

Painters Hall Rental Agreement

Pringle Creek Community
3911 Village Center Drive SE
Salem, Oregon 97302

503.315.1055
info@pringlecreek.com
Contact: Events Coordinator



Contact Information

Name: _____

Organization: _____

Address: _____

Email: _____

Reservation Information

Date: _____

Time: from: _____ to: _____

Event Description: _____

Phone: _____

Number of Guests: _____

Rates

Standard
\$100/hour

Non-Profit Eligible
\$50/hour

PCC Partner
\$25/hour

Resident
No charge

Damage Deposit (refundable): \$250

Amenities

Amenities included in rental fee:

- 10 tables (2' x 6') and 70 chairs
- Casual cafe and outdoor deck seating with BBQ
- Fully equipped kitchen
- Building audio system

Please describe any specific facility needs for your event:

Rental Fee: \$ _____ for _____ hours

Additional amenities and services: \$ _____

Total Due 10 Days Prior to Event: \$ _____

Refundable damage deposit: \$ 250.00

Payment: Check is payable to Sustainable Development, Inc. **Mail to:** Pringle Creek Community, 3911 Village Center Drive SE, Salem, OR 97302. Unless otherwise requested, all damage deposits will be shredded after it has been confirmed that no damage has been incurred.

PCC Facilities Rental Agreement

Please read and initial each statement:

___ Payment is required in full at least ten business days prior to the schedule event. Cancellations must be made at least ten business days before the scheduled event to receive a full refund.

___ If serving food or drink, renter is required to use durable dishware and silverware. Plates, cups, silverware and serving pieces are included with the Painters Hall rental or can be rented with another rental entity. No disposable items are allowed.

___ Furniture and accessories located in Painters Hall may only be moved with prior approval from Pringle Creek Community staff.

___ Signs, decorations, and related materials may not be taped, tacked, stapled, nailed, or affixed to painted surfaces, windows, or any other surface or structure inside the Painters Hall without prior approval from Pringle Creek Community staff. 'Damage-free' hooks may be used with approval. Renter will be responsible for any damage that results from decorations.

___ Renter will be billed for any damage or loss to Pringle Creek Community property that occurs during scheduled rental. **This includes items improperly deposited in our recycling bins.**

___ Pringle Creek Community is not responsible for lost or stolen personal items.

___ Renter will be billed at standard rate for events that extend beyond scheduled rental time.

___ Parking: Renter is responsible to ensure that all guests park in designated areas, keeping all vehicles on pavement & gravel only, parking to allow maximum capacity.

___ Painters Hall is a zero-waste facility and does not permit use of single-use/non-sustainable items such as paper plates, paper napkins, plastic water bottles etc. If these disposable items are used, a percentage of up to 100% of the damage deposit will be forfeited. See page 3 for more details.

___ At the discretion of Pringle Creek Community, renter may be required to provide a Certificate of Insurance naming Sustainable Investments, LLC and Sustainable Development, Inc. as Additional Insured, with a combined single limit of no less than \$300,000 per occurrence at least five business days before the event.

___ Alcohol Policy: If you will be serving alcohol at your event, we require you to obtain liquor liability insurance and provide proof of insurance at least five business days before the event. If payment or donation is accepted for alcohol, admission, or any other product or service, renter must have a Temporary Sales License (TSL) or use an OLCC-licensed caterer. If you are making alcohol available, but there is no payment or purchase required, and no donations of money are accepted for alcohol, admission, or any other product or service, renter must obtain liquor liability insurance or provide proof of general liability insurance with a combined single limit of no less than \$300,000 per occurrence. Failure to provide proof of applicable liquor liability will result in the cancellation of reservations. Renter will be responsible for monitoring alcohol consumption and abiding by OLCC regulations. Please see <http://www.oregon.gov/OLCC/> for more details.

___ Cigarette smoking is permitted in vehicles only. Please take cigarette butts with you.

I, _____, have read and understand the rental agreement and policies. I agree to hold Pringle Creek Community and its agents, employees of Sustainable Development, Inc and Sustainable Investments, LLC, harmless from any and all liability and all claim for damages of any kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said renter or any and all members of the renter's party while on PCC property. I agree to fully reimburse Sustainable Development, Inc. for any damage arising from the use of said property, and any costs and legal fees incurred in the collection of said reimbursement.

