



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		\$100
Wedding Rate		\$1,500
Wedding Rate with Kitchen		\$1,900

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 additional classrooms are available upon request.)

INVENTORY/EQUIPMENT INCLUDED:

- 24 five-foot (diameter) round tables (seating 6 to 8 guests each)
- Five (5) six-foot tables
- Four (4) eight-foot tables
- 150 white stacking chairs
- Kitchen inventory listed below (with kitchen rental only)

HOURS:

All spaces are available between 8AM and 9PM weekdays, and 8AM to 10PM weekends with one additional hour allowed for cleanup. **In consideration of neighbors and the local noise ordinance all music must be turned off by 9PM weekdays and 10PM weekends, and other noise kept to a minimum while cleaning up.** The building and the parking lot shall be emptied by 11PM. Renter will be charged \$50/hr. for any event including take down/cleanup that exceed 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 Rental:

Includes 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 the rental agreement.

- 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 state statute. Copy of insurance must be presented at time of rental.
- Private Event (i.e. family reunion, birthday party) – Renter is exempt from such licensure.

An orientation to the kitchen area will be provided prior to the event. All kitchen areas and inventory must be thoroughly washed according to the sanitary guidelines as posted by the Health Department. A Cleanup 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 Mt Hood Town Hall 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 on the grounds.
- Propane burners permitted outside only.
- No heel clicks may be worn on shoes.

DANCE FLOOR/TENT:

Renter may set up a dance floor and/or tent upon approval. Location and details must be submitted and approved prior to the event.

SMOKING & ALCOHOL POLICY:

- The Mt Hood Town Hall is a NON-SMOKING Facility. Any cigarette burns or litter on the property will result in a \$25 fee taken from the rental deposit.
- 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 perimeter of the building. Parking must allow for fire access along the south entrance road. All loading and unloading shall use the back gym door or east ramp. **Parking or driving on the grass is not allowed.**

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 removed from the premises by the Renter.** All guests, decorations, food, vehicles, catering materials and all personal supplies and equipment must be completely off premises by expiration of contract time.

The Renter shall pay for any damage to the facilities and/or its furnishings, other than normal wear and tear. MHTH shall be the sole judge of restitution and repair. If there is damage to the building and/or grounds, the Renter's deposit will be withheld.

RESERVATION DEPOSIT:

A deposit of \$100 is required to guarantee event date and time. The deposit cannot be used toward the rental fee. Deposits will be refunded within fourteen (14) days of the event. Exceptions include if the event is cancelled (see CANCELTION POLICY), if MHTH incurred property damage or loss to the building. MHTH will also withhold any fees presented to the Renter as stated above.

PAYMENT:

- All payments (deposit and rent) must be made by check, credit or debit card, or money order payable to Mt Hood Town Hall.
- NO CASH WILL BE ACCEPTED.
- Full payment must be made prior to the event/use of the building.
- If deposit is not paid, the date will not be reserved. MHTH has the right to give a particular date to any other Renter(s) with deposit paid in full.

CANCELTION POLICY:

- Cancel thirty (30) days or more prior to event date: Renter will receive a full refund of their Reservation Deposit.
- Cancel twenty-nine (29) days or less prior to the event: MHTH will retain Reservation Deposit. If other payments were made, they will be refunded.

CONTACT:

If you run into any issues during your rental time, someone will be able to assist you. **Call or text 541-402-4448**. If you have questions regarding these Terms or the Rental Agreement, please contact Kristin Reese, MHTH Manager at 541-402-4448 * mhoodtownhall@gmail.com