

**TOWN HALL  
APPLICATION AND RENTAL AGREEMENT**

Date(s) of Use: \_\_\_\_\_

Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Set Up Time: \_\_\_\_\_ to \_\_\_\_\_

Describe Use and All Activities: (attach an additional sheet if necessary)

\_\_\_\_\_

**All fees are due at time of scheduling. If the event is cancelled up to 5 days prior to the event, the rental fee is refundable. The deposit will be refunded in full if the event is cancelled. The key(s) to the facility must be picked up from Town Hall between 8:30 and 5pm M-F. If the event is scheduled outside of this window of time, or on an observed holiday, the key(s) must be picked up the business day prior to the event.**

**\*Proof of general liability insurance at \$1,000,000 per occurrence and \$2,000,000 aggregate is required if alcohol is served or the kitchen is used. Talent residents should consult with the City to see if coverage applies.**

**Event Security: Depending on the nature of the event and/or if alcohol will be served at the event, the City may require that private security be contracted through the City at the expense of the applicant to ensure that a safe and secure event experience is maintained. When security is present they will remain until the Town Hall is closed and secured.**

Estimated Attendance: \_\_\_\_\_ Waiver Request: \_\_\_\_\_ Approved by: \_\_\_\_\_

(Check all Uses)

Town Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Alcohol \_\_\_ Yes\* \_\_\_ No

Tables and Chairs \_\_\_\_\_

(Must remain inside the building)

**When considering decorations for your event, be cautious of balloons becoming entangled in ceiling fans. Do not use any tape other than that recommended by the City on the walls or glitter anywhere in or around the facility. No space heaters or candles allowed. Please limit the volume of amplified music.**

Name of Organization: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
(Responsible party)

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact person for the scheduled event: \_\_\_\_\_

Daytime Contact Number: \_\_\_\_\_

In compliance with the Americans with Disabilities Act, if you need special assistance, please contact TTY phone number 1-800-735-2900 for English and for Spanish please contact TTY phone number 1-800-735-3896.

FOR OFFICE USE ONLY

Town Hall Rent (CH-RENT) \$ \_\_\_\_\_  
Rental Deposit (2282) \$ \_\_\_\_\_  
Security Service Fee (2283) \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

Approved by \_\_\_\_\_

Insurance Rec.  Attach Cert.

Date \_\_\_\_\_

Receipt No. \_\_\_\_\_ Attach Receipt

I certify that I am the authorized representative of the above sponsor(s), and that the above statements are true to the best of my knowledge, and that myself and the organization I represent, agree to be bound by the policies regarding use of the Talent Hall. I understand that violation of any of these policies may jeopardize further use of the facility and/or result in termination of use. I and the organization I represent agree to indemnify, against any and all claims, damages, losses and expenses, including attorney fees and costs arising in and from the use of the premises by the lessee or the conduct of the lessees therein, and defend and hold harmless the City of Talent its agents, officials, and employees from any and all damages resulting from violation of all copyright laws. I and the organization I represent further agree to assume responsibility for any physical damage to the facility, which is incurred as a result of activity or attendance at an event sponsored by lessee.

I and the organization I represent, understand that it is our responsibility to leave the facility in good order (per the checklist provided). Failure to do so will forfeit the deposit.

\_\_\_\_\_  
Name of Organization (if applicable)

\_\_\_\_\_  
Signature of Applicant  
(Responsible party)

\_\_\_\_\_  
Date

**Make Refund check payable to:** \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

**For Office Use Only**

Inspection  Passed  Failed

Full Refund  Partial Refund  No Refund

Refund Requested by: \_\_\_\_\_

Refund Approved by: \_\_\_\_\_

Deposit Fee Refund (10-2-100-2282): \$ \_\_\_\_\_

Security Service Fee Refund (10-2-100-2283): \$ \_\_\_\_\_

**For Finance Department Use**

Date of Refund \_\_\_\_\_

Check No. \_\_\_\_\_

In compliance with the Americans with Disabilities Act, if you need special assistance, please contact TTY phone number 1-800-735-2900 for English and for Spanish please contact TTY phone number 1-800-735-3896.

**FEES FOR USE OF THE TOWN HALL**

The City of Talent Town Hall is available for a variety of activities and uses. In order for the City to be able to recuperate a portion of the costs of operating the facility and also to protect the facility from potential damage a fee schedule has been developed with the intent to have a fair and equitable sharing of the costs among the various user groups.

