors and the local noise ordinance all music must be shut off at 9 pm weekdays, 10 pm weekends and other noises kept to a minimum while cleaning up.** The building and parking lot shall be emptied by 11 pm. Renter will be charged \$50 per hour for any event, including take down and clean up, that exceeds the specified contract event time. Renter will also be charged a \$25 fee for any breach of contract, including noise and improper conduct.

KITCHEN / DINING ROOM USE:

Includes full use of stoves/ovens; microwave; refrigerator; coffee pots; silverware, cooking utensils, and cookware that is located in the kitchen itself. Any appliances and cookware in the back room is not included as part of rental agreement.

- If Public Event (i.e. fundraiser, art/craft fair), Renter must file a ‘Temporary Restaurant License’ application with the Hood River County Health Department. Copy of License must be presented at time of rental.
- If event is catered, proof of Oregon Food Service License and Insurance is required per Oregon Statute. Copy of Insurance must be presented at time of rental.
- If private event (i.e. family reunion, birthday party), the renter is exempt from such licensure.

An orientation to kitchen area will be provided prior to event. All kitchen areas and inventory must be thoroughly washed according to the sanitary guidelines as posted by the Health Department. A "Clean Up Checklist" will be provided during the kitchen orientation to assist you in keeping to these standards. If the kitchen is not cleaned according to the specifications on the list, you will forfeit your deposit.

STAFF:

A MHTH representative may be on site at set-up and cleanup and may be present for the duration of the event.

DECORATIONS:

Decorations must not damage the facility or create a lasting mess. Gilt, rice, confetti, silly string, etc. are not allowed. Candles are permitted in safe and secure holders and common sense safety must be observed. No open fires permitted in the building or grounds. Propane burners permitted outside only. No heel clicks may be worn on shoes.

DANCE FLOOR/TENT:

If the Renter would like to set up a dance floor or tent, location and details must be submitted and approved before event date. The septic tank and other utility lines run through the lawn area and must be avoided.

SMOKING POLICY:

The Mt Hood Town Hall is a NO SMOKING facility. Any cigarette burns or litter on the property will result in a \$25 fine taken from the rental deposit.

ALCOHOL POLICY:

The Renter is responsible for upholding all state laws concerning the serving of alcohol.

PARKING:

Parking for up to eighty (80) cars is available in old tennis court and around the perimeter of the building. Parking must allow for fire access along south entrance road. All loading and unloading shall use the back gym door or the east ramp. **Parking or driving is not allowed on the grass.**

CLEANUP:

The Renter is expected to leave the premises as found upon arrival, including returning all properly cleaned tables, chairs and kitchen supplies to the proper storage areas. **All garbage and recycling must be taken off the premises by the renter.** All guests, decorations, food, vehicles, catering materials, and all personal supplies and equipment must be completely off the premises by expiration of contract time. The user shall pay for any damage to the facilities and its furnishings, other than normal wear and tear. The MHTH shall be the sole judge of restitution and repair. Damage to the building will necessitate the deposit to be withheld.

INSURANCE:

It is the MHTH's recommendation that the Renter carry a liability insurance policy of at least \$300,000 naming the MHTH and its officers and board of directors as additionally insured.

RESERVATION DEPOSIT:

In order to guarantee event date and time, a \$100 deposit is required. The deposit cannot be used toward the rental fee, but will be refunded within fourteen (14) days of the event, except in the case that the event is cancelled or if MHTH incurred property damages or loss to the building. The MHTH will also withhold any fees presented to the renter as stated above.

PAYMENTS:

- All payments (deposit and rent) must be made by check, credit, debit or money order.
- **NO CASH WILL BE ACCEPTED.**
- Full payment must be made prior to entering to the facility.
- If deposit is not paid the date will not be reserved. MHTH has the right to give this date to any other renters if they pay a deposit.

CANCELLATION POLICY:

- Canceled thirty (30) days or more prior to event date: MHTH will refund \$100 Reservation Deposit.
- Canceled twenty-nine (29) days or less to event date: MHTH will retain \$100 Reservation Deposit. If other payments were made they will be refunded.

CONTACT:

Please contact if you run into any issues during your rental time, someone will be able to assist you with your needs. If you have any questions regarding these Terms or the Rental Agreement please contact

Nikki Stansel, Manager.

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