



Manchester Grange #676
PO Box 164
Manchester, CA 95459

Hall Rental Fee 2024

\$350.00 per day (or per event)

Rental Agreement for Manchester Grange

Renter's Full Name (*Responsible Party must sign this form*) _____
Renter's Mailing Address: _____, _____ Zip _____
Renter's Email Address: _____ Renter's best phone number (____) _____ - _____

Name of Event Insurance Company: _____ Insurance
Name of Person(s) on Event Insurance Policy: _____
Policy Number: _____

Date of Event: _____ Type of Event: _____
Approximate number of people _____

Date of Event Set-up _____ Start Time/Key pick-up _____ End Time of Event _____
Date of Key Return _____ Time of Key Return _____

Is Alcohol being served at your event? Y or N
Is alcohol being sold at your event? Y or N If yes, ABC Liquor License # _____

Grill or Fire being used outside? Y or N Music? Y or N

ESTIMATED Security Guard Charge (based on the planned hours of your event) \$25.00 X _____ hrs = \$ _____

Hall appointed Security Guard at \$25.00 per hour is required for all events that are serving alcohol and is to be paid as an estimated cost prior to the event. If the event goes longer than is provided in the estimate, your credit card will be charged for the balance. Your beginning time of your event and ending time is used to calculate this but would be adjusted afterward if it is different. All refundable deposits and estimates are adjusted after the event and are returned to your credit card within 48 hours.

Please Circle one of the options below:

- Refundable Cleaning Deposit, NO Alcohol Event \$ 300.00 (*Due Before Event*)
- Refundable Cleaning/Damage Deposit for *Events serving Alcohol* is \$500.00 (*Due Before Event*)

Total Rental Amount including estimate of Security and Deposit and Hall Rental Fee (due 5 days prior to event): \$ _____

(Refundable cleaning/damage deposit is refunded within 48 hours of event, after the hall inspection)

Signature Page

I, _____ (full name), have read, initialed and signed the attached checklists.

I will notify the Contact person given to me by Grange Officials upon submission of this form of any changes or cancellation of a weekend event at least three (3) weeks prior to the scheduled event. Weekday events require seven (7) days notice in advance of the event. **I understand that if I cancel or change my event after these specified ranges of dates, my deposit will be forfeited.**

I certify that all of the information given on this form is true and accurate to the best of my knowledge.

Signature of Responsible Party (Renter) _____ Date _____
Printed Name: _____

Signature of Hall Rental Manager for this event: _____ Date: _____

This section below for use by Grange Hall Rental Manager

Report to Treasurer

Event Number: _____ (Event number format is Year-sequential number, IE: 2024-001) This may be filled in by Treasurer if not known by Hall Rental Manager

Event Date _____

Security Hours

Actual Security hours are from arrival of volunteer to the event-

Check in time of Security _____ am/pm Check out time _____ am/pm
Total Hours Worked (round up or round down in 15-minute increments) _____ hrs X 25.00 per hour = \$ _____

Amount of Security Deposit **refunded** to Renter (Estimated Security Costs - Actual Security Costs)

OR

Amount of Security Costs exceeding estimated security deposit \$ _____ Charge to Credit Card? YES or NO

Cleaning occurring by Grange Hall Volunteers is calculated so that we may be able to understand our real custodial requirements over time.

Custodial Hours worked by Volunteers after event _____ Total Hours

Custodial Hours calculated at \$25.00 per hour—Total Custodial Costs: \$ _____

Submitted to Treasurer by (initials) _____ Date of Submission _____

Any other damage, charges or notes and any other calculations affecting this transaction, please explain below:

