

**Sebastopol Grange #306  
Rental Agreement & Security & Cleaning Requirements**

\_\_\_\_\_, Renter hereinafter referred to as *Renter* the sum of \$\_\_\_\_\_ as rent to hold the rental of Sebastopol Grange Hall premises, hereinafter referred to as *The Hall*, by the Sebastopol Grange Rental Agent to be applied as follows:

<b>RENT</b>	\$ _____
<b>SECURITY/CLEANING DEPOSIT</b>	\$ _____ (due ~2 weeks before event)
<b>TOTAL</b>	\$ _____
<b>DEPOSIT RECEIVED</b>	\$ _____
<b>BALANCE DUE</b>	\$ _____ Balance due 15 days before event

1. **RENTAL DATE & TIME:** \_\_\_\_\_

**MUSIC ENDS AT 12 A.M. WITH HALL TO BE CLEANED UP BY 2 A.M.  
NO HALL CLEANUP PERMITTED THE FOLLOWING DAY.**

2. **USE:** The use shall be as follows: \_\_\_\_\_

3. **ORDINANCES & STATUTES:** *Renter* shall comply with all statutes, ordinances, and requirements of all municipal, state and federal authorities now in force, or which may hereafter be in force pertaining to the use of the premises.

4. **ASSIGNMENT & SUBLETTING:** *Renter* shall not assign this agreement or sublet any portion of the premises without prior written consent of the Agent.

5. **INDEMNIFICATION:** Neither Sebastopol Grange #306 nor any of its Agents or Members shall be liable for any damage or injury to any *Renter*, or to any other person(s), or to any property occurring on the premises or any part thereof, or in common areas thereof, unless such damage is the proximate result of the negligence or unlawful act of Sebastopol Grange, its Agents or Members. *Renter* agrees to hold Sebastopol Grange #306, its Agents and Members harmless from any claims for damages no matter how caused, except for injury or damages for which Sebastopol Grange #306 is legally responsible.

6. **LIABILITY INSURANCE:** It is understood that the *Renter* shall secure a liability policy with limits of not less than \$1,000,000 per occurrence for Bodily Injury & Property Damage. The *Renter* will provide a **Certificate of Liability Insurance** to Sebastopol Grange #306 fourteen (14) days prior to rental date. (Certificate Information is: Certificate Holder – Sebastopol Grange #306 / Location – 6000 Sebastopol Ave. (Hwy 12), Sebastopol, CA 95472 / Mailing Address – P.O. Box 92, CA 95473).

If alcohol will be offered at your event this must explicitly include **alcohol dispensing coverage** in the insurance certificate. **The insurance certificate must be in the same name as the renter.**

7. **DEPOSIT REFUND:** The deposit set forth above, if any, shall secure the performance of the *Renter's* obligation hereunder. Before the deposit is refunded all necessary repairs for damage to the Hall and extra janitorial service fees shall be deducted and the balance, if any, shall be refunded to the *Renter* within 2 weeks of the rental.

8. **SMOKING:** No smoking is allowed inside the building, under the front porch or on the concrete pad at either side door. Damage from any burns will be deducted from the Deposit.

9. **ALCOHOL:** Alcohol will not be sold unless done so under a caterer's license with appropriate permit from the Alcohol Beverage Control. Caterer's license and ABC permit will be furnished 14 days before the event. If you are charging admission to your event, then no alcohol will be served to attendees unless a caterer's permit and ABC permit is

furnished. Alcohol will not be served to minors. **No bottled beer or drinks. No hard liquor.**

- 10. **REFUNDS & CANCELLATIONS:** Cancellations within 10 days of the event will result in a forfeiture of 75% of the deposit. Cancellations within 11 – 30 days of the event will result in a 50% forfeiture of the deposit. Cancellations within 31 days or more of the event will result in a forfeiture of 15% of the deposit. If your cancelled date is subsequently rented then only a 15% cancellation fee will be charged. Refunds will be made within 15 days of cancellation notice. Cancellations must be made in writing.
- 11. **ATTORNEY FEES:** In any legal action brought by either party to enforce the terms hereof or relating to all the demised premises, the prevailing party shall be entitled to all costs incurred in connection with such action.
- 12. **WAIVER:** No failure of Sebastopol Grange #306 or its Agents to enforce any term hereof shall be deemed a waiver, nor shall any acceptance of a partial payment of rent be deemed a waiver of the full amount thereof.
- 13. **Glitter & Tinsel Decorations:** No glitter decorations are to be used. All tinsel decorations are to be removed from the parking lot and building. No tape or staples on the stage mural.
- 14. **DEDUCTIONS FROM SECURITY DEPOSIT:** There will be deductions from your security for the following:
 

