



Basic Event Rental Contract



This contract is for the rental of a venue and is made this _____ day of _____, 20__ by and between **GFWC - 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 Owner's 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 – CLUBHOUSE INDOOR CAPACITY 75 People

- 1. Main Parlor/Reception Furnishings:** 1 Settee and 2 Queen Anne Chairs, 2 Upholstered red Chairs flanking a long mirror, two drop leaf tables and Baby Grand Piano
- 2. Main Event Space Furnishings:** 9 – 6 ft Resin Tables (seating for 6 comfortably), Large Tea Table 10'x4', Small President's Table and 75 chairs. Tea Table can be moved or folded to use against a wall to provide additional space for more tables, balloon arches, play area, props etc. **Please advise your Rental Venue Member contact if you need the table moved or folded against a wall prior to your event.**
- 3. The Flex Room:** Located in the right rear, off the main event space includes 2 – 6 ft Wood Tables. This area is accessible to the kitchen and is ideal for buffet space, bar/beverage service, dressing room, or private meeting space. This space has a rear door with discrete access to side door entry and kitchen service hallway.
- 4. Kitchen:** Sink, Dishwasher, Microwave, large Refrigerator, standard Refrigerator with top freezer, large prep island. Additional sink in service hallway. **Electric Range/oven is for member use only.**
- 5. Front Porch:** Appointed with two wrought iron café tables with 2 chairs each.
- 6. French Doors:** Lead into the Main Event space from a back deck and accessibility ramp.
- 7. Accessibility Ramp:** The rear accessibility ramp includes a moderate sized deck with side stairs leading to the paved parking area. This deck and ramp provide a nice rear entrance for guests of any age.
- 8. Date(s) of Event:** _____
- 9. Type of Event:** _____
- 10. 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 door knob and press lock symbol  listen for deadbolt to engage, test to make sure the door is locked before leaving.**

11. 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.

12. Number of guests expected: _____ **Indoor Capacity limited to 75 people**

13. Renter(s) intends to serve beer/wine or champagne? ___ YES ___ NO **(see Item 9 below)**

14. Payment: Full payment & signed contract are required in advance to reserve the venue date.

RENTAL RATES, RULES AND FEES:

1. Venue Rental Rate.

Weekends begin 3pm on Fridays through 10pm on Sundays; Full Day hours are 8 am until 10 pm

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

- Weekend Full Day \$400.00 = More than 5 hours (includes set up/wrap up time)**
- Weekend Half Day \$200.00 = 5 hours or less (includes set up/wrap up time)**
- Week Day - \$50.00 per hour, 3 hours minimum. Full Day \$325.00**
- 25% discount available for repeat users.** Booking 3 events at one time will qualify for a discount.

a.	Total Rental Rate Due	\$ _____
b.	Cleaning Fee for event	\$ <u>50.00</u>
c.	Total Amount Due	\$ _____

2. Cleaning & Repair Fees. A third party cleaning 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.

4. Cancellations. 50% of rental rate will be retained in the event of a cancellation within 30 days or less of the event. Cleaning fee will be refunded. Cancellation must be in writing to: GFWC of NC at 515 West End Avenue, Statesville NC 28677 or via email at: statesvillewomansclub@gmail.com. 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. Cancellation given 30 or more days in advance of event will be given full refund.

5. Circumstances Beyond Our Control: If anything, outside of our control, prevents "The Clubhouse" from being available at the date and time scheduled for your event, SWC's obligation to make the venue available will be relieved. This includes such occurrences as natural disaster, fire, destruction, war, governmental order, power outages, water pipe break, vandalism, or other forces or events outside of SWC's control. SWC will have no other liability including outside vendor costs, due to the unavailability of "The Clubhouse". For large events, we suggest Event Cancellation Insurance to help defray other monetary losses. SWC will do our best to assist in finding another event venue in the event of such occurrence.

6. **Payments.** All payments due shall be made using cash, cashier's check. Checks should be made to GFWC of NC Statesville Woman's Club or delivered to 515 West End Avenue, Statesville NC 28677 (or put in the mail slot at front door.)
7. **Disputes.** Any disputes arising under this contract shall be adjudicated in Iredell County, NC. In witness of their understanding and agreement to the terms and conditions herein contained, the parties affix their signatures below.
8. **Event Waiver Hold Harmless and Liability Release Form.** Rental of the SWC Clubhouse is conditional on Renter(s) review and signature of the Event Waiver Hold Harmless and Liability Release form.
9. **Event Liability Certificate/Insurance Declaration Page.** Some rental events may require the renter(s) to provide proof of liability coverage. Events serving beer, wine or champagne will be required to provide proof of 1 million dollars in liability coverage. Proof of liability coverage can be satisfied by presenting a Declaration page from your homeowner's or renter's policy (most policies have liability coverage included) - **see attached sample**. If this is not available a special event policy may be purchased from a third party agency and submitted. Business renter(s) shall provide a copy of their General Certificate of Insurance.
LIABILITY PROOF REQUIRED: Yes No
10. **Parking:** Parking is available in the rear of the clubhouse as well as parking perpendicular to the clubhouse in the grass area. If additional parking is required, please speak to your Rental Venue Team Member. For best experiences, guests should enter and exit via the front door or accessibility ramp/deck stairs through rear French doors. (Side service door is suited for renters to unload, set up and tear down.)
11. Renter certifies they are 25 years of age (minimum age to rent) or older.
12. **The GFWC of NC SWC does not discriminate** based on race, color, gender, religion, national origin, disability or familial status. Please note our building is not fully wheelchair accessible.
13. **Rental of the Statesville Woman's Clubhouse is part of our mission to support those celebrating pivotal events. Reasonable pricing positions the community to use our elegant clubhouse venue within reach of their budgets. Money earned aids in the upkeep of our historic clubhouse thereby providing a unique downtown venue for varied community usage.**

Consider becoming a member of the Statesville Woman's Club. Plan to attend a meeting or join us at a community service event.



