

SUOMI HALL FACILITY USE APPLICATION

244 West Marine Dr. Astoria, Oregon



CONTACT INFORMATION

Group Name _____ Estimated Number of People _____

Contact Person _____ Member _____ Non-Member _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Purpose of event _____

Hall area is limited to 132 guests. Dining area is limited to 89 guests.

RESERVATION DATE	AREA REQUESTED	FOOD SERVICES
Date _____	Hall (only) _____	Food provided by organizer? _____
Start Time _____	Dining + Kitchen _____	Request catering services? _____
End Time _____	Hall + Dining + Kitchen _____	Appetizers ? Lunch ? Dinner ?

Will you need tables? Yes No
Will you need use of kitchen dishes, pots, pans, silverware? Yes No
Will you need use of the refrigerators? Yes No
Will you need use of the stoves? Yes No
Will alcohol be served? Yes No

RENTAL FEES

Hall \$250.00 daily
Kitchen + Dining Area \$250.00 daily
Hall + Kitchen +Dining \$450.00 daily

Security & Cleaning Deposit: \$100.00 (refundable if no damage and cleaned)

Memorial or Funeral for member in good standing: no charge.

Member in good standing personal usage: Kitchen + Dining Area: \$100.00

Local community non-profit activities with Board approval: \$300.00.

Friends of Suomi Hall board will review all applications from members in good standing, local non-profits, and community activities for discounted rates. (Members in Good Standing are defined as members current with dues, and one-year active membership.)

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SUOMI HALL BUILDING USE RULES, TERMS & CONDITIONS

General rules:

1. Alcohol is permitted provided the lessee hires a licensed, established server with proper insurance as required by the Oregon Liquor Control Commission.
2. Suomi Hall is a smoke-free and drug-free environment. Both are strictly prohibited.
3. Pets are not allowed in the hall.
4. Nails, tacks, tape, staples, etc. are prohibited on all walls, ceilings and woodwork.
5. Hall artifacts must remain where they are, including pictures on the walls.
6. The renter is responsible for the removal of all rubbish and recycling materials.

Other terms and conditions:

1. Insurance requirement: the renter must provide a copy of special event liability insurance.
2. The renter is responsible for any damage to the equipment or premises which is not the result of normal use. Friends of Suomi Hall may provide a member to be present and supervise the clean-up.
3. Deposit is non-refundable if cancelled less than seven days prior to scheduled event.
4. We reserve the right to refuse use of Suomi Hall to any person or group.

Suomi Hall offers a variety of tools to help you organize your event:

- Kitchen equipment:
 - Coffee maker
 - Pots, pans, tableware, glassware, etc.
 - Dish soap and some cleaning supplies * disinfecting chemicals are not provided (bring your own)
 - Dish clothes are in limited supply
 - Paper towels are in limited supply (please bring your own)
- Dining equipment:
 - Foldable tables & chairs
 - Table covers
- Fundraisers, craft fairs, or other market equipment needs:
 - Foldable tables & chairs
- Bathrooms:
 - Toilet paper, soap and paper towels are supplied by Suomi Hall