



HOOD RIVER SADDLE CLUB
 4384 Belmont Drive
 Mailing Address: P.O. Box 154
 Hood River, OR 97031

CLUBHOUSE RENTAL AGREEMENT

This agreement pertains to the rental of the Hood River Saddle Club Clubhouse and rental inventory for all events such as but not limited to parties, receptions, wedding ceremonies, meetings and presentations. Violation of any policy herein may result in forfeiture of all deposit funds. Hereinafter, the Hood River Saddle Club shall be referred to as "HRSC". You, your group, or organization shall be referred to as "Renter".

Date of Event: _____
 Start Time: _____
 End Time: _____
 Event Description: _____

RENTER'S CONTACT INFORMATION

Contact Name: _____
 Contact Number: _____
 Group/Organization Name: _____
 Mailing Address: _____
 Email Address: _____

CLUBHOUSE RENTAL FEE SCHEDULE

*Full Day Rental Bookings Available Sunday-Saturday
 Four (4) HR Rental Bookings Only Available Monday-Thursday*

HRSC Clubhouse: **FOUR (4) HOUR RENTAL BOOKING: 9:00 AM – 1:00 PM** M-TH
 \$40.00/Hour \$100.00 Refundable Security/Damage Deposit

HRSC Clubhouse: **FOUR (4) HOUR RENTAL BOOKING: 1:00 PM – 5:00 PM** M-TH
 \$40.00/Hour \$100.00 Refundable Security/Damage Deposit

HRSC Clubhouse: **FOUR (4) HOUR RENTAL BOOKING: 5:00 PM – 9:00 PM** M-TH
 \$40.00/Hour \$100.00 Refundable Security/Damage Deposit

HRSC Clubhouse: **FULL DAY (12 HRS) RENTAL BOOKING: 11:00 AM – 11:00 PM**
 \$450/Day \$450.00 Refundable Security/Damage Deposit

PLEASE NOTE

ALL RENTAL TIMES INCLUDE SET UP AND CLEAN UP TIME
IF YOU HAVE BOOKED THE FACILITY FOR A FULL DAY RENTAL, MUSIC MUST BE OFF BY 10PM & OUT BY 11PM
NO EXCEPTIONS

RESERVATION (Security/Damage) DEPOSIT

A security/damage deposit is required to guarantee event date and time and due at the time of booking. The deposit cannot be used toward the rental fee. **Following on-site inspection and return of keys, the deposit will be refunded within seven (7) days of the event.** Exceptions include event cancellation (see Cancellation Policy), property damage or loss to the building. In addition, the renter is responsible for all damage inside and outside the building during the contracted rental time. The amount of the deposit refund will be based on adequate cleanup and no damage as determined by the Clubhouse Manager, or HRSC representative. Cleanup not done by the Renter and done by the HRSC shall be charged at the rate of \$30/hour against the security deposit. If cleanup and/or damage charges exceed the rental deposit amount, HRSC reserves the right to bill the Renter for any additional charges not covered by the rental deposit, including the replacement cost of any broken or damaged rental inventory.

RENTAL FEE PAYMENT

The rental fee payment is due within seven (7) days of the event. The renter will be billed for the rental fee via Pay Pal. No Cash Accepted. Full payment must be made at the time of the billing to guarantee the HRSC Clubhouse reservation.

CANCELLATION POLICY

In the event of cancellation, renters must notify the HRSC Clubhouse Manager of cancellation at least thirty (30) days or more prior to the event date. Renters will receive a full refund of all prepaid rental deposits and fees. **If cancellation is received less than (30) days prior to the event, HRSC will retain a \$50 cancellation fee.**