- A. City government, governmental and City sponsored/co-sponsored events.
- B. Non-profits, civic groups, clubs and senior organizations for regularly scheduled meetings.
- C. Special Events (i.e., weddings, birthday parties, religious organization gatherings; not for regular services, and non-commercial social gatherings such as auctions and banquets.)
- D. Local commercial usage.

There are two components of charges to each user group - fee for operations and deposits that may be refunded based on the condition of the facility after the event.

Current User		Fees		Deposits		
		Resident	Non Resident	Security Deposit	Alcohol Use Deposit	Kitchen Deposit
Group A		\$0	\$0	\$0	\$50	\$100
Group B		\$10/use	\$20/use	\$100	\$100	\$100
Group C	35 or less	\$25/hr.	\$30/hr.	\$150	\$150	\$100
	36 or more	\$30/hr.	\$60/hr.	\$250	\$250	\$100
Group D	35 or less	\$35/hr.	\$75/hr.	\$150	\$150	\$100
	36 or more	\$50/hr.	\$100/hr.	\$250	\$250	\$100

**Security Company Fees**

Event Security: Depending on the nature of the event and/or if alcohol will be served at the event, the City may require that private security be contracted through the City at the expense of the applicant to ensure that a safe and secure event experience is maintained. When security is present they will remain until the Town Hall is closed and secured.

**Minimum of 4 hours (50 people or less is one guard at \$20/hour, more than 50 people require two guards at \$40/hour)**

**Deposits**

Category B groups may apply for a partial or complete waiver of fees if payment would cause undue hardship on the sponsoring organization or make it impossible for the group to use the facility. City Manager must approve waiver request upon submission.

A deposit based on type of use is required of all renters of the building. The deposit is due upon scheduling of the event and date reservation. Deposit will be refunded within two weeks of the event if all conditions and requirements are met. Users are responsible for maintaining the facility. Custodial and repair fees will be charged to users when necessary. Such deductions are made from the deposit prior to any refund. Any users needing to utilize the kitchen will be required to post an additional \$100 deposit.

Groups using the facility on a regular basis may pay a one-time/refundable deposit covering all events at the beginning of the calendar year. However, in the event that any custodial or repair fees are charged during the year these fees must be paid before the next use. A storage/equipment fee of \$100 per year, will be assessed to anyone storing equipment in the facility.

Proof of general liability insurance at \$1,000,000 per occurrence and \$2,000,000 aggregate is required if alcohol is served or the kitchen is used. Talent residents should consult with the City to see if coverage applies. Groups serving alcohol must meet all OLCC regulations.

# City of Talent

## Rules and Regulations for Use of the Town Hall

1. **Use:** Any citizen of Talent may use the Town Hall. The City of Talent shall maintain full authority, through the City Manager, to determine the priority for users and use of the building.
2. **Scheduling:** Scheduling of activities shall be conducted at City Hall during normal business hours. Any conflict or questions regarding qualified use, scheduling and fees for the use of the Town Hall will be resolved by the City Manager.
3. **Activities:** Non-profit civic, charitable, educational or fraternal organizations may hold fund raising events, however, such events shall conform to City and State regulations.
  - The facility will be used solely for the activities stated within the rental application. The “responsible party” shall not assign the rental agreement nor make any alterations without the written consent of the City. Violations of this provision shall result in a forfeiture of all fees and deposits paid to the City.
4. **Restricting Use:** The City Manager shall have the authority, subject to appeal to the City Council, to limit the number and/or frequency of a particular user, or to cancel, or prohibit use of the Hall for reasonable cause, including, but not limiting to the following:
  - Misuse of the building
  - Abuse of the building or facilities
  - Evidence that there is an inability to control activities
  - Evidence of noise or misconduct complaints.
5. **Building Access:** The Town Hall will be available for access at the time reserved and keys will be available at City Hall the day of the event. If the event is on Saturday or Sunday, keys must be picked up no later than 5:00pm on the Friday before the scheduled date of use. City Hall hours are Mon.-Fri. 8:30am-5:00pm. If returning the key after hours, please use the utility drop box located in the front of City Hall.
6. **Town Hall Rental Agreement:** All users, will be required to complete a Town Hall Rental Agreement. For uses of an ongoing nature, the Rental Agreement shall be reviewed on a monthly basis.
7. **Deposits:** A deposit shall be required of all users when the rental agreement is issued except for government activities. This deposit is refundable, provided that no cleaning or repairs, beyond normal wear and tear, are required as a result of the use by the applicant. Additional deposits will be required for alcohol and kitchen use, these deposits are also refundable based on the same criteria.
8. **Clean Up:** The Hall shall be left clean and furnishings rearranged to the condition prior to the use within the time period for which the Hall is reserved. Cleaning must be completed the day of the event. Should it be necessary to either clean or repair the facility after such use, due to the failure of the user(s) to do so, the costs will be deducted from the security deposit on file. If the costs for clean-up exceed the amount of the deposit, the user(s) shall reimburse the City for all additional costs incurred.
9. **Smoking:** Smoking in the facility, on the porch, and on the grounds is prohibited at all times. (Including E-cigarettes)
10. **Alcohol:** Possession, use, or sale of alcoholic beverages is permitted in the Hall only under the following conditions:
  - Alcohol use is limited to beer, wine and champagne.
  - A proper liquor license is obtained prior to the event and a copy of such is provided to the City.
  - A licensed server is in charge of the distribution of alcohol.
  - All parties agree that the facility and any activities therein are open to inspection by the City of Talent Police Department.
  - “Bring Your Own Bottle” functions are prohibited.
  - Prior written approval that the alcohol related conditions have been met is obtained from the City Manager.
  - Whenever alcohol is to be served at an event the “responsible party” shall be responsible for ensuring that all state and local regulations are observed related to the use, sale, or serving of alcohol.
  - Depending on the type and nature of the event the City has the right to require a security officer from a bonded company be present at the event to provide security.

