



## FACILITY RENTAL TERMS

### Events

This document pertains to the rental of Mt Hood Town Hall (MHTH), its building spaces and rental inventory for all events such as but not limited to parties, receptions, wedding ceremonies and conferences. Violation of any policy herein may result in forfeiture of all deposit funds (reservation and alcohol, if applicable.)

#### FEES:

	Half Day (up to 5 hours*)	Full Day (up to 12 hours*)
<b>Gym / Grounds / Kitchen</b>	\$400	\$800
<b>Gym / Grounds</b>	\$300	\$600
<b>Grounds ONLY</b>	\$150	\$300
<b>Kitchen / Dining Room</b>	\$200	\$400
<b>Bald Butte / Mt. Hood Room</b>	\$100	\$200
<b>Wedding Rate</b>	-----	\$1,750
<b>Wedding Rate with Kitchen</b>	-----	\$2,100

Rental times include set-up and cleanup time.

#### FACILITIES INCLUDED:

Event rentals include rental of the gym, stage, kitchen, dining room, bathrooms, and grounds. Only facilities chosen and paid for by Renter will be used. (Two additional classrooms are available upon request.)

#### INVENTORY/EQUIPMENT INCLUDED:

- 20 five-foot (diameter) round tables (seating 6 to 8 guests each)
- Six (6) six-foot, two (2) five-foot, and one (1) eight-foot rectangular tables
- 120 white stacking chairs
- 40 metal folding chairs
- Kitchen inventory (with kitchen rental only)

#### HOURS:

All spaces are available between 8AM and 9PM weekdays, and 8AM to 10PM weekends with one additional hour allowed for cleanup. **In consideration of neighbors and the local noise ordinance all music must be turned off by 9PM weekdays and 10PM weekends, and other noise kept to a minimum while cleaning up.**

The building and the parking lot shall be emptied by 11PM. Renter will be charged \$50/hr. for any activity including take down/cleanup that exceed the specified contract event time. Renter will also be charged for any breach of contract, including noise and improper conduct to be deducted from reservation and/or alcohol deposit. If Law Enforcement is called for any reason, all deposit funds (reservation and alcohol, if applicable) will be forfeited.

## KITCHEN/DINING ROOM Rental:

Includes use of stoves/ovens, microwave, refrigerator, coffee pots, silverware, cooking utensils, and cookware that is located in the kitchen itself. Appliances and cookware in the back room are NOT included as part of the rental agreement.

- Public Event (i.e. fundraiser, art/craft fair) - Renter must file a "Temporary Restaurant License" application with the Hood River County Health Department. Copy of License must be presented at time of rental.
- If event is catered, proof of Oregon Food Service License and Insurance is required per Oregon state statute. Copy of insurance must be presented at time of rental.
- Private Event (i.e. family reunion, birthday party) – Renter is exempt from such licensure.

An orientation to the kitchen area will be provided prior to the event. All kitchen areas and inventory must be thoroughly washed according to the sanitary guidelines as posted by the Health Department. A Cleanup Checklist will be provided during the kitchen orientation to assist you in keeping to these standards. If the kitchen is not cleaned according to the listed specifications you will forfeit all or a portion of your deposit.

## STAFF:

A Mt Hood Town Hall representative may be on site at set-up and cleanup, and may be present for the duration of the event.

## DECORATIONS:

Decorations must not damage the facility or create a lasting mess.

- Gilt, rice, confetti, glitter, silly string, etc. are NOT allowed.
- Candles are permitted in safe and secure holders and common sense safety must be observed.
- No open fires permitted in the building or on the grounds.
- Propane burners permitted outside only.
- No heel clicks may be worn on shoes.

## DANCE FLOOR/TENT:

Renter may set up a dance floor and/or tent upon approval. Location and details must be submitted and approved prior to the event.