PRIOR OR DURING EVENT

- The Clubhouse Rental Agreement will be reviewed with the renter and signed by the renter and the HRSC Clubhouse Manager or Representative at the time the renter picks up the Clubhouse keys.
- The renter will be given a key and a **Cleanup Checklist** upon admission to the building. The building must be cleaned to the standards listed.
- A HRSC representative may be on site at set-up and cleanup, and/or may be present during the event.
- If you run into any issues before, during or after your rental time, someone will be able to assist you. Call or text Kirsten / HRSC Clubhouse Manager at (503) 889-6511.
- Our Hospitality Coordinator, Helen, may be able to assist with questions if Kirsten is not available. Helen's contact number is (541) 399-6651

CLUBHOUSE USAGE RULES

HRSC, its directors or agents reserve the right to approve or terminate any and all Renter activity on HRSC premises if the following rules and conditions are not followed and could also result in forfeiture of the deposit.

- Clubhouse occupancy may not exceed 83 people.
- Renter shall not assign or sublet any part of HRSC premises.
- Renter shall not hinder foot or vehicle traffic to, from or on HRSC property nor block fire lanes or exits at any time during the event.
- **No open fires or fireworks permitted in the building or on the grounds.**
- Heat inside the clubhouse should be kept on set program and is not adjustable.

CLUBHOUSE USAGE RULES CONTINUED

- **Smoking or Vaping is NOT permitted on HRSC grounds.** This includes the inside and outside of the clubhouse. Any cigarette butts, spit cans or litter on the property will result in charges to be deducted from the security deposit.
- **HRSC clubhouse and grounds are a Weapon-Free zone. Any report of weapons on site will be reported to local law enforcement.**
- **QUIET HOURS ARE BETWEEN 10PM AND 7AM. NO EXCEPTIONS.** Renter shall comply with all county and state laws, codes, regulations and ordinances, including but not limited to noise or nuisance orders, while occupying HRSC premises. Failure to comply may result in forfeiture of security deposit and/or early termination of event.
- Because horses can pose unexpected dangers, for the safety of all, especially children, activities of Renter and all other persons at Renter's event are restricted **ONLY** to the HRSC clubhouse, front porch, lawn around the clubhouse, and the concrete pad/gravel area directly in front of the clubhouse. All other property, including, but not limited to, the riding arena, fences, gates and any other structures on HRSC premises is **OFF LIMITS**.
- **Children under 18 years of age must be supervised by parent or legal guardian at all times and must be restricted to those areas outlined above.**
- **Pets or other animals are also not allowed on the premises during the event.**
- HRSC is a community space and as such is open to a variety of uses. There may be others on the grounds during your rental. Renter must ensure guests/clients/participants shall not interfere with HRSC business nor any other activity taking place on HRSC property.
- Renter is fully responsible for the conduct of all people involved in Renter's event while on HRSC premises. Renter is responsible for upholding all state laws concerning the serving of alcohol as well as any alcohol-related damage or injuries which may arise. If Law Enforcement is called for any reason, all security deposit funds will be forfeited.
- The Clubhouse Manager or HRSC representative may inspect the premises at any time during Renter's event and has the right to immediately terminate any unpermitted activity and/or the event itself and close the clubhouse, which shall result in Renter's forfeiture of security deposit.
- Decorations must not damage the facility and create a lasting mess. Renters shall not use tack's or tape to display banners, signs, etc. on walls, windows, ceilings or furniture. Rice, confetti, glitter, silly string, etc. are NOT allowed. Questions regarding decorating may be directed to the Clubhouse Manager or HRSC representative.
- Before leaving, Renter shall clean and return all tables and chairs to storage, thoroughly sweep and mop floors, make sure kitchen is clean and orderly, lights are turned off, windows and doors are closed and locked. **See Cleanup Checklist for further details.**
- Any litter left by Renter in the area around the clubhouse is to be removed and properly disposed, HRSC provides garbage cans and garbage bags. All garbage created by the Renter is to be removed by Renter from HRSC property. A fee of \$25 per bag will be charged to Renter for garbage not properly removed.
- Failure to leave the HRSC clubhouse in good condition will result in forfeiture of security deposit.
- All guests, decorations, food, vehicles, catering materials, and all personal supplies and equipment must be completely off premises by expiration of contract time.
- **The HRSC key must be returned to the Clubhouse Manager unless otherwise directed.**

Thank you for following the clubhouse usage rules!

