



RENTAL RULES AND REGULATIONS

Condition

It is understood that the Renter is responsible for any damage to the facility resulting from their use of the facility. Generally the facility is to be returned to its original condition after the event. All extra-ordinary janitorial or other costs will be the obligation of the Renter.

Move-In and Move-Out Inspections: At the agreed upon move-in time, Renter and Center Staff will tour the facility, grounds, and parking lots, noting the condition of the facilities. An analysis of power and utility use for the event will be completed during the inspection. Also at this time, Renter will receive instructions on facility operation. After the event, Center staff will conduct an inspection of the facility and grounds. It will be the responsibility of the Renter to return all equipment used to the storage area, remove all outside equipment brought in for a function, see that all the trash in parking lot is picked up and see that all trash is neatly stored in the containers/dumpster provided. Any damage to the facility beyond general wear and tear will be charged to the Renter.

Event day access time: Renter will choose time for access to center, if renter does not arrive at set time they will be charged \$50.

End of event procedures: Event ends at designated time. One hour will be allotted for clean-up, after one hour, renter will be charged at \$50 per hour for any additional time needed. All alcohol sales, service and music will stop 30 minutes (11:30pm) prior to the end of the event. All guests must leave facility by midnight except for those helping to clean up

Normal Event Janitorial: The base rental fee includes daily janitorial services. The Center will clean and stock restrooms once daily. If extra-ordinary cleaning of restroom or other facilities is required, additional fees will apply. Additional charges of \$25 per man-hour will apply if post event janitorial exceeds 10 man-hours for cleaning and will be due and payable upon receipt of invoice, if amount exceeds the cleaning/damage deposit.

Security: During any event that requires security, the security personnel are in charge of the Community Center and will enforce all rules of this contract. Adequate security for the event determined and arranged by the Center. Certified security guards will be used and are required for public and private events. If serving alcohol additional security guards are required. The Renter is financially responsible for any property damage or injury to persons present resulting from the event. When equipment is stored in the building or parking lot overnight, security is recommended, but not provided unless requested. In such case, a security plan must be provided to the Center at least (14) days prior to the event. ***Security has the right to shut down your event if the number of guests exceeds the number of guests specified and paid for in this contract. Further, security has the right to shut down an event or remove persons violating any rules, laws, or undesired behavior. This includes guests drinking in the parking lot. No exceptions, No Refunds.**

Kitchen Use: All Items and utensils will be issued by Community Center staff before use and must be returned in good working condition. Kitchen and all items used must be in the same condition as before event. Any additional charges above and beyond what is covered by deposit will be due and payable upon receipt of invoice after the event.

Linens: Linens rented from the Community Center must be stripped from tables and put in blue laundry bags.

Garbage: It is the Renter's responsibility to remove all trash (paper, plastic cups, paper plates etc..) and place garbage inside of the dumpster. Garbage bags (20) will be provided for inside garbage receptacles. All cardboard boxes must be broken down and put in cardboard recycle box.

Stage Use: No food or drink on stage. All performers and/or guest are not allowed to have any food or drink on the stage or steps leading to the stage area. Band must use Gaffe tape on the floor, clear plastic tape is not allowed. Please notify staff if needed. **Children are not allowed** to be on the stage except to perform and must have adult supervision at all times. All additional charges assessed for cleaning will be due upon receipt of invoice after the event if the amount exceeds the cleaning/damage deposit.

Lights and Electricity Needs: Any broken light fixtures or switches will be repaired or replaced at Renter's expense. Renter is responsible for any misuse (such as overloading breakers) of power outlets. Additional charges assessed for damage will be due and payable upon receipt of invoice after the event, if the amount exceeds the cleaning/damage deposit.

Sound System: Use of the sound system is available as part of your base fee. Damage to sound system due to excessive volume will result in charges to the account. **Only outlets on the stage can be used, no extension cords allowed off of the stage. Volume must be kept at 45 decibels or below. All doors must be closed when music starts.** Security will monitor volume.

Smoke or Fog Machines are not allowed

Decorations: Staples, screws, tacks, nails, duct tape and glue of any kind are prohibited and are not to be used on any building surface or equipment.

No confetti, gum or glitter allowed!!

Candles: Only non-flame (battery operated) candles are allowed.

Helium balloons: While filling balloons helium tank must be secured with a chain to a cart or pole. All helium balloons must be removed from the ceiling at the end of the event.

Smoking: ABSOLUTELY NO SMOKING IS ALLOWED INSIDE THE BUILDING. Please smoke in the outside designated areas- at least 20 feet from building

Parking Lot: Overnight parking is not allowed on the property and is subject to fines by Hermiston Police Department.

Animals: Animals, other than service animals, are not allowed in the Community Center.

Guests:

- Will not be allowed to bring in any outside food or drink, once event has started. Sealed water bottles will be allowed.
- If visibly intoxicated will not be allowed to enter event
- Leaving event to go to parking lot to drink will not be allowed back inside
- When event has reached capacity, no new guests will be allowed to enter for remainder of event.

ALCOHOL POLICY

As the Renter and/or Server of the Hermiston Community Center and selling or serving alcohol at your event, you are accepting all liability for damage and for the safety of your guests and customers.

Alcohol Policy: **OLCC Permits:** If alcohol is sold or served at public events, an OLCC permit must be obtained and submitted to the Hermiston Community Center and Police Department. Alcohol must be served by an OLCC licensed server. **All alcohol is to be served in clear, see-through cups.**

WE REQUIRE THAT YOU:

- **Have an Oregon Liquor Control Commission (OLCC) license/ permit before selling or serving alcohol.**
- **Use only OLCC licensed servers. (Copy on file OLCC server and driver's license).**
- **Follow all OLCC rules and guidelines.**
- **Serve only Beer and Wine - No hard alcohol is allowed**
- **All alcohol must be delivered to center before event starts.**
- **Do not allow your guests/ customers to bring any alcohol to your event.**
- **Self Service alcohol is prohibited. This includes wine and bottled/keg beer or spirits.**
- **Alcohol service is limited to 4 1/2 hours (set by renter)**
- **Alcohol service will be limited to one drink per person at a time**
- **Terminate alcohol service 30 minutes before your event ends.**
- **Check ID of anyone who looks 26 years of age or younger.**
- **Designate an adult to remain alcohol-free to oversee the event and cleanup process.**

Renter shall provide: Any caterers serving alcohol must provide the host liquor liability certificate of insurance under its policy naming the Center as additional insured. Renter shall ensure that all food and alcohol vendors are in compliance with OLCC and food handler laws and regulations. All copies of certificates and or licenses must be on file in the Center office prior to set-up.

Permits: Renter is responsible for obtaining all necessary permits, including those required for food and beverage service. Renter is responsible for all damages caused by vendors and concessionaires, as well as any violations of Center policies. Damages will be assessed after the event and payable upon receipt of invoice if damages exceed deposit. Copies of all required permits, licenses, and insurance must be on file in the Center office before any event will be allowed to open.