

Neskowin Valley School Rental Agreement

Renter Information

Contact Name: _____ Event Description: _____
Organization: _____ Day of Event Contact Person: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____ May we text this number: Yes No
Primary Phone: _____ Estimated # of Participants (including staff): _____
Email: _____

Rental Dates

Date in: _____ Start time: _____ Date out: _____ End time: _____
Date in: _____ Start time: _____ Date out: _____ End time: _____
Date in: _____ Start time: _____ Date out: _____ End time: _____
Date in: _____ Start time: _____ Date out: _____ End time: _____

Additional Rental Information

Is the event open to the public? Yes No Will alcohol be served? Yes No
If yes, Alcohol Use Policies & Application Form is required with this application
Will there be admission fees? Yes No Will food be served at the event? Yes No
Caterer Info (if applicable): _____

Rental Fees (Check all that apply)

_____ Security Deposit: \$200.00 (Refundable)
_____ **Group of 1-25:** \$225.00 per day _____ **Group of 26-50:** \$375.00 per day _____ **Group of 51-75:** \$525.00 per day
_____ **Groups of 76-100:** \$675.00 per day _____ **Groups of 101-150*:** \$775.00 per day

Additional Fees:

_____ *Cleaning fee for 1-25 guests: \$75.00*
_____ *Cleaning fee for 26-150 guests: \$125.00*
_____ Day before rental Set-Up fee: \$75.00 (after 5:00pm)
_____ Day after rental additional Clean-Up time: \$75.00 (past noon next day)
_____ ***Groups of 50 or more must haul away disposables or pay a dumpster fee of \$50.00**
(*\$50.00 charge will be deducted from paid security deposit if disposables are left on site*)
_____ ***Groups of 100 or more must rent a portable toilet. Arrangement & payment are the responsibility of the renter.**

Total Rental Fee: \$ _____ **Renter Initials:** _____

Rental Agreement

This signed rental agreement is due, with deposit, upon confirmation of your reservation.

The balance is due no later than ten (10) business days prior to your scheduled event.

1. Agreement includes the use of: Large common room with fireplace, kitchen, gym, decks, covered play area, bathrooms and parking only; *use of classrooms, library, school computers, and staff office areas prohibited.*
 - a. There will be no animals, firearms, or smoking allowed in the school or on school property.
 - b. "Rental Day" is from 8:00am to 8:00am the following day. No refunds will be provided to groups who vacate early or arrive late. Additional charges will be assessed if rental exceeds times designated in this agreement.
 - c. All recyclables must be removed from premises by the renter. A \$50 fee will be held from the security deposit if recyclables are left on-site.
- * Exceptions to any of the above-stated policies must be made by the Head of School prior to the event date.
2. If the group/organization provides alcohol, they must file the required paperwork with OLCC and complete the Neskowin Valley School Alcohol Use Policies and Application.
3. Applicant agrees to provide liability insurance a minimum of one (1) week prior to rental services, naming Neskowin Valley School as an additional insured in the following amount: \$2 million single occurrence/\$2 million general aggregate. Rental services shall not be granted until the required certificate has been received and approved by Neskowin Valley School.
4. **INDEMNIFICATION:** The applicant and the applicant's group, shall indemnify, defend, and hold Neskowin Valley School (NVS), its elected and appointed officials, agents, employees and volunteers harmless from all liabilities, claims judgments, demands and costs arising out of or resulting from applicant's, applicant's group or their invitees' use of the NVS Facility and adherence to all school regulation. I have read and agree to abide by the regulations established for use of Neskowin Valley School. I agree to be solely and completely responsible for the condition of the school and to leave the inside and outside in neat and clean condition, without damage. I agree to promptly reimburse NVS for all damages. Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.
5. It is your responsibility to inform all members of your group of the NVS Rules and Regulations. Failure to abide by the NVS Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use. It is also the responsibility of the applicant to reimburse the school for any damage to the school and /or the school's property.
6. NVS reserves the right to enter and monitor the event at any time.
7. To cancel this agreement, you must submit a request in writing.
 - a. The request must be received at least ten (10) business days before the scheduled event for a refund (minus deposit). Please allow two weeks for processing. *Cancellations within ten (10) days of the event will not be refunded.*
 - b. Neskowin Valley School may reschedule or cancel this agreement in the event of extraordinary, unforeseen circumstances.

As the representative of the group and with my signature below, I acknowledge that I am authorized, on behalf of myself and the entity identified in the rental application, to agree to Neskowin Valley School terms and conditions, rules and procedures.

Applicant Name (printed): _____ Organization Name: _____

Applicant signature: _____ Date: _____

*Exceptions to this agreement include: _____

Head of School Signature: _____ Date _____

