

Pikes Peak Grange #163 Rental Contract

3093 N. State Hwy 83

Franktown, CO 80116

We welcome you and will do all we can to make your event a success. We ask that you observe the following rules so that we can maintain this facility in top condition for you and our future guests. Please read and initial each item.

___ **CROWD CAPACITY: 125 people maximum.**

ITEMS FURNISHED WITH OUR HALL:

___ The use of the kitchen and appliances are at your disposal. Please clean them after use.

*If you use the tables and chairs, **return** them to their proper storage area.

YOUR RESPONSIBILITIES (NO EXCEPTIONS!):

___ **You will need to provide us with your personal liability insurance (\$500,000 min.) with contract.**

___ All liquor is to be set up and served in the kitchen/dinning only.

___ Smoking is prohibited in the building.

___ Piano and pipe organ **CAN NOT** be moved. A fee **will** be charged for tuning and floor damage.

___ Sound systems, you will need to provide.

___ Parking lot snow removal or mowing of the grass is to be done by renter, at renters' expense.

NO SALT/ICE MELT IS TO BE USED, CAUSES DAMAGE TO HARDWOOD FLOORS AND PLANTS.

___ **Entire Grange Hall must be cleaned including floors mopped with provided cleaning .**

___ All trash (inside and out) must be removed from the property, there are no trash services available.

___ Tableware, serving pieces, trash bags are not provided.

___ You will be charged replacement cost of **any** broken or missing items.

___ Initial here

PLEASE HELP CARE FOR THE HALL:

___ If food and drink are served in the Grange building, extra care must be taken with the hardwood floors. **EXTRA** cleaning/repair fees will be charged for cleaning or repair of hardwood floors.

___ **Do not** drag equipment/sound systems across stage area or floors, must be carried.

___ **Do not** remove pictures, charters, clock or other items from the walls.

___ **Do not** use scotch tape, 3m products, thumbtacks, nails or staples on walls, light fixtures, trim, floors or ceiling.

___ **Cleaning supplies will be provided by the Grange for you to use. Do not use other cleaning products other than what is provided. Do not fill or empty mop bucket in kitchen sink.**

___ All windows and curtains are to be closed and locked upon completion of your event.

___ **In the event the renter damages or destroys Grange Property, the renter will replace or repair said property. The Grange reserves the right to enforce this agreement and if it is necessary to hire an attorney, the cost of the Grange attorney shall be paid by the renter whether or not a legal action is filed. You are solely responsible for yourself, your guests and their actions.**

DAMAGE/CLEANING DEPOSIT: \$600.00 (Six Hundred Dollars) This damage/cleaning deposit will be returned in full within two weeks after your function on the condition that there are **no damages to the building, its surroundings or contents, and the hall has been cleaned and left in the condition that it was rented.** The key is returned and all items of your responsibility have been adhered to. All rental/deposit checks will be deposited immediately. ***The date of your event will not be reserved without a deposit. Your deposit will be refundable only if you cancel your event six weeks prior to the event date.***

HALL RENTAL: \$600.00 (Six Hundred Dollars), includes one cleaning (prior to your event) and one opening and closing. **There will be a \$35.00 fee for each additional showing/opening of the Grange Hall for any reason. Hall rental payment will need to be made before the key is given either with cash, cashier's check or money order made payable to the Pikes Peaks Grange #163. No personal or business checks accepted.**

HOME OWNERS ASSOCIATION: Kitchen/dining area use only: \$75.00 (Seventy Five Dollars) per meeting. Maximum time 3 hrs. \$50.00 per each additional hour.

___ Initial here

RENTER INFORMATION:

EVENT: _____ DATE: _____

Responsible Party's Name: _____

Responsible Party's Phone Number: _____

Responsible Party's Email Address: _____

ADDRESS: _____

Description of the Special Event: _____

Signed: _____ Date: _____

**By signing this agreement, it states that renter has read and understands, and will adhere to the hall's rules as outlined in the above contract.*

Note: Signed rental agreement (3 pages), damage deposit check, and separate rent check must be forwarded to:

**Anita Woodward
3497 S. Zuni Street
Sheridan, CO 80110**

Contact information for Pikes Peak Grange:
Anita Woodward: 720-355-0260