



Trout Lake Grange #210

PO Box 178, Trout Lake, WA 98650

Phone: 509-395-2101

Web: www.TroutLake.org/Grange

Grange Hall Rental Packet

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This packet is available on the Trout Lake Grange web site at: www.TroutLake.org/Grange



Contact Information

Trout Lake Grange #210

Mailing Address: PO Box 178, Trout Lake, WA 98650
Physical Address: 2388 Hwy 141, Trout Lake, WA 98650
Contact Phone: 509-395-2101
On-Site Phone: 509-395-2102
Web: www.TroutLake.org/Grange

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Dave Wampler, Vice President

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Maxine Bullick, Secretary, Rental Coordinator

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County & State License & Permit Resources

All Licenses and Permits, (including detailed instructions and documentation) referenced in this Rental Packet are easily available on the web sites listed below. Direct links are also available on the Trout Lake Grange web site at: www.TroutLake.org/Grange

Food Handlers Card (apply in person, classes held twice each month)

Temporary Food Service Establishment Permit (apply on-line, 30 day advance notice required)

Klickitat County Health Department

501 NE Washington, PO Box 159, White Salmon, WA 98672
Phone: 509-493-1558
Food Safety Web Site: www.klickitatcounty.org/health/default.asp?fD=33

WLCB Banquet Permits (apply in person)

Washington State Liquor Agency #551

150 E Jewett Blvd, White Salmon, WA 98672
Phone: 509-493-2233
Documentation: www.liq.wa.gov (you must apply for the permit in person at the address above)

WLCB Special Occasion License (apply on-line, 45 day advance notice required)

Washington State Liquor Control Board Licensing & Regulations
PO Box 43098, Olympia, WA 98504-3098
Phone: 360-664-1600
On-line Application & Documentation: www.liq.wa.gov



Application for Grange Hall Rental Trout Lake Grange #210

Approved: January 22, 2009

Version 2.1

PO Box 178, Trout Lake, WA 98650

Phone: 509-395-2101

Web: www.TroutLake.org/Grange

Rental Application #: _____

Executive Committee Approval

Date: ___/___/___

~ PLEASE PRINT ~

This application must be approved by the Grange Executive Committee.

Name of Individual or Legal Representative (Officer): _____

Legal Business Name (if applicable): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Day Phone: (____) ____ - ____ Evening Phone: (____) ____ - ____ E-Mail: _____

Type of Renter:

Individual

Sole Proprietor Corporation Non Profit LLC

Other (please explain): _____

Washington Unified Business Number: _____

Please explain in detail the purpose of and activities that will take place at your event:

Requested Rental Dates & Times:

This is a **SINGLE USE** event commencing at ____:____ am pm, on ___/___/___,
and expiring at ____:____ am pm, on ___/___/___,

This is a **RECURRING USE** event commencing at ____:____ am pm, on
every (day of week/month) _____ or
___/___/___ and ___/___/___ and ___/___/___ and ___/___/___ and ___/___/___,

and expiring at ____:____ am pm, on
every (day of week/month) _____ or
___/___/___ and ___/___/___ and ___/___/___ and ___/___/___ and ___/___/___,

Recurring Use may not exceed six months. The Grange may, at its discretion, review all Recurring Use Rental Agreements at 3, 4, 5 and 6 (*required*) month intervals. The Executive Committee may also require certain Renters to purchase Liability Insurance naming "Trout Lake Grange #210" as an additional insured.

Requested Occupation:

Main Hall Dining Room Kitchen Entire Building - Approximate Number Attending: _____

Note: Bathrooms must be accessible to others using the Grange at the same time if you are not renting the Entire Building.

Continued on reverse...

