



# Jessie Mays Community Hall

## Rental Application & Agreement

Location: 30975 NW Hillcrest Street

Date of Rental: \_\_\_\_\_ Hours of rental: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Rental Purpose: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Resident:  Yes  No

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if Different): \_\_\_\_\_

Phone Day of Event: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact (day of event): \_\_\_\_\_ Cell phone: \_\_\_\_\_

Government  Non-profit Organization: \_\_\_\_\_

I am requesting discounted rates for my non-profit/community group. **501c3 number:** \_\_\_\_\_ Will

you be using the kitchen?  Yes  No

Will food be served/sold?  Yes  No Will beverages be served/sold?  Yes  No

Will there be amplified sound?  Voice  Music/Voice  Live Music

Minors be in attendance?  Yes  No

-For renters using kitchen or AV equipment, one complimentary walk-through must be scheduled a minimum of five (5) business days prior to the event.

Alcohol will be served  Yes  No Will alcohol be sold?  Yes  No

Alcoholic beverages may be served inside the Community Hall so long as all service and consumption meet Oregon Liquor Control Commission (OLCC) rules and regulations. Some situations may require a Special Event License from the Oregon Liquor Control Commission (OLCC). Inquire with OLCC at 503-872-5070 to determine if you need an OLCC Special Event License. The service and consumption of alcoholic beverages is restricted to only the inside of the community hall and may not be consumed or sold outside of the community hall building.

I am requesting a custom table/chair set-up for my event at an additional fee  No custom set-up

Will tables be used?  Yes  No # of Table: \_\_\_\_\_

Will chairs be used?  Yes  No # of Chairs: \_\_\_\_\_

\*\*Please include a detailed floor plan for approval by our Events Team with your rental application if you are requesting a custom table/chair set-up.

## General Rules for Rental of Jessie Mays Community Hall

**\*\*Please initial to acknowledge all general rules for rental\*\***

The rental is for the building only. It does not provide exclusive use rights for playground, field, or parking. Rental includes the use of chairs and tables in Jessie Mays.

The maximum occupancy of the hall is 183 people seated and 362 people as standing room only.

Rentals may only occur between 8:00 a.m. and 10:00 p.m. Requested rental hours should include time for both set up and clean-up.

The rental deposit is due within 72 hours of application approval. The rental fees and proof of insurance are due one week prior to the scheduled rental date.

The applicant and/or secondary contact must be present at the Community Hall for the entire duration of the rental.

All minors must be supervised by an adult and never left unattended.

No smoking is allowed inside the hall, or within 10 feet of windows and entrances.

Noise may not exceed 60 decibels between 8 a.m. and 10:00 p.m. Excessive noise can result in immediate termination of the rental.

The applicant shall clean up and return the premises to the same or similar condition as existing at the time of taking possession of the Hall. The renter must also remove all trash from the Jessie Mays Park/Community Hall premises prior to returning the key. Failure to restore the Hall to regular rentable condition may result in forfeiture of all or a portion of the deposit. The applicant is responsible for the use and safekeeping of the Hall and its contents and accepts responsibility for any theft or damage.

Upon City determination that the building has been cleaned satisfactorily, the security deposit will be returned to applicant within 30 days. If the deposit is insufficient to pay for damages or repairs, the City will demand additional compensation. The City assumes no responsibility for personal belongings or equipment left behind or stored on the premises after the rental.

Decorations may only be attached with removable tape. (No thumbtacks or nails.) The use of confetti and glitter is prohibited.

The applicant will be charged for additional rental time, if the Hall is not vacated at the time stated on the application.

Cancellation must be submitted in writing. Cancellations made more than 72 hours in advance will be refunded 90% of the fee and the full deposit amount.

Cancellations made less than 72 hours prior to the scheduled use will forfeit the full rental fee and the complete deposit will be refunded.

\_\_\_\_\_ initial – **Key** - To receive the key to the building, the applicant must sign it out during normal business hours (8:30 a.m.- 4:00 p.m.) from City Hall 31360 NW Commercial Street, North Plains, Oregon 97133, (503) 647-5555. Failure to do so will result in a \$99 after-hours access fee.

\_\_\_\_\_ initial – **Insurance** - Applicant is required to maintain General Liability Insurance Coverage in the amount of \$1,000,000 per occurrence and provide the City with a certificate of insurance naming the City of North Plains, its officers, employees, volunteers and agents as additional insured with respect to property damage, bodily injury or claims arising out of the activities of the organization. Any deductible which is a part of any insurance policy shall be paid for and assumed by and at the sole risk of the applicant. The City of North Plains shall not be responsible for the payment of any such deductibles.

\_\_\_\_\_ initial – **Alcohol** – The City must approve alcohol use for alcohol to be consumed. Unless expressly approved by the City, alcohol is not permitted in the Hall or on the grounds of Jessie Mays Park. The City may terminate a rental at anytime if alcohol is present. The full amount of security deposit will be forfeited.

\_\_\_\_\_ initial – **Police** - Law enforcement officers may enter the Community Hall at any time, and can terminate the rental on behalf of the City without warning.

\_\_\_\_\_ initial – City events shall have priority over other events or classes, and any rental can be cancelled by the City with two weeks advanced notice. A full refund shall be granted if the City requires use of the building.

***The City reserves the right to set additional conditions on any rental.***

## Terms and Conditions

The Applicant shall agree to indemnify, save and hold harmless the City of North Plains, its councilors, officers, agents, insurers, and employees from and against any and all actual or potential liability claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and causes of action which may be imposed upon or incurred by the City due to the acts or omissions of any person or entity which: 1) arise from or are in any way connected with the use of or activities pursuant to this agreement whether or not due to Applicant's act or omission and whether or not occurring at or on the Jessie Mays Community Park property; or 2) result from any breach, violation or nonperformance by any person of any of the obligations under this rental Agreement. I affirm that I have read and understood the general rules for the rental of Jessie Mays Community Hall and that I or the Secondary Contact will be in attendance at the event.

**Before leaving, renters are responsible for removing their own décor and garbage from the premises, putting away tables and chairs, and sweeping and mopping the floor if food was consumed. Please also make sure to turn off all lights and lock the door behind you when you leave.**

Renters Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Submit to: 31360 NW Commercial Street, North Plains, Oregon 97133, (503) 647-5555 info@northplains.org*

### For City Use Only

Application Date Received: \_\_\_\_\_

City Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Waiver of fees:  Yes  No

Public Works Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Refundable Security Deposit: \$ \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_

Custom Set-up Fee: \$ \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_

Total Rental Fees Due: \$ \_\_\_\_\_

Deposit Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Rental Fee Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Public Works sign off: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Refund Amount: \$ \_\_\_\_\_