

THE BAYSIDE GRANGE HALL # 500

2297 Jacoby Creek Rd, Bayside Mailing Address: P.O. Box 31, Bayside, CA 95524

Phone/Fax (707) 822-9998

hallmanager@baysidegrange.org

www.baysidegrange.org

RENTAL APPLICATION

Directions: A completed rental agreement and security deposit received by the Grange will confirm your reservation. If the Grange has not received your rental agreement and security deposit by 30 days prior to your event, you may lose your reserved date and fees paid and it may become available & scheduled with another renter. A Certificate of Insurance is required 30 days prior to your event.

TODAY'S DATE: _____ DATE OF EVENT: _____

RENTER _____ Home Phone: _____
(Individual / Organization / Business) Work Phone: _____

CONTACT PERSON: _____ Cell Phone: _____
Fax: _____

ADDRESS: _____ City _____ State _____ Zip _____

EMAIL: _____

ALTERNATE CONTACT: _____ Home Phone: _____
(Individual) Work Phone: _____
Cell Phone: _____

SIGNATURE OF RESPONSIBLE PERSON, IF NOT SAME AS ABOVE: _____

TYPE OF EVENT: (please circle all that apply) Meeting / Fundraising Benefit / Play / Class / Workshop / Dance / Wedding / Reception / Reunion / Breakfast / Luncheon / Dinner / Graduation / Memorial / Exercise / Festival / Garage Sale / Commercial Sale / Crafts Fair / Plant Sale / Youth Activity / School / Organization Function / Other _____ (private) (public)

ESTIMATED TOTAL ATTENDANCE: _____ HOURS REQUESTED: _____
AGE RANGE OF THOSE ATTENDING: _____ TO _____ In Out
FOOD SERVED: yes / no Type _____ Set up time: _____
FOOD SOLD: yes / no Type _____ Event time: _____
ALCOHOL SERVED: yes / no Clean up time: _____
ALCOHOL FOR DONATION: yes / no
ADMISSION CHARGED: yes / no TOTAL _____ hours

RENTAL EQUIPMENT & SERVICES (at additional cost) (please circle those that apply)
AUDIO / VIDEO, CATERING EQUIPMENT, FURNITURE, DECORATIONS, CUSTODIAL ARRANGEMENTS, OR OTHER SERVICES (see attached)

I acknowledge that, acting as the Renter or Agent of the Renter, I have read, understand and agree to adhere to the terms of this Rental Agreement.

Signature _____
Contracting Individual / Organization Representative Date _____

Security Deposit (Refundable) Name _____ Check No. _____ \$ _____

Hall Rental Fee Name _____ Check No. _____ \$ _____

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RENTAL AGREEMENT

Welcome to the Bayside Grange Hall #500. The Bayside Grange Hall is a historic building constructed by a non-profit association for Grange members and serves as a facility for the community activities and events. We recognize that an active community center located in the middle of a residential neighborhood may have certain associated impacts such as additional traffic, litter, noise and parking. Your cooperation is required for us to continue to maintain a good relationship with our neighbors, and to help you to have a successful event.

Renter: _____
Contracting Individual / Organization Representative

Date: _____

RENTAL TERMS:

