



EVENT RENTAL AGREEMENT

Today's Date: _____

Name of Event: _____

Type of Event: _____

Renter: _____

Is this event private or public? _____ Is this event professional or personal? _____

Event Contact Person(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

(Please leave Billing Information with venue with different than Contact Person.)

Date of the Event: _____ Start & End Time of Event: _____

Setup Date: _____ Start & End Time of Setup: _____

Clean Up done by: _____

(Please leave contact information with venue of clean up person if different from Event Contact person)

Event Coordinator Contact Information, please include name, email and phone number.

Event Details

Is this a catered event? _____

Cater Name, Phone# and Email Address:

Will there be Alcoholic Beverages? _____

All events serving alcohol must have an OLCC Licensed Server pouring alcoholic beverages.

If yes, Name of OLCC Licensed Server or Catering Group supplying licensed server:

Contact Information of Responsible Party: _____

Some events are required by the State of Oregon to obtain an OLCC Alcohol Permit for the event space. Please review the laws prior to your event to see if it is required for your event. If applicable for event, a copy of the OLCC Alcohol Permit will be required ONE MONTH prior to the event.

Names, Emails and Phone Numbers of All Other Vendors Setting Up, Dropping Off and/or Event, please list below. If unknown yet, please make sure to submit contact information as soon as arrangements are made.

If unknown at time of signing this agreement, renter is responsible for submitting information as soon as they know or has an agreement with another vendor.

Renter is responsible for all actions of all vendors involved in their event. Renter is required to make sure that each vendor understands the Keddie Farms' Rules and Regulations.

Expectations, Rules, Regulations and Agreement

Reservations and Fee Payments

Reservations for a specific date will be held up to seven (7) days without a deposit payment. A confirmed booking will require a nonrefundable deposit of \$500, which is kept in reserve as also a Cleaning/Damage Deposit. One-half (50%) of the total rental balance is due 6 months before rental date. The entire remaining balance is due one month prior to the rental date. If space is rented closer to the event date, fees will be adjusted accordingly.

All fees are payable to Keddie Farms. Failure to complete payments in accordance will result in cancellation of the event, forfeiture of the deposit, and any other payments that have been made

Keddie Farms has the right to refuse applications for reservations.

Keddie Farms has the right to cancel reservations based on: 1) failure to follow signed Expectations, Rules, Regulations and Agreements, 2) if party appears to be doing anything illegal, 3) if payments are not made on time, 4) if any involved party is harassing anyone involved with Keddie Farms.

Cancellation Policy

All cancellations will result in the forfeiture of your \$500 reservation deposit. If the cancellation is made less than four (4) months prior to the event, then one-half (50%) of the entire cost will be refunded. Cancellations made less than four (4) months before the event will result in forfeiture of all prepaid rental fees.

If Keddie Farms rebooks the cancelled date by another party paying equal or greater value, then all fees except the \$500 nonrefundable deposit will be refunded.

Keddie Farms has the right to cancel reservations based on: 1) failure to follow signed Expectations, Rules, Regulations and Agreements, 2) if party appears to be doing anything illegal, 3) if payments are not made on time, 4) paid proof of insurance has not been supplied to Keddie Farms four (4) weeks in advance of event, 5) if any involved party is harassing anyone involved with Keddie Farms.

Damage/Cleaning Deposit

A payment in the amount of \$500 is collected to reserve the day and is used also as your Damage/Cleaning Deposit. It will be deposited. Providing there are no damages or excessive cleanup or your event is cancelled four (4) months prior to your event, your damage deposit will be returned to you within 14 days following your event.

Should need there be a need for extra cleaning, repairs, or replacement of furnishings arising from your event, Keddie Farms will inform you of these costs. A refund check will be issued for the remaining balance, if any.

Excess damage will be billed to the renter and due within 30 days.

Insurance

Renter must take out event insurance and add Keddie Farm as an insurer. A copy of the paid proof of insurance needs to be submitted to Keddie Farms four (4) weeks prior to the event or the event maybe cancelled.

Maximum Capacity

Keddie Farms Party Park can accommodate 100 people.

The Kitchen at Keddie Farms can accommodate up to 30 indoors and 100 outdoors people depending on table and chair arrangement.

Keddie Farms has parking for 60 cars. Events exceeding this number will need to charter people in. There is no street parking for any events.

Access & Visitations

The vendors and event setup staff will have access during the predetermined reserve time. Pre-event visitations, drop-offs, and earlier setups and later teardowns must all be prearranged, scheduled and authorized with Keddie Farms. No unscheduled visitations, drop-offs, setups and post schedule teardowns are allowed without authorization.

Set-up and Clean-up

When scheduling the facility, please take into consideration the time needed for setup and cleanup. It is the responsibility of each renter to leave Keddie Farms clean and returned in the exact condition they found the space when the first person, staff or vendor arrived. Renter supplies their own clean up crew and must adhere to the time prescheduled.

