

## RENTAL AGREEMENT FOR OCEANSIDE COMMUNITY CLUB (OCC)

Please return signed form (sign on pages 2 & 5) by mail or email PDF to reserve your date(s) on our calendar. Payment must be received either by check with this form, or we can accept fund transfers via Zelle. For Zelle payments, use the QR code below to pay **treasurer@oceansidehall.com** and note that your bank may limit the amount that can be sent. Further, please include a memo or message in your payment with your name and the date you are reserving.

Mail to:  
Oceanside Community Club  
PO Box 329  
Oceanside, OR 97134

Contact our Rental Manager with questions  
email: [info@oceansidehall.com](mailto:info@oceansidehall.com)  
Phone: 503-568-7332

OCEANSIDE COMMUNITY CLUB  
oceansidecommunityhall



**zelle**<sup>®</sup>

The undersigned agrees to pay the Deposit & User Fees indicated below and abide by the rules contained herein under Rules of Use and to cause all those who enter the premises to strictly abide by same.

Name of Organization or Individual: \_\_\_\_\_

2026 event rates: Full day: \$1,600 for first day and \$1,300 subsequent days. Half day: \$1,000

Date of Use: \_\_\_\_\_ [ ] Full Day [ ] Half Day AM [ ] Half Day PM  
 Date of Use: \_\_\_\_\_ [ ] Full Day [ ] Half Day AM [ ] Half Day PM  
 Date of Use: \_\_\_\_\_ [ ] Full Day [ ] Half Day AM [ ] Half Day PM  
 Date of Use: \_\_\_\_\_ [ ] Full Day [ ] Half Day AM [ ] Half Day PM

Intended Use: \_\_\_\_\_  
 (Describe your event, for example: wedding, memorial, meeting, party, etc.)

**Full payment of rental fee and cleaning/damage deposit is required with your reservation.**

Liability insurance is required with policy name and number. Home owners/renters insurance (or an “umbrella” policy with same), or event insurance, is acceptable. Provide policy info with payment, or at least 30 days before date of reservation. Contact your insurance agent for advice regarding coverage amount.

Fee Charges:	Rental \$ _____
Deposit \$500.00 (refundable, subject to post-event inspection/fees - see Rules of Use)	\$ <u>500.00</u>
	Total \$ _____

Circle one: Check Enclosed    Zelle Transfer Initiated

By signing this Agreement the User agrees:

1. That the OCC, its members, officers, board members and agents have not accepted responsibility or liability and will not be responsible or liable for damage, injury, loss or liability incurred by the User or any person or groups of persons connected with the User either during or after time of use.
2. To indemnify and save harmless for any and all claims, liabilities, damage, loss or injury to persons or property, or any attorney fees which arise out of or result in any way from use of occupancy of the premises and related facilities.
3. That in exchange for permission to use the premises, the User and those associated with the activities shall not prosecute any lawsuit against the OCC, its members, officers, board members or agents concerning use or occupancy of the premises and related facilities.

## RENTAL AGREEMENT (CONTINUED)

4. To pay attorney fees incurred by the OCC, its members, officers, board members or agents as a result of the use of the OCC hall and related facilities or any dispute arising out of the application or interpretation of this agreement.
5. To abide by all applicable laws and ordinances and to obtain the appropriate licenses for any activities conducted during use of the premises and related facilities.
6. Not to sublet the facility.

User Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Note: Damage and cleaning deposit will be refunded to this address.  
Deposit is refunded via check even if you paid via Zelle.

Liability Insurance Co. \_\_\_\_\_

Note: Many homeowner policies include general liability - check with your agent.  
Otherwise search for event insurance.

Policy# \_\_\_\_\_

**[INSURANCE DETAILS REQUIRED, or write “to be supplied” and provide details at least 30 days before event]**

**IMPORTANT: APPLICATION MUST BE ACCOMPANIED BY SIGNED  
ACKNOWLEDGEMENT OF “RULES OF USE” INCLUDING CANCELLATION POLICY**