We appreciate your patronage and hope you enjoy the Hood River Saddle Club facility!

RENTER LIABILITY INSURANCE REQUIREMENT

INSURANCE: All Renters of HRSC owned property, including rights of way, shall be required to furnish evidence of liability insurance providing primary coverage in an amount that is not less than \$500,000 (five hundred thousand dollars) naming the Hood River Saddle Club as an additional insured. The liability insurance shall apply to, and provide coverage for, any and all claims for bodily injury and/or property damage arising from or caused by the use for which the Clubhouse Rental agreement is granted and shall be primary coverage. Such insurance shall further provide that the policy shall not terminate nor be cancelled prior to completion of the event without 10 (ten) days written notice. **Prior to finalizing the Clubhouse Rental Agreement, proof of insurance shall be provided to the HRSC Clubhouse Manager. Maintenance of this insurance shall be a continuing condition of the active Clubhouse Rental Agreement.**

The Renter shall provide proof of insurance that shall release, hold harmless and defend the HRSC, its members, officers, directors, employees, volunteers and/or agents for any harm, claim, loss, personal injury, death or property damage that may arise in connection with any Clubhouse Rental Agreement.

Clubhouse Rental Agreement applications will not be processed or approved without the signed waiver and proof of insurance.

LIABILITY AND HOLD HARMLESS

HRSC shall not be liable for any damage to persons or property resulting from any act or negligence of any person other than itself, its agents and employees. Renter shall hold harmless and indemnify of HRSC against all claims, loss, damage, liability and expense, including attorney fees, for injury or damage of every nature arising or resulting from Renter's use of the property, or any occurrence on or about the property, including without limitation any act, omission or negligence of Renter or any agent, employee or invitee of Renter in, on or about the property, excepting only those claims based on the acts or negligence of the HRSC.

Renter shall also be responsible for insuring any personal property that may be brought onto HRSC premises and shall release HRSC from any damage to such property that may occur during Renter's event.

Renter's Insurance Agent's Name: _____
Insurance Agent's Contact Number: _____

I hereby certify that I am the Renter or the Renter's authorized representative. To the best of my knowledge, this application is complete and correct, and I will adhere to the policies, rules and conditions as outlined in the Hood River Saddle Club Clubhouse Rental Agreement.

I also hereby agree to release, hold harmless and defend the Hood River Saddle Club, its members, officers, directors, employees, volunteers, and/or agents from any harm, claim, loss or property damage, personal injury or death that may arise in connection with this event and while on HRSC premises.

The person signing this rental agreement and waiver must be at least 18 years of age.
Children under the age of 18 must be supervised by parent or legal guardian at all times.

Signature of Renter: _____ Date: _____
Renter's Printed Name: _____

Signature of HRSC Clubhouse Manager: _____ Date: _____
Rental Manager: Kirsten Osborne (503) 889-6511



HOOD RIVER SADDLE CLUB
IMPORTANT INFORMATION ABOUT EVENT LIABILITY INSURANCE

The event liability insurance required for using our clubhouse is a statewide policy and applies equally to any rental facility. We realize it adds to the expense; however, a less costly option is available.

If any member of your group wishes to use the clubhouse, and owns or is buying a home, and can provide proof of homeowner's insurance, one-day liability coverage for your event can be purchased as a rider to that person's homeowner's policy. This person can contact their insurance agent and secure one-day liability coverage for your event at a lower cost. That same person would also need to sign the Hood River Saddle Club's Rental Agreement.

We enjoy having you use our clubhouse for celebrations and meetings. We hope this information will simplify the process and lessen the cost of securing event liability insurance. Thank you!