

# Statesville Woman's Club Clubhouse Venue Rental Agreement 9.04



This contract is for the rental of a venue and is made this day of \_\_\_\_\_, 202\_\_\_\_ by and between **GFWC of NC Statesville Woman's Club**, hereafter referred to as the Owner, and \_\_\_\_\_, hereafter referred to as the Renter(s).

Whereas the Renter(s) desires to temporarily rent, occupy, and make use of the Owners' venue, located at 515 W. End Avenue, Statesville, NC and known as The Statesville Woman's Clubhouse, and Whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated; Now, therefore, the parties agree to the following terms and conditions of use:


## GENERAL RENTAL INFORMATION:

1. **Day(s) of Event:** \_\_\_\_\_

2. **Type of Event:** \_\_\_\_\_

3. **Access.** The Renter(s) shall have access to and use of the venue from \_\_\_\_\_ o'clock on \_\_\_\_\_, to \_\_\_\_\_ o'clock on \_\_\_\_\_, expressly for the purpose of setting up, hosting, and wrapping up the rental event.

**\*This is your personal access code and is only valid for your event time frame:** \_\_\_\_\_

Enter code number, press lock  symbol. Deadbolt will unlock. **When leaving, pull the doorknob and press the lock symbol to listen for deadbolt to engage, test to make sure the door is locked before leaving.**

4. **Overage Fees.** If additional set-up/wrap-up time is required, Renter shall pay \$125.00 per hour in addition to venue fee below. Rented items shall be removed within the rental time frame. Delayed pick up of rental property after rental event may be subject to storage fee charges and is only allowed with Owners' prior permission and approval.

5. Number of guests attending: \_\_\_\_\_ **Capacity limited to 75 seated/125 standing.**

6. Renter(s) intends to serve alcohol? \_\_\_ YES \_\_\_ NO **Renter Initial:** \_\_\_\_\_ **SWC Initial:** \_\_\_\_\_

**(Waiver of Liability Required for alcohol service and over 100 people - See item 8 next page)**

7. Items included in rental: **9 - 6' (Only Plastic Tables) All wooden chairs - 60+**

## RENTAL RATES, RULES AND FEES:

### 1. Venue Rental Rate.

**Weekends begin at 3pm on Fridays and go through 11pm on Sundays. Full Day hours are 8am until 10pm.**

Renter(s) agrees to reserve "The Clubhouse" Venue at the rate of:

- Weekend Full Day \$400.00** - 5 hours or more (includes set up/wrap up time)
- Weekend Half Day \$200.00** - Less than 5 hours (includes set up/wrap up time)
- Weekday Small Group 1-10** guests - \$30.00/hour, 3 hours minimum. (Full Day is \$250.00)
- Weekday Large Group 11+** guests - \$40.00/hour, 3 hours minimum. (Full Day is \$325.00)
- 25% discount to repeat users - renting once a month for 3 or more months on one contract.**
- Number of hours required for event:** \_\_\_\_\_

a. **Payment.** Full payment and signed contract are required in advance to reserve the venue date.

b. Total Rental Fee Due \$ \_\_\_\_\_

c. Cleaning Fee for event \$ 50.00

d. **Total Amount Due** \$ \_\_\_\_\_

**2. Cleaning & Repair Fees.** A fee of \$50.00 will be charged for each rental. Additional charges may be incurred for actual repair or cleaning costs to restore the venue, grounds, or other property to the same condition prior to Renter(s) use of the venue.

**3. Cancellations.** 50% of the rental fee will be retained in the event of cancellation. If cancellation is received prior to 30 days before the event the balance of the rental fee plus cleaning fee will be refunded. All cancellations must be made in writing or via email and delivered to GFWC of NC SWC representative at least 30 days prior to the event date. Renter(s) recognize that the cancellation policy is not intended to be punitive, but to protect GFWC of NC SWC from loss of actual or potential diminished ability to rent the venue within 30 days or less prior to a canceled event date.

**4. Payments.** All payments due shall be made using cash, cashier's check. Checks should be made to GFWC of NC Statesville Woman's Club and be paid to a member of the Rental Team.

**5. Liability.** Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur because of the actions of Renter(s) or any of Renter's guests while Renter is in control of the venue and shall indemnify and hold harmless the Owner against all legal actions which may arise from Renter's use of the venue.

**6. Hold Harmless.** Renter(s) agrees to hold Owner harmless and indemnify Owner from any claims or causes of action by Renter(s), or Renter's associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter's knowledge or consent, with respect to exposure to and illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. Said indemnification and hold harmless shall extend to any legal fees and legal costs Owner may incur in defending any such claims or causes of action.

**7. Disputes.** Any disputes arising under this contract shall be adjudicated in Iredell County, NC. In witness of their understanding of an agreement to the terms and conditions herein contained, the parties affix their signatures below.