## Oceanside Community Club - Rules of Use

**OCCUPANCY: MAXIMUM CAPACITY is 99 people with chairs OR 67 people with tables and chairs**

- **THERE SHALL BE NO UNLAWFUL USE OR SALE OF ALCOHOLIC BEVERAGES** If used, such beverages shall be consumed only by your legal-age guests within the Club or attached patio.
- **SMOKING IS NOT PERMITTED** inside the Club or within 10 feet of any entrance.
- Entrance to the Club by OCC officer or representative, or law enforcement officer, for any purpose, may be made at any time.
- **NOTHING MAY BE TAPED, TACKED, OR NAILED TO THE INTERIOR OR EXTERIOR WALLS, CEILING OR WOODWORK.**
- Interior door accessing Post Office must be kept clear from 8AM - 12PM weekdays and Saturdays - it is a Fire Exit for the Post Office. Postal employee may access bathroom during these hours.
- When moving tables or chairs, lift them to avoid damage to the floor. Use dolly to move stacked chairs.
- None of the Community Club property is to be removed from the premises.
- No parking spaces shall be blocked or reserved in any manner. The parking lot to the north is part of the State Park and they charge a day use fee. Your guests can park there, but so can beach visitors. The parking lot is to be emptied by 11pm per State Park regulations.
- Users shall not make excessive noise, nor disturb or annoy those in the vicinity of the Community Club, especially after 10PM.
- No pets allowed (service animals excepted). User will be charged for any additional cleaning fee.
- Users shall provide their own cookware, table covers, paper plates, cups, napkins, etc., dishcloths, towels and pot holders. At least one roll of paper towels, hand soap, dish soap, and a limited number of trash bags will be supplied. The bathrooms are supplied with a reasonable quantity of toilet paper, hand towels, and hand soap.
- Taper candles are not allowed in the Community Club. (Tip-resistant candles are allowed.)
- The use or dispersal of decorative “glitter” is not permitted.
- The fireplace is to be used for wood burning only and is subject to an additional fee (see below). Dura-Flame type logs also OK. No plastic or garbage shall be placed in the fireplace and no burning of refuse is allowed. Any violation may result in additional fees. Place ashes in small metal trash can found in outside storage room - douse any warm ashes with water.
- The kitchen shall be left in clean condition. Utensils and equipment shall be washed, dried and put back in their proper place. Dishwasher may be left running if it contains only Club flatware. The oven and stove shall be left in clean condition. No food or beverages may be left on the premises, including in the refrigerator. **No deep frying, hot oil cooking, or crab boiling is allowed.** Kitchen surfaces are to be wiped clean.
- Floors shall be cleaned of any spills, drips, or dirty foot traffic. Outside patio, front walk, and side areas adjacent to the Club shall be cleaned of any refuse left over from the event. Cleaning supplies (brooms and mop) are available to use as needed. If cleaning is not possible, for whatever reason, see “Excess Cleaning Fee” below.
- Respect our landscaping and flower garden - no sand, trash, or other debris should be left in the landscaping.
- Tables and chairs shall be wiped clean of any spills, crumbs, or tape and returned to the inside storage room and arranged per the diagram there.
- One standard size garbage can is included with the rental fee. Additional garbage cans may be found in outside storage room adjacent to rear door if needed. A \$15.00 fee will be charged for any additional cans used. Please line all cans used with large garbage bags located under counter in back room. **Sorry, no recycling service is available.** Any items left will be treated as garbage.
- All lights, stove-top elements, oven, and any other appliances shall be turned off or unplugged. The wall thermostat, (located on wall near storage room) should be turned to “heat” position, the fan set to “auto,” and temperature set to 60 degrees. Temperature can be adjusted by the up/down push buttons.
- All doors and windows are to be locked upon departure and whenever Club is left unattended. Lock the back door and sliding doors from the inside, then use the bottom right button on the electronic front door lock to lock the front door as you leave.
- User agrees to pay for any damage to the Club resulting from use of the facility and to replace or pay for any equipment or furnishings that are damaged.

**DURING USE OF THE CLUB, IF ANY VIOLATION OF THESE RULES OR ANY OTHER UNLAWFUL ACT OCCURS, THE FUNCTION MAY BE IMMEDIATELY TERMINATED BY THE OCEANSIDE COMMUNITY CLUB OR A LAW ENFORCEMENT OFFICER.**

## **CANCELLATIONS AND RESERVATION CHANGES**

### **CANCELLATION POLICY**

All cancellations must be conveyed in writing or by email.

- When cancellations are received more than one year in advance of the scheduled use, OCC will refund 100% of the rental fee and deposit minus a \$50 fee.
- Where cancellations are received between six months and one year in advance of use, OCC will refund 25% of the rental charge and 100% of the deposit.
- Where cancellations are received **less than six months in advance** of the scheduled use, OCC will refund 100% of the deposit and will retain the entire rental fee.

### **RESERVATION CHANGES**

All requests to change reservation dates must be conveyed in writing or by email and are subject to availability. If reservations are cancelled and moved to a date that is within 6 months of the originally scheduled use, OCC will charge a \$50 fee and apply funds received to the new reservation. If reservations are cancelled and moved to a date more than 6 months after the originally scheduled use, OCC will deem the change a cancellation and impose cancellation charges pursuant to the Cancellation Policy above and book and bill charges for the new date as an original request.

### **SCHEDULE OF ADDITIONAL FEES AND CHARGES**

**DAMAGE/EXCESS CLEANING/GARBAGE FEES:** OCC will charge a minimum cleaning fee of \$50 and an additional \$50 per hour for cleaning/repair services if the Club is not left in the same condition as upon arrival. OCC provides complementary disposal for trash up to a single garbage can per day (provided), but will charge \$15 per standard garbage can/bag to dispose of additional trash.

**FIREPLACE CHARGE:** OCC will charge an additional \$50 cleaning fee for events that make use of the fireplace in the hall. Under no circumstances may trash be burned in the fireplace.

**OVERTIME CHARGES:** OCC will charge an additional \$50 per hour to users who do not complete cleaning and vacate the Club by the time agreed upon in the rental agreement.

## **RENTER ACKNOWLEDGMENT AND AGREEMENT TO ABIDE BY RULES OF USE**

The undersigned hereby acknowledges and agrees to abide by the Rules of Use listed above, including possible assessment of additional fees after use, and the cancellation and change policies, as a condition of use.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_