Signature of Responsible Party: _____ Date: _____

Signature of Responsible SDI Staff: _____ Date: _____

PCC Facilities Alcohol Policy

If renter will be serving alcohol at his or her event, we require liquor liability insurance and proof of insurance at least five business days before the event.

If payment or donation is accepted for alcohol, admission, or any other product or service, renter must have a Temporary Sales License (TSL) or use an OLCC-licensed caterer.

If renter is making alcohol available, but there is no payment or purchase required, and no donations of money are accepted for alcohol, admission, or any other product or service, renter must obtain liquor liability insurance or provide proof of general liability insurance with a combined single limit of no less than \$300,000 per occurrence.

Failure to provide proof of applicable liquor liability will result in the cancellation of reservations. Renter will be responsible for monitoring alcohol consumption and abiding by OLCC regulations. Please see <http://www.oregon.gov/OLCC/> for more details.

Alternative Transportation

We encourage the use of alternative transportation. Cherriots bus route 7 stops along Fairview Industrial Drive and should be considered when planning for guests' arrival. <http://cherriots.org/en/routes/7>

PCC Facilities Zero-Waste Strategy

Painters Hall is a Zero-Waste facility. This means that we have established strategies to reduce and negate waste, specifically related to our event planning.

Goal: Reduce waste generated from single-use disposable items.

Strategy:

- If serving food or drink, renter is required to use durable dishware, silverware and linens. Plates, cups, silverware, and serving pieces are available for use with the condition that everything is cleaned at the end of the event. Cleaning packages are available for purchase. Linens are available at Painters Hall, can be rented from another rental entity, or brought by the renter. No disposable items are allowed.
- Residents may use kitchen items at no cost, with the expectation that they will clean them and return them to the shelves. All residents must be trained on how to properly dish wash and shelve items before this option is available. Alternatively, resident may choose to pay us to dish wash/shelve items.

Goal: Reduce excessive food waste.

Strategy:

- No single-use beverages allowed. Instead, serve bulk beverages in carafes and pitchers.
- Reduce food waste from single portion plates by serving buffet-style food so people take what they want.
- Compost all food scraps on-site with worm bin.

Goal: Reduce waste commonly associated with business gatherings.

Strategy:

- Instead of personal handouts, we recommend the use of electronically-distributed copies. Painters Hall has open Wi-Fi, and therefore renters may freely access the Internet during meetings.
- We provide a screen and projector at no additional charge. Consider projecting agenda or other information that does not necessarily need a printed copy.

Painters Hall Catering Agreement

Zero-Waste Strategy

Through a generous grant funded by Marion County, Painters Hall is a zero-waste facility. As such we ask that any caterers using our space abide by the following guidelines. To help with the implementation of this policy Painters Hall offers the complimentary use of our serving pieces, dishware and silverware for up to 120 people. We also offer the use of our table linens and napkins for an additional cleaning fee.

Caterers must abide by the following guidelines for food service in Painters Hall:

The use of disposable plates, cups, silverware and napkins is prohibited.

If the caterer is providing limited service (dropping off food and beverage only), the renter will be responsible for coordinating a durable dishware rental with their chosen caterer, Painters Hall or another rental entity.

If the caterer is providing full service including staff on-site, the caterer is responsible for coordinating a durable dishware rental with Painters Hall staff. The caterer is responsible for washing the dishes if the cleaning package was not purchased, or scraping the dishes and stacking them neatly in the Painters Hall kitchen if Painters Hall staff is responsible for washing all dishes used.

In coordinating menu selection with renters, encourage food options that reduce waste such as buffet-style service. Consider serving beverages in large containers or carafes as opposed to single-portion beverage containers.

Place food scraps and materials in correct recycling and composting bins. Painters Hall composts all food, including meat and dairy. Painters Hall also recycles plastic wrap, Styrofoam, and other food containers not traditionally considered recyclable.

Catering Company: _____ Phone: _____

"I agree to abide by the above Zero-Waste Strategy guidelines, and to ensure that employees and representatives of my company also follow these standards."

Caterer Signature: _____ Date: _____

Printed Name: _____

Sustainable Development, Inc: _____ Date: _____

Printed Name: _____