

The Swauk-Teaway Grange Hall Rental Guidelines for 2018/2019

The Swauk-Teaway Grange Hall is available to rent for your special occasion. Built to resemble the original rural schoolhouse which was lost to fire in 2004, this up-to-date building overlooks the scenic Swauk Prairie and is easily accessible off Highway 970 just 10 miles NE of Cle Elum. The capacity of the hall is 133. The main floor can hold up to 12 eight-foot banquet tables with seating for 96. For additional information, please go to our website: www.SwaukTeawayGrange.com. You can also find an album of photos on our Facebook page.

When you book your event, you will work with a Grange member who will meet with you to show the hall and answer your questions. This person will also be in charge of determining that the hall is returned in the same clean condition that it was in prior to your event.

Your \$350.00 damage/cleaning deposit will hold your date. We suggest that you plan ahead to insure availability of the hall. **Full payment of the rental fee is due a month prior to the event.**

Rental Price Guide

\$950.00	Wedding/Reception (Full Weekend Use – Friday/Saturday/Sunday)
\$800.00	Wedding/Reception (Two Day Rental – Saturday/Sunday) only offered when the Friday set up date is not available.
\$100.00	Additional fee for space for your tent
	One day rental for meetings or dinners will be priced on a sliding scale. Please contact us for more information.
\$150.00	Half Day Rental (Memorial Service only)
\$350.00	Deposit holds your reservation and is <u>NON-REFUNDABLE</u> if cancelled with less than 60 days notice. Of this fee, \$50 is non-refundable to cover administrative costs. The balance of your deposit shall be returned to you when the hall and grounds are returned in clean and satisfactory condition and all garbage has been removed or securely bagged and placed in the Grange on-site dumpster. NOTE: THIS IS A DAMAGE DEPOSIT AND IS SEPARATE FROM THE RENTAL FEE.

Government agencies and Non-Profit Groups will be considered on a case by case basis.

Rentals require Mandatory Proof of \$1,000,000.00 Liability Insurance for the event and a properly executed Certificate of Liability Insurance on which Swauk Teaway Grange #984 is named as the Certificate Holder, and as an Additional Named Insured. If alcohol is to be served at said event, Host Liquor Liability must be included in the event coverage. Such coverage may be obtained at www.wedsafe.com. Our insurer has verified Wedsafe can provide this coverage and that their rates are reasonable and they will cover liquor liability and issue a certificate such as we require. This certificate must be provided to the Grange member you are working with at least two weeks prior to the event.

The Swauk-Teaway Grange Hall Rental Guidelines for 2018/2019 (continued)

When purchasing event coverage, request that a copy of the Certificate of Liability event coverage is sent via email to: contact@swaukteawaygrange.com.

The physical address of the Grange is 1361 Ballard Hill Road, Cle Elum, WA 98922.

The mailing address of the Grange is P O Box 401, Cle Elum, WA 98922.

To serve alcohol, you must have and display a banquet license on the bulletin board in the kitchen. This can be obtained online at: <http://liq.wa.gov/print/1371>. Any coolers or beer kegs should be kept outside or in the kitchen area and off of the wood floor.

The Swauk Teaway Grange Hall capacity per fire code is 133 people. Expected attendance beyond 133 requires outdoor seating (with or without a tent) and renting a Porta Potty. In our area, arrangements can be made through Brown & Jackson at 509-925-1564 or through their website: <http://www.brown-and-jackson.com/>. There are a number of vendors in the region who rent tents.

Smoking is not allowed in the hall. Use the outside sand bucket. Do not litter the parking lot with cigarette butts or toss cigarette butts into the grass or shrubs.

Candles with a burned wick are considered a fire hazard and are not allowed; this includes holiday decorations and birthday candles. Fireworks and open fires are never allowed.

Use of the kitchen area is for heating and serving and clean up. The kitchen is not for actual food preparation. We are not licensed as a commercial kitchen.

