

**Welcome Grange #791**  
**3275 Hagen Road, Napa**  
**House Rules/Requirements for Event Renters**

Updated 1/12/23

1. No Smoking anywhere in the building.

**If alcoholic beverages will be consumed at the event:** they may be served and consumed ONLY by persons of legal drinking age in your party. Your Certificate of Insurance (see item 7) must clearly state that alcoholic beverages will be served and consumed, and that you will be responsible for all actions and care of your guests. Renters will need to obtain additional alcohol or liquor liability insurance if it is excluded in their Home Owner's Ins. One source is RV Nuccio & Assoc. Inc. <https://www.rvnuccio.com/specialty-insurance-products/event-insurance/> event insurance can be purchased to cover serving alcohol and an additional premium to sell alcohol on premises. You must abide by State and Federal ABC permits or licenses regarding selling. Please Initial \_\_\_\_\_

2. **Please take all garbage with you** or you may arrange to hire dumpster service for your use.
3. **Do not affix a sign or any thing else to the sign in front of the property that obscures the Grange address, signage or impedes the view or access of vehicles.**
4. Maximum number in your party may not exceed 112, according to the County Fire Marshall.
5. The event must end no later than 10:00 pm and you must vacate the premises by 11:00 pm.
6. We have 10 banquet tables and 100 folding chairs available for your use. All Furniture must be returned to its original location prior to departure or there will be \$150 deducted from the deposit. Please Initial \_\_\_\_\_
7. **A Certificate of Insurance is required** (indicating your coverage of at least \$1,000,000 general liability covering your event) and the form must expressly name Welcome Grange #791, Inc. located at 3275 Hagen Rd, Napa, Ca 94558 as an additional insured for the period of your rental. The certificate must be valid for the day of rental. The \$1,000,000 requirement is the minimum amount. Please ensure that you have adequate insurance. One source Narvaez Insurance Services, 707 927.3204. Please Initial \_\_\_\_\_
8. For Event rentals, the deposit fee is \$900, and the rental fee is \$900 for up to 8 hours, which includes prep and break-down time. **Remit deposit and rental fees by check to Welcome Grange #791 PO Box 3392, Napa, Ca 94558. Full payment and evidence of insurance must be received by Welcome Grange 7 days prior to the event.**
9. Use of the Grange Hall and Parking lot is entirely at your and your guests' own risk. Welcome Grange #791, Inc. has no responsibility for any event, circumstance or illness resulting from, or arising out of, your use of the Grange facilities and property Please Initial \_\_\_\_\_
10. Please park in the paved parking lot only. For larger events that take place in the dry months, parking on the lawn is allowed, but an attendee must be present to manage the positioning of vehicles.
11. The renter is responsible for any damage to the Grange Hall and for leaving the building in a clean and orderly state. The building must be left broom clean and free of spills and other type of messes. Upon satisfactory inspection of premises following rental, the deposit will be returned one week after the event date. However, if applicable, the Welcome Grange may deduct from the deposit the amount of any damages, or additional cleaning fees. Any violation of the terms of this agreement will be grounds for a deduction as well. The amount will be determined by Welcome Grange. Please initial \_\_\_\_\_

12. If you cancel your event within 14 days of the date of the event, the deposit will be forfeited in full. Please initial \_\_\_\_\_
13. The oven in the kitchen may be used to keep foods warm. Cooking is not allowed except when a Grange member is in attendance and the appropriate County and State food preparation licensees are present.
14. Our refrigerator has no capability for making ice. Bring your own ice cubes in an ice-chest.
15. If extra warmth is needed in the Hall, adjust the temperature by sliding the thermostat controls to the desired temperature on the readout. **Both the upstairs and downstairs thermostats must be turned off upon departure.** Please Initial \_\_\_\_\_
16. When leaving the building make sure all light switches are in down position. The porch light remains on and is taped in place.
17. Lock the doors upon departure and return the key to the agreed upon place.
18. The renter shall hold harmless and indemnify Welcome Grange from and against any cost, loss, damage, liability, litigation or expense of any kind caused by or arising out of use of the Welcome Grange property. This section shall survive termination or expiration of this Agreement. Please Initial \_\_\_\_\_

**Rental Agreement:**

**I have read, understand and agree to abide by the rules for renting the Welcome Grange Hall. I will be the responsible person associated with this rental. (Please retain a copy for your records.)**

**Please mail signed agreement, with fees and certificate of insurance to:**  
 Welcome Grange 791, Inc.  
 Attn: Rental Officer  
 PO Box 3392

Napa, Ca 94558

Rental Rate total: \$\_\_\_\_\_ Check # \_\_\_\_\_

Refundable Deposit: \$900 Check # \_\_\_\_\_

\_\_\_\_\_  
 Name (please print)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Organization & Type of Event

\_\_\_\_\_  
 Date & Time of Rental

\_\_\_\_\_  
 # of Guests at Event

\_\_\_\_\_  
 Your Street Address

\_\_\_\_\_  
 Town, State, Zip

\_\_\_\_\_  
 Your Telephone

\_\_\_\_\_  
 Email Address

**\*\*\* Welcome Grange Office Use Only \*\*\***

Certificate of Insurance: \_\_\_\_\_ # of Key \_\_\_\_\_

Alcohol Reqs: HOI specified \_\_\_\_\_ Alcohol Ins \_\_\_\_\_ Permit to Serve \_\_\_\_\_

**Call 707 799-1968 or 707 292-6265 if there are any problems!**