

Manson Grange #796 Community Center

RENTAL RULES & RESPONSIBILITIES

CHECK IN:

- Banquet Permit (private) or Liability Insurance is due at time of Deposit.
- Advance Payment in Full is due 30 Days prior to check-in.
- <https://lcb.wa.gov/licensing/special-licenses-and-permits>
- (theeventhelper.com) for liability Insurance or provide your own.
- Additional \$25 an hour for use the day before event to set-up or decorate.
- Unique Door Access Code provided on renter's paperwork, becomes active on day of rental.

CHECK OUT:

- Complete all duties on Rental Check-Out List
- Clean, Vacate, and Lock-up the premises by Midnight.
- **Hours of access are 8:00 AM to Midnight (day of event).**
- **ALL Premises must be cleaned, vacant & locked up Midnight...NO EXCEPTIONS**
- **No Day after clean-up. Must be completed by time of vacating.**

BUILDING & PREMISES RENTAL RULES:

- Abide by Building Capacity limit of 225 or 125 upper floor 75 lower floor.
- No Smoking, No Tobacco, No Drugs, No Pets, No Weapons, and No Firearms on premises.
- Observe 10:00 PM Chelan County Noise Ordinance (sound off by 10:00 PM).
- **No Glitter, No Confetti, No Rice, No Birdseed** – inside or outside building.
- No Straw/Hay inside building.
- **No Staples, Tacks, Nails, or Tape on Ceilings & Walls.**
- Please use only non-marking and non-puncturing (command strip-type) hangers.
- No Pets
- Provide your own Kitchen Linens, Paper products, Plates, and Silverware if using Kitchen.
- Do Not move furnishings from one level to the other.
- Return all Chairs to their original position.
- Clean off Tables used, fold, and put them away.
- Do not remove any pictures, notices, or posters from walls or bulletin boards.
- Use of alcohol on premises requires advance approval, **banquet permit or liability insurance required.**
- Renter will hold harmless & indemnify Grange #796 and all affiliates now and in future, assuming all unforeseen risks in renting this facility (see contract)
- **Complete the Rental Check-Out List(s). Provided with your agreement.**