



FACILITY RENTAL TERMS

Private Events

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

RENTAL FEES

PRIVATE events of up to 125 people.

	Half Day (up to 6 hours*)	Full Day (up to 12 hours*)
Gym / Grounds	\$400	\$800
Grounds ONLY	\$150	\$300
Dining Room	\$200	\$400
Bald Butte / Mt. Hood Room	\$150	\$300
Wedding Rate	-----	\$2000
Wedding Rate (with Kitchen)	-----	\$2,500

Special Rates available for small private group gatherings of fewer than 50 people.

FACILITIES INCLUDED:

Event rentals areas include gym/stage, dining room, bathrooms, classrooms and grounds. Restrooms are also included for groups up to 125, indoor capacity. Portable sanitation, i.e. port o' potties, must be provided if expected attendance is more than 125. **The MAXIMUM capacity of the building and grounds is 200 (with additional sanitation).** Only areas chosen by the renter and included in the contract may be used during the contracted time. The remainder of the building will be locked and inaccessible.

INVENTORY/EQUIPMENT INCLUDED:

- 20 five-foot (diameter) **round** tables (seating 6 guests each)
- Eight (8) six-foot, two (2) five-foot, and one (1) eight-foot rectangular tables
- 130 white stacking chairs
- 40 metal folding chairs

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 for each half hour that exceeds the specified contract event time, including take down/cleanup. 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.

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:

- 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/bartender to serve and 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. Any violation of this policy may result in the loss of all or part of Renter's alcohol deposit.
- Mt Hood Town Hall and its grounds are VAPE and TOBACCO FREE. Any cigarette burns, **spit cans**, 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 Law Enforcement is called for any reason, all deposit funds (security/damage and alcohol, if applicable) will be forfeited.**

PARKING:

Parking for up to 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 observe 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 supplies to the proper storage areas. **All garbage and recycling must be removed from the**

premises by the Renter. (A charge of \$25 per bag will be deducted from the reservation deposit for any garbage left on site.)

All guests, decorations, food, vehicles, catering materials and personal supplies and equipment must be completely off premises by expiration of contract time. Chairs, tables, etc. must be cleaned and 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(s) will be withheld.

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 a 3% fee (assessed by Square) will be deducted from the Security/Reservation 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.

CANCELLATION 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 have questions regarding these Terms or the Rental Agreement, please contact Kristin Reese, MHTH Manager at 541-402-4448 * mthoodtownhall@gmail.com