RENTAL VENUE CONTACT: Phone 704-761-8208 E: statesvillewomansclub@gmail.com
EMERGENCY CONTACT (During events): 704-657-6870 Jennifer Griffith

Opportunity to Review. By executing this contract, the undersigned parties warrant and represent they have had the opportunity to review all pages of the rental agreement, including attached Clubhouse Rental Information – Addendum “A” and Event Waiver Hold Harmless and Liability Release which are made a part of this contract by this reference. Renters acknowledge they have read and fully understand and agree to the terms and conditions pertaining to this rental contract.

Renter(s) Signature Date:

SWC Representative Signature Date:

Printed Name Cell Phone:

Printed Name Cell Phone:

Address

515 WEST END AVENUE

City, State, Zip Code

STATESVILLE, NC 28677

Email:

Receipt for payment: ___ Cash ___ Check

\$ _____ Date: _____

CLUBHOUSE RENTAL INFORMATION – ADDENDUM A

- Event rental period is for set-up, event hosting, wrap-up and preparation to leave the space.
- Venue space is 1970 Sq ft excluding bathroom area.
- Event Space indoor maximum capacity is 75 people. One unisex bathroom with small dressing area.
- 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.
- Kitchen: One large refrigerator, one standard top freezer and bottom refrigerator, Microwave, Dishwasher and two sinks (one in kitchen and one in service hallway) Prep Island and lots of counter space.
- **Electric Range is for member use only.**
- Rented items to be removed within the rental time frame. Delayed pick up of rental property after event may be subject to storage fee charges and is only allowed with Owners' prior permission and approval.
- **NO HARD LIQUOR SHALL BE SERVED OR CONSUMED ON THE PREMISES. Beer/Wine or Champagne only.**
- 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 (Tenants reside upstairs). Renters and guests shall use the premises in a considerate manner at all times.
- No Clubhouse furniture may be taken outside the building without permission.
- Piano should not be moved. If your event will require use of the piano, please advise in advance.
- **Decorations may be attached to the walls or floors with removable COMMAND strips only. No glitter or foil confetti. NO MATCH LIT CANDLES – PLEASE USE BATTERY POWERED**
- During underage events, such as graduation or birthday parties; direct supervision shall be maintained at all times by renter(s).
- Rear French doors may be used for access to parking area and must be kept closed during any event in summer months to reduce strain on cooling system.

BEFORE LEAVING THE BUILDING:

- ✓ Remove all decorations
- ✓ Place resin tables and chairs back in original positions – Leave large table in its original place
- ✓ Turn off all lights.
- ✓ Remove all leftover foods from refrigerators, freezer and microwave.
- ✓ Make sure refrigerator doors are closed.
- ✓ Thermostats 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 and recycling items from cans and deposit in cans for "515" outside and replace with fresh liners.

_____ Renter Initial/Date

_____ SWC Initial/Dat

Event Waiver, Release of Liability and Hold Harmless Agreement

GFWC OF NC STATESVILLE WOMAN'S CLUB

515 West End Ave.
Statesville NC 28677

Email: statesvillewomansclub@gmail.com
Phone: 704-761-8208

This agreement is made effective on _____, 20__ by and between GFWC of NC Statesville Woman's Club of 515 West End Avenue, Statesville NC and

known as Renter(s). WHEREAS, Renter(s) desires to hold their event at the property known as "The SWC Clubhouse" located at 515 West End Avenue, Statesville NC.

Renter(s) named above shall fully defend, indemnify, and hold harmless GFWC of NC Statesville Woman's Club their officers, members, volunteers or agents from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct directly or indirectly arising out of or in conjunction with the event held on the premises on the part of the Renter(s), attending guests, individuals or contractors.

As Renter(s) I/We further agree to indemnify and reimburse the GFWC of NC Statesville Woman's Club for any sums, costs, or expenses incurred by any accident loss, damage, injury to person or property in connection with our attendance at or participation in this rental venue event. This means that I/We will reimburse the GFWC of NC Statesville Woman's Club if anyone makes a claim against them based on damages or injuries to person or property as Renter(s) may suffer or cause. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to GFWC of NC Statesville Woman's Club by Renter(s), for all legal fees, expenses, and costs incurred by it.

I/We have read and agreed to The GFWC of NC Statesville Woman's "The Clubhouse" venue Rental Agreement including their terms and policies; and agree to abide by that Rental Agreement and local, State and federal laws for the duration of the rental activity.

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited. The intent of the Parties is to provide as broad an indemnification as possible under the State of North Carolina law. In the event that any aspect of this Agreement is deemed unenforceable, the court is empowered to modify this Agreement to give the broadest possible interpretation permitted under the State of North Carolina law.

By: _____
Renter(s)

Date: _____

By: _____
Renter(s)

Date: _____

By: _____
GFWC of NC Statesville Woman's Club Representative

Date: _____