Gum on floor	<b>\$50</b>
Floor scratches, scuffs, stains	<b>\$50 - \$100</b>
Broken glass anywhere on property	<b>\$100</b>
Use of any cleaning solution on the floors	<b>\$50</b>
Use of duct tape on floors, walls, curtains	<b>\$50</b>
Lost keys	<b>\$250</b>
Movement or use of overhead projector or speakers	<b>\$500</b>
Glitter or Confetti Use	<b>\$100</b>
Tape, staples, pins or scratches on the mural	<b>\$100</b>
Graffiti on building or vandalism	<b>\$250 minimum</b>
Janitorial cleanup beyond one hour	<b>\$35 per hour</b>
Repairs for any other damages	<b>Actual cost</b>
Attendance over 200	<b>Deposit fully forfeited</b>
- 15. **OTHER:** Interior **EXIT** sign lights are to remain on while the hall is occupied. All interior and exterior lights are to be turned off when vacating the property. **There will be no climbing on the shipping container or any building or structure.**

**ADDITIONAL TERMS & CONDITIONS:** \_\_\_\_\_  
Renter must comply with our Covid protocols and practices  
THERE IS TO BE NO OVERNIGHT CAMPING ON THE PROPERTY

**SEBASTOPOL GRANGE #306  
 RENTAL AGREEMENT / CLEANING REQUIREMENTS**

**SECURITY & CLEANING REQUIREMENTS:** Listed below are the Security/Cleaning Requirements that must be met prior to consideration being given to returning some or all of the Security/Cleaning Deposit.

Empty all wastebaskets and trash cans. Pick up all trash in the entry **and** parking lot. Remove all garbage from property. **NO** trash is to be left in the building, bathrooms or on the property. Wash out trash barrels and leave outside upside down. **Please recycle.**

**ALL** floors in the Hall must be **swept**, any debris (food, beverage, gum, decorations, etc.) must be removed from the floors. Our maintenance team will mop.

Tables are to be cleaned. Table tops are to be washed and all gum, paper, tape, etc. is to be removed from the tables and their frames and underneath the tables. Tables are to be stacked on the cart provided. **DO NOT STACK TABLES FRAME TO FRAME.**

All chairs are to be cleaned. Any gum, paper, tape, ribbons, etc. should be removed. Chairs are to be

stacked on the chair carts provided with the **curved side up**.

Kitchen is to be left clean and free of debris. Wipe down counters, tables, clean sinks, stoves, refrigerator and floors. Switch **OFF** (on wall) refrigerator and leave freezer and refrigerator doors **open**.

**NO** water is to be left running. **ALL** lights are to be turned off before leaving. **Do not pour grease down sink**.

**ALL** windows and doors are to be closed and locked. Check the windows in the kitchen and Women's restroom.

**Failure to secure the building by closing and locking doors and windows will result in AUTOMATIC FORFEITURE OF SECURITY/CLEANING DEPOSIT.**

Remove **ALL** decorations (paper, staples, tacks pushpins, balloons, ribbons, etc.) from walls, rafters, floors and doorways. **IF YOU PUT IT UP – TAKE IT DOWN! No tape, staples or pins will be affixed to the stage mural. Nothing will be attached to the fans.**

A CLEANUP CHECKLIST WILL BE PROVIDED.

**FAILURE TO COMPLY WITH ANY OR ALL OF THESE REQUIREMENTS WILL RESULT IN A LOSS OF SOME OR ALL OF THE SECURITY/CLEANING DEPOSIT.**

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**ENTIRE AGREEMENT:** The foregoing constitutes the entire agreement between the parties and may be modified only in writing, signed by both parties. Applicant hereby agrees to hold the Sebastopol Grange #306, its membership, the individual members thereof and all officers, agents, volunteers, and employees free and harmless from any and all loss, damage, liability, cost or expense that may arise during occupancy of the facilities or that may be caused by such occupancy.

RENTER'S NAME

(Print)  
DATED: \_\_\_\_\_

GRANGE AGENT: Laura Litwin  
Sebastopol Grange  
P.O. Box 92  
Sebastopol, CA 95473

RENTER'S ADDRESS

PHONE: (707) 331-4400

RENTER'S DAY PHONE:

Email secretary@sebastopolgrange.org

EMAIL (REQUIRED)

\_\_\_\_\_  
Agent's Signature

Laura Litwin

\_\_\_\_\_  
Renter's Signature

**Emergency Contact:**

Laura Litwin, Rental Hall Manager  
707- 331-4400

Juan Herrera  
Maintenance Manager  
707-779-9801