

Mailing Address: PO Box 678, Manzanita, OR 97130

Contact Information: 503-368-3846 info@hoffmanarts.org

**Renter and Contact Information:**

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization or Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephones (Work, Home & Cell): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Information:**

Describe Activity/Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Time (duration of performance or presentation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set Up Time\*: \_\_\_\_\_\_\_\_\_\_\_\_ Closed Up Time\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Set Up time is when we meet you to unlock the door through setting-up, sound and audio visual equipment checks, and pre-event time for arrivals. Usually one hour before event.*

*\*Closing up includes post event time for departures, returning chairs and tables to storage, cleaning and ends when the door is relocked. Usually one hour after event.*

**Fees** Rental Fee $\_\_\_\_\_\_\_\_ (calculate from website)  
Cleaning Deposit $ 50.00 (refundable if space and equipment are in good order- please make a separate check that we can tear up)

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**Hoffman Center Tenant Rules**

Please read below 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 checks for rent and cleaning deposit. Mail to PO Box 678, Manzanita, Oregon, 97130

**SAFETY RULES AND LAWS**

1. No smoking is permitted in any part of the building.
2. No flammable materials, candles, open flames or high heat devices in any part of the building.
3. Occupancy may not to exceed the posted legal limit. Main room: 42 with tables, 60 with chairs, 88 standing only. Library Lounge: 12 people
4. Follow State and County Food Handler Permit regulations for food distribution and sales.
5. Follow Manzanita City ordinance for noise abatement; quiet by 10:00 pm. Doors to building must remain closed while music is being played.
6. 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.
7. For climbing, use secure ladders or step devices for your safety.
8. Chairs and tables must remain inside unless other plans have been approved of by the Hoffman Center.
9. 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 or push-pins 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, nor cause any damage. Tape may be used.

**SET UP**

BUILDING ACCESS: A Hoffman volunteer will meet you to open the space, provide information and orientation, and lock up afterwards. Volunteers do not help with set up or clean up.

**CLEAN AND CLOSE UP**

All Renters must leave all areas as follows:

1. All chairs and tables put away
2. Decorations removed
3. Floors vacuumed
4. Kitchen Counters cleared and cleaned
5. All food and drink removed, including from refrigerator. Leave none behind
6. Garbage picked up and put into the one large black can provided. Any amount over one can must be removed by the renter
7. All equipment turned off
8. Heat or air conditioning turned to “auto"
9. Lights out
10. Doors locked
11. Used dishes and flatware loaded into the dishwasher and the cycle started
12. Used table cloths and napkins washed and returned to the center within 24 hours unless otherwise arranged

Thank you, Hoffman Center

Renter acknowledgement of these Rules:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_