Type of Renter:

- All Renters agree** that they may be required to pay a Cleaning & Damage Deposit, and, if selling goods, or serving food or alcohol, obtain and display all required Permits or Licenses.
- General Use.** The Renter agrees to pay the full Rental Fee.
- Non Profit:** The Renter is a Non Profit Corporation, Group or Organization and request that all or a portion of the Rental Fee be waived (donations accepted).
- Grange Sponsored:** The event is educational, community building in nature or a funeral/memorial and offered to the public free of charge (donations accepted). The Renter requests that this event be designated as a "Grange Sponsored Event" and that all or a portion of the Rental Fee be waived. "Grange Sponsored Events" must be approved by the voting membership of the Grange or the Executive Committee.

Licenses & Permits (all Licenses and Permits must be displayed at the Grange Hall during the event.):

- Goods or services WILL be sold at the event.** The Renter has attached a copy of the valid **Washington Business License** for each legal business, group or organization selling goods or services.
- Food will be served:**
 - All Renters serving food agree** that at least one cook/server with a valid **Food Handlers Card** will be present at the event. The Renter has attached copies of valid **Food Handlers Cards**.
 - Food WILL NOT be sold:**
 - This is a private, by invitation only event (wedding, reception, memorial, funeral, etc.)
 - This is a public, non-commercial event (potluck, community gathering, class, celebration, etc.)
 - Food WILL be prepared ON site and sold.** Food must be prepared on site the day of the event and served from the Grange Hall Kitchen in compliance with Klickitat County Health Department regulations. The Renter understands that food may not be prepared off site in a private kitchen. The Renter has attached a copy of their **Temporary Food Service Establishment Permit**.
 - Food WILL be prepared OFF site and sold.** Food will be prepared in an off site Commercial Kitchen that has a valid Health Department License and served from the Grange Hall Kitchen in compliance with Klickitat County Health Department regulations. The Renter has attached a copy of their valid **Health Department License** and valid **Temporary Food Service Establishment Permit**.
- Alcohol will be served** in compliance with all Grange and Washington Liquor Control Board (WLCB) rules and regulations and this is **NOT** a Grange sponsored meeting or event.
 - All Renters serving alcohol agree** that (name) _____ is at least 21 years old and will be present to serve as **Security Guard** to enforce all Grange and WLCB rules and regulations.
 - Alcohol WILL NOT be sold.** The Renter has attached a copy of their valid **WLCB Banquet Permit**.
 - Alcohol WILL be sold** (non profit groups only). The Renter has attached a copy of their valid **WLCB Special Occasion License**.

I, the legal representative of the Renter, attest that all statements made in this application and all attached documents, Permits and Licenses are legal and accurately represent the purpose for which this request to rent the Grange has been presented. I have read and agree to all terms and conditions in the attached **Rental & Hold Harmless Agreement, Rental Fee & Payment Schedule, General Rules for Use** and **Building Inspection Report**.

Signature of Legal Representative: _____ Date: _____

Birth Date of Signer: ___/___/____. I am 18 years of age, or if alcohol is being served, I am 21 years of age.



Rental & Hold Harmless Agreement

Trout Lake Grange #210

PO Box 178, Trout Lake, WA 98650

Phone: 509-395-2101

Web: www.TroutLake.org/Grange

Approved: January 22, 2009

Version 2.1

Rental Application #: _____

~ This agreement will be completed by the Grange Rental Coordinator upon approval of your Application by the Grange Executive Committee. ~

Rental Agreement made on ___/___/___ between Trout Lake Grange #210 ("Owner") and _____ ("Renter"). The parties agree:

(1) Rental of the Grange Hall. Owner hereby rents to Renter, and Renter rents from Owner, the Grange Hall of Owner located at 2388 Highway 141, in Klickitat County, State of Washington for the period

(Option A: SINGLE USE event) commencing at ___:___ am pm, on ___/___/___, and expiring at ___:___ am pm, on ___/___/___,

(Option B: RECURRING USE event) commencing at ___:___ am pm, on each (day of week/month) _____ or ___/___/___ and ___/___/___ and ___/___/___ and ___/___/___ and ___/___/___, and expiring at ___:___ am pm, on each (day of week/month) _____ or ___/___/___ and ___/___/___ and ___/___/___ and ___/___/___ and ___/___/___,

Renter hereby agrees to use only the following facilities:

Main Hall Dining Room Kitchen Entire Building - Approximate Number Attending: _____

Bathrooms must be accessible to others using the Grange at the same time if you are not renting the Entire Building.

