

FAX TO: _____

FAX #: _____

**CANNON BEACH COMMUNITY HALL
CONTRACT APPLICATION FOR USE**

Name: _____

Company/Organization: _____

Address: _____

Phone: Work: _____ Home: _____ Cell: _____

Local Phone contact while using Hall: _____

Purpose for Hall use: _____

Caterer Name If Applicable: _____ Phone: _____

DATE OF USE: _____ Number of people expected: _____
(Maximum capacity 125)

TIME OF USE: _____

The Hall is rented between 8:00am and 1:00am unless other arrangements are approved. You may not set-up or clean-up outside that time frame unless you reserve and pay for additional time. All events must be concluded by 1am unless other arrangements with the Chamber Staff are confirmed in writing. All vendors, equipment, visitors and cleaning personnel must be out of building by 2am.

Equipment Available:

The Hall has approximately 100 beige folding chairs, ten (10) 6' Tables and one (1) 4' table. Room is 30' X 34'.

Signature of applicant: _____ Date: _____

Chamber representative: _____ Date: _____

CHAMBER USE ONLY

Date Application Received: _____

Date Key Picked Up: _____

Fee Quoted: _____

Set # _____ Initial: _____

Staff Initials: _____

Keys returned: _____

Deposit Paid: _____ Date: _____

Balance Paid: _____ Date: _____

Community Hall Restrictions

1. The Information Center must be able to operate without interference.
2. The Hall is a NON-smoking facility.
3. Minor children are allowed to use the building with appropriate supervision.
4. NO pets.
5. Sleeping in the Hall is prohibited.
6. Use involving the sale of Alcohol is regulated by the OLCC standards. Permits must be obtained by the renter or caterer if you are selling alcohol.
7. No nails can be put in the walls, floors or trusses.
8. Tent(s) may be put up on the north side deck only.
9. NO HELIUM BALLOONS.

Exterior signage / advertisement:

The City of Cannon Beach Ordinance 1704.525 Chapter 17.56 states:

1. No sandwich boards are allowed on sidewalks or streets.
2. No wind driven objects are allowed (ex. Balloons, windsocks, kites).
3. No signage that flashes, luminescent, fluorescent, or phosphorescent including day-glow and neon paints.
4. Temporary signs can be no larger than 24 sq.foot (ex. 3x8,2x12,6x6).

Sale of Merchandise is not allowed without a city business license. The Chamber will require a copy of the business license.

The Cannon Beach Police Department strictly enforces these rules. Should you have any questions please contact the Police Department (503) 436 2811 Monday – Friday, 8am-5pm.

Please initial below that you have read these rules and regulations and will abide by them. We recommend a copy of this document be provided to caterer, florist, entertainer, wedding consultant, and other interested parties.

Initials: _____ **Date:** _____

Fee Structure	Standard	Local	Member
Weddings, Parties, Reunions	\$600	\$420	\$300
Meetings, Trainings	\$300	\$150	\$100

To schedule on-going classes (example: yoga, tai-chi, dance) contact the Cannon Beach Chamber.

Cleaning Requirements

Room must be free of garbage, chairs and tables returned to storage, floor swept and surfaces cleaned, doors and windows locked.

Damage/Cleaning Deposit

A separate check in the amount of \$150.00 and a required in self-addressed return envelope.

The check will not be processed unless there is significant damage to the room or furniture, or excessive garbage is left. If no damage occurs and garbage is appropriately removed then the check will be returned in the self-addressed envelope you provided.

Cancellation Policy

An application form must be submitted and approved by the Chamber of Commerce and fees must be paid within 30 days after request is submitted. If not received we will cancel the reservation.

Cancellations must be received in writing 30 days after booking, for a refund, less \$50.00 cancellation charge. Hall booking fees are non refundable for cancellations after that time period.

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