

CONTRACT FOR THE USE OF MAXINE'S BALLROOM INDEPENDENCE, OREGON

Guidelines for Ballroom Use:

No more than 49 people will be present during the event (this is the maximum occupancy of the ballroom).

No smoking, alcoholic beverages or non-prescription drugs are allowed at Maxine's. Any smokers must be outside, more than 10 feet from the building. (Exceptions to the no-alcohol policy must be discussed with the manager well ahead of time and written into the final rental contract. The damage deposit will be larger, additional charges may apply, and a bartender's license will be required. No exceptions will be made at the last minute).

Care must be taken not to damage the dance floor. If any furniture or equipment is moved, it must be carried, not dragged across the floor. Please do not move the piano and organ at all—though you are welcome to play them. Metal tap shoes are not permitted, as they damage the dance floor.

Decorations are not allowed on the walls, but must be confined to tables and portable displays. Most of the ballroom walls are plaster and may be damaged by tacks, nails, tape and other adhesives. Glitter and confetti are not allowed. Candles and open flames of any sort are not allowed (except caterer's warming flames, under caterer's supervision).

Clean up: Maxine's ballroom must be left in the condition it was found.

Pick up all trash and place in the kitchen garbage and recycling cans. Replace all furniture and equipment where it was found, including banquet tables and chairs. If your event has created more trash than will fit into the cans provided, use as many bags as you need to contain it, and take it away with you.

Ballroom: Run the large dust mop across the dance floor and vacuum food crumbs off the carpet. Spot-clean spills on the dance floor with water, but do not wet mop the dance floor.

Kitchen: Clean, dry and put away all dishes and small appliances used. Wipe counters and remove all food and drink leftovers. Sweep the floor, and mop if needed.

Bathroom: Empty bathroom trash can into kitchen garbage cans. Be sure toilet is clean; sweep and mop floor if needed.

Entry Hall and Stairs: Pick up trash and vacuum any food spills.

All cleaning supplies needed may be found in the kitchen and mechanical room (immediately to the right of the ballroom entryway).

The management will remove collected trash and mop the dance floor, if needed. If more than one half hour of additional cleaning is needed after the event, the additional cleaning charges will be deducted from the deposit at the rate of \$25 per hour.

Damage or stains to floors, carpet or furniture requiring specialized cleaning or repair will also be deducted from the deposit and/or billed to the renter.

Close up and lock up. Maxine's is air conditioned, so it is best not to open any windows, but if any have been opened, they must be closed before departure. Clean the facility as described above, turn off all lights and lock the door, if you are the last person to leave the building. (The front door may be locked at any time for event security, since the door has a crash bar for easy opening from the inside.) Return the key as directed by the management.

A security deposit of up to \$200 (or higher if alcohol is served) is required for all events. The exact amount of the deposit will be determined by the management, and depends on the size

and nature of the event. The deposit will be returned in full if the facility is cleaned adequately and there is no damage to the building or furnishings and no other violation of the above regulations. Applicant will be held financially accountable for any damages beyond the amount of the security deposit.

Warming Kitchen: Maxine's kitchen is not a commercial kitchen, but is a full-sized caterer's warming kitchen. A microwave oven and countertop convection oven are available for warming previously prepared food, but no range or conventional oven are present. A 42-cup coffeemaker and electric kettle are available for use, as are banquet tables and chairs for up to 49 people. (There is no additional charge for table and chair use, but they must be requested ahead of the event, as they are stored apart from the main ballroom). The ballroom is furnished with multiple sofas, settees and chairs, to seat up to 25 people.

Applicant _____ Organization (if any) _____

Address: _____ City _____ State _____ Zipcode _____

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email: _____ Phone _____

Date requested: _____ Hours Needed _____ to _____

Type of event (class, party, etc.) _____ Guests expected _____

I have read and agree to comply with all rules and guidelines set forth above. I further agree that I am of legal age and will be responsible for the care of the facility during its use and that I will be financially responsible for any damages to the facility, its furniture or equipment incurred during the use of the facility.

Signature of applicant: _____ Date _____

Name (please print) _____

Maxine's contact information:

contact the manager: info@maxinesballroom.com or 541-520-3597

ballroom location: 120 C. Street, Independence, OR (not a mailing address)

mailing address: 194 S. Main Street (c/o Ash Creek Animal Clinic), Independence, OR 97351

FEES ENCLOSED

Please fill out and return with application

Applicant Name _____ Date of Event _____

Rental Fee For Event _____ (See below)

Cleaning/Security Deposit _____ (See below)

Total Amount Due _____

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Amount Enclosed

_____ (\$50 deposit required to save the date; will be applied to rental fee)

Remainder (due before key pick up) _____

(Make checks payable to Maxine's Ballroom. For credit card payments, contact the manager)

FEE SCHEDULE

\$50 Reservation Deposit (Pay in advance to reserve date. See Cancellation Policy below).

Rental Fee for Event (due before key pick-up)

Sunday to Thursday: \$50 per hour up to \$250 maximum for the day.

Friday and Saturday: \$75 per hour up to \$300 maximum for the day.

Cleaning/Security Deposit (due before key pick-up)

Generally \$200, but may vary depending on size and nature of event. Check with the manager. (Will be higher if any exceptions to the no-alcohol policy are granted. See Guidelines above for details).

Cancellation Policy—all fees 100% refundable if event cancelled more than 14 days prior to event. If cancelled 14 days or less prior to event, \$50 reservation deposit will not be refunded).

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