(2) Payment by Renter. Coincidentally with execution of this agreement Renter shall pay:

\$_____ (in two separate checks payable to "Trout Lake Grange #210") to Owner of which

\$_____ is nonrefundable Rent for period above stated, and

\$_____ is a Cleaning & Damage Deposit subject to retention or refund by the Owner as provided in paragraph (8) below.

Payment is due as described in the attached **Rental Fee & Payment Schedule**. In the event of rental cancellation by the Renter, refunds will be distributed as described in the attached **Rental Fee & Payment Schedule**.

(3) Purposes. The Grange Hall shall be used by Renter solely for the purpose of

(as detailed in the attached **Application for Grange Hall Rental** subject to the **General Rules for Use**) and Renter shall not use or allow use of the Grange Hall or its premises for any other purpose, or in violation of any law, ordinance or governmental regulation, or for any purpose or in any manner hazardous to the Grange Hall or unsafe as to any occupants.

Continued on reverse...

(4) Condition. Renter acknowledges that Renter has examined the Grange Hall and its premises, is satisfied with the condition thereof and relies completely upon such examination, and not upon any representation or promise of Owner or any other person, in renting the Grange Hall. Such acknowledgement shall be in writing, signed and agreed to on the attached **Building Inspection Report** to be completed prior to the Renter taking occupancy of the Grange Hall.

(5) Responsibility for conduct. Renter shall maintain order throughout the rental period and shall not engage in or allow others to engage in any event or conduct in the Grange Hall or on its premises which may cause harm, injury, or damage to persons or property.

(6) Licenses, permits and insurance. Renter shall secure from the public agencies having jurisdiction any Licenses, Permits or Insurance required as to any activity or purpose for which the Grange Hall or its premises are to be used, and shall pay any cost of fee required for such License, Permit or Insurance.

(7) Return of Grange Hall. Upon expiration of the rental period Renter shall return the Grange Hall and its premises to Owner in the same condition as at the commencement of the rental period, subject to such wear and tear thereof as may reasonably be anticipated to result from the above specified use by the Renter.

(8) Damages. If upon completion of the rental period and completion of the attached **Building Inspection Report** use of the Grange Hall by Renter results in failure to clean or damage to the Grange Hall or any of its contents furnished by Owner, the Renter shall be liable to the Owner for the cost of such cleaning or damage. The Owner shall apply the Cleaning & Damage Deposit referred to above, up to the amount of such cleaning and damage, toward payment of such cleaning and damage; and if the amount of cleaning or damage exceeds the amount of such deposit, the Renter shall pay the Owner the amount of such excess promptly upon demand by Owner. If Renter fails to pay such excess amount when so demanded and Owner brings suit against Renter to recover the same, in addition to any amount awarded Owner by the Court for such damages, Owner shall be entitled to be awarded its costs and reasonable fees of attorney in such suit. Owner shall promptly return to Renter any portion of such Cleaning & Damage Deposit which is in excess of damage, if any, to the Grange Hall and contents so resulting.

(9) Hold Harmless. Renter shall defend, indemnify, and hold Owner harmless with respect to any and all claims and demands which may arise at any time out of the use of the Grange Hall by Renter.

(10) Cancellation. In the event that the Renter violates any terms of this Agreement and/or the attached documents, or misrepresents the type of activity for which the facility was rented, the Owner has the following non-exclusive rights and options: A) to cancel the event in progress, B) demand additional payment per rental schedule plus a 50% penalty, C) bar Renter from future use of the Grange Hall, D) collect for damages from the Renter.

(11) Entire agreement; modification. This contains the entire agreement and understanding between the parties relating to the Grange Hall and its premises. No modification or claimed waiver shall be binding upon any of the parties unless in writing made after the date hereof making specific reference to this agreement and signed by the Owner and the Renter.

