



2010 Sterling Place • Hood River, OR 97031 • 541.386.2060 • hrvac@gorge.net

### Rental Application

Organization: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Room Requested: \_\_\_\_\_ Will food be served? \_\_\_\_ Yes \_\_\_\_ No

Date & Time of Event: \_\_\_\_\_

\*\*\* (Make sure to allow setup/clean up time) \*\*\*

Title of Event/Meeting: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Description of Activity \_\_\_\_\_

One Time Event or Continuous? \_\_\_\_\_

#### TERMS OF RENTAL - RULES & REGULATIONS

**THE USER AGREES:** to abide by all the rules and regulations of the Hood River Citizens, Inc. dba Hood River Valley Adult Center (hereinafter HRVAC) and to respect the authority of the staff and/or directors of the HRVAC who are assigned to monitor and supervise the event and, if necessary, call for police assistance.

**HOLD HARMLESS AGREEMENT:** The user agrees to protect, defend, indemnify, hold harmless and render whole the Hood River Senior Citizens Inc. dba Hood River Valley Adult Center, its officers, directors, employees, agents and/or volunteers for any liability, claim for injury, loss of damage made against the HRVAC, caused by, arising out of or incidental to the conduct or operation of the user.

**NO REPRESENTATIONS & WARRANTIES:** The HRVAC is in no way affiliated with, makes no representations and/or warranties about any individual or group that rents space, offers services or products, advice or anything else to members of the community; nor does the HRVAC endorse or accept responsibility for the contents, actions, results or representations of others using this facility.

**ROOM ASSIGNMENT:** The HRVAC reserves the right to change the assigned room, at its discretion, in order to meet the needs of all its users. The substituted room will be of equal or better accommodation.

**CONTRACT AMENDMENTS:** Changes, deletions or additions to this contract made after the signature date do not appear on client copy of contract but will be reflected on the custodial instructions.

**REFUNDABLE DEPOSIT:** The deposit and a signed contract confirm your reservation. The deposit is refundable 30-45 days after the event, provided the premises are undamaged and clean, all equipment is returned, no additional fees are due and all conditions and regulations have been observed. Checks are usually issued the first week of each month.

**PAYMENT OF RENT:** All rents and fees are due one week prior to the event.

**PERSONAL PROPERTY:** The user agrees that the HRVAC assumes NO liability for the loss of personal property or equipment, left or stored on the HRVAC premises.

**NO SMOKING:** The HRVAC is a SMOKE-FREE facility. No smoking or vaping allowed within 10 Feet of the building.

**NO DRUGS:** No alcoholic beverages are allowed in the center or on the grounds except as approved by the executive committee and with the proper permits. No illegal substances are allowed on the property at any time. If alcohol or drugs are observed on the premises, the deposit will be forfeited and the event will be shut down.

**MINOR GROUPS:** Groups composed of minors must be supervised by at least (1) adult for each seven minor children at all times while they are using the facility. The building supervisor’s function is not intended to be a supervisor of minors. The application must be made by one of the adults who will be supervising the function.

**EMERGENCY RESPONSE:** Any instance where police/fire have to respond for false alarms, noise, or unlawful behavior will result in loss of deposit and event being shut down.

**CANCELLATION CLAUSE:** Upon cancellation with less than the required advance notice, 100% of the deposit will be retained. Required notice of cancellation: Entire Center - 30 days; Kathleen Room - 30 Days; Board Room - 7 days; Wattenburg Room - 7 days; Kitchen with Room Rental - 14 Days; Kitchen Rental - 14 Days.

**LATE CHECKOUT:** Staying beyond the scheduled time is not allowed and will result in an additional charge. The Center closes at 11:30 PM. \$50.00 will be charged to those in the building after that time. An additional \$10.00 per 15 minutes will be charged to those in the building after 11:30PM.

**EQUIPMENT RENTAL:** Assorted equipment may be rented for a nominal fee. Ask for details.

**MUSIC/BANDS/DJs:** Music is allowed within reason so long as other groups in the facility or surrounding area are not disturbed. No amplification of noise outside the building is allowed. All usage will comply with city and county ordinances.

**FOOD/KITCHEN:** Any use of food must have prior approval at time of application. Food may be restricted to specific areas. Kitchen usage is limited to water, refrigeration, sinks, stove, oven and warmers. Kitchen must be cleaned thoroughly and everything turned off or **deposit will not be returned**. Any damage to kitchen appliances will be charged to the person who signs the contract. Food may be prepared, but may NOT be washed down the drains. Plumber charge may be assessed against deposit.

**CLEANING:** User is responsible for removal of decorations, all cleaning, including spills, kitchen facilities if rented, and bagging of trash. Leave premises in the condition in which they were found.

**DECORATIONS:** Any decorations must be discussed and approved at the time of permit application. All decorations must be removed directly after the function.

**NO INCENSE OR CANDLES:** Not allowed out of consideration for and the safety of other users.

**NO NUDDITY:** No nudity, sexually explicit or risqué behavior is allowed.

**GAMBLING:** Gambling is prohibited at the HRVAC, except as allowed by city ordinance.

**ELECTRICAL CORDS:** Must be covered. Covers are available. Request in advance.

**Rental Fee Schedule**

<u>Room/Area</u>	<u>Capacity</u>	<u>NPR</u>	<u>Hourly Rate</u>	<u>Deposit</u>
Entire Center	100-200 people	\$65	\$80.00	\$150.00
Kathleen Room	100-150 people	\$50	\$60.00	\$ 75.00
Wattenburg Room	25-50 people	\$25	\$35.00	\$ 50.00
Board Room	10-15 people	\$15	\$25.00	\$ 25.00
Kitchen (with room rental)		\$15	\$25.00	\$ 50.00
Kitchen Rental – (WITHOUT ROOM RENTAL)		\$40	\$50.00	\$ 75.00

**Room Rental includes an adequate number of tables and chairs**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_