- 1) Renter and /or Contracting Individual, whose signature below verifies receipt and understands and agrees to comply with all the terms and conditions of the rental package, which consists of all rental agreements, fee schedule and post event cleanup check list.
- 2) **Fees and Security Deposit:** See attached Fee Schedule for rental rates. A security deposit of \$300.00 is required to rent the Bayside Grange. The date for an event will be confirmed and reserved **ONLY** when the rental agreement and security deposit in its entirety has been received by the Grange no less than 30 days prior to the event. This Fee will be deposited in the bank upon receipt.
- 3) **Canceling an event:** If you need to cancel your event, it is your responsibility to contact the Hall Manager immediately. The full security deposit will be refunded **only** if cancellation is received 30 days prior to your scheduled event. Cancelled must be received in writing and postmarked by U. S. mail.
- 4) **General Use Policies:** This is a Historic Building requiring care and consideration:
 - i) Main Hall Floor: This is a Douglas Fir softwood floor necessitating that furniture or items not be dragged or dropped.
 - ii) Furniture: Many tables and chairs are old and require care. Do not force, roll or drag.
 - iii) Decorations and Clean-up: Follow the guidelines attached.
 - iv) Food Preparation: Humboldt County Environmental Health requires that all clean-up of dishes and cooking utensils to be done using a three step system: Wash, Rinse and Sterilize (using bleach provided) as per post event cleanup check list.
 - v) **NO SMOKING IN THE BUILDING.**
 - vi) **NO ANIMALS IN THE BUILDING WITHOUT PRIOR PERMISSION.**
- b) **Litter:** The Renter will insure that all litter (paper, glass, cigarette butts, etc.) is removed from around the Grange building and parking areas. The Renter will insure that all litter is removed from the Mistwood School grounds after the event.
- c) **Parking:**
 - i) Park in the Grange parking lot so that a drive through corridor remains. For Safety, do not block the front entrance or park in the Handicap parking space unless you have the required signage.
 - ii) Jacoby Creek Road: The California Highway Patrol enforces parking within the white line. Do not block driveways or entrances to other properties.
 - iii) Mistwood School Parking: (at the corner of Jacoby Creek and Old Arcata Road) Parking on this property is only allowed when school is not in session. No Parking in the school parking area during school hours Monday through Friday 9:00 A.M. – 5:00 PM.
 - iv) No Parking in the Post Office parking lot.
- d) **Mistwood School:** No adult or children Renters, Guests or Visitors may enter the Mistwood School grounds. This is private property and not a part of the Grange.
- e) **Noise and Amplified Music:** All amplified music must end at 12:00 midnight. If the volume of your event is such that it impacts the neighbors, it is too loud and they may call the Humboldt County Sheriff.
- f) **Litter and Damages Impacting Neighboring Properties:** The Renter is responsible for all impacts to the neighbors resulting from the carelessness of attendees of your event. Any additional costs for litter clean-up or property damage to the neighbors, will be taken out of the Renter's security deposit and may be used to compensate impacted neighbors. A claim may be filed with your insurance carrier to cover their loss. Substantial property damage to private property as a result of your event will be brought to the attention of the Renter first for compensation and a claim will be filed with the insurance company if appropriate.
- 5) **Emergencies:** Call 911 first and then the Hall Manager via cell phone or other Grange representatives on the Emergency Phone list posted on the wall.
- 6) **Smoking & Drugs:** Please be considerate of the health of our renters who need a Tobacco Free and Smoke-Free environment.
 - a) **NO SMOKING** or burning of any substances (smudging, herbs, etc.) is allowed anywhere inside the Grange Hall, or within 10 feet of any of the Grange entrance doors as well as the front or back of the Mistwood School.
 - b) No smoking of Marijuana or use of any illegal drug anywhere within 300 feet of the Grange.
 - c) The use of any prohibited substance on Grange property will forfeit your security deposit.
- 7) **Alcoholic Beverages:**
 - a) Alcoholic beverages cannot be sold at the Grange. Alcohol may be served as part of a meal or event, for a donation. No alcohol may be consumed outside the building or on the grounds of the Grange or adjacent private property. No alcohol can be served to or consumed by minors. Ask the Hall Manager for more information if this situation applies to your event.