Signature of Renter Legal Representative Date

Signature of Grange Legal Representative Date

Printed Name and Title of Renter Legal Representative

Printed Name and Title of Grange Legal Representative

Address

The Renter is required to purchase Liability Insurance in the amount of \$_____ naming "Trout Lake Grange #210" as an additional insured. The Renter must provide the Grange with a copy of their **Insurance Policy**.

Phone Number



Rental Fee & Payment Schedule

Trout Lake Grange #210

PO Box 178, Trout Lake, WA 98650

Phone: 509-395-2101

Web: www.TroutLake.org/Grange

Approved: January 22, 2009

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Rental Application #: _____

Renting by the Hour - Food will NOT be sold and/or Alcohol will NOT be served

~ Per Hour Rental Fees ~

	Main Hall	Dining Room	Kitchen	Entire Building	Cleaning/Damage Deposit
General Use	\$10.00	\$7.50	\$10.00	\$25.00	\$50.00
Non Profit*					\$50.00 or \$_____
Grange Sponsored*					\$50.00 or \$_____

Renting by the Hour - Food WILL be sold and/or Alcohol WILL be served

~ Per Hour Rental Fees ~

	Main Hall	Dining Room	Kitchen	Entire Building	Cleaning/Damage Deposit
General Use	\$15.00	\$10.00	\$15.00	\$35.00	\$75.00
Non Profit*					\$75.00 or \$_____
Grange Sponsored*					\$75.00 or \$_____

Renting by the Day (5-24 hrs.) - Food will NOT be sold and/or Alcohol will NOT be served

~ Per 5-24 Hour Period Rental Fees ~

	Main Hall	Dining Room	Kitchen	Entire Building	Cleaning/Damage Deposit
General Use	\$50.00	\$37.50	\$50.00	\$125.00	\$100.00
Non Profit*					\$100.00 or \$_____
Grange Sponsored*					\$100.00 or \$_____

Renting by the Day (5-24 hrs.) - Food WILL be sold and/or Alcohol WILL be served

~ Per 5-24 Hour Period Rental Fees ~

	Main Hall	Dining Room	Kitchen	Entire Building	Cleaning/Damage Deposit
General Use	\$75.00	\$50.00	\$75.00	\$175.00	\$150.00
Non Profit*					\$150.00 or \$_____
Grange Sponsored*					\$150.00 or \$_____

All Renters will be required to pay at least the minimum Rental Fee of \$10.00 to help defray the basic expense of maintaining the Grange building. Additional donations are greatly appreciated.

* Rental Fees for Non Profit or Grange Sponsored Events may be waived or reduced at the discretion of the Grange Executive Committee as described in the ***Application for Grange Rental***.

Bathrooms must be accessible to others using the Grange at the same time if you are not renting the Entire Building.

Continued on reverse...

Payment Schedule

Rental Fees

50% deposit of Rental Fees required for reservations made more than 30 days prior to the reservation date with the remaining 50% due 30 days prior to the reservation date.

100% payment of Rental Fees due for reservations made 30 days or less prior to the reservation date.

Cleaning & Damage Deposit

100% payment of Cleaning & Damage Deposit due 30 days prior to the reservation date.

Rental Cancellation Refunds

In the event you must cancel your reservation, refunds will be made as follows:

Cancellation more than 30 days prior to reservation date:

Rental Fee – 100% Refund
Cleaning & Damage Deposit – 100% Refund

Cancellation 30 days or less prior to reservation date:

Rental Fee – No Refund
Cleaning & Damage Deposit – 100% Refund

EXCEPT FOR reservations made on major holidays.

For reservations made on major holidays (Memorial Day Weekend, 4th of July, Labor Day Weekend, Thanksgiving Day, Christmas Eve or Day, New Years Eve), refunds will be made as follows:

Cancellation more than 60 days prior to reservation date:

Rental Fee – 100% Refund
Cleaning & Damage Deposit – 100% Refund

Cancellation 60 days or less prior to reservation date:

Rental Fee – No Refund
Cleaning & Damage Deposit – 100% Refund

Please allow 1-2 weeks for refund, if it is determined one is due.



