

GENERAL RENTAL INFORMATION

Skyline Grange #894

For more information or questions, email skylinegrange894@gmail.com.

Skyline Grange is available to rent for your meetings, presentations, and other gatherings. It is located in a semi-rural setting on beautiful Skyline Ridge just inside Portland City Limits at 11275 NW Skyline Boulevard, Portland, OR 97231. Our hall is a community resource maintained by members of the Grange. The Grange is non-profit and particularly encourages the use of its hall to facilitate community activities.

Physical Layout

- **Parking**
The gravel parking lot holds about 20 efficiently parked cars. During dry summer months (June to September), the fields adjacent to the Grange Hall may also be used for parking.
- **Landscape**
Skyline Grange is located on four acres with nearby neighbors. It is partially wooded with two grassy, rough fields. These fields, when dry, can be used for picnicking, games or other outdoor activities.
- **Entrance**
The Main Hall is handicapped accessible.
- **Main Floor**
Renters have use of the entry that has a large coat rack. The 1750 sq. ft. Main Hall can accommodate up to 120 people.
- **Lower Level**
Kitchen, restrooms, and a smaller meeting area are located on the lower level. This level is available to renters but is only accessible by stairs.

Included in Rental Fee

- Tables and chairs
 - 30 6-foot long rectangular tables (you provide your own table covering)
 - 75 metal folding chairs & seat pads
 - 9 wooden benches for use outdoors and on lower level only. Not permitted on main level.
 - 5 basic plastic tablecloths
- Kitchen
The open kitchen includes a standard refrigerator, a standard electric stove with an oven and a 4-burner cooktop, a microwave oven, a commercial 3-compartment sink, and roomy counter space. We have coffee makers, insulated carafes for hot beverages and limited flatware and dishes. Our kitchen is not a licensed commercial kitchen.

Rental Fees/Event Insurance/Security Deposit

In order to assure reservation of desired rental dates, renter must provide the following in full within 14 days of requesting dates:

- **Rental Fees for Private Occasions & Commercial Use** (*note: events must end by 9 p.m.*)
 - Three hours: \$150
 - Six hours: \$225
 - Full day (8 am - midnight): \$300
 - Weekend (Friday 8 am to midnight, Saturday 8 am to midnight, and Sunday 8 am to 6 pm): \$575

- **Rental Fees for Non-Profit Organizations & Recurring Regular Meetings/Classes**

To be arranged with the Grange Rental Committee.

- **Security Deposit \$250**

In order to receive the full Security Deposit back, renter must abide by all rental agreement terms, complete clean-up tasks satisfactorily, leave the premises in the condition found, and have the premises inspected.

- **Event Insurance**

Renter must obtain event insurance and provide Skyline Grange with a Certificate of Insurance naming Skyline Grange #894 and Oregon State Grange as additional insureds for liability and property damage coverage in the amount of \$1,000,000. See Rental Agreement for details. (Often this insurance can be easily obtained through your homeowner's property and liability insurance company or through various companies that can be found online.) Proof of insurance must be provided to Skyline Grange.

- **Host Liquor Liability Insurance**

When renter plans to serve (selling is prohibited) alcoholic beverages at the event, in addition to the Event Insurance, renter must obtain host liquor liability coverage in an amount no less than \$1,000,000 naming Skyline Grange #894 and Oregon State Grange as additional insureds. Renter must provide proof of host liquor liability insurance to Skyline Grange. (Often liquor liability insurance can be obtained from the same insurance company providing the Event Insurance.)

Limitations

- **Hours & Noise**

- Music and any other loud noise must end promptly by 9 p.m. out of respect for the neighbors.
- The parking lot must be cleared of attendees no later than 10 p.m.
- Quiet clean-up can continue until midnight after which the premises must be vacated for the night.
- No occupation of the premises is allowed between midnight and 8 a.m.
- Our noise/music/hours policies and the Portland City Noise Ordinance **will be enforced** and neighbors may call police if necessary. This is not under our control.
- **The bottom line is, if your event will be loud and rambunctious, our venue is not for you.**

- **Alcohol.**

No alcohol consumption is allowed on Grange premises unless renter agrees and strictly adheres to the conditions and terms in the Rental Agreement, including additional liquor liability insurance.

- **Handicapped Accessibility**

Lower level, restrooms, and kitchen are accessible only by stairs., though the entrance and main hall are easily accessible.

- **Limited Use of Grounds**

- Fields and landscaping areas are not usable in the wet season. They cannot be accessed until the ground is completely dried out. This includes not driving around the building to access the lower level doors.
- Enjoy our woodlands from afar, please stay out of them.

- **No Sound System Provided**

- **No Telephone or Internet Service Provided**

In case of emergency, you must have a functioning cell phone at all times during your event at the Grange.

- **No Garbage Service Provided** You must haul your garbage out.

- **No Air Conditioning** Fans only.

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