



## Premium Event Rental Contract

This contract is for the rental of a venue and is made this \_\_\_\_\_ 2025 by and between GFWC - NC Statesville Woman's Club, hereafter referred to as the Owner, and INDIVIDUAL(S): \_\_\_\_\_ 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 8'x4', two-seater President's Table and 75 guest chairs. (Not available: sound system nor podium).

EIGHT FOOT TEA TABLE can be moved or folded (ONLY BY RENTAL TEAM) for use against a wall to provide additional space for more tables, balloon arches, play area, props etc.

Renter elected for the EIGHT FOOT TEA TABLE:

to remain in front of the French doors: \_

to be moved elsewhere: \_

to be folded down to 3' and placed against a wall: \_

AS SWC DOES NOT EMPLOY FULL TIME STAFF, THE MAIN EVENT ROOM & FLEX ROOM TABLES AND CHAIRS ARE CONFIGURED BY RENTERS, ON THE EVENT DAY WITH THE EXCEPTION OF THE EIGHT FOOT TEA TABLE.

3. The Flex Room: Located in the right rear, off the main event space includes two – 6 ft 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, dual brew coffee maker (carafe or pods). An additional sink in the service hallway. Electric Range/oven is for member use only. No Ice Maker.

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 7.5' x 13' 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. Bluetooth Projector and Screen available at no charge. Renter is responsible for setting up and operating the Projector.

Renter requests to use the Bluetooth Projector and Screen? \_\_\_\_

9. Date(s) of Event: \_\_\_\_\_

10. Type of Event: \_\_\_\_\_

11. Access. The Renter(s) shall have access to and use of the venue from: \_\_\_\_\_ time of day(s) expressly for the purpose of setting up, hosting and wrapping up the rental event.

\*A personal access code is only valid for your event time frame. DOOR ENTRY CODE: \_\_\_\_\_

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

12. Overage Fees. If additional set-up/wrap-up time is required, Renter will 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.

13. Number of guests expected: \_\_\_\_\_. Indoor Capacity limited to 75 people. Indoor and Outdoor events may be larger.

14. Renter(s) intends to serve beer/wine or champagne? YES\_ NO\_ (see Item #8 next section).

### **RENTAL RATES, RULES AND FEES:**

1. Venue Rental Rate.

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

A 25% discount available for repeat users; booking 3 events at one time.

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

Weekend Full Day with LARGE Group Event Package for 31-75 guests \$575.00

Full Day is more than 5 hours of usage including set up/wrap up time.

Weekend Full Day with SMALL Group Event Package for up to 30 guests \$500

Full Day is more than 5 hours of usage including set up/wrap up time.

Weekend Half Day with LARGE Group Event Package for 31-75 guests \$375.00

Half Day is 5 hours or less of usage (includes set up/wrap up time).

Weekend Half Day with SMALL Group Event Package for up to 30 guests \$300.00

Half Day is 5 hours or less of usage (includes set up/wrap up time).

Weekday hourly fee is \$50/hour with a 3-hour minimum.

Weekday Full Day fee is \$325.00.

Add \$100 for SMALL Group Event Package for up to 30 guests.

Add \$175.00 for LARGE Group Event Package for 31-75 guests.

a. Total Rental Rate Due \$ \_

b. Cleaning Fee for event \$60.00

c. Administrative Fee of 3.5%: \_

d. Total Amount Due \$ \_

2. Cleaning & Repair Fees. A third-party cleaning fee of \$60.00 is 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 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.

4. 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 Historic 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.

5. Payments. All payments due shall be made using cash, cashier's check or cards. Checks should be made to GFWC of NC Statesville Woman's Club. Checks may be delivered to 515 West End Avenue,

Statesville NC 28677 (or put in the mail slot at front door.) When doing so, please advise Rental Team Member that check has been dropped in slot.

6. 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 initials below.

7. 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.

8. 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 Renter's homeowner's or renter's policy (most policies have liability coverage included).

If this is not possible, 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: \_

9. 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 and load up through.)

10. Renter certifies they are 25 years of age (minimum age to rent) or older.

11. 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.

12. 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 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.

CONTACT: Phone 704-761-8208

E: [statesvillewomansclub@gmail.com](mailto:statesvillewomansclub@gmail.com)

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

## **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 a 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.

Please refer to the picture in the flex room (off the main room) for proper way to stack unused chairs.

