



Facility Use Permit

“THE BARN” Bandon’s Conference and Community Center

CITY OF BANDON
P.O. BOX 67 -- BANDON, OR 97411

City Phone: 541-347-2437
“THE BARN”: 541-329-0329

Date Received:

AGREEMENT MADE BY AND BETWEEN THE CITY OF BANDON AND THE APPLICANT:
Type or print all information in blue ink

ORGANIZATION/BUSINESS

NAME: _____ EMAIL: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

TYPE OF BUSINESS: _____

PHONE NO.: _____ CELL PHONE NO.: _____

CONTACT PERSON

NAME: _____ EMAIL: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE NO.: _____ CELL PHONE NO.: _____

EVENT

DATE OF EVENT: _____ HOURS OF EVENT: _____

TYPE OF EVENT: _____ NO. OF GUESTS: _____

PLANNER/DELEGATE

WEDDING EVENT PLANNER: _____

WEDDING/LARGE EVENT DELEGATE: _____

PLEASE CHECK FACILITY BEING RENTED:

Conference Rooms - North end of building: Rm 1 (TV/Main Ent.) Rm 2 Rm 3 (Mural) Rm 4 (Bar)

Rooms at South end of building: Dining Room Kitchen - South Lobby

SPECIAL SET-UP REQUEST: _____

PERMIT REQUIREMENTS:

1. The undersigned personally and on behalf of the applicant/organization requests us of “The Barn” and hereby enters into this agreement with the full understanding of and statement that I have read, understand and agree to comply with all rules and regulations set forth by the City of Bandon (hereinafter “City”). I further agree that I am of legal age and will be responsible for the care of the facility during its uses, and that I will be responsible for the cost of repair or damage to equipment or facility and for the replacement of any inventory or equipment lost or damaged. I further understand that this permit is revocable at any time and that the permit is not transferable. I also understand that the City of Bandon rules and regulations are subject to change without notice.
2. The City, by its agent, the undersigned, hereby grants to applicant a non-assignable right, subject to all terms and conditions of this permit, to use and occupy the portions of “The Barn” for the period and purpose(s) as described above.
3. **Effective Date of Permit:** It is agreed that this permit will not be in force until it has been signed by both parties and a deposit of \$200 has been paid. The deposit is security for the faithful performance of the agreement by the applicant/organization and is in addition to the full payment.

ADDITIONAL INFORMATION AND REQUIREMENTS

4.	Changes to Meeting Space: Based on the applicant's requirements, the space(s) have been reserved. Changes or additions to the function/event requirements will be accommodated if in the sole discretion of the Director they can be, but this is not an acknowledgment that changes will be made. The Director, however, reserves the right to make changes as needed to accommodate other applicants as well.			
5.	Cancellation Policy: If cancellation is received within 30-days of the event, the deposit/rent will be refunded; otherwise, the deposit will be forfeited.			
6.	Full Payment: Payment for the use of the facility is due within 34 hours of receipt of the final statement. To make things easier for all, your deposit will be deducted from the total amount owed, should you have no damage, and a final invoice will be provided to you by the Facilities Director at the end of the event. MAKE CHECK PAYABLE TO: City of Bandon			
7.	Return the contract, check and insurance waiver to: City of Bandon 1200 W 11 th St. SW Bandon, OR 97411 PLEASE MARK THE FRONT OF THE ENVELOPE WITH "THE BARN"			
8.	Indemnification: I hereby agree to reimburse and hold the City of Bandon and Jeff Norris, Facility Director, harmless from any and all liability, claims, causes, actions, suits, loss, damage or expense of any kind or description which may be claimed against or incurred by the City of Bandon and Jeff Norris, Facilities Director, as a result of the negligence of the applicant, sponsoring organization, its members, officers, agents or attendees and shall indemnify the City of Bandon and Jeff Norris, Facilities Director, against, and hold the City of Bandon and Jeff Norris, Facilities Director, harmless from same, including attorney fees, arising out of or connected with or resulting from the use of the City facility during the period of reservation. A certificate of Insurance naming the City of Bandon as "Additional Insured" for liability is required when renting certain facilities in amounts set by the City's insurance agent which are hereby made part of this agreement. The limits are \$1,000,000.00 per occurrence/\$2,000,000.00 aggregated (a sample certificate is attached.)			
9.	IF LIQUOR IS TO BE SERVED, ADDITIONAL INSURANCE REQUIREMENTS ARE/WILL BE ADDED.			
I agree that I shall abide by all requirements stated previously in this application and all federal, state and municipal equal opportunity laws and regulations prohibiting discrimination.				
<i>Contact Signature: (please sign with blue ink only)</i>	<i>Date</i>			
OFFICE USE ONLY				
Copies to: <input type="checkbox"/> Contact Person <input type="checkbox"/> "Barn" Mgr <input type="checkbox"/> Finance Dept <input type="checkbox"/> Admin Asst				
DEPOSIT:	Amt. Pd:	Date Pd:	Receipt No.:	Initial:
FEE:	Amt. Pd:	Date Pd:	Receipt No.:	Initial:
DEPOSIT REFUNDED:	Amt Refunded:		Date Refunded:	
<i>Approved by Director of "The Barn"</i>				<i>Date</i>