CONFERENCE & COMMUNITY HALL

***RENTAL APPLICATION***

This policy allowing for the content of this form

can be found in resolution 2007-19. A resolution establishing rates, discounts and policies for the rental of the community hall. Adopted 20 august 2007.

Applicant Name: Group: ID# Mailing Address: Email: Phone: Emergency Phone: # of Attendees: Tables & Chairs: Y / N Date Needed: Start Time: : am/pm End Time: : am/pm Event Type:

# PLEASE READ AND INITIAL THE FOLLOWING STATEMENTS:

1. A separate refundable cleaning deposit check for $150 is required, in addition to the Hall Rental fee. The original deposit check will be returned after the event or shredded.
2. The person signing this agreement is responsible for the cost of any cleanup or damage to the meeting space, equipment or surrounding grounds.
3. I will provide insurance or add City of Garibaldi to my homeowner’s policy for the event. Initial

# PLEASE AGREE TO THE FOLLOWING RULES AND INITIAL:

1. The meeting room is to be used only for the activities and time approved on this form.
2. No smoking in the building or within 10 feet of a door.
3. Loud noises, which might disturb nearby residences, is an ordinance violation.
4. No tape or push pins can be used on walls
5. No open flames (candles, gas lanterns, etc.) Initial

# PLEASE AGREE TO THE FOLLOWING CLEANING RULES AND INITIAL

1. Turn off lights and heaters. Do not switch off any circuit breakers.
2. Stack tables, top to top, bottom to bottom
3. DO NOT USE WATER ON THE WOOD FLOOR. A pretreated dry mop is provided.
4. Close and lock all doors and windows upon leaving the meeting space.
5. After cleanup return keys to the drop box in front of City Hall (to the left of the door).
6. ALL GARBAGE is to be put in dumpster located in the Fire Department parking lot. Initial

I have read, understand and agree to comply with the room rules set forth by the City of Garibaldi. I further agree that I am personally responsible for the repair of damage to equipment and facilities and for the replacement of stolen equipment or furnishings that may occur during my groups’ occupation of the room. I agree that the City of Garibaldi will not be held liable for injuries to a person or property that results from the activities described above.

**HALL RENTAL FEE BASE RATE:** $100 $ in Discounts = $ Rental Rate

Discounts ($10 each): Non-profit / Free Event / From Garibaldi / Open to Public / Half Day

Applicant Signature: Date: Printed Name:

**SUBMIT APPLICATION TO:** City of Garibaldi, PO Box 708, Garibaldi, OR 97118

**For City Staff:**

Was the Community Hall clean after the event? If it was not cleaned list the reasons below and indicate if deposit will be returned:

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Key Returned \_\_\_\_\_\_

Deposit Returned: mailed back, picked up, or Shredded \_\_\_\_\_\_\_\_\_\_\_