

E-MAIL TO: ChamberCommunityHall@CannonBeach.org

FAX NUMBER: 503-436-0910



COMMUNITY HALL RENTAL AGREEMENT

Chamber of Commerce Member

Applicant Name: _____

Company/Organization: _____

Mailing Address: _____

Work phone: _____ Home: _____ Cell: _____

Email: _____

Caterer Name If Applicable: _____ Phone: _____

DATE OF USE: _____ Time: _____ People Expected: _____ (Max 130)

Indicate nature of the event:

Wedding/Reception/Party

Meeting/Class

Membership status:

Annual Supporter

Hall Rental Fee Structure

Social: May-September (wedding, reception, party)	\$600	Business: May-September	\$300
Social: October-April (wedding, reception, party)	\$425	Business: October-April	\$125

Add-Ons: Projector and Screen Rental (Day) \$125

Security Deposit & Processing Fee

A combined Security Deposit in the amount of \$400 must be received within 7 days of booking, or the reservation will be subject to cancellation. You will receive a \$400 refund after the event provided the hall is left clean and undamaged. Your refund will be mailed to the address on this application within 45 days after your reservation date. (Please refer to Community Hall Restrictions on other side and attached Maintenance Checklist.)

Insurance Requirements

Special Event Liability insurance is required of all renters and is due no later than ten (10) days prior to your event. The insurance must, at the renter's sole expense, provide and maintain general liability insurance, including but not limited to bodily injury and property damage liability. If alcohol is served at the event your policy must include Liquor Liability coverage. This coverage should protect you, and The Cannon Beach Chamber of Commerce against alcohol-related accidents, as you are ultimately liable for the safety of your guests. The Cannon Beach Chamber of Commerce; employees, boards members, and volunteers are to be covered as "additional insured", as required by contract in respect to: liability arising out of premises owned, occupied or used by the Event. General Liability: \$1,000,000 limit per occurrence for bodily injury, personal injury and property damage, \$2,000,000 Aggregate.

Terms & General Rules

The hall is rented between 8AM and 1AM unless other arrangements are approved. Setup and cleanup outside the stated hours requires approval and may incur additional charges. To ensure access to the hall at 8AM the day of the event, keys can be checked out the day before at the Information Center between 10AM and 5PM. All events must be concluded by 1AM unless other arrangements with the Chamber staff are confirmed in writing. All vendors, equipment, visitors, and cleaning personnel must be out of the building by 1AM. Renter is responsible for cleaning the hall after use. Any damage to the hall during the rented timeframe is solely the responsibility of the renter. The Cannon Beach Chamber reserves the right to bill the renter for any damages. Please see attached cleaning checklist for a complete list of renter responsibilities.

Community Hall Restrictions

1. The Information Center must be able to operate without interference. This means noise needs to be kept at a reasonable level.
2. The Hall is a NON-smoking facility.
3. Minor children are allowed to use the building with appropriate supervision.
4. NO pets.
5. Sleeping in the Hall is prohibited.
6. Use involving the sale of alcohol is regulated by the OLCC standards. Permits must be obtained by the renter or caterer if you are selling alcohol. We require a copy of the OLCC permit and the servers permit.
7. No nails, tacks, adhesives, glues, 3M removable fasteners, or tape can be used on the walls, floors or trusses. Pre-mounted hooks are provided by the Chamber and may be used to hang decorations or lighting. Damage to building will result in additional charges.
8. NO HELIUM OR MYLAR BALLOONS.

The City of Cannon Beach Ordinance 1704.525 Chapter 17.56 states:

1. No sandwich boards are allowed on sidewalks or streets.
2. No wind driven objects are allowed (ex. Balloons, windsocks, kites).
3. No signage that flashes, luminescent, fluorescent, or phosphorescent including day-glow and neon paints.
4. Temporary signs can be no larger than 24 square foot (ex. 3x8,2x12,4x6). Sale of Merchandise is not allowed without a city business license.

The Chamber will require a copy of the business license. The Cannon Beach Police Department strictly enforces these rules. Should you have any questions please contact the Police Department (503) 436-2811 Monday – Friday, 8am-5pm. In case of emergencies, the Police Department has a key on file for the Community Hall. We recommend a copy of this document be provided to caterer, florist, entertainer, wedding consultant, and other interested parties.

Hall Rental Application & Payment Schedule

Your Hall Rental Application must be submitted to and approved by the Chamber of Commerce. For reservations made less than 6 months (180 days) prior to the event date, the hall rental fee is due in full at the time of booking and in addition to the security deposit (see other side). For reservations made more than 180 days (6 months) in advance of the event date, 50% of the rental fee is due at time of booking. The remaining balance is due 180 days prior to the event date. If full payment is not received within 10 days of the payment due date (refer to the schedule at the bottom of this page for applicable due dates), your reservation will be subject to cancellation. Lost Keys and/or not returned will incur a \$200 fee.

By signing below, I acknowledge that I have read, understood and agree to the terms of this agreement and promise to adhere to the hall rules and restrictions.

