

## Welcome to the Pine Grove Community House at 225 Laneda Avenue in Manzanita

This letter confirms your reservation and rental of The Pine Grove for your event. This also includes information you will need to know about using The Pine Grove in addition to the Tenant Rules listed on the back of your confirmation invoice statement.

The Pine Grove is a meeting or party room (35'x39') with a piano, an electric fireplace (the fireplace mantle is 87" long with 13" between the mantle and the ceiling) two restrooms, a kitchen and storage areas for chairs and tables. It is ADA accessible with a ramp on the east side of the building.

The Nehalem Valley Historical Society is housed on the lower floor of the Pine Grove. The Historical Society operates its own hours and often sponsors talks and other events of interest to locals and visitors.

**Our Web Site.** <http://thepinegrove.org/> provides information about Pine Grove, a current calendar with scheduled dates, rate sheet, and other information that might be helpful in planning your event.

**Kitchen.** The kitchen has a pass-through serving window and two doors into the Hall. The kitchen is equipped with two electric ranges with ovens, a microwave, and refrigerator, triple sinks. There is no dishwasher. Several coffee urns (30-60-100 cup), 15 coffee thermos carafes, 3 punch bowls, vases, unmatched dishes, matching silverware for 100, and 25 small wine glasses are available. Not cooking pts, pans punch bowl ladles, tablecloths or other glassware are available.

There are sponges, rags, paper towels, dishtowels and large trash bags. We supply basic cleaning supplies and equipment (brooms).

**Removal of Trash** costs \$15 per can. Some rental packages include a 2 can limit. You can remove your trash and recyclables and take it to CART'M, the transfer station, 368-7764 for open hours/days. CART'M charges (2009) \$7.00 for each garbage-can sack of trash. You can also recycle beverage containers there: glass, plastic, and cardboard.

**Telephone.** The telephone number is 503-368-7463. Local calls and 911 only.

**Parking.** The property on the east side of the Pine Grove is privately owned. The owner has in the past generously allowed Pine Grove renters to use this lot. If you have any intention of setting up a tent or a booth in the parking lot, you must make independent arrangements with the lot owner.

**No Smoking, No Candles.** This is a smoke-free, candle-free environment. Our insurance requires it. If your guests will be smoking outside, please be sure they have a place to put

their cigarettes out or plan to include a “litter patrol” in your clean-up effort. If there is evidence of candle use during your rental (wax drippings, burned spots, matches, candles) your security deposit will be paid in full to The Pine Grove.

**Facility Emergency.** Posted on the bulletin board are phone numbers/contact people to call in the event of an emergency situation to the building, such as plumbing, fire mishaps.

**Keys.** Keys are available at the Little Apple Deli at 2nd and Laneda. Ask at the check out counter for the key to Pine Grove. Return the key after your event. The renter is responsible to secured the building. If the Deli is closed before your event has finished, leave the key on the greeter table and upon exiting turn the lock on the door handle.

**AED Automated External Defibrillator** is available. An AED is a machine with a computer inside that can recognize cardiac arrest that requires a shock. It tells the rescuer when a shock is needed and gives a shock of needed. The chance of survival for a victim of sudden cardiac arrest is increased if the victim is given CPR right away and use an AED within a few minutes.

**Individual renters will need event insurance to cover an event at the Pine Grove Community House:**

**Liability Insurance.** A *Certificate of Liability Insurance* naming the Pine Grove Community House as additional insured is required and is usually available through your homeowner’s insurance policy.

A reasonable one-day event insurance source is [wedsafe.com](http://wedsafe.com). This event insurance is a one-day rider for bodily injury and property damage. The certificate must also show the date of the event and the name of the rental party. The certificate must be received by The Pine Grove before your event to occupy the building.

**Liquor Liability and Host Liability.**

A *Certificate of Liquor Liability* and an *Oregon Liquor Control Commission Permit* are required if alcohol is to be sold at your event.

A *Certificate of Host Liquor Liability* is required if alcohol is to be served without charge. This certificate can be obtained either by the rental party or the caterer of the event and needs to be received by The Pine Grove before your event.

Contact the OLCC at 800-426-2004.

**Noise.** Manzanita City noise and sign restrictions are being revised. In general, if you can hear it outside, it is too loud.

**Rental agreement.** A signed rental agreement is required. It is the Hold Harmless agreement form on the back of your confirmation/invoice form that you receive.

**Damage Deposit.** A refundable deposit is due three weeks before your scheduled event. The amount will be refunded within 2 weeks after the event if no damage is observed or excessive cleaning is required. You will be notified within the week regarding any issues

which results in the deposit being held.

### **On leaving**

- Leave the hall and the kitchen in the same condition in which they were found.
- Clean the kitchen and any kitchen items used during the rental-including the ranges, coffee
- pots and urns, dishes, tableware and so on.
- Damp mop any spills on the floors.
- Damp wipe and clean all tables before putting them away.
- Return chairs and tables to storage areas.
- Use the dry, soft mop to sweep the hardwood floor in the hall.
- Use the broom to sweep the kitchen.
- Return other items (piano, flag, greeting table) to original positions.
- Saturday night renters need to remove personal belongings and vacate the building by midnight unless other arrangements have been made.
- Turn down the thermostat according to posted directions.
- Secure the building, close all windows, lock-up and return the key.

### **Thank you for choosing Pine Grove for your event**

Pine Grove Community House is a community use facility run by volunteers.

If you have any questions contact Carol Steele 503-368-4495 or you may be directed to another volunteer who can help you.