Building Inspection Report

Trout Lake Grange #210

PO Box 178, Trout Lake, WA 98650

Phone: 509-395-2101

Web: www.TroutLake.org/Grange

Approved: January 22, 2009

Version 2.1

~ PLEASE PRINT ~

~ Please complete this form and return it at the end of Rental with all issued keys. ~

In order to keep Rental Fees as low as possible, **Renters are required to inspect the facilities before their use and to clean-up, inspect and secure the facilities after use.** The building is to be left in **as good or better condition** as Renters received it.

Cleaning & Damage Deposits are refundable based on the following conditions:

- The facility is left in as good or better condition for the next Renter
- All terms of the Grange Hall Rental & Hold Harmless Agreement are honored.

	Before Use	After Use	Comments
KEYS			
Key #1 Issued To:	<input type="checkbox"/> Issued	<input type="checkbox"/> Returned	
Key #2 Issued To:	<input type="checkbox"/> Issued	<input type="checkbox"/> Returned	
RESTROOMS			
Sinks, Toilets, Mirrors: Cleaned	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans: Emptied, Liners Replaced	<input type="checkbox"/>	<input type="checkbox"/>	
Floors: Swept, Mopped	<input type="checkbox"/>	<input type="checkbox"/>	
Windows: Locked	<input type="checkbox"/>	<input type="checkbox"/>	
Lights: Off	<input type="checkbox"/>	<input type="checkbox"/>	
Bathroom Doors: Open	<input type="checkbox"/>	<input type="checkbox"/>	
Door to Kitchen: Closed	<input type="checkbox"/>	<input type="checkbox"/>	
Door to Main Hall: Closed	<input type="checkbox"/>	<input type="checkbox"/>	
MAIN HALL			
Tables, Chairs, Furniture: Cleaned, In Original Place	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans: Emptied, Liners Replaced	<input type="checkbox"/>	<input type="checkbox"/>	
Floors: Swept, Mopped	<input type="checkbox"/>	<input type="checkbox"/>	
Windows: Locked, Curtains Open	<input type="checkbox"/>	<input type="checkbox"/>	
Service Window to Kitchen: Closed	<input type="checkbox"/>	<input type="checkbox"/>	
Door to Restrooms: Closed	<input type="checkbox"/>	<input type="checkbox"/>	
Doors to Dining Room: Closed	<input type="checkbox"/>	<input type="checkbox"/>	
Heat: Off	<input type="checkbox"/>	<input type="checkbox"/>	
Lights: Off	<input type="checkbox"/>	<input type="checkbox"/>	
Door to Front Porch: Locked	<input type="checkbox"/>	<input type="checkbox"/>	

Continued on reverse...

	Before Use	After Use	Comments
DINING ROOM			
Tables, Chairs, Furniture: Cleaned, In Original Place	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans: Emptied, Liners Replaced	<input type="checkbox"/>	<input type="checkbox"/>	
Floors: Swept, Mopped	<input type="checkbox"/>	<input type="checkbox"/>	
Windows: Locked, Curtains Open	<input type="checkbox"/>	<input type="checkbox"/>	
Doors to Main Hall: Closed	<input type="checkbox"/>	<input type="checkbox"/>	
Heat: Turned to 55 when Outside Low Below 55	<input type="checkbox"/>	<input type="checkbox"/>	
Lights: Off	<input type="checkbox"/>	<input type="checkbox"/>	
Door to Front Porch: Locked (DO NOT lock deadbolt!)	<input type="checkbox"/>	<input type="checkbox"/>	
KITCHEN			
Silver, Dishes, Cups, etc: Washed, Dried, Stored	<input type="checkbox"/>	<input type="checkbox"/>	
Cabinets, Counters: Cleaned, Washed, Dried	<input type="checkbox"/>	<input type="checkbox"/>	
Appliances (except Refrigerator/Freezer): Off	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Cans: Emptied, Liners Replaced	<input type="checkbox"/>	<input type="checkbox"/>	
Floors: Swept, Mopped	<input type="checkbox"/>	<input type="checkbox"/>	
Windows: Locked, Curtains Open	<input type="checkbox"/>	<input type="checkbox"/>	
Service Window to Main Hall: Closed	<input type="checkbox"/>	<input type="checkbox"/>	
Door to Restrooms: Closed	<input type="checkbox"/>	<input type="checkbox"/>	
Door to Back Porch: Locked	<input type="checkbox"/>	<input type="checkbox"/>	
Service Window to Dining Room: Open	<input type="checkbox"/>	<input type="checkbox"/>	
Door to Dining Room: Open	<input type="checkbox"/>	<input type="checkbox"/>	
Lights: Off	<input type="checkbox"/>	<input type="checkbox"/>	
FRONT PORCH, OUTSIDE			
Porch, Stairs: Swept, Benches in Original Place	<input type="checkbox"/>	<input type="checkbox"/>	
Parking Areas, Lawn: Trash, Animal Waste Removed	<input type="checkbox"/>	<input type="checkbox"/>	
ALL AREAS			
Personal Effects/Equipment: Removed	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments/Considerations:

