RENTER'S RESPONSIBILITY & FACILITY USE POLICY

The Theatre Company of The Dalles
PO Box 577
The Dalles, OR 97058
541-370-2513

The Theatre Company of The Dalles is pleased to make our building available to everyone to use. We provide a clean environment and we expect it to be treated with respect. We will present the rooms clean and ready for use. You can do your own decorating as long as it is all removed. **You are responsible for your guests, and their children**. **Any damage to the building or infractions of the rules, your security deposit will not be returned.** When your party is over, you are the last person out. **All garbage must be removed from the premises.** We will do what we can to help make your event a memorable occasion. The Grange is a smoke free building. The theatre Company reserves the right to approve all activities on the premises.

____Music: The Theatre Company must approve all music. The Theatre Company Staff reserve the right to control the volume of any and all the music. 110 decibels is too loud. Turn music down at 10 p.m. All music must stop at midnight.

_____Guests: A member of the rental party must stay until all guests have left the building.

_____Children: **MUST** be closely supervised at **ALL TIMES**. In order for your party to run smoothly, we suggest a babysitter for the children. Children cannot play on the stairs, stage or in the bathrooms. **FAILURE TO CONTROL CHILDREN WILL RESULT IN THE LOSS OF DEPOSIT.**

_____Insurance: A certificate of liability insurance providing $500,000 of coverage naming The Theatre Company of The Dalles as additional insured is **required for all events**.

_____Alcohol: **Alcohol is NOT allowed under any circumstances**. Guests found bringing in alcohol or drugs **will** result in the loss of the deposit.

_____Rules: No smoking inside the Grange. No open flame or fire of any kind!!!

_____Noise: Do NOT have drag races in this neighborhood. If you hear any call the police.

_____Parking: Do NOT block the driveway on the side of the building. There are neighbors that need to have access to that road.

_____Fee: There is a rental fee of $200 with an addition Security Deposit of $100. The Security Deposit will be refunded IF the Grange is in the same condition as the day of the rental and all rules are followed. We only accept cash or money orders.

_____Cancellation: Notice of cancellation of event must be presented in writing at least 90 days prior to the date reserved. All fees paid will be forfeited if this process is not followed.

The Theatre Company of The Dalles reserves the right to restrict any conduct or activities as it sees fit for the protection and reservations of the Grange building. Any violation of the above rules will result in loss of deposit.

I understand and accept the above use policy for The Theatre Company of The Dalles.

_____ Date: _____

Signature

Name: _____

Address:_____

Phone Number: _____

Grange Address: 6290 Mill Creek
On West 10th Street, Go south on Mt Hood Street, Mt Hood turns into Mill Creek (stay to the right) about 6 miles from Mt Hood the grange is on the left side. When you see Sandoz Farm signs you are getting close.

Mail this contract to:
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PO Box 577
The Dalles, OR 97058