Tables and chairs are provided for use inside the hall only.

You need to provide your own dishes, cups, silverware, tablecloths, dishtowels, cookware, potholders and any other kitchen or serving equipment. Please be sure your caterer is aware of this.

Do not use tape, staples, nails or anything else to mar the walls or ceiling. Do not remove the window coverings or quilts. Tents must be weighted, no stakes allowed in the asphalt.

Consider neighbors for music volume. Keep sound within building. Noise level must be lowered by 11:00 p.m. All music and other loud sounds should end by no later than 11:30 p.m. and building to be vacated by midnight. You are responsible for the behavior of your guests.

Clean up after your event. Floors are to be swept/vacuumed and mopped. Wood and vinyl floors are cleaned with the mop and plain hot water. Make sure kitchen and bathrooms are clean, this includes toilets. The parking lot and grounds must also be free of litter and in good order. Your Grange contact person will do a walk-through with you at the beginning of your rental period and will arrange to meet with you afterwards for a final inspection.

SHOULD ANY ADDITIONAL CLEANING BE REQUIRED, THE COST OF THAT CLEANING WILL BE DEDUCTED FROM YOUR DAMAGE/CLEANING DEPOSIT.

PICK UP AND REMOVE THE GARBAGE AND DEBRIS FROM YOUR EVENT, BOTH INSIDE AND OUTSIDE THE BUILDING. BAGS OF GARBAGE MAY BE SECURELY TIED AND PLACED IN OUR ONSITE DUMPSTER AT THE NORTH END OF THE GRANGE PARKING LOT.

MAKE SURE ALL LIGHTS ARE OFF AND DOORS ARE LOCKED WHEN YOU LEAVE. BE SURE TO CHECK ALL DOORS, INCLUDING THE RAMP DOOR, THE BACK DOOR AND THE BASEMENT DOOR.

Swauk Teanaway Grange #984

Rental and Hold Harmless Agreement

Rental agreement made on _____, 20____ between the Swauk Teanaway Grange #984, hereinafter

known as Owner, and _____ hereinafter known as Renter. The parties agree:

(1) **Rental of Grange Hall.** Owner hereby rents to Renter, and Renter rents from Owner, the Grange Hall #984 located at 1361 Ballard Hill Road, Cle Elum, Kittitas County, State of Washington, for the period commencing at 8:00 am/pm on _____, 20____, and expiring at 6:00 am/pm on _____, 20____.

(2) **Payment by Renter.** Coincidentally with execution of this agreement Renter shall pay the fees and deposits listed below: \$_____ is the rental fee. **THIS FEE IS IN ADDITION TO THE DEPOSIT.** Full payment of rental fee is due no less than one month prior to the event by _____.

\$ 350.00 is a deposit to hold this date and is NON-REFUNDABLE if you cancel less than 60 days prior to the event.*

NOTE: THIS IS A DAMAGE DEPOSIT AND IS SEPARATE FROM THE RENTAL FEE. \$50.00 OF THIS FEE IS NON-REFUNDABLE TO COVER ADMINISTRATIVE COSTS.

\$_____ is a fee for tent space in the east parking area at an additional \$100 charge**

\$_____ TOTAL COLLECTED with contract - comprised of \$_____ Rental fees and \$_____ Deposits

Check should be made out to Swauk Teanaway Grange and mailed with your signed contract to:

Swauk Teanaway Grange #984 P O Box 401 Cle Elum, WA 98922

* Deposit will be refunded when the Grange Hall is returned in clean and satisfactory condition and all garbage has been removed or securely bagged and placed in the Grange on-site dumpster.

** Renter has contracted with _____ to provide a tent for this event.
Name of company Contact and Phone number

Stakes are not allowed on the asphalt area.

(3) **Purpose.** The Grange Hall shall be used by Renter solely for the purpose of _____ and Renter shall not use or allow use of the Grange Hall or its premises for any other purpose, or in violation of any law, ordinance or governmental regulation, or for any purpose or in any manner hazardous to the Grange Hall or unsafe as to any occupants.

