



Columbia Grange 267 Event Policies

- This is a non-smoking venue. *No* smoking or vaping within 20 feet of the building.
- The refrigerator, microwave, and coffeemaker are included in the rental fee.
- Use of the downstairs kitchen requires a separate agreement, as well as additional costs. It is not available at this time.
- Special care must be taken not to scratch or damage the Grange's hardwood floor. The floor must be swept after the event. Grange dust mop provided. If there is a spill on the Grange floor or kitchen floor, please wipe up immediately. A small bucket and clean rags are under the sink. Do NOT use kitchen towels. Put used rags in the bucket. A damp mop is available in the kitchen if needed.
- All Grange property will be returned to its original location in the hall.
- Use of Grange equipment (tables, chairs, etc.) needs to be pre-arranged. The renter is responsible for set up and take down.
- **DO NOT nail, staple or tack into ANY surface! NO NAIL GUNS, STAPLE GUNS, OR OPEN FLAMES.** If balloons are used, they must be secured and kept clear of ceiling fans and ceiling lights.
- All garbage and recyclables must be removed by renter at the end of the rental period.
- The small kitchen floor must be swept, counters cleaned, and refrigerator emptied after the event. Broom and counter towels provided.
- Forfeit of \$100 deposit will occur if the renter fails to comply with the conditions listed above, or if renter **fails to cancel 4 weeks before the date of the event.**

Alcohol Policy

Columbia Grange retains the right to refuse alcohol service at rental events. If agreed upon, the renter is required to comply with the following:

- Pay Alcohol Fee as described above.
- Limit alcohol service to wine, hard cider, beer or champagne only. No "hard liquor" is allowed.
- Provide your own Oregon Liquor Control Commission (OLCC) licensed alcohol server who must be on the premises during the entire event to serve the alcohol and monitor its use. **Provide proof of OLCC Server License prior to the day of the event.**
- Event Insurance (see below) must include **Host Liquor Liability Insurance.**
- No selling of alcohol is allowed, but a donation/tip jar is allowed to help cover your expenses.

Event Insurance

- Columbia Grange Insurance does not provide insurance for private rentals, so it is the responsibility of the renter to provide this additional insurance. If you are a homeowner, this additional insurance certificate is usually provided at no additional cost by your insurance company. **Renter must provide proof of event insurance prior to the day of the event.**
- User Agrees to provide Event Insurance to cover their event, naming Columbia Grange #267 as "An Additional Insured."
- General liability insurance policy covering bodily injury and property damage in an amount no less than One Million Dollars (\$1,000,000) with a general aggregate limit of at least Two Million Dollars (\$2,000,000). The User, and not the Columbia Grange, shall be responsible for insuring any of User's personal property that may be brought onto the Premises and releases the Columbia Grange from any damages to such property arising on or about the Grange Hall premises from any cause.
- Include Host Liquor Liability Insurance if serving alcohol.

By signing below, you are attesting to having read the entire contract thoroughly and you agree to abide by the stated rules and to accept all liability for any damages to Grange property while you are in possession and to return the Grange and property to the state it was in prior to your event.

Renter signature: _____ Date: _____