

COMMUNITY HALL RENTAL AGREEMENT

Applicant Name: _____

Company/Organization: _____

Street Address: _____ City: _____ ST: _____ Zip: _____
(please provide address we should use for mailing your deposit refund)

Work phone: _____ Home: _____ Cell: _____

Email address(es): _____

Local Contact: _____ Phone: _____

Caterer Name If Applicable: _____ Phone: _____

Date of Use From: _____ to: _____ All day? ☐ Time: _____ # of Guests: _____
(if more than a day) (from-to or finish on last day) (Max 130)

Event description: _____

Indicate nature of the event, business status and membership status (if applicable):

☐ Wedding/Reception/Party
☐ Meeting/Class
☐ Other

☐ Nonprofit
☐ Business
☐ Government

☐ Chamber Member
☐ Annual Supporter

Terms & General Rules

The hall is rented between 8AM and 1AM unless other arrangements are approved. Setup and cleanup outside the stated hours requires approval and may incur additional charges. To ensure access to the hall at 8AM the day of the event, keys can be checked out the day before at the Information Center between 10AM and 5PM. All events must be concluded by 12AM unless other arrangements with the Chamber staff are confirmed in writing. All vendors, equipment, visitors and cleaning personnel must be out of the building by 1AM. Renter is responsible for cleaning the hall after use. Any damage to the hall during the rented timeframe is solely the responsibility of the renter. The Cannon Beach Chamber reserves the right to bill the renter for any damages. Please see attached cleaning checklist for a complete list of renter responsibilities.

Community Hall Restrictions

1. The Information Center must be able to operate without interference. This means noise needs to be kept at a reasonable level.
2. The Hall is a NON-smoking facility.
3. Minor children are allowed to use the building with appropriate supervision.
4. NO pets.
5. Sleeping in the Hall is prohibited.
6. Use involving the sale of alcohol is regulated by the OLCC standards. Permits must be obtained by the renter or caterer if you are selling alcohol.
7. No nails, tacks, adhesives, glues, 3M removable fasteners, or tape can be used on the walls, floors or trusses. Pre-mounted hooks are provided by the Chamber and may be used to hang decorations or lighting. Damage to building will result in additional charges.
8. NO HELIUM OR MYLAR BALLOONS.

Exterior Signage & Advertisement

The City of Cannon Beach Ordinance 1704.525 Chapter 17.56 states:

1. No sandwich boards are allowed on sidewalks or streets.
2. No wind driven objects are allowed (ex. Balloons, windsocks, kites).
3. No signage that flashes, luminescent, fluorescent, or phosphorescent including day-glow and neon paints.
4. Temporary signs can be no larger than 24 square foot (ex. 3x8, 2x12, 4x6). Sale of Merchandise is not allowed without a city business license.

The Chamber will require a copy of the business license. The Cannon Beach Police Department strictly enforces these rules. Should you have any questions please contact the Police Department (503) 436-2811 Monday – Friday, 8am-5pm. In case of emergencies, the Police Department has a key on file for the Community Hall. Please initial below that you have read these rules and regulations and will abide by them. We recommend a copy of this document be provided to caterer, florist, entertainer, wedding consultant, and other interested parties.

Hall Rental Fee Structure

| | Standard | CBC Member | Govt / Agency |
|--|----------|---|---------------|
| Social: May-Sept (wedding, reception, party) | \$800 | \$400 | \$400 |
| Social: October-April | \$600 | \$300 | \$300 |
| Business: May-Sept (conference, meeting) | \$400 | \$200 | \$200 |
| Business: Oct.-April | \$200 | \$100 | \$100 |
| Meeting or Class (rate per hour) | \$ 25 | \$ 25 | \$ 25 |
| Projector and Screen Rental (per hour) | \$ 25 | (Discounts for members will not apply during peak season weekend and holiday time periods.) | |

Security Deposit & Processing Fee

A combined **Security Deposit and Processing Fee** in the amount of \$400 must be received within 7 days of booking, or the reservation will be subject to cancellation. A nonrefundable \$50 processing fee applies to all non-member reservations. (The processing fee is waived for Chamber members.) Nonmembers receive a \$350 refund after the event provided the hall is left clean and undamaged. Your refund will be mailed within 45 days after your reservation date. (Please refer to Community Hall Restrictions above and attached Maintenance Checklist.)

Hall Rental Application & Payment Schedule

Your **Hall Rental Application** must be submitted to and approved by the Chamber of Commerce. For reservations made less than 6 months (180 days) prior to the event date, the hall rental fee is due in full at the time of booking and in addition to the security deposit (see above). For reservations made more than 180 days (6 months) in advance of the event date, 50% of the rental fee is due at time of booking. The remaining balance is due 180 days prior to the event date. If full payment is not received within 10 days of the payment due date (refer to the schedule at the bottom of this page for applicable due dates), your reservation will be subject to cancellation.

Lost Keys

Keys lost and/or not returned will incur a \$200 fee.

By signing below, I acknowledge that I have read, understood and agree to the terms of this agreement and promise to adhere to the hall rules and restrictions.