(4) **Condition of Grange Hall.** Renter acknowledges that Renter has examined the Grange Hall and its premises, is satisfied with the condition thereof and relies completely upon examination, and not upon representation or promise of Owner or any other person, in renting the Grange Hall. A walk-through will be done at the beginning and end of your rental period.

(5) **Alcoholic Beverages.** Renter shall be responsible for all liability occurring or resulting from the consumption of any alcoholic beverage in the Grange Hall or on its premises during the rental period. A banquet license is required to serve alcohol and is available online at: <http://www.liq.wa.gov/licensing/banquet-permits> for a minimal fee. This must be posted on the kitchen bulletin board during the event. **If alcohol will be served, Host Liquor Liability must be included in your Certificate of Liability Insurance.**

(6) **Orderly Conduct.** Renter shall maintain order throughout the rental period and shall not engage in or allow others to engage in any event or conduct in the Grange Hall or on its premises which may cause harm, injury, or damage to persons or property. Renter shall not remove window coverings or use tape, staples, nails or anything to mar walls. Noise level is to be lowered by 11:00 p.m.

(7) **Licenses and permits.** Renter shall secure from the public agencies having jurisdiction any license or permit required as to any activity or purpose for which the Grange Hall or its premises are to be used, and shall pay any cost of fee required for such licenses or permits.

(8) **Return of Grange Hall.** Upon expiration of the rental period Renter shall return the Grange Hall and its premises to Owner in the same clean condition as at commencement of the rental period, and all garbage shall be removed or securely sealed in garbage bags and placed in the on-site Grange dumpster. Should any additional cleaning be required, the cost of that cleaning will be deducted from your damage/cleaning deposit.

(9) **Damages.** If use of the Grange Hall by Renter results in damage to the Grange Hall or any of its contents furnished by Owner, the Renter shall be liable to the Owner for the amount of such damage. The Owner shall apply the damage/cleaning deposit referred to above, up to the amount of such damage, as or toward payment of such damage; and if the amount of damage exceeds the amount of such deposit, the Renter shall pay to Owner the amount of such excess promptly upon demand by Owner. If Renter fails to pay such excess amount when so demanded and Owner brings suit against Renter to recover the same, in addition to any amount awarded Owner by the Court for such damage, Owner shall be entitled to be awarded its costs and reasonable fees of attorney in such suit. Owner shall promptly return to Renter any portion of such damage/cleaning deposit which is in excess of damage, if any, to the Grange Hall and contents so resulting.

(10) **Hold Harmless.** Renter shall defend, indemnify, and hold Owner harmless with respect to any and all claims and demands which may arise at any time out of the use of the Grange Hall by Renter.

(11) **Insurance Provisions.** Renter shall obtain Event Coverage and provide Owner with a properly executed Certificate of Liability Insurance in the amount of \$1,000,000 on which the Owner has been named as the Certificate Holder, and as an Additional Insured. If alcohol is to be served at said event, Host Liquor Liability must be included in the coverage. Such coverage may be obtained at www.wedsafe.com or www.theeventhelper.com . When ordering event coverage, request that a copy is sent via email to: contact@swaukteanawaygrange.com. *This certificate is due no less than two weeks prior to the event or by the date of _____.*

(12) **Entire agreement modification.** This document contains the entire agreement and understanding between the parties relating to the Grange Hall and its premises. No modification or claimed waiver shall be binding upon any of the parties unless in writing made after the date hereof making specific reference to this agreement and signed by the Owner and the Renter.

Signed at Cle Elum, WA this _____ day of _____, _____
(city) (state) (month) (year)

By Owner _____
owner name signature owner name printed

By Renter _____
renter name signature renter name printed

SEND REFUND TO:

Name Mailing Address City State Zip Telephone

(10/12/18)