In compliance with the Americans with Disabilities Act, if you need special assistance, please contact TTY phone number 1-800-735-2900 for English and for Spanish please contact TTY phone number 1-800-735-3896.

*The City of Talent is an Equal Opportunity Provider*

- A certificate of insurance naming the City as an additional insured shall be required for all events where alcohol is to be served.
- Private gatherings of 50 people or less, serving only wine or beer, may provide a homeowner's or business insurance certificate showing the City as a coinsured in lieu of having a licensed establishment providing alcohol.

**11. Governing Statutes, Ordinance and Rules:** All users of the Hall shall abide by all state and local statutes, ordinances, rules and regulations.

- The Police Officer inspecting during the event has the right to terminate use of the facility during any function should the participants' conduct violate any local or state laws or regulations. All fees and deposits shall be forfeited when a function is terminated for this reason.

**12. Liability:** The "responsible party" agrees to assume all liability for losses, expenses, damages, demands or claims in condition with arising out of, and injury or damage sustained or alleged to have been sustained, by any person, corporation, firm or company, or any damage or alleged damage to property in connection with the occupancy, maintenance, or use of all or any part of said premises by the "responsible party" and all the users of the facility.

The "responsible party" shall indemnify and hold harmless the City of Talent, including the City Council, agents, employees and volunteers from any and all losses, expenses, damages, demands and claims; shall defend any suits or actions brought against any of them, based on any such alleged injury or damage; and shall pay all damages, costs, and demands, including attorney fees in connection therewith, or resulting there from.

The City is not responsible for any item(s) left in the Hall after an event.

**13. Fees, Security Deposits, Refunds, and Cancellations:** Fees shall be set by the City Council and will be applicable as they appear on the attached sheet. Regardless of type of use or user, all applicants shall be required to provide a security deposit. The City shall conduct an inspection of the facility after any event to determine if the applicant is eligible for a refund and if so in what amount.

- Security deposit refunds will be processed following the inspection of the facility for cleanliness, damage to equipment, the facility or grounds. All refunds will be mailed to the applicant from the Finance Department. Depending on the date of use, it may be up to 2 (two) weeks before the refund arrives.
- Rental fees will be forfeited if the applicant cancels the event but fails to notify the City 5 (five) days prior to the scheduled event.
- In the event that the City cancels the event for reasons unrelated to the application the deposit and fees will be returned in their entirety.

CITY OF TALENT

110 E. MAIN STREET PO BOX 445. TALENT, OR 97501

Main (541)535-1566 FAX (541)535-7423 Email: talent@cityoftalent.org

Name of Renter \_\_\_\_\_ Contact Phone \_\_\_\_\_

Date of Use: \_\_\_\_\_ to: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_

**TALENT TOWN HALL INSPECTION CHECK LIST**

**Clean-up must be completed prior to the end time stated in the rental agreement.**

It is the City's intent that all users have a pleasurable event. When your event is over, please use this checklist to ensure that all items listed are in the same condition as found.

