

# FRESHWATER GRANGE

Originally built as a dance hall in 1885, our hall has served as a venue for a variety of events, including weddings, for over a century. If your dream ceremony includes historic charm and an intimate setting, Freshwater Grange is the perfect place for celebrating your "I do's".

[WWW.FRESHWATERGRANGE.COM](http://WWW.FRESHWATERGRANGE.COM)



## THE GRANGE HALL

Our main hall is 2200 square feet of vintage beauty. We recently upgraded the stage and the concession room. Downstairs you'll find an equipped kitchen and prep area.

## IN HOUSE RENTALS

Many items are included with your rental, such as tables, chairs, banquet tables, coffee service, and more. We also have a variety of items available for rent. From dinnerware, flatware, and fine stemware to persian carpets, table arches, cake stands and vintage candle holders. Our selection is both beautiful and affordable.

## LOCATION

Located in the heart of the Freshwater valley, our hall is surrounded by pastures and victorian era homes. Take a stroll around this picturesque hamlet and you'll fall in love with the charm of yesteryear.

## WHY CHOOSE US

Not only is the The Freshwater Grange a charming venue for your special event, but we are a nonprofit, fraternal organization dedicated to building and strengthening community. All revenue from our rentals benefit our ongoing renovation projects and community programs.



## FRESHWATER GRANGE RENTAL INFORMATION

Built in 1885, the Freshwater Grange is an historic dance hall and meeting house that has been the hub of the Freshwater community for over a century. We can't wait to be a part of your next special event!

### RENTAL FEES:

Rental hours include set up, event, break down, and clean up time.

<b>Main Hall:</b>	<b>Full Day \$450</b>	<b>Half Day \$225</b>
<b>Main Hall and Kitchen</b>	<b>Full Day \$550</b>	<b>Half Day \$325</b>
<b>Wedding Package</b>	<b>Friday 4 PM – Sunday 2 PM</b>	<b>\$700</b>

A walk through orientation will be required before your event. Keys will be available by appointment the day of. Half days are 6 hours of rental time. Full days can begin as early as 7:30 am. Rentals must be completed by 11 pm. Rental fees are due no later than 30 days before the event date.

There is a 20% discount for nonprofit organizations.

**Wedding packages are not available for the first weekend of each month, except for June and July.**

### SECURITY DEPOSIT:

We require a refundable security deposit. The amounts vary due to the areas of the hall rented and number of people attending. The Security Deposit and the signed Rental Agreement are due no later than 10 days after your booking has been accepted in order to guarantee your event date is reserved.

### CLEANING FEE:

A non-refundable \$100 cleaning fee is required and payment due with the Rental Fee.

### INSURANCE CERTIFICATE:

Freshwater Grange requires that all renters provide a Certificate of Liability Insurance in the amount of 1 million (\$1,000,000) dollars, naming the Freshwater Grange 499 as "Additional Insured". This Certificate is due no later than 30 days prior to your scheduled event. Contact your Insurance Broker or we can recommend agents that can help. If you are serving alcohol your Certificate of Liability must specifically cover that.

## **BUILDING FEATURES AND ITEMS FOR USE:**

**Main Hall:** 2200 square feet. Maximum capacity is 100 persons. Chair and table storage room can serve as a concession/bar area. Power outlets line each side of the hall. Dimmable lighting. Stage area will accommodate live music with electric equipment.

**Items included for use:** 13 plastic tables (6 x 2.5), 2 plastic tables (4 x 2), 1 round plastic table (4 ft.), 65 wooden folding chairs (matching), 20 metal folding chairs (not matching), 5 rolling tables for buffet, vintage wooden serving bench, vintage Pepsi cooler, decorative lighting for stage, and more.

**Kitchen and Downstairs Dining Area:** is approx. 1200 square feet. Maximum capacity is 65 persons. **\*\*THIS IS NOT A COMMERCIAL KITCHEN\*\***

**Items included for use:** Stove with griddle/4 burners/oven, refrigerator, various cookwares, utensils, appliances, assorted serving ware, serving platters and baskets, flatware /coffee cups/glasses/plates/bowls (not matching), coffee maker, coffee urn, beverage dispensers, and more.