I have inspected the entire facility prior to and after use. I have left the premises in as good or better condition as I found them:

Signature of Renter Legal Representative Date

Printed Name and Title of Renter Legal Representative

Phone Number

If you are reporting damage or problems existing prior to your occupation of the Grange Hall, the Rental Coordinator must initial each report.

Please allow 1-2 weeks for refund of Cleaning & Damage Deposit, if it is determined one is due.



General Rules for Use
Trout Lake Grange #210
PO Box 178, Trout Lake, WA 98650
Phone: 509-395-2101
Web: www.TroutLake.org/Grange

Approved: January 22, 2009
Version 2.1

~ All Renters of the Grange Hall are expected to read and observe the following General Rules for Use. ~

1. All Renters must complete an **Application for Grange Hall Rental** and display a signed **Rental & Hold Harmless Agreement** (and all other required Licenses or Permits) during the event.
 2. The Grange is a **No Smoking** facility. **No Smoking** is allowed outside the building within 25 feet of an exterior door way in accordance with Washington State Law.
 3. All loud noise must end by 11:00 pm Friday and Saturday or by 10:00 pm Sunday through Thursday.
 4. Return all furniture that has been moved to its original location. No furniture is to be removed from the building. Do not move pianos without written permission. Do not move items hanging on the walls or ceiling. Do not use staples, tacks, nails or tape on the walls or ceiling.
 5. All garbage must be removed from the premises at the end of the event. All Renters must dispose of their garbage. Failure to comply may result in additional disposal charges.
 6. All personal effects and equipment brought to the Grange by the Renter must be removed at the end of the event. The grange shall not be responsible for loss or damage of personal effects or equipment and may dispose of such abandoned property as it sees fit at the conclusion of the Rental Agreement. Failure to comply may result in additional disposal charges.
 7. At the end of the event, adjust the heat in the Grange as follows:
 - Turn heat in the Dining Room to 55 degrees when the outside low is below 55 degrees.
 - Turn off heat in the Main Hall.
 8. At the end of the event, turn off all lights in the building and all appliances (except refrigerators and freezers) in the Kitchen.
 9. At the end of the event, adjust all doors, passages and windows in the Grange as follows:
 - Close all doors and passages between the Main Hall and Dining Room, Main Hall and Restrooms, and Kitchen and Restrooms.
 - Open all doors and passages between the Kitchen and Dining Room.
 - Leave Restroom doors open.
 - Lock all windows and outside doors.
 10. Children must be supervised at all times. Do not allow children to play the pianos unsupervised. Do not leave children unattended outside.
 11. Animals, except those assisting alter-abled individuals, are not allowed in the Grange Hall. Please clean up and remove all animal wastes if your animal has relieved itself outside the building.
 12. Upon completion of the event, all facilities and grounds must be restored to their original or better condition. See the **Building Inspection Report** for complete details of your responsibilities.
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