

SUOMI HALL FACILITY USE APPLICATION

244 West Marine Dr. Astoria, Oregon



SUOMI HALL BUILDING USE APPLICATION

CONTACT INFORMATION

Group Name _____ Estimated Number of People _____

Contact Person _____ Member _____ Non-Member _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Purpose of event _____

Hall area is limited to 132 guests. Dining area is limited to 89 guests.

RESERVATION DATE	AREA REQUESTED	FOOD SERVICES
Date _____	Hall (only) _____	Food provided by organizer? _____
Start Time _____	Dining + Kitchen _____	Request catering services? _____
End Time _____	Hall + Dining + Kitchen _____	Appetizers? Lunch? Dinner?

Will you need tables?	Yes	No
Will you need use of kitchen dishes, pots, pans, silverware?	Yes	No
Will you need use of the refrigerators?	Yes	No
Will you need use of the stoves?	Yes	No
Will alcohol be served?	Yes	No

RENTAL FEES

Hall	\$250.00 daily
Kitchen + Dining Area	\$250.00 daily
Hall + Kitchen +Dining	\$450.00 daily

Security & Cleaning Deposit: \$100.00 (refundable if no damage and cleaned)

Memorial or Funeral for member in good standing: no charge.

Member in good standing personal usage: Kitchen + Dining Area: \$100.00

Local community non-profit activities with Board approval: \$300.00.

Friends of Suomi Hall board will review all applications from members in good standing, local non-profits, and community activities for discounted rates. (Members in Good Standing are defined as members current with dues, and one-year active membership.)

SUOMI HALL FACILITY USE APPLICATION

244 West Marine Dr. Astoria, Oregon



SUOMI HALL BUILDING USE RULES, TERMS & CONDITIONS

General rules:

1. Alcohol is permitted provided the lessee hires a licensed, established server with proper insurance as required by the Oregon Liquor Control Commission.
2. Suomi Hall is a smoke-free and drug-free environment. Both are strictly prohibited.
3. Pets are not allowed in the hall.
4. Nails, tacks, tape, staples, etc. are prohibited on all walls, ceilings and woodwork.
5. Hall artifacts must remain where they are, including pictures on the walls.
6. The renter is responsible for the removal of all rubbish and recycling materials.

Other terms and conditions:

1. Insurance requirement: the renter must provide a copy of special event liability insurance.
2. The renter is responsible for any damage to the equipment or premises which is not the result of normal use. Friends of Suomi Hall may provide a member to be present and supervise the clean-up.
3. Deposit is non-refundable if cancelled less than fourteen days prior to scheduled event.
4. We reserve the right to refuse use of Suomi Hall to any person or group.

General Indemnity Disclaimer:

User/Lessee agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, illness, exposure to infectious/communicable disease, bodily injury, personal injury, emotional injury, or property damage which may result from any person using Suomi Hall, its entrances and exits, and surrounding areas, for User's/Lessee's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.

Liability: The user agrees to hold the owner harmless from any liability for injury or damage that occurs on the premises.

Use: The user agrees to use the premises only for the intended event or purpose.

Safety: The user agrees to inspect the premises before each use and ensure that the building is safe.

Preparation: The user agrees to prepare the premises for use and return it to its pre-use condition.

Deposit: The user agrees to pay a deposit and facility use fee.

Cancellation: Either party can cancel the agreement with 14 days' written notice.