## SMOKING, ALCOHOL, & WEAPONS POLICY:

- The Mt Hood Town Hall and its grounds are SMOKE/VAPE FREE. There is no smoking or vaping permitted on the property. Any cigarette burns or litter on the property will result in charges to be deducted from the \$200 alcohol deposit. Mt Hood Town Hall is also a Weapon-free zone. Any report of weapons on site will be reported to local law enforcement.
- If alcohol is served, Renter shall pay an additional deposit of \$200, which is refundable after the event. Renter shall have an OLCC licensed server to serve/monitor alcohol. **We allow wine, champagne, cider and beer ONLY.** We do not allow a full bar. Renter is responsible for upholding all state laws concerning the serving of alcohol.
- If Law Enforcement is called for any reason, all deposit funds (security/damage and alcohol, if applicable) will be forfeited.

## PARKING:

Parking for up to sixty (60) cars is available on courts and around perimeter of the building. Parking must not block fire lane/ fire access along the south entrance road. All loading and unloading shall use the back gym door or east ramp. **Parking or driving on the grass is not allowed.** Overnight parking is **ONLY** permitted with prior approval of management. PLEASE NOTE: December thru April, the back row of parking is reserved for Mt Hood Meadows employees. Please observe the signs.

## CLEANUP:

**Renter is responsible for removing all trash, food, personal property, etc. used by participants.** Renter is also responsible for compliance with current Oregon COVID guidelines for Hood River County including ensuring that participants maintain appropriate social distancing (minimum of six feet) and face mask requirements.

The Renter is expected to leave the premises as found upon arrival, including returning all properly cleaned tables, chairs and kitchen supplies to the proper storage areas (see WEDDINGS ONLY, below). **All garbage and recycling must be removed from the premises by the Renter. (A charge of \$25 per bag will be deducted from your reservation deposit for any garbage left on site.)**

All guests, decorations, food, vehicles, catering materials and all personal supplies and equipment must be completely off premises by expiration of contract time. Chairs, tables, etc. must be returned to their original location/ the building in its previous condition.

The Renter shall pay for any damage to the facilities and/or its furnishings, other than normal wear and tear. MHTH shall be the sole judge of restitution and repair. If there is damage to the building and/or grounds, part or all of the Renter's deposit will be withheld.

WEDDINGS ONLY: Renter is responsible for removing all decorations, rented equipment such as linens, lights, dishware, etc. and any other items that do not belong to MHTH for their event. If the kitchen is included in the rental, Renter is responsible for cleaning utensils, prep surfaces, etc.

For an additional \$300, Mt Hood Town Hall will provide clean-up services to include: taking down and returning tables and chairs, restocking and cleaning bathrooms and floors.

## RESERVATION (Security/Damage) DEPOSIT:

A Damage/Security deposit of \$250 is required to guarantee event date and time at the time of booking. The deposit cannot be used toward the rental fee. Deposits will be refunded within fourteen (14) days of the event. Exceptions include; the event is cancelled (see CANCELLATION POLICY), property damage or loss to the building. MHTH will also withhold any fees presented to the Renter as stated above.

## PAYMENT:

- All payments (deposits and rent) must be made by check or money order payable to Mt Hood Town Hall. Credit cards are also accepted, however the 3.5% fee (assessed by Square Reader) will be deducted from the rental deposit.
- NO CASH WILL BE ACCEPTED.
- Full payment must be made prior to the event/use of the building.
- If deposit is not paid, the date will not be reserved. MHTH has the right to give a particular date to any other Renter(s) with deposit paid in full.

## CANCELATION POLICY:

- Cancel thirty (30) days or more prior to event date: Renter will receive a full refund all prepaid rental deposits and fees.
- Cancel twenty-nine (29) or fewer days prior to the event: MHTH will retain \$100 of the Security/Damage Deposit. If other payments were made, they will be refunded.

## CONTACT:

If you run into any issues during your rental time, someone will be able to assist you. **Call or text 541-806-0278**. If you have questions regarding these Terms or the Rental Agreement, please contact Kristin Reese, MHTH Manager at 541-402-4448 \* [mthoodtownhall@gmail.com](mailto:mthoodtownhall@gmail.com)