

Manor Grange Hall Rental Agreement (Rev May 2026)

Our building/property is a non-profit and all maintenance/repairs/rental transactions are done by volunteers.

17901 NE 72nd Ave Battle Ground WA 98604

Name of Responsible Person/s: _____

Address: _____

Phone: _____ **Email:** _____

Date(s) Requested: _____ **Hours Needed:** _____ (i.e. 4pm-11pm)

Is this a one-time request or ongoing? _____

If ongoing, rental agreement will be renegotiated on _____ not to exceed 365 days from signed date below.

Purpose of rental: _____

Rental Fees: (due 14 calendar days prior to event date)

Upper OR Lower Floor (hourly rates are only M-Th)

Monday through Thursday rental ----- \$60/hour or \$200/day _____

Friday through Sunday rental ----- \$300/day _____

Both Floors (hourly rates are only M-Th)

Monday through Thursday rental ----- \$120/hour \$400/day _____

Friday through Sunday rental ----- \$600/day _____

Parking Lot only rental ----- \$150/day _____

NOTE: If you need time to set up the day before, you can choose to rent another day to secure that spot or if available, can pay a \$30/hour rental fee 4pm-11pm if the Grange is not already rented during that time or after the renter is finished.

Deposits: (due at time of reservation)

\$50 non-refundable booking fee paid to the Rental Chair _____

\$300.00 refundable damage/security deposit is required for all regular rentals _____

\$500.00 refundable damage/security deposit is required for rentals with food and drink upstairs _____

(Ongoing rental deposits will be held for the entirety of the rental agreement)

Payments accepted: Cash, Check or Electronic via Square or Venmo with a 4% fee added to total

The Renter agrees to the following: (please read and initial each item)

- Return building and grounds in the same condition as received, including returning chairs and tables to original locations at the completion of the event _____
- No alcohol or intoxicating substances will be served or consumed anywhere on the property _____
- No smoking of any kind within 25 ft of entrance. Cigarette butts left behind will result in a \$50 cleanup fee assessed to the renter and come out of the deposit _____
- Cameras record video and audio for safety purposes and are not to be tampered with _____
- You must use caution & promptly attend to any spills, especially on the wooden floor upstairs _____
- Any key(s) issued/used must be returned at the end of the rental period _____
- The conduct of your guests is your responsibility both inside and outside of the property _____
- All minors will be supervised at all times by an adult representative of the Renter _____
- All trash must be removed or renter will be charged an additional \$50 fee out of their deposit _____
- The Renter agrees to hold Manor Grange and its officers and members harmless in respect to any and all incidents that may arise out of the renter and their guests use of the property. The renter accepts all liability and responsibility for injuries, fines and/or judgments incurred as a result of their rental and use of the hall/grounds. _____

Any violation of this agreement including misrepresentation of rental purpose will result in the automatic forfeiture of the damage/security deposit plus the cost of any repairs and all janitorial services required. This includes the use of alcohol on the premises. _____

Payment in full and proof of event insurance is required **14 calendar days** prior to event/use.

This contract may be canceled **no later than 14 calendar days** prior to event/use and deposit returned.

Any cancellation **after** this timeframe will forfeit the deposit in full.

Contact the Rental Chair for payment details or further questions/issues at 360-573-1456.

I have read the above Grange Hall Rental Rules, Regulations and Restrictions and agree to comply with the terms set forth and pay the agreed upon amount for fees and deposits or risk the return of my deposit.

Renter Signature _____ **Date** _____

Booking Fee/Deposit Amount _____ **Paid on** _____ **Method** _____

Rental Fee Amount _____ **Paid on** _____ **Method** _____

Proof of Insurance Provided on _____

Damage/Cleaning or forfeiture charge if applicable & why _____

Amount of deposit returned to renter _____ **Paid on** _____

Renter Signature _____ **Date** _____