



Forests Forever, Inc.  
P.O. Box 1320  
Oregon City, OR 97045

### EVERETT HALL RENTAL AGREEMENT

Organization/Individual Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

Estimated # of participants: Adults \_\_\_\_\_ Children \_\_\_\_\_ (maximum capacity – 90 people)

Is the event open to the public? \_\_\_\_\_ Will there be a participant charge/dues? \_\_\_\_\_

Are you a non-profit organization: \_\_\_\_\_ Non-profit Tax ID # \_\_\_\_\_

Will there be alcohol served? \_\_\_\_\_ If yes, a special agreement for Alcohol beverages will be needed.

Room layout desired: \_\_\_\_\_

### Rental Agreement

1. The security/cleaning deposit, rental fee, and facility agreement are due 2 weeks prior to event. Please make separate checks for security/cleaning deposit and rental fee. Checks should be made payable to Forests Forever, Inc.
2. Request for cancellation of facility use agreements must be received in writing. A two week notice for cancellation is required for large groups requiring set up and 24-hour notice of cancellation for small groups which require no advanced set up.
3. If rental groups leave before designated time, they will forfeit the rental fee paid for the remaining time. If the activity runs over the designated time, additional charges will be assessed at the rate of \$50.00 per hour.
4. Controlled substances and smoking are prohibited in any indoor facility. Alcoholic beverages may be allowed with a pre-approved "Special permit for alcoholic beverages".
5. **Applicant using Everett Hall shall be responsible for clean up after use. Applicant will be billed for any damages, losses or additional hours. Building manager will determine if the cleaning requirements have been met.**
6. Forests Forever, Inc staff reserves the right to monitor the event. Operating hours for Everett Hall are from 8:00 am until 10:00 pm.
7. Applicant agrees to be solely and completely responsible for the condition of the facility and to leave the building and grounds in a neat and clean condition without damage.
8. Applicant agrees to release, indemnify and hold Forests Forever, Inc, its staff and agents, harmless from any and all losses, costs, claims and damages resulting from the use of Everett Hall and the Hopkins Demonstration Forest.
9. Applicant agrees to maintain liability insurance in the amount of \$500,000 which provides direct and primary coverage for claims of any kind arising out of applicant's use of premises. Evidence of appropriate insurance, in the form of a Certificate of Insurance, shall be provided to Forests Forever prior to any use of facilities. **Forests Forever, Inc. should be listed as an additional insured under the policy.** If permission is granted for alcoholic beverages, such insurance shall also include appropriate alcoholic beverage liability coverage.

### Rental Details

1. **Set-Up: Applicant shall be responsible for setting up tables and chairs.** Set-up and clean-up times are included in the purchased rental period. If more time is required, the rate is \$50 per hour.
2. **Decorations:** Decorations are allowed. Please do not use any nails in walls to hold decorations. Blue painter's masking tape may be used. 8' wood stanchions are available upon request
3. **Clean-up:** Applicant is responsible for removing decorations, bagging garbage, wiping off tables, counters and washing used kitchen appliances and utensils. **Applicant shall put away the tables and stack chairs.** Garbage and recycle bins are located outside the side door.

**Rental Rate & Payment Information**

|   | <u>Half day (1-4 hrs)</u> | <u>Full day (5-8 hours)</u> |
|---|---------------------------|-----------------------------|
| <b>Partners/Associates:</b><br>(Includes OSU Extension, CCFFA, ODF)                                   | <b>\$150.00</b>           | <b>\$240.00</b>             |
| <b>Community/Non-profit Renters:</b><br>(Includes churches, Schools & non-profit groups)              | <b>\$200.00</b>           | <b>\$360.00</b>             |
| <b>Private Party &amp; Business Renter:</b><br>(Includes businesses, schools with <u>fee</u> classes) | <b>\$275.00</b>           | <b>\$500.00</b>             |
| <b>Coffee/ Kitchen charges</b>  | <b>\$ 25.00</b>           | <b>\$ 35.00</b>             |
| <b>Refundable Security/Cleaning deposit:</b>  | <b>\$150.00</b>           | <b>\$150.00</b>             |

\* Linens available for tables at additional charge of \$11.00 per linen and \$1.00 per napkin to cover cost to clean & press. Cost will be deducted from Security/Cleaning deposit.

Half day Rate      \$ \_\_\_\_\_  
 Full day Rate      \$ \_\_\_\_\_  
 Coffee/Kitchen charges      \$ \_\_\_\_\_  
 Security/Cleaning Deposit      \$ \_\_\_\_\_  
**Total Due:**      \$ \_\_\_\_\_

**Credit Card Information:**

Credit Card:      \_\_\_\_\_ Visa      \_\_\_\_\_ MasterCard      \_\_\_\_\_ Discover Card

Name appearing on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC Code \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

**I certify that I am authorized to act on behalf of the applicant and hereby confirm applicant's acceptance to the terms and conditions of this rental agreement.**

\_\_\_\_\_  
Signature of Applicant/Print name      Date

\_\_\_\_\_  
Forests Forever, Inc.      Executive Director      Date

**FFI Official Use**

|   |                           |
|---|---------------------------|
| <b>Date Deposit Received:</b> _____             | <b>Received By:</b> _____ |
| <b>Date Payment Received:</b> _____             | <b>Received By:</b> _____ |
| <b>Date Invoiced:</b> _____                     | <b>Invoiced By:</b> _____ |
| <b>Certificate of Insurance Received:</b> _____ | <b>Received By:</b> _____ |
| <b>Special Use Agreement Required</b> _____     | <b>Approved:</b> _____    |