



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.**

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. We also accept Visa/MasterCard.
2. Request for cancellation of facility use agreements must be received in writing. A two week notice for cancellation is required for a full refund.
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 or part thereof.
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". Only beer or wine are allowed to be served at Hopkins.
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.

