



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, 50% of the rental fee, and facility agreement secures your reservation. Please make separate checks for the security/cleaning deposit and rental fee. Checks should be made payable to Forests Forever, Inc. The remaining rental fee is due two weeks prior to the event. We also accept Visa/MasterCard/Discover along with Debit Cards. Request for cancellation of facility use agreements must be received in writing. A two week notice for cancellation is required for a full refund.
2. 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 \$100.00 per hour or part thereof.
3. 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.
4. **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.**
5. 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.
6. 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.
7. 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.
8. 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, and taking down tables and chairs and cleaning. For half-day (4hr) rentals an extra hour is allowed at no additional charge. Extra time is charged at \$100/hr.
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 - Prices effective 04-01-2024

| | <u>Half-day (4-5 hrs)</u> | <u>Full day (5-8 hours)</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------|
| Partners/Associates: (Includes OSU Extension, CCFFA, ODF) | \$220.00 | \$350.00 |
| Community/Non-profit Renters: (Includes churches, Schools & non-profit groups) | \$290.00 | \$520.00 |
| Private Party & Business Renter: (Includes parties, retreats, business meetings, Celebration of Life, schools charging a fee for classes) | \$400.00 | \$725.00 |
| Kitchen/coffee charges | \$ 50.00 | \$ 60.00 |
| Security/Cleaning Deposit (\$90.00 Refundable) | \$150.00 | \$150.00 |

* 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 \$ _____
 Kitchen/coffee 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. Administrative Assistant Date

FFI Official Use

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