**8. Special Event Liability Insurance – DUE DATE: \_\_\_\_\_ Renter Initial \_\_\_\_\_ SWC Initial \_\_\_\_\_**

A waiver must be submitted no later than 7 days after execution of contract. Renter(s) shall provide proof to GFWC-SWC that it has procured a special event liability policy of insurance with respect to the provision and/or service of alcoholic beverages (Beer, Wine or Champagne only - No liquor is allowed) and/or for any event over 100 or more guests at the premises during the rental period.

The insurance must, at the Renters' sole expense, provide and maintain general liability insurance, insuring Owner, **GFWC of NC Statesville Woman's Club**. Such policy shall insure against any claims, property damage, losses, injury, death, or damages that arise, directly or indirectly, from the provision and/or service of alcoholic beverages at the premises and/or arising out of renters' use and occupancy of the premises with events over 100 guests. The policy coverage shall be a minimum of one million dollars (\$1,000,000.00) per claim.

**9. Opportunity to Review.** By executing this contract, the undersigned parties warrant and represent they have had the opportunity to review all 3 pages of the rental agreement, including attached Clubhouse Rental Information – Exhibit “A” which is made a part of this agreement by this reference. Renters acknowledge they have read and fully understand and agree to the terms and conditions pertaining to this rental agreement.

**10. The GFWC of NC SWC does not discriminate based on race, color, religion, national origin, disability, age or familial status.** Note, our building is not currently wheelchair accessible.

_____ Renter(s) Signature, date	_____ SWC Representative Signature, date
_____ Printed Name	_____ Printed Name
_____ Address	<u>515 WEST END AVENUE</u> Address
_____ City, State, Zip Code	<u>STATESVILLE, NC 28677</u> City, State, Zip Code
_____ Email:	
_____ Cell Phone/Alt. Phone:	_____ SWC REPRESENTATIVE - Cell Phone/Alt Phone:

Receipt for payment:   \_\_\_ Cash   \_\_\_ Check

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

Renter Initial \_\_\_\_\_ SWC Initial \_\_\_\_\_

# CLUBHOUSE RENTAL INFORMATION – ADDENDUM

- Renter(s) must be 25 years of age or older to rent the venue.
- Payment of venue fee in full and signed contract is required to secure rental event date.
- Evening rentals must end at 10:00pm and all guests must depart. Clean up and lock up must be completed by 11:00pm. Concessions may be granted by the BOD before an event.
- 50% of the rental fee will be retained in the event of cancellation. If cancellation is received prior to 30 days before the event the balance of the rental fee plus cleaning fee will be refunded.
- Event rental period is for set-up, event hosting, wrap-up and ready to leave the space.
- **Large head/serving table shall be moved/folded by club members only, if not being used by renter(s). Renter(s) must make arrangements before the event.**
- All furnishings must be re-positioned as found. If tables and chairs are set up meeting style when entering, they should be put back in the same position upon leaving. If any extra chairs are used, they should be stacked neatly in the storage room.
- **Dishware, glassware, flatware, tablecloths, and napkins are for member use only.**
- Rented items shall be removed within the rental time frame. Delayed pick up of rental property after rental event may be subject to storage fee charges and is only allowed with Owners' prior permission and approval.
- Capacity is 75 Seated, 125 Standing per fire code.
- Renter(s) must purchase and provide the Owner with a Special Event Liability Waiver if serving Wine, Beer, or Champagne and/or if hosting an event with 100 or more guests. This must be provided no later than 7 days after execution of contract.
- Alcoholic beverages are limited to beer, wine, or champagne. No alcoholic beverages shall be taken outside the event space. **NO LIQUOR SHALL BE SERVED OR CONSUMED ON THE SITE.**
- Absolutely no drug use or smoking of any kind will be tolerated on the premises or property.
- No loud music or noise is permitted in the Clubhouse or on the grounds (We have renters living upstairs). Renters and guests shall always use the premises in a considerate manner.
- No Clubhouse furniture may be taken outside the building for any reason.
- Piano should not be moved. Nothing should be placed on the piano (to protect the finish).
- Decorations are welcome; however, nothing should be attached to the walls or floors. Glitter or foil (non-paper) confetti is not allowed on site. **NO MATCH LIT CANDLES – PLEASE USE BATTERY POWERED**
- During underage events, such as graduation or birthday parties, direct supervision shall be always maintained by renter(s).
- Rear French doors (glass paned) and windows are NOT TO BE OPENED.

## BEFORE LEAVING THE BUILDING:

- ✓ Turn off all lights.
- ✓ Turn off Stove and make sure refrigerator doors are closed.
- ✓ Remove all leftover foods from Refrigerators, Stove/Oven, and Microwave.
- ✓ Thermostat for the furnace has been set back to 60 and A/C has been turned off.
- ✓ Lock side, front and back doors, including inside front doors at reception area.
- ✓ Remove all trash from cans and deposit in cans outside and replace with fresh liners.

**RENTAL VENUE CONTACT:** Phone 704-761-8208 E: [statesvillewomensclub@gmail.com](mailto:statesvillewomensclub@gmail.com)

**EMERGENCY CONTACT** (During events): 704-657-6870 Jennifer Griffith

\_\_\_\_\_ Renter Initial/Date

\_\_\_\_\_ SWC Initial/Date

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