**Additional Items available for rent:** Chafing dishes, glass and ceramic serving platters, white plates with gold rim- 10.5 in & 8.5 in, black dinner plates- 10.5 in, white 6 in dessert plates, gold finish stainless steel flatware, crystal wine goblets, wine glasses, water goblets, glass water carafes, white coffee mugs with gold rim, 14 in gold round cake riser, glass cake stands, 24 set mini glass gold topped salt and pepper shakers, gold metal napkin rings, art deco table number holder (12 in) with paper table numbers, place card holders, wood and acrylic card box with thank you sign, glass votive and taper candle holders with LED tea lights/tapers, LED pillar candles, and more...ask for price sheet.

**Event planning/ Coordinator services Contact Tamara:** [wrangletoevents@gmail.com](mailto:wrangletoevents@gmail.com)

## **ADDITIONAL IMPORTANT INFORMATION:**

- **No alcohol sales are permitted on premises without appropriate ABC licensing and insurance. Renter must comply with local, state, and federal laws regarding the sale of alcohol. Alcohol may not be consumed anywhere outside of the building.**
- Tobacco or cannabis product use is not permitted in the building or on grounds.
- All exits must remain open and/or unblocked for the duration of the event.
- Use of tacks, nails, push-pins, tape, glitter, or confetti is not allowed on premises or grounds. For use in decorating, we suggest UHU Hold it putty. Hooks are provided around the perimeter of the hall for your decorating needs.

**Freshwater Grange 499**

Address: 49 Grange Rd. Freshwater, CA

Mail: P.O. Box 6153 Eureka, CA 95502

Email: freshwaterhall@gmail.com

Contact: Tamara Myers

(707) 498-9447

**RENTAL APPLICATION**

**Provide all requested information. We may contact you for more details. You will receive a written fee estimate with a Rental Agreement to be completed and signed. Return Agreement with Security Deposit.**

Today's Date: \_\_\_\_\_ Event Date: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Responsible Party: \_\_\_\_\_  Individual  Non-Profit

Business/Organization

Name of Business/Non-profit \_\_\_\_\_

**INFORMATION ABOUT YOUR EVENT:**

Type of Event: (circle all that apply)	
Meeting / Fundraiser or Benefit / Play / Class / Workshop / Dance / Wedding / Reception / Reunion / Breakfast / Luncheon / Dinner / Graduation / Memorial / Exercise / Festival / Garage Sale / Commercial Sale / Crafts Fair / Plant Sale / Youth Activity / Party / Organization Function /	
Other: _____	
Estimated Total Attendees	
Is this event open to the general public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there an admission charge?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will food be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Food for Sale
Will a caterer be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you interested in event coordinator services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will Alcohol be served?	<input type="checkbox"/> No <input type="checkbox"/> Beer & Wine <input type="checkbox"/> Liquor
Event authorization from CA ABC is required for public	sale of alcohol

**RENTAL REQUEST FOR:**  Main Hall  Kitchen  Both  Wedding Package

	Dates(S)	Preferred Time(s)	# of Hours
<b>SET-UP</b>			
<b>EVENT</b>			
<b>CLEAN UP</b>			

**WHO IS THE PRIMARY CONTACT FOR THE EVENT?**

Contact Person: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_

Mail Address: \_\_\_\_\_ Second Phone: \_\_\_\_\_

(city/state/zip) \_\_\_\_\_ Email: \_\_\_\_\_

Alt. Contact Person: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_

**I have reviewed the FG 499 Rental Information Sheet and fully accept the outlined terms of rental.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Freshwater Grange Rental Contract

Freshwater Grange 499  
Address: 49 Grange Rd. Freshwater, CA  
Mail: P.O. Box 6153 Eureka, CA 95502

Email: freshwaterhall@gmail.com  
Contact: Tamara Myers  
(707) 498-9447

## RENTAL AGREEMENT

**Renter:** \_\_\_\_\_ **Event Date(s)** \_\_\_\_\_

**Event Type** \_\_\_\_\_ **Non Profit EIN#** \_\_\_\_\_

**Please read the terms and conditions of this agreement carefully.**

*1. Renter & Contracting Individual:* The “renter” is the individual or organization under whose name the rental will be recorded. The “contracting individual” is the authorized person who signs this contract to verify understanding of rental terms and agreement to comply with them. The contracting individual is legally responsible for ensuring that rental rules are followed, fees are paid, and all tasks on required pre- and post- event checklists are completed.

