



# CONFERENCE & COMMUNITY HALL RENTAL APPLICATION



This policy allowing for the content of this form can be found in resolution 2007-19. A resolution establishing rates, discounts and policies for the rental of the community hall. Adopted 20 august 2007.

Applicant Name: \_\_\_\_\_ Group: \_\_\_\_\_ ID# \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_ # of Attendees: \_\_\_\_ Tables & Chairs: Y / N  
Date Needed: \_\_\_\_\_ Start Time: \_\_: \_\_ am/pm End Time: \_\_: \_\_ am/pm  
Event Type: \_\_\_\_\_

**PLEASE READ AND INITIAL THE FOLLOWING STATEMENTS:**

- 1) A refundable cleaning deposit check for \$150 is required, in addition to the Hall Rental fee. The original deposit check will be returned after the event.
- 2) The person signing this agreement is responsible for the cost of any cleanup or damage to the meeting space, equipment or surrounding grounds.
- 3) I will provide insurance or add City of Garibaldi to my homeowner's policy for the event. Initial \_\_\_\_\_

**PLEASE AGREE TO THE FOLLOWING RULES AND INITIAL:**

- 1) The meeting room is to be used only for the activities and time approved on this form.
- 2) No smoking in the building or within 10 feet of a door.
- 3) Loud noises, which might disturb nearby residences, is an ordinance violation.
- 4) No tape or push pins can be used on walls
- 5) No open flames (candles, gas lanterns, etc.) Initial \_\_\_\_\_

**PLEASE AGREE TO THE FOLLOWING CLEANING RULES AND INITIAL:**

- 1) Turn off stove burners, oven, lights and heaters. Do not switch off any circuit breakers.
- 2) Leave table tops, sinks, counters and appliances in clean condition.
- 3) Stack tables, top to top, bottom to bottom
- 4) Remove all items from the refrigerator
- 5) DO NOT USE WATER ON THE WOOD FLOOR. A pretreated dry mop is provided.
- 6) Close and lock all doors and windows upon leaving the meeting space.
- 7) After cleanup return keys to the drop box in front of City Hall (to the left of the door).
- 6) ALL GARBAGE to be put in dumpster located in the Fire Department parking lot. Initial \_\_\_\_\_

I have read, understand and agree to comply with the room rules set forth by the City of Garibaldi. I further agree that I am personally responsible for the repair of damage to equipment and facilities and for the replacement of stolen equipment or furnishings that may occur during my groups' occupation of the room. I agree that City of Garibaldi will not be held liable for injuries to person or property that results from the activities described above.

**HALL RENTAL FEE BASE RATE:** \$100 - \$\_\_\_\_\_ in Discounts = \$\_\_\_\_\_ Rental Rate  
Discounts (\$10 each): Non-profit / Free Event / From Garibaldi / Open to Public / Half Day / No Kitchen Needed

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

**SUBMIT APPLICATION TO:** City of Garibaldi, PO Box 708, Garibaldi, OR 97118