



The Old Mill RV Park and Event Center  
 210 S 3<sup>rd</sup>  
 P.O. Box 1000  
 Garibaldi, OR. 97118  
 Phone 503-322-0322

## VENUE RENTAL APPLICATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Approximate number of people: \_\_\_\_\_

Alcohol:     Yes     No

Special Considerations: \_\_\_\_\_

<p><b><u>MAIN LODGE</u></b></p> <ul style="list-style-type: none"> <li>▪ Approx. 200+</li> <li>▪ Chairs &amp; tables</li> <li>▪ Commercial Kitchen</li> <li>▪ \$100 refundable deposit</li> <li>▪ \$800.00 rental fee</li> </ul>	<p><b><u>UPSTAIRS ROOM</u></b></p> <ul style="list-style-type: none"> <li>▪ Approx. 60</li> <li>▪ Chairs &amp; tables</li> <li>▪ Commercial Kitchen</li> <li>▪ \$100 refundable deposit</li> <li>▪ \$250 rental fee</li> </ul>
<p><b><u>INDOOR/OUTDOOR BBQ AREA</u></b></p> <ul style="list-style-type: none"> <li>▪ Approx. 50</li> <li>▪ Chairs &amp; tables</li> <li>▪ Kitchen</li> <li>▪ \$100.00 refundable deposit</li> <li>▪ \$300.00 rental fee</li> </ul>	<p><b><u>OUTDOOR - FIELD</u></b></p> <ul style="list-style-type: none"> <li>▪ Approx. 1500 +</li> <li>▪ Tent sites</li> <li>▪ RV sites</li> <li>▪ Electric</li> <li>▪ Water</li> </ul>

**Do Not Chill Beverages on ice indoors, all iced items must be outside or in approved containers**



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Lodge Rental Agreement

NAME OF RESPONSIBLE PARTY \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

REFUNDABLE DEPOSIT OF   \$100.00   TO BE PAID AT TIME OF BOOKING  
RETURNED AFTER INSPECTION OF LODGE

LODGE RENTAL FEE OF   \$800.00   TO BE PAID 14 DAYS PRIOR TO EVENT

CANCELLATION FEE APPLICABLE IF EVENT IS NOT CANCELLED 30 DAYS IN  
ADVANCE   \$100.00  

IF EVENT IS NOT CANCELLED 14 DAYS IN ADVANCE THE AMOUNT OF  
  \$100.00   WILL NOT BE REFUNDED.

CLEANING IS THE SOLE RESPONSIBILITY OF RENTAL PARTY.  
LODGE MUST BE LEFT IN SAME CONDITION AS UPON RENTAL.  
RENTAL PARTY IS RESPONSIBLE FOR PROVIDING OWN GARBAGE BAGS AND  
INSURING ALL GARBAGE IS BAGGED AND TAKEN AWAY.  
NO GARBAGE SERVICE IS PROVIDED

ANY ADDITIONAL CLEANING NEEDED UPON INSPECTION WILL BE DEDUCTED FROM  
DEPOSIT AT A RATE OF \$15.00 PER HOUR  
ANY GARBAGE LEFT BEHIND WILL BE DEDUCTED FROM DEPOSIT AT A RATE OF  
\$25.00 PER BAG  
ANY DAMAGES OR MISSING ITEMS WILL BE DEDUCTED FROM DEPOSIT. ANY  
ADDITIONAL AMOUNTS WILL BE BILLED AND MUST BE PAID WITHIN 14 DAYS OF  
RECEIPT.

\_\_\_\_\_  
RESPONSIBLE PARTY SIGNATURE

\_\_\_\_\_  
DATE

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