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/OVEN IS FOR MEMBER USE ONLY.

Rented items to be removed within the rental time frame. Delayed pick up of rental property after the 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 loud noise is permitted in the Clubhouse or on the grounds (Tenants reside upstairs). All music is turned off by 10 PM. 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 wood trim on the walls or floors with removable COMMAND strips only. No glitter or foil confetti. NO MATCH LIT CANDLES – PLEASE USE BATTERY POWERED CANDLES ONLY.

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 the cooling system.

#### **BEFORE LEAVING THE BUILDING:**

Complete the Departure Checklist located atop the printer, which is located in the kitchen, under the island.

Reconfigure the main room as pictured on the reverse side of the Departure Checklist.

Make certain refrigerator doors securely closed.

Double check that all doors are locked.

Remove all (indoor and outdoor) trash and recycling items and deposit in containers for “515” outside in the rear of the parking lot, replacing indoor containers with fresh liners located in kitchen cabinets nearest the door.

Turn off all lights.

When the door deadbolt locks, jiggle handle to assure it is locked securely.

## **DEPARTURE CHECKLIST**

In preparation for departing The Statesville Woman's Club, Historic Clubhouse, after your event, a checklist of items to accomplish before leaving is provided to avoid omissions, misunderstandings, and fines. With multiple people involved, the time of cleanup and restoring the Clubhouse can be hectic. Therefore, this Renter's Departure Checklist ensures compliance with the rental agreement.

Departure Checklists may be printed and taken to the venue or extras are located atop the printer in the kitchen, which is located under the island.

- Emergency contacts: For maintenance issues please call House Manager: (704) 657-6870, For rental issues please call (704) 761-8208.
- Food: Remove all food from the kitchen, leaving no items in the refrigerator, freezer, microwave, nor counters. Discard open ice bags, leaving no partially used ice bags in the freezer.
- Stove: SWC Member Use Only. Check knobs upon departure in the event one was inadvertently turned on.
- Throw away or remove all used/unused decorations, disposable eating/drinking products, disposable utensils, trays, napkins, candles, toothpicks, condiments, etc.
- Indoor Trash: Empty both kitchen trash containers replacing them with new liners located in the kitchen storage cabinet nearest the door.
- Trash & Recycle: The club trash & recycle containers are located at the rear of the asphalt parking lot, along the back fence and labeled “515 West End.” Avoid using trash containers marked for the tenants under or near their respective stairway entries.
- All cardboard is broken down and placed inside the recycle containers at the rear of the asphalt parking lot.
- Flex Room: Two ivory tablecloths are restored upon the two tables in the Flex Room (room located off the main event room). Stack chairs in the flex room per the photo hanging in the room.
- Front Doors: Use only the front left door (when facing the street) as the right door has top and bottom flush manual bolts which must be engaged to ensure the doors remain stable. Check to assure front doors are securely locked.
- The main event room French doors (facing the parking) lot contain flush manual bolts built within the right center door at the top and bottom. To properly secure French doors, these two locks must be

engaged before closing doors and latching the three external slide bolts. Finally, if opened, the LEFT French door must be strongly nudged into place at the bottom and then bolted.

- Furniture: The tables and chairs are reconfigured as shown in the picture on the reverse side of the Departure Checklist. Eight-nine tables are restored on the event room floor; extras are stowed in the Flex Room (room located off the main event room). Each table will have 7-8 chairs surrounding. Extra chairs are placed by the two Ficus trees. Remaining chairs are carefully stacked in the Flex Room as shown in the picture hanging in that room.
- Rental linens are bagged and left in the kitchen (mesh bags located in parlor closet beside window).
- Large Tea Table is left as found; not to be moved by Renters.
- Projector and Screen (if used) may be left as is.
- No cars are to remain at the Clubhouse overnight.

We appreciate your attention to these matters and hope your event is a success.

Thank you for choosing the Statesville Woman's Club, Historic Clubhouse!

### **Event Waiver, Release of Liability and Hold Harmless Agreement**

GFWC OF NC STATESVILLE WOMAN'S CLUB

515 West End Ave, Statesville NC 28677 Phone: 704-761-8208

Email: statesvillewomansclub@gmail.com

This agreement is made effective on DATE: \_\_\_\_\_

by and between GFWC of NC Statesville Woman's Club of 515 West End Avenue, Statesville NC and

INDIVIDUALS: \_\_\_\_\_

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.

