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PO Box 678, Manzanita, OR 97130 503-368-3846
hoffmancenter@nehalemtnet.net ~ hoffmanblog.org

Hoffman Center - Rental Agreement

Renter and Contact Information:

Contact Person: _____

Organization/Group: _____

Mailing Address: _____

Telephones (Work, Home & Cell):

Email:

Describe Activity/Use:

Event Date: _____

Start Time: _____ End Time: _____

Set up time in hours: _____ Take down time in hours: _____

Fees:

Rental Fee \$ _____

Cleaning Deposit \$ 30.00 (refundable if space and equipment are in good order)

Total Fees \$ _____

Basics:

- BUILDING ACCESS: Facilities Manager will meet you to open the space, and return at the end of your event, unless other arrangements are made.
- PROCEDURES: Rules are on page 2.
- QUESTIONS: Call 503-368-3846, or email hoffmancenter@nehalemtnet.net and our Facility Manager will contact you

Hoffman Center Tenant Rules

Please read and sign indicating that you and your group/organization agree to adhere to these Rules. For your date to be held, we must receive a copy of this entire Four-page agreement in the mail, with all places signed and your check for full payment amount.

SAFETY RULES AND LAWS

- No smoking is permitted in any part of the building.
- No flammable materials, candles, open flames or high heat devices in any part of the building.
- Occupancy may not to exceed the posted legal limit. Obtain prior agreement as to the allowable number of people occupying a room at the Center at any one time.
- Follow State and County Food Handler Permit regulations for food distribution and sales.
- Follow Manzanita City ordinance for noise abatement; quiet by 10:00 pm. Doors to building must remain closed while music is being played.
- Sale of alcoholic beverages is not permitted without a valid O.L.C.C License, use of licensed servers (permittees), a signed Hold Harmless Agreement between Hoffman Center and Renter, and prior written approval by the Hoffman Center.
- For climbing use secure ladders or step devices for your safety.
- Chairs and tables must remain inside unless other plans have been approved of by the Hoffman Center.
- Please replace tables, chairs and any equipment you have used, and leave everything clean. Do not block exits with furniture or have doors locked. Tables and aisles for seating are to be arranged with access to marked exits.

INSURANCE COVERAGE

- The Hoffman Center strongly recommends and in some cases may require, that renters carry their own general liability or event insurance with their own insurance carrier.

DECORATIONS AND SIGNS

- Tape, staples or pushpins may be used to attach decorations or signs to areas approved by the Hoffman Center. Care must be taken that felt pens do not bleed through to damage any property belonging to the Hoffman Center.
- Signs are not to be nailed or stapled to the outside building or doors, or cause any damage.
- For climbing use secure ladders or step devices for your safety.
- Chairs and tables must remain inside unless other plans have been approved of by the Hoffman Center.

CLEAN UP

- All Renters must leave all areas of the Center in the same condition in which they were found.
- Furniture must be returned to storage or to its original position.
- Renter is responsible for securing the building and returning the key.
- Renters must confirm vacate date and time with the Hoffman Center.

Thank you, Hoffman Center

Renter acknowledgement of these Rules: _____

Date: _____

Hold Harmless Agreement between Hoffman Center and Renter:

In consideration of renting at the Hoffman Center, I and this organization agree to hold the Hoffman Center harmless and free from liability due to personal injury or loss as a result of the activities on Hoffman Center property, or at nearby off-street parking, during the period of my rental and activities. The Hoffman Center assumes no responsibility to persons for injury or damage resulting from activities held on the property as a result of the sale, serving, and or consumption of food, alcohol or controlled substances.

Both you and your group/organization and Hoffman Center agree that your insurance is primary and ours secondary; and we both waive all subrogation rights.

If any of the terms of this agreement are breached, or Hoffman Center brings any legal action to enforce the agreement or collect money due, or if any legal action is brought against Hoffman Center, I agree to pay all reasonable attorney fees in amounts set by the court, arbitrator or mediator in the action, suit, arbitration or mediation, as well as on any appeal.

My signature below indicates that I have read the Rental Agreement, Tenant Rules and this Hold Harmless Agreement and agree to abide by them during any use or rental of the Hoffman Center building and equipment.

I understand that my reservation will be confirmed only when these documents are signed and full payment is received.

Signature _____

Date _____

Print Name _____

Title _____

Organization _____

Thank you for choosing the Hoffman Center for your event.

Please return all 4 pages of this form with payment in full *at least 14 days before* your event. If not received by then, the reservation may be cancelled without notice.

----- For HC Use Only -----
Authorizing signature _____
on _____, 20__ per _____ (init.)