Signature of Applicant: _____ **Date:** _____

Approved by: _____ **Date:** _____

Cannon Beach Chamber of Commerce, PO Box 64, Cannon Beach OR 97110

Phone :(503) 436 2623 Fax: (503) 436 0910

Email: ChamberCommunityHall@cannonbeach.org Website: www.cannonbeach.org

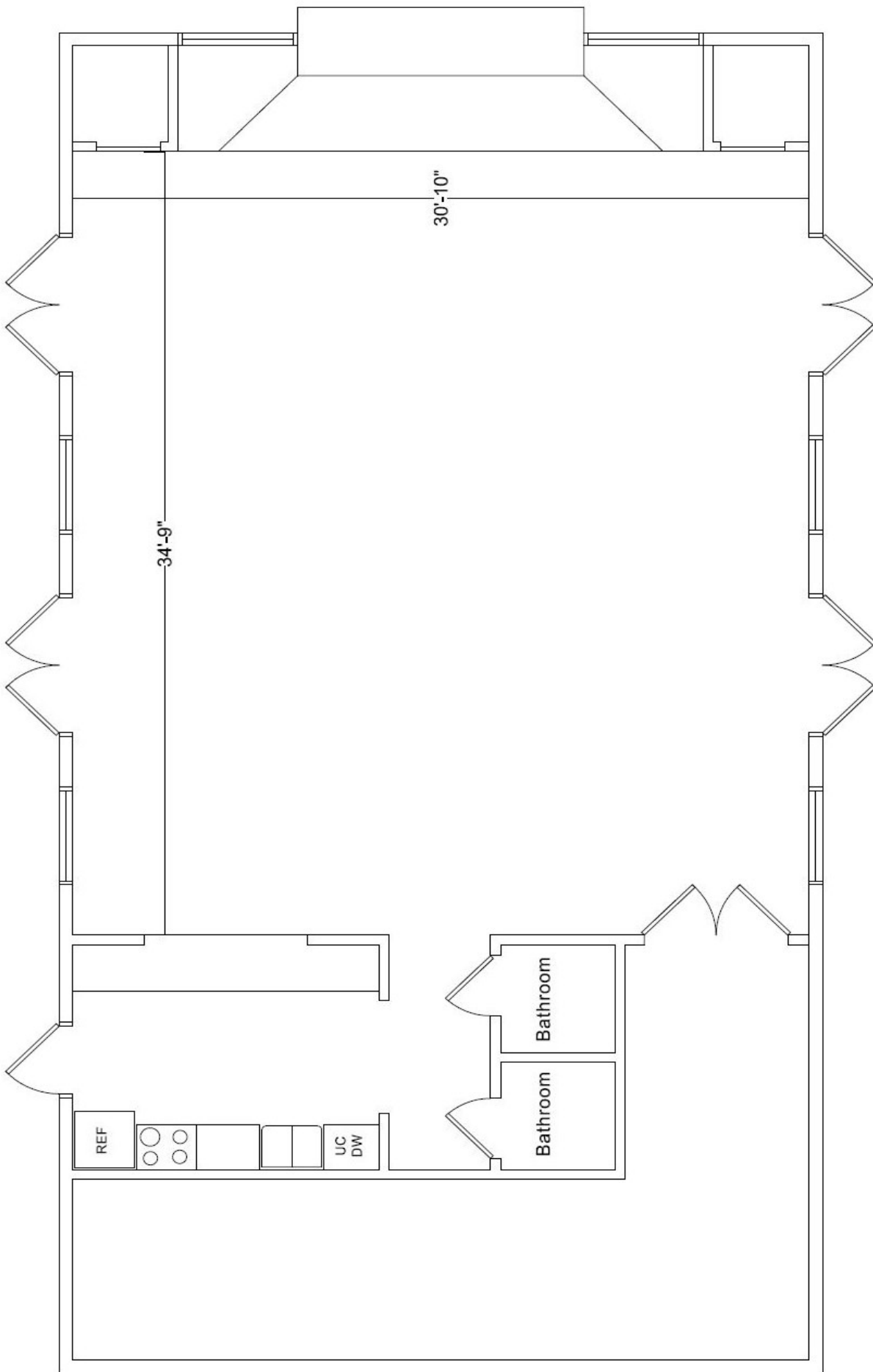
Chamber Use Only

Payment Schedule	Application Date: _____	Rental Fee: _____
Security Deposit	Amount: _____ Due on: _____	Received: _____
Rental Deposit	Amount: _____ Due on: _____	Received: _____
Final Payment	Amount: _____ Due on: _____	Received: _____

Cancellation Policy

To receive a full refund of the hall rental fee, your cancellation must be received either in writing or by phone **at least 6 months (180 days) prior to your reservation date.** Thereafter, a cancellation fee will be deducted from the hall rental refund on the following schedule:

Cancel on or before _____ for full refund (180 days) Cancel on or before _____ for 75% refund (90-180 days)
Cancel on or before _____ for 50% refund (30-90 days) Cancel after _____ 0% refund (less than 30 days)



CANNON BEACH COMMUNITY HALL

Equipment Available: The hall has approximately 86 folding chairs, Fourteen (14) 6' X 30" Tables.

HALL RENTAL

MAINTANENCE CHECKLIST

RENTER NAME: _____ DATE of USE: _____

To receive your deposit refund, Chamber Maintenance staff will inspect the hall after your event and check off that your group completed the following items. Cleaning supplies are located in the closet to the right of the fireplace. *Failure to complete the tasks below may result in reduction of your security/cleaning deposit refund.*

- _____ Personal & kitchen items removed
- _____ Food removed from refrigerator, freezer, stove, oven & microwave
- _____ Grass area & decks clear of garbage & decorating materials
- _____ Kitchen counters, stove, and sink cleaned
- _____ Garbage in dumpster (if dumpster is full, place tied plastic bags in cans in kitchen)
- _____ Restrooms presentable and trash removed
- _____ Floors swept and mopped (please mop with cold water—**No soap**)
- _____ Tables and chairs cleaned and stored (hang the chairs with *bottom facing out*)
- _____ Doors and windows locked

----- **FOR CHAMBER USE ONLY** -----

No issues Damage Garbage/Cleaning Neglected

Description of damage/other issues: _____

INSPECTED BY: _____ DATE/TIME: _____

Chamber Staff