Alcohol Use

Alcoholic beverages may be served. **We require that you have all alcoholic beverages served with a licensed server. All alcohol must be "served."** No alcohol may be consumed in or near parking lots. The servers will be able to refuse serving whomever they deem fit. If Keddie Farms feels this isn't being handled property, they have the right to cease the serving of alcohol. Only legal forms of alcohol are permitted. No illegal alcohol is permitted, like moonshine.

Self-serving of alcohol on premise is not permitted, even in vehicles.

Events serving alcoholic beverages must provide proof of insurance with a minimum amount of \$1,000,000. This proof must be a certificate of insurance naming Keddie Farms as an additional insured for host liquor liability.

Any blatant violation of alcohol policies may result in the complete loss of damage/cleaning deposit.

Grounds and Party Park - Use and Care

Keddie Farms is a certified organic farm and poultry farm following Federal Agricultural use rules.

No chemical and non-organic sprays, powder or materials can be use on any areas which includes all grounds and structures.

All attendees must stay out of poultry barn and farm operation structures and fields.

Unless part of event and pre-discussed with Keddie Farms, all attendees must stay out of Keddie Farms forest and off the forest trails.

All attendee must park in designated areas.

Renter is obligated to share with their attendees this all rules and information, and make sure they know they are coming to working farm.

Keddie Farms is set at the end of a long gravel road that is surrounded by homes of other farms. Please make sure all vehicles drive 10 mph to not kick up dust and rocks into neighbors' homes. Please inform your guests to drive slow.

All grounds will need to be cleaned and cleared of event materials, such as stray garbage, confetti, or materials like straw that is brought in even if considered biodegradable.

The event space rented must be picked up and left looking exactly as it was when setup began.

Any damage to the grounds, plants and structures will be charged to renter. Any additional clean up required to return it to its original state will be charged to the renter.

Children at event will need to closely monitor. Children are also required to follow these rules.

No animals or pets are allowed on Keddie Farms. This includes animals or pet kept in vehicles. There is no acceptance to this rule. Those bringing pets and animals on to Keddie Farms will immediately be asked to leave.

No fires or open flames allowed on the grounds or in the buildings without prior arrangements. No sprinklers or large water pools allowed on the grounds or in the buildings without prior arrangements.

No firearms or weapons allowed on premise.

All event activities must end at 9:00pm. Clean up crews may continue until 10:00pm.

All amplified sound must cease at 9:00pm. Any noise complaints by neighbors during the event will cease amplified sound immediately.

There is no smoking anywhere on the Keddie Farms property, grounds, buildings, and parking areas. This includes vaping and marijuana. Please do not dispose of cigarette butts in the gardens or parking area. All cigarette butts found must be picked up by your cleanup crew prior to the end of your event. Failure to do so will result in an additional clean up charge.

Attendees need to stay away and out of private house and ground fenced off as part of grounds around house. Attendees have access to all areas deemed as Party Park and grounds around area deemed The Kitchen per agreed space rented.

Tents and other large event rentals must be cleared and locations predetermine with Keddies Farms prior to the event.

There are two bathrooms in the The Kitchen. If event is larger than 100 the renter must supply additional porta potties.

Keddies Farms is a working farm that sits in agricultural land surrounded by lots of wild life. The grounds can be holey and unlevel. Guests must be warned to watch their steps on all areas of ground and dress in appropriate shoes.

Please leave all wildlife, domestic animals and pets at Keddies Farms alone.

Party Patio and The Kitchen – Additional Use and Care

The use of staples, tacks, nails and duct tape must receive prior approval to avoid any temporary or permanent damage.

If you have use of The Kitchen, staff and vendors may use the kitchen tools and appliances. If appliances are used, they must also be cleaned to the level they were found prior to use and put away where they were found.

All food and supplies brought in must be taken out. No food and supplies can be left in freezers, refrigerators, or shelves.

Dishes and cooking utensils must all be cleaned and returned to where they were found.

The Kitchen has no microwave. Please inform others planning on cooking or warming up food.

Furniture and Equipment

Keddies Farms has a few event tables, chairs, heaters, etc. A review of these will be made prior to the signing of the agreement. These pieces will be included in the event space rental.

Keddies Farms Furniture and Equipment to be used by renter for time of event:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Hold-Harmless Agreement

The Renter agrees to indemnify and hold Keddie Farms, its officers and employees harmless from and against any and all liability, claims, actions, demands or losses of any kind and nature that may occur or be claimed to arise during the activities described in this rental agreement. These may include, but are not limited to accident, injury or damage to property arising from any act of the Renter or Renter's guest, whether intentional or negligent, which occur during use. Renter agrees to pay all costs incurred by Keddie Farms if any of the above stated actions occur during use of the facility.

I, the renter, have read all the above statements the Event Rental Agreement for Keddie Farms, and agree to comply with the rules and regulations set forth therein and I will be personally responsible for the repair or replacement of any damage to the facility and/or contents, and agree to the prompt and timely payments.

RENTER SIGNATURE:

_____ DATE: _____

KEDDIE FARMS REPRESENT SIGNATURE:

_____ DATE: _____