*2. Security Deposit:* A security deposit must be paid with signed Rental Agreement to confirm and reserve a rental date. The Security Deposit will be refunded in full following successful completion of the post-event checklist. In the event that the checklist is not completed, the Hall will deduct from the security deposit such amount as is reasonably necessary to A) repair or replace property that is broken, defaced, lost or stolen; and B) any additional cleaning required beyond the regular cleaning fee to return the premises and/or equipment to a pre-rental condition. Security deposit checks shall be mailed no later than 2 weeks post event date.

*3. Cleaning Fee:* A non-refundable cleaning fee of \$100 is due with rental fee.

*4. Rental Fees:* You will receive a written estimate of your rental fees, based upon the information you provide about your organization, and the services that you request. Rental fees must be paid in full a minimum of 30 days prior to your event. Failure to pay rental fee when due may result in loss of rental or a late fee. Non-Profits must provide EIN to receive discounted fees.

*5. Expedited Rental:* Events booked less than 15 days in advance may incur an additional \$50 processing fee.

*6. Event Cancellation:* Notice of cancellation must be received in writing, delivered via US mail or email. Cancellations postmarked/dated at least 30 days prior to the scheduled event will receive full refund of any deposit and fees paid. Cancellations postmarked/dated less than 30 days prior to the scheduled event may be assessed a cancellation fee.



7. *Insurance:* Renter must provide comprehensive public liability insurance, including other property damage and personal injury, with a combined single limit of no less than \$1,000,000.00 with Freshwater Grange 499 named as an additional insured. If alcohol is to be served at your private event, your Certificate of Insurance must specifically include coverage for this. The Certificate must be provided to the Hall within 15 days of your event and must be posted in the designated location during the event. We reserve the right to file a claim with your insurance carrier for losses not covered by the Security Deposit.

8. *Alcohol:* No alcohol sales are permitted on premises without appropriate ABC licensing and insurance. Renter must comply with local, state, and federal laws regarding the sale of alcohol. Alcohol may not be consumed anywhere outside of the building. You are responsible for any alcohol served or consumed and for ensuring that event attendees act responsibly.

9. *Facility Access:* Renter will either receive a key, by appointment, or be let in, at the start of your rental. The key must be returned to the designated location when the event is completed.

10. *Pre-Event Orientation & Instructions:* A scheduled walk through of the building and review of the Post Event Checklist must be completed by the renter prior to your event. Individuals who are responsible for Set-Up, Food Service, Music, and Clean-Up at your event are encouraged to attend. The length of the orientation varies with the complexity of your rental but you should plan on a minimum of 30 minutes. *Renter is informed of safety protocols and knows where exits/extinguishers are located.*

11. *Post Event Checklist:* A Post-Event Checklist will be provided. It gives detailed step-by-step instructions for what must be done to clean the hall, equipment, and grounds properly, so that your Security Deposit can be returned. Failure to fully complete all tasks on the checklist will result in withholding from your Security Deposit.

12. *Noise and Amplified Music:* All amplified music must end at 10:30 pm.

13. *Good Neighbor Policy:* The Hall is in a residential area. In addition to keeping noise down, renter is responsible for any impacts to the Hall's neighbors resulting from the carelessness of event attendees. Additional fees for clean-up of litter or damage to property will be deducted from the Security Deposit and may be used to compensate impacted neighbors.

14. *Private Property:* The property adjacent to and behind the Hall is private property, not included in your Hall rental. No adults or children, renters, guests or visitors, may trespass on these properties.

15. *Smoking/Vaping/Open Flames:* The Hall is a Tobacco Free and Smoke Free area. Open flames, smoking or burning of any substances (candles, smudging, incense, herbs, vaping) is **strictly prohibited** inside the Hall, or within 10 feet of Hall entrances. Litter of cigarette butts on premises or in parking lot will result in excessive cleaning fees of \$100 being deducted from the Security Deposit.

16. **Parking:** The parking lot may be available for your use during your event time. Garfield School rents the lot for staff and parent parking Monday –Friday during school hours, generally 8 am – 4 pm, for the school season. During those times, the parking lot is for school use exclusively. For rentals occurring on weeknights, weekends and weekdays during summer months, the lot will be available for your use.