Cleaning deposits will only be refunded after the City has inspected and approved the used areas and are in the same condition as prior to rental.

- \_\_\_\_\_ **Tables and chairs, wipe off and put back into original configuration.**
- \_\_\_\_\_ **Using additional tables and chairs? Please wipe off and put back in stacks.**
- \_\_\_\_\_ **Floor - Sweep and mop with the cleaner and water provided.**
- \_\_\_\_\_ **Restrooms – clean all.**
- \_\_\_\_\_ **Kitchen – clean all.**
- \_\_\_\_\_ **Oven, stovetop burners and exhaust fans – Make sure they are turned OFF.**
- \_\_\_\_\_ **Food – Remove all from refrigerator and freezer.**
- \_\_\_\_\_ **Trash - Empty and place in dumpster behind Community Hall.**
- \_\_\_\_\_ **Recyclables – Please put into correct containers.**
- \_\_\_\_\_ **Back ramp and hand rails – Clear of any trash**
- \_\_\_\_\_ **Lights and ceiling fans - Please make sure they are all turned OFF.**
- \_\_\_\_\_ **Windows - Please make sure they are all closed and locked.**
- \_\_\_\_\_ **Doors – Please make sure that they are all closed and locked.**

<b>City Inspection</b>	
<input type="checkbox"/>	

Passed inspection \_\_\_\_\_ Yes \_\_\_\_\_ No

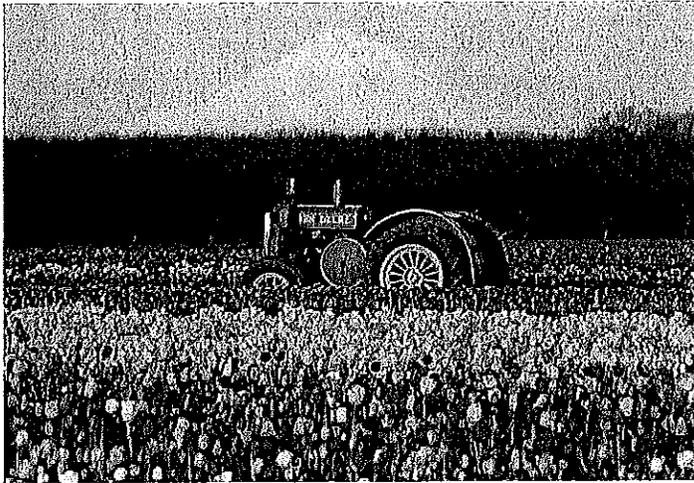
Specific reason(s) for not passing inspection with additional notes as to why: \_\_\_\_\_

**Key- MUST be returned to City Hall immediately. If after hours, place key in white utility drop box located in front of City Hall.**

Inspection completed by \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

In compliance with the Americans with Disabilities Act, if you need special assistance, please contact TTY phone number 1-800-735-2900 for English and for Spanish please contact TTY phone number 1-800-735-3896.

# Tenant User Liability Insurance Program



Protect  
yourself and  
your guests  
with TULIP  
coverage

Sponsored by the National League of Cities

## Are you planning to use or rent a municipal facility?

TULIP ensures that you are protected from liability related to injuries and damage that may occur at your event or activity. **Without TULIP, you may be personally responsible for the payment of claims for bodily injury or property damage.**

You can buy insurance through the NLC-sponsored TULIP program, or you can purchase a policy through another private insurance carrier.

## Get a free quote for your event!

- STEP 1** Visit <https://www.onebeaconentertainment.com/OneBeaconEntertainment/pages/tulip/tulipapp.page>
- STEP 2** Enter entity code.  —   
Don't have a code? Contact your city/county for details.
- STEP 3** Describe event or activity. Select from drop-down menu. Click next.
- STEP 4** Get your quote. Answer some basic questions and enter your contact and billing information.
- STEP 5** Purchase when ready.

For more information contact Susan Kludjian at (978)661-6662 or Christine Mitchell at (978)661-6857.  
Web Address: <https://www.onebeaconentertainment.com/OneBeaconEntertainment/pages/tulip/tulipapp.page>. A copy of the policy listing covered events and exclusions is available at <https://www.cisoregon.org/webportal/trust/tulip.aspx>.



citycounty insurance services  
[www.cisoregon.org](http://www.cisoregon.org)

It's all about 