Signature of Applicant: _____ **Date:** _____

Approved by: _____ **Date:** _____
Chamber Representative

----- Chamber Use Only -----

Payment Schedule

Application Date: _____ Rental Fee: _____

Security Deposit Amount: _____ Due on: _____ Received: _____

Rental Deposit Amount: _____ Due on: _____ Received: _____

Final Payment Amount: _____ Due on: _____ Received: _____

Cancellation Policy

To receive a full refund of the hall rental fee, your cancellation must be received either in writing or by phone **at least 6 months (180 days) prior to your reservation date**. Thereafter, a cancellation fee will be deducted from the hall rental refund on the following schedule:

Cancel on or before _____ for full refund (180 days)

Cancel on or before _____ for 75% refund (90-180 days)

Cancel on or before _____ for 50% refund (30-90 days)

Cancel after _____ 0% refund (less than 30 days)

HALL RENTAL

MAINTENANCE CHECKLIST

DATE(S) of USE: _____ - _____ Start/Finish: _____

RENTER NAME/EVENT: _____ / _____

To receive your deposit refund, Chamber Maintenance staff will inspect the hall after your event and check off that your group completed the following items. Cleaning supplies are located in the closet to the right of the fireplace. *Failure to complete the tasks below may result in reduction of your security/cleaning deposit refund.*

_____ Personal & kitchen items removed

_____ Food removed from refrigerator, freezer, stove, oven & microwave

_____ Grass area & decks clear of garbage & decorating materials

_____ Kitchen counters, stove and sink cleaned

_____ Garbage in dumpster (if dumpster is full, place tied plastic bags in cans in kitchen)

_____ Restrooms presentable and trash removed

_____ Floors swept and mopped (please mop with cold water—**No soap**)

_____ Tables & chairs cleaned & stored (hang the chairs with *bottom facing out*)

_____ Doors and windows locked

----- **FOR CHAMBER USE ONLY** -----

☐ No issues

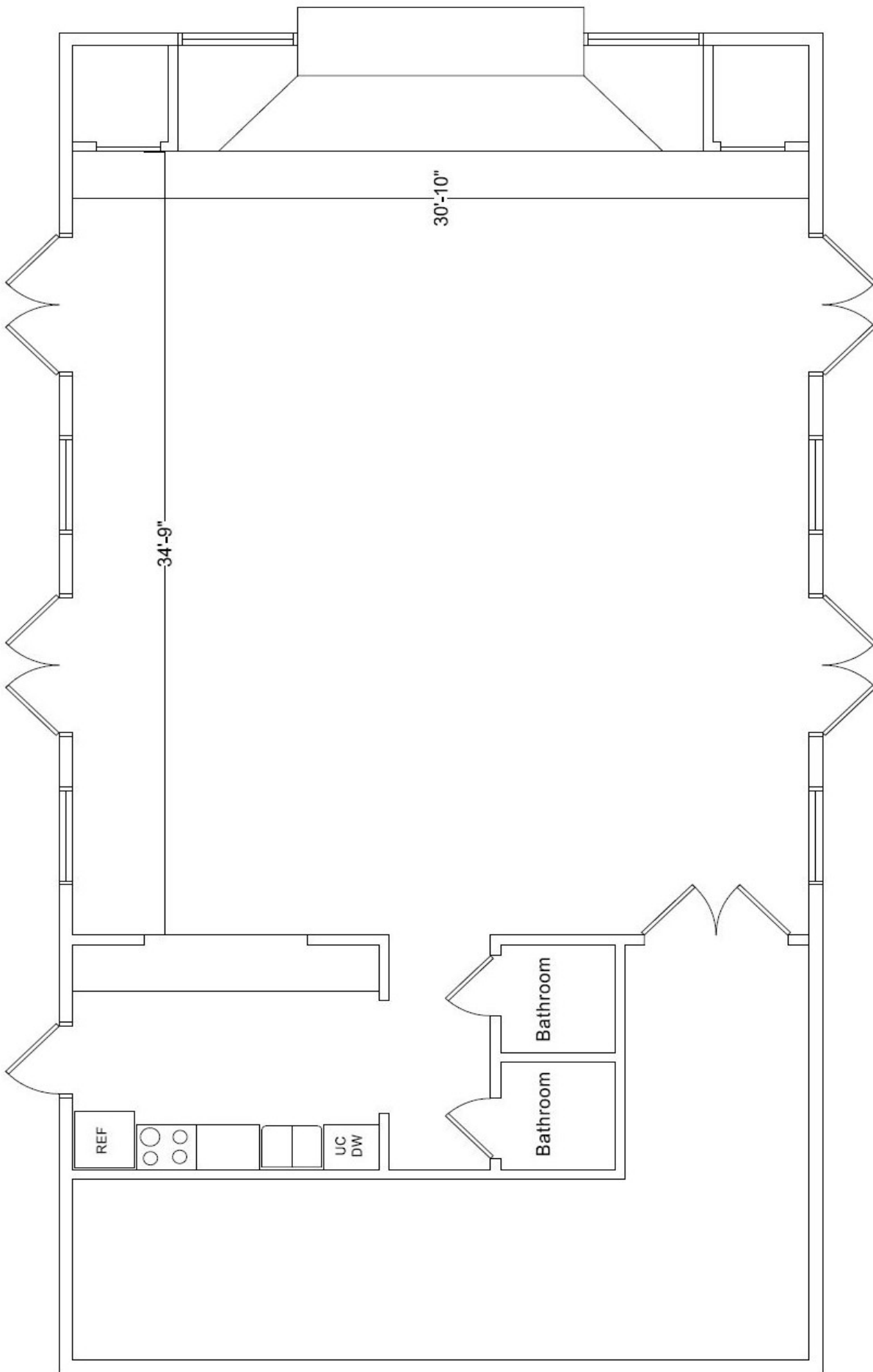
☐ Damage

☐ Garbage/Cleaning Neglected

Description of damage/other issues: _____

INSPECTED BY: _____ DATE/TIME: _____

Chamber Staff



CANNON BEACH COMMUNITY HALL

Equipment Available: The hall has approximately 86 folding chairs, Ten (10) 6' X 30" Tables.