

## **TOLOVANA HALL RENTAL INFO**

Host your event just two blocks from the beach in an inspiring and creative environment that adapts to a variety of sizes and needs.

Tolovana Hall welcomes community meetings, private and business parties, retreats, catering, musical performances, photo/film shoots, dances, weddings, engagement parties, staging areas and more.

As a 501(c)3 nonprofit organization the Tolovana Arts Colony uses your rental fee to support affordable, year-round arts-related classes, workshops and cultural programming in Cannon Beach. (Some non-profit and community-based groups may qualify to use Tolovana Hall as a meeting space free of charge.)

Located at the south end of Cannon Beach, Tolovana Hall features a bright, open, indoor space that is both intimate and accommodating to larger crowds. On premises are two bathrooms, a full kitchen (stove, oven, sink, dishwasher, refrigerator), a back deck, picnic and lovely garden area.

Depending on configuration, events at Tolovana Hall can host up to 70 people (possibly more if taking advantage of the deck and garden area). Tolovana Hall includes a parking lot. Street parking for overflow is nearby and abundant.

As a shared artistic and community workspace, artwork and other materials may be present at Tolovana Hall, and it is important to understand that unique aspect when booking an event here.

For more information, or to book Tolovana Hall for your event, call 541-215-4445 or email [tolovanaartscolony@gmail.com](mailto:tolovanaartscolony@gmail.com).

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## **TOLOVANA HALL RENTAL FEE STRUCTURE\***

### **HALL SPACE WITHOUT KITCHEN**

Includes the use of space with tables, folding chairs, and two bathrooms. Events may take advantage of the deck and picnic area, weather permitting. (Cross your fingers for sun!)

Renters may bring own food/catering, but use of kitchen, stove, plates, refrigerator, etc. prohibited.

### **MEMBER PRICE:**

**< 2 HOURS - \$75**

**HALF DAY \$125 (MORNING/AFTERNOON OR EVENING, 6 hours max)**

**FULL DAY \$200**

**NON-MEMBER PRICE:**

**< 2 HOURS - \$90**

**HALF DAY \$150 (MORNING/AFTERNOON OR EVENING, 6 hours max)**

**FULL DAY \$240**

### **HALL SPACE WITH KITCHEN**

A credit card number will be required for kitchen rentals, in case of damage, or cleaning fees.

Includes use of stove, oven, dishwasher, sink, fridge, etc.

Kitchen supplies present may be used, but are not to leave Tolovana Hall at any time and shall be cleaned after use. Tolovana Hall makes no guarantee of any specific kitchen utensils (we may have the whisk/pan/pot/knife you need, we may not; err on the side of caution and bring what you require).

**MEMBER PRICE: \$250**

**NON-MEMBER: \$300**

### **RENTAL: KITCHEN ONLY (FOR PREP TO BE SERVED OUTSIDE HALL)**

Credit card number required in case of damage, cleaning.

Kitchen supplies present may be used, but are not to leave Tolovana Hall at any time and shall be cleaned, put away after use. Tolovana Hall makes no guarantee of any specific kitchen utensils (we may have the whisk/pan/pot/knife you need, we may not; err on the side that we do not and make sure to bring what you need).

**MEMBER PRICE:**

**HALF DAY \$100**

**FULL DAY \$150**

***NON-MEMBER PRICE:***

**HALF DAY \$120**

**FULL DAY \$180**

**\* NONPROFIT & CIVIC/COMMUNITY ORGANIZATIONS MAY QUALIFY TO USE THE HALL AT A REDUCED CHARGE. IF YOU HAVE A PROJECT OR EVENT BUT CAN'T AFFORD OUR RATES, PLEASE ASK ABOUT SPONSORSHIP.**

**\*ADDITIONAL SECURITY DEPOSIT OF \$50 REQUIRED WITH RENTALS**

## **TOLOVANA HALL RENTAL AGREEMENT**

- **The undersigned renter agrees to indemnify and hold harmless Tolovana Arts Colony and/or its agents and the City of Cannon Beach for any losses, claims, injuries, damages, liabilities, costs and expenses arising from renter's use or occupation of the premises or from any act of negligence of the renter or renters' guests on or about the premises.**
- **Renter agrees to inspect the premises prior to renting and accept the premise in its current condition.**

- Renter agrees to abide by all rules as described in *Attachment A*
- Renter agrees to clean the premises following their event in accordance with the checklist Attachment B.
- Renter agrees to cover costs of any damage to the premises or if further cleaning is required.

RENTER: \_\_\_\_\_

RENTAL FEE: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

DATE OF RENTAL: \_\_\_\_\_

DATE OF INSPECTION: \_\_\_\_\_

***ATTACHMENT A***  
**TOLOVANA HALL RULES**

1. The hall is a non-smoking facility.
2. Minor children must have adequate adult supervision.
3. The Hall is not to be used for overnight lodging.
4. Alcohol use is regulated by OLCC standards. Users must obtain all appropriate permits.
5. No nails in walls or floor.

6. Outdoor signage must meet City of Cannon Beach standards.
7. Use of stove or dishwasher is prohibited unless renters have made arrangements in advance with the Tolovana Arts Colony.
8. Cancellation prior to one week before the date of a scheduled event will result in a full refund of any collected money minus \$25 booking charge.

***Attachment B***  
**TOLOVANA HALL RENTAL CHECK LIST**

**Please check off all items on this list to have your full security deposit returned. Provided there is no damage and the hall is completely clean, the deposit will be fully refunded.**

**CONTACT PERSON FOR USE:** \_\_\_\_\_

**DATE OF USE:** \_\_\_\_\_

**Personal items removed:** \_\_\_\_\_

**Removal of food from refrigerator, hall:** \_\_\_\_\_

**Clean Kitchen Counters:** \_\_\_\_\_

**Garbage bagged and removed:** \_\_\_\_\_

**Restrooms Presentable:** \_\_\_\_\_

**Tables and chairs folded and stored:** \_\_\_\_\_

**Windows & doors closed and locked:** \_\_\_\_\_

**No garbage or items left on grounds and decks:** \_\_\_\_\_

**Floor swept and clear of debris:** \_\_\_\_\_

**All doors locked and building secure:** \_\_\_\_\_

**Deposit returned:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Deposit not returned:** \_\_\_\_\_