- b) YOU ARE RESPONSIBLE FOR ANY ALCOHOL SERVED OR CONSUMED AND TO OVERSEE THAT ATTENDEES ACT RESPONSIBLY.
 - c) Insurance coverage for the consumption of alcoholic beverages for public events, must be listed on the Certificate of Insurance.
 - d) Alcoholic Beverage Control (ABC): A permit is required when alcoholic beverages are sold. It is issued by this state office and a confirmation letter from the Grange to ABC will be issued.
- 8) **Other Prohibited Activities include:**
- a) Illegal activities as defined by City, County ordinance, State or Federal law.
 - b) Indoor or outdoor fires, candles, barbecues without the expressed written permission of the Grange.
 - c) Alteration of Grange furniture, bulletin boards, office furnishings, or landscaping without the expressed permission of the Grange.
 - d) Outdoor signage, without prior arrangement of the Bayside Grange #500.
- 9) **Insurance:**
- a) User will procure and maintain in force a policy of comprehensive public liability insurance, including other property damage and person injury, with a combined single limit of no less than \$500,000. The Bayside Grange #500 will be named as additionally insured with respect to such coverage, and shall be provided with a Certificate of Insurance. The Certificate of Insurance must be received by the Grange no less than 30 days prior to the event. The renter's name must be on the Certificate of Insurance
 - b) Each of the provisions and terms of this agreement shall bind and insure to the benefit of the heirs, successors, representative and assigns of each of the parties. If legal action be brought to enforce any term of this agreement, or because of any breach of any term of this agreement by any party hereto, the party that prevails in such action or litigation shall be entitles to recover a reasonable attorney's fee in addition to all other damages and costs.
 - c) If alcohol is to be served at a public event, it must be specifically covered on the Certificate.
- 10) The Bayside Grange reserves the right to rent its facility to anyone. It further reserves the right to close down or cancel any event with just cause that it judges to be contrary to the general interests of the community or the Grange.
- 11) **Responsibilities:**
- a) Hold Harmless Agreement: The undersigned contracting individual and or organization agrees to hold the Owner, its agents, servants, employees and members, free and harmless from any and all claims, demands, damages, costs, expenses, loss of services, action and causes of action and or liabilities for damages to property, or for injuries to any person in any way arising out of, related to, or connected with the users rental of the and or equipment.
 - b) The renter is held responsible for the negative impacts or illegal activities during the use of the Grange upon the neighborhood.
 - c) Violation of any of the Grange policies may be cause to forfeit part or all of the security deposit. The Grange will deduct from the security deposit such amount as the Owner deems reasonably necessary a) to clean and return the premises and or equipment to a neat, clean and orderly condition, b) repair or replace property that is broken, defaced or stolen.
 - d) The undersigned, acting as representative of the organization or individual entering into this agreement; certifies that the above information is correct, agrees to pay the required fees in full 30 days prior to the event, and assumes full personal and financial responsibility for any damages sustained to the building, grounds, furniture or equipment not covered by the Security Deposit due to misuse, vandalism and conduct of all persons on the premises at the time of the event.
- 12) ACTING AS REPRESENTATIVE, I HAVE READ THIS AGREEMENT AND ALL OTHER COMPONENTS OF COMPLETE RENTAL PACKAGE, UNDERSTAND AND AGREE TO THE USE POLICIES AND AM RESPONSIBLE FOR THE

RENTAL OF THE BAYSIDE GRANGE HALL.

Individual / Organization

Signature _____
Contracting Individual / Organization Representative

_____ Date

_____ Grange Representative

_____ Date

The Bayside Grange Hall # 500 POST EVENT CLEAN UP CHECK LIST

Grange policy is "Leave it like you found it or pay us to do it for you." When planning your event, save time & money by utilizing Grange Staff to assist with set-up or custodial support. Generally, when the Renter follows the use, cleaning and decorating policies, the full security deposit is returned. **Grange Staff will check the building after each rental. If after your event, Grange Staff needs to move furniture, repair damages, remove additional garbage, or provide additional custodial services for the next renter – these charges will be deducted from your security deposit.**

DIRECTIONS: GO THROUGH THIS CHECKLIST AT THE END OF YOUR EVENT. CHECK OFF EACH CATEGORY AS COMPLETED. SIGN, DATE AND LEAVE THIS FORM WITH YOUR KEYS. LEAVE IT LIKE YOU FOUND IT OR PAY US MOVE IT OR CLEAN IT.



1. **BUILDING**

- Restricted Activities:** No Dogs, Smoking, Fires, Candles, Drugs, Alcohol w/o Insurance and ABC license (if applicable) w/o permission.

2. **MAIN HALL**

- Furniture:** Put fixed theater seats up and return grange stanchions to back wall. Return tables & chairs to original storage spaces.
- Cleaning:** Dust / sweep & wet mop using provided cleaning solution on all floors, under seats, counters, entrance & stage.
- Personal items:** Check under counters, seats and on stage! Remove anything that was not there when you rented the hall. Check coat racks for left items.
- Lights & Heater:** Return heater thermostats to 60 degrees. Turn Hall light switches on stage to on, turn off at entrance. Please report burnt out bulbs including Christmas strands.
- Decorations:** Remove all decorations and signs, inside and outside the building.
- DANCING DUST IS NOT ALLOWED.**

3. **BATHROOMS**

- Pick up paper and flush toilets.
- Empty garbage bags and put with rest of garbage.

