



# CITY OF GARIBALDI, OREGON

CITY HALL • 107 6TH ST. (P.O. BOX 708) • GARIBALDI, OR 97118  
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## CITY DANCE HALL RENTAL AGREEMENT

The policy allowing for the content of this form can be found in Resolution 2007-19. A RESOLUTION ESTABLISHING RATES, DISCOUNTS AND POLICIES FOR THE RENTAL OF THE CITY DANCE HALL. Adopted 20 August 2007.

ORGANIZATION \_\_\_\_\_ NON-PROFIT ID# \_\_\_\_\_  
DATE OF EVENT \_\_\_\_\_ HOURS NEEDED \_\_\_\_\_  
PERSON RESPONSIBLE \_\_\_\_\_ EMERGENCY PHONE \_\_\_\_\_  
PHYSICAL ADDRESS OF PERSON RESPONSIBLE \_\_\_\_\_  
MAILING ADDRESS OF PERSON RESPONSIBLE \_\_\_\_\_

### PLEASE AGREE TO FOLLOWING RULES TO HELP KEEP CITY HALL IN GOOD CONDITION

- The person signing this agreement is responsible for the cost of any cleanup or damage to the hall, equipment or surrounding grounds.
- Please close and lock all doors and windows upon leaving the hall. After cleanup return the keys to the mailbox in front of City Hall.
- Loud or boisterous behavior by adults or children which might disturb nearby residents is an ordinance violation.
- Open flames, such as candles, gas lanterns, etc. are not allowed.
- Please turn off stove burners, ovens, lights and heaters; do not switch off any of the circuit breakers.
- Please leave the table tops, sink, counters and appliances in clean condition. Stack tables properly: top to top, bottom to bottom.
- Please remember to remove all items from the refrigerator.
- Please remove all spills or food and liquid and dry mop the floors. DO NOT USE WATER FOR CLEANUP. A PRETREATED DUST MOP IS PROVIDED.
- The user must remove all garbage and refuse. Any cans, bottles or other litter shall not be discarded outside the building.
- Use of tacks, staples, pins or other hanging devices are not allowed. Decorations must be hung or suspended from the ceiling on the provided hangers only. These may be found marked with black spots at each location on ceiling.
- Smoking is not allowed.
- Lack of compliance to any or all of the above conditions could result in forfeiture of your deposit.
- A refundable cleaning deposit of \$150 will need to be submitted. If using more than quarterly, deposit will be deposited into City's General Fund.
- The community hall, unless otherwise authorized, must be locked and unoccupied by midnight.

### PLEASE ANSWER THE FOLLOWING QUESTIONS...

A. Is your group non profit?	N Y If Y, add \$10 _____	H. BASE RATE	\$100
B. Will the event be free?	N Y If Y, add \$10 _____	I. DISCOUNT TOTAL (line G)	\$ _____
C. Is the Person Responsible from Garibaldi?	N Y If Y, add \$10 _____	J. NET BASE RATE (line H minus I)	\$ _____
D. Is the event open to the public?	N Y If Y, add \$10 _____	<b>FREQUENCY MODIFIERS/USE (select one)</b>	
E. Will you need the room for a half-day or less?	N Y If Y, add \$10 _____	K. <input type="checkbox"/> Once	NET BASE RATE _____ x 1.00 = \$ _____
F. Will you need the kitchen?	N Y If N, add \$10 _____	L. <input type="checkbox"/> Biannual	NET BASE RATE _____ x .90 = \$ _____
G. DISCOUNT TOTAL	ADD LINES A through F _____	M. <input type="checkbox"/> Quarterly	NET BASE RATE _____ x .80 = \$ _____
		N. <input type="checkbox"/> Monthly	NET BASE RATE _____ x .70 = \$ _____
		O. <input type="checkbox"/> Weekly	NET BASE RATE _____ x .50 = \$ _____

Responsible Person's Signature \_\_\_\_\_ Date \_\_\_\_\_

City Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Room Rent Check No. \_\_\_\_\_ Receipt No. \_\_\_\_\_ Deposit Check No. \_\_\_\_\_ Receipt No. \_\_\_\_\_  Deposited