Please do not park on neighbors lawns or block the road while loading and unloading for your event.

17. **Food Preparation & Service:** An orientation to the Hall kitchen and kitchen policies must be completed by the renter during the walk through. Renter will ensure that all kitchen appliances, serving ware and utensils are properly washed per posted instructions.

18. **Trash & Recycling:** Please package up all trash and remove from premises at the end of your rental. Funds will be deducted from Security Deposit for failure to remove trash.

19. **Care of Hall Facility and Equipment:** This is an historic building requiring care and consideration:

A) **Main Hall Dance Floor:** Our Douglas Fir softwood floor is easily damaged. Do not drag or drop furniture or other items that might scratch or dent it. No dancing dust is allowed on the floor.

B) **Furniture:** Unless alternative arrangements have been made, renter is responsible for setting up and putting away chairs and tables. Post event, chairs and tables should be returned to the storage locations shown during orientation. The piano or wooden “bar bench” may not be moved without prior written authorization.

C) **Decorations:** We recommend the use of UHU Hold it putty, 3M Removable Hooks or Mini suction cups for the decoration of walls. **Do not use tacks, nails, tape (except blue painters tape) or other materials that can damage surfaces. Use of glitter or confetti is strictly prohibited! Use of prohibited items will result in an additional \$100 cleaning fee.**

D) **Glassware & Breakables:** Dishes and glassware will be checked for chips and breaks. Unusual or excessive damage will result in deductions from the Security Deposit for replacements.

E) **Stage and Backstage Area:** No children permitted on stage without a supervising adult. Backstage area is not for use by renters, aside from turning on/off lights.

20. **Other Prohibited Activities:**

- No illegal activity: as defined by county ordinance, state or federal law, may take place on the Hall premises.
- No animals: with the exception of official service animals, except by prior written authorization.
- No outdoor signage, except by prior written authorization.
- No alteration of the Hall building: premises or equipment, except by prior written authorization.

21. **Violation of Hall Policies:** Violation of these policies may cause forfeiture of part or all of the security deposit.

22. *Miscellaneous Liability Issues:* The undersigned contracting individual agrees to hold the Hall, its agents, employees and members, free and harmless from any and all claims, demands, damages, costs, expenses, loss of services, action and causes of action and or liabilities for damages to property, or for injuries to any person in any way arising out of, related to, or connected with the users rental of the Hall and/or equipment. The Renter is held responsible for the negative impacts or illegal activities during the use of the Freshwater Grange 499 upon the neighborhood.

**The undersigned, acting as representative of the organization or individual entering into this agreement, certifies that the information provided in this Rental Agreement and Rental Application is correct, agrees to pay the required fees in full 30 days prior to the event, and assumes full personal and financial responsibility for any damages sustained to the building, grounds, furniture or equipment due to misuse, vandalism and conduct of all persons on the premises at the time of the event.**

ACTING AS REPRESENTATIVE, I HAVE READ THIS AGREEMENT AND ALL OTHER COMPONENTS OF THE COMPLETE RENTAL PACKAGE REQUIREMENTS.

I UNDERSTAND AND AGREE TO THE USE POLICIES AND AM RESPONSIBLE FOR THE RENTAL OF THE FRESHWATER GRANGE 499 ON:

(Date(s)/Times) \_\_\_\_\_

\_\_\_\_\_  
Contracting Individual Name

\_\_\_\_\_  
Organization or Event Name

\_\_\_\_\_  
Contracting Individual Signature

\_\_\_\_\_  
Date



## FACILITY RENTAL RATES

<b>RENTAL</b>	<b>FULL DAY</b>	<b>HALF DAY (6 Hours)</b>
Main Hall	\$450	\$225
Main Hall and Kitchen	\$550	\$325
Wedding Package*	\$700.00	-
Security Deposit	\$200-\$1000	-
Expedited Rental fee**	\$50.00	-
Cancellation fee	\$150 (if cancelled 15 days or less from event date)	

\*Wedding Package includes rental of Main Hall and Kitchen from Friday 4pm- Sunday 2 pm

\*\*Expedited rental fee: For rentals booked 15 days or less from event date.

Freshwater Grange 499 Rental Fees (04-27-2024)