RENTER(S): \_\_\_\_\_

### **Opportunity to Review and Signature Page**

By executing this contract, the undersigned parties warrant and represent they have had the opportunity to review all pages of the rental agreement, including Departure Checklist Procedures, Clubhouse Rental Information – Addendum "A" and Event Waiver Hold Harmless and Liability Release (next page) 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): \_\_\_\_\_

SWC Representative: \_\_\_\_\_

Address: 515 WEST END AVENUE

STATESVILLE, NC 28677

Email: statesvillewomansclub@gmail.com

SEE SAMPLE OF DECLARATION PAGE HOMEOWNERS POLICY



DECLARATIONS

ERIS INSURANCE COMPANY  
BORROWERS POLICY  
EXTENDED FORM(H17)

CONTINUATION NOTICE

AGENT	ITEM 2. POLICY PERIOD	POLICY NUMBER
332888 WALKER ROBINSON CLARK	06/07/23 TO 06/07/24	Q54 5706552 CH

ITEM 3. NAMED INSURED AND ADDRESS	ITEM 3. OTHER INTEREST
[REDACTED] [REDACTED] [REDACTED] [REDACTED] - 8000	AS LISTED BELOW OR ON REVERSE SIDE

AGENT - WALKER ROBINSON CLARK      134 S SHARPE ST  
\*\*\*\*\*  
AGENT PHONE - (704) 871-1313      STATESVILLE NC 28677 5837

COVERAGE BEGINS AND ENDS AT- 12:01 AM STANDARD TIME AT THE LOCATION OF THE INSURED PROPERTY. UNTIL TERMINATED, THIS POLICY WILL CONTINUE IN FORCE.

LOCATION OF RESIDENCE PREMISES. ZIP CODE - 28677 8000  
[REDACTED] STATESVILLE NC.

PROPERTY INFORMATION - PRIMARY RESIDENCE, YEAR OF CONSTRUCTION 2018, FRAME, PROTECTION CLASS 8.

AUTOMATIC ADJUSTMENT OF COVERAGE WAS APPLIED TO DWLE.

\* THE AMOUNT OF INSURANCE APPLYING TO THE DWELLING IS THE REPLACEMENT COST AT THE TIME OF THE LOSS, SUBJECT TO POLICY CONDITIONS AND REQUIREMENTS. THE ESTIMATED REPLACEMENT COST OF THE DWELLING IS \$ [REDACTED]

SECTION I - PROPERTY PROTECTION	AMOUNT OF INSURANCE	PREMIUMS
DWELLING (COV A)	*GUARANTEED REPLACEMENT COST	\$ [REDACTED]
OTHER STRUCTURES (COV B)	\$ [REDACTED]	
PERSONAL PROPERTY (COV C)	\$ [REDACTED]	
LOSS OF USE (COV D)	\$ [REDACTED]	

SECTION II - LIABILITY COVERAGES		
PERSONAL LIABILITY (COV E) - EACH OCCURRENCE	\$1,000,000	
MED PAY TO OTHERS (COV F) - EACH PERSON	\$ 5,000	
FULL TERM PREMIUM FOR THIS RESIDENCE	- - - - -	\$ [REDACTED]
FULL TERM ADDITIONAL COVERAGE PREMIUM	- - - - -	\$ [REDACTED]
TOTAL PREMIUM FOR THIS POLICY	- - - - -	\$ [REDACTED]

SECTION I DEDUCTIBLE [REDACTED]

APPLICABLE FORMS - H80007 06/21, H83221 07/13, H03221 01/19, UF2753 01/09\*, H02471 10/00, H03240 05/03, H02475 10/00, UF8570 12/20, UF2667 05/09\*, UFD682 05/23\*, H00416 10/00, HP28 02/22, NCH01D 02/21, NCIMPA 05/21, UF4839 06/21, UFC797 06/18\*, NCIR190 07/15, GU40 10/04, NCH0C 06/20.

PLEASE NOTE IF YOUR CURRENT POLICY DOES NOT INSURE YOU FOR \$1,000,000.00 CONTACT YOUR AGENT. IT IS POSSIBLE THAT IT CAN BE EASILY INCREASED FOR JUST A FEW MORE DOLLARS. THIS MAY BE A MORE BUDGET FRIENDLY OPTION THAN PURCHASING EVENT INSURANCE.