4. **KITCHEN**

- Tables:** Return tables to kitchen in original storage spaces. Leave with aisles between. Do not stack. These are historic. Move only by carrying or using wheels on each of the legs. Round Tables: Avoid rolling metal edge on floor. Fold first legs first. Stack on rack in the same direction.
- Chairs:** Put back on chair rack. Remaining chairs are to be stored on chair rack under stage.
- Stove and Oven:** Check that ovens and stove are turned off. **LEAVE PILOT LIGHTS ON.**
- Cabinets:** Wash, rinse and sterilize all Grange plates, silverware, pots, coffee pots, cooking and eating utensils. Dry and return to designated drawers and cabinets. Relock unless directed to leave open.
- Counter tops and sinks:** Clean using water and remove personal items. Empty dish drainer. Ice OK.
- Ovens:** Clean, removing spills and crumbs including grease traps if using grills. Grease: Place grease in grease bucket under kitchen counter. **DO NOT** pour grease down the sink.
- Refrigerator & Freezer:** Remove all items from refrigerator and freezer (including ice), wipe clean. Unplug freezer but not refrigerator.
- Garbage:** Consolidate garbage and recyclables. Leave in the cans – **INSIDE BUILDING.** Each rental is allowed one container of garbage and one container of recyclables. **Any additional containers are assessed \$10 each.**
- Towels & Linens:** Inspect for stains, spray stains with provided solution. Put in designated hampers under sink.
- Floors:** Sweep and wet mop if food consumed.
- Sinks:** Clean and turn off faucet completely, no drips.

5. **CUSTODIAL CLOSET (Next to men's restroom)**

- Wash out all mops. Store in mop sink in laundry room.

Hang dust mops and brooms on wall hooks in custodial closet (next to men's restroom).

6. EXTERIOR PORCHES, GROUNDS & PARKING LOT

- Pick up litter and cigarette butts and broken glass from event from around grounds and neighboring properties.
- Bring in safety cones

7. WHEN LEAVING:

- Turn off all lights and fans. The light over kitchen sink will remain on.
- Turn heat down to 60 degrees on both thermostats.
- Lock all doors. Check the door by the piano.
- Leave key and this form on little shelf at front entrance. EXIT KITCHEN DOOR.
- Additional comments or findings: _____

I have checked all of the above:

Signature _____ Date _____

The Bayside Grange Hall # 500
Fee Schedule & Rental Rates
Revised: 2/1/06 (Subject to Change)

Reserving a Date: Call the Grange Hall at (707) 822-9998 or email the Hall Manager at hallmanager@baysidegrange.org . **If a date is available, it can be held for 10 days.** After this application period, the date can **only be secured with the security deposit and rental agreement. Rental fees are due no later than 30 days prior to the event.**

	Per Hour (Up to 5 hours) Hall & Kitchen	Hall & Kitchen	Kitchen Only	See Additional Rental Equipment & Services
Individual	\$50.00/hr	\$300.00 per day	\$200.00	
Commercial	\$50.00/hr	\$300.00 per day	\$200.00	
Non Profit	\$35.00/hr	\$200.00 per day	\$150.00 per day	
Youth Programs (18 younger)	\$30.00/hr	\$175.00 per day	\$100.00 per day	

Security Deposit: \$300.00. The date for an event will be confirmed and reserved ONLY when the rental application and security deposit in its entirety has been received and deposited by the Grange no less than 30 days prior to the event. This Fee will be deposited in the bank upon receipt.

Insurance: A Certificate of Liability Insurance is **required**, listing the Bayside Grange Hall # 500 as “additionally insured” for the date of your event at \$500,000. This may be obtained from a homeowners, business or special event policy. Alcohol coverage required if money involved in transaction.

Canceling an event: Contact the Hall Manager immediately. If event is canceled prior to 30 days the full deposit will be refunded. Cancellations must be received in writing postmarked by U.S. mail.

CONTACT US:

The Bayside Grange Hall Manager Phone / Fax (707) 822-9998
Address: 2297 Jacoby Creek Road, Bayside Mailing Address: P.O. Box 31, Bayside, CA 95524
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**Rent the Hall and Kitchen for a Class, Meeting, Event,
Fundraiser, Reception, Youth Activity, Workshop**

**Historic Building, Large Hall and Kitchen, Convenient Location,
Disabled Access, Stage, Outdoor Grounds, Rental Equipment**

“Breakfast in Bayside”

**The largest, most organic, nutritional Grange breakfast around. The third
Sunday of the Month. 8:00 AM till 12 Noon**

January, April, July, October