

THIS IS A SAMPLE RENTAL CONTRACT.

PLEASE DO NOT PRINT AND COMPLETE.

RENTERS WILL BE EMAILED A SIMILAR CONTRACT FOR SIGNATURE.

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. Two circulating fans located in the parlor closet.
2. Main Event Space Furnishings: 9 – 6 ft Resin Tables (seating for 6 on the sides | 2 on the ends), two-seater President's Table and 75 guest chairs. (Not available: sound system nor podium).

The 8' x 3.5' tea table shown in social media pictures will be folded down and stowed underneath the mirror in the main event room. It can be used (in place) for cakes, desserts, pictures or other items. A white vinyl cloth will cover the table for protection which may be used as is or may be covered with a cloth supplied by the Renter.

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.

3. The Flex Room: Located in the right rear, off the main event space includes 2 – 6 ft Tables. With a rear door offering discrete access to side door entry and kitchen service hallway, this area is ideal for buffet space, bar/beverage service, dressing room, or private meeting space.
4. Kitchen: Sink, Dishwasher, Microwave, large Refrigerator, standard Refrigerator with top freezer, large prep island, dual brew coffee maker (carafe or pods). Additional sink in service hallway. Please note there is NO STOVE nor 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

operation of 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: _, 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. DOOR ENTRY CODE: _

Enter code number, press TEEHO symbol Deadbolt will unlock. When leaving, pull doorknob and hold any number for a full two seconds and 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 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.

13. Number of guests expected: _. *Indoor Capacity limited to 75 people. Indoor/Outdoor events can be larger.

14. Renter(s) intends to serve beer/wine or champagne? YES_ NO_ (see Item #8 next page).

15. Payment: A payment & signed contract are required in advance to reserve the venue date. A 50% non-refundable deposit will be accepted provided event will occur more than 60 days from day of contract signing and invoice payment. Balances are due 60 days prior to the event date. Balances are preferred to be paid online (.035 admin fee applies).

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:

BASIC EVENTS:

- ☐ 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 fee is \$325.00.
- ☐ 25% discount available for repeat users. Booking 3 events at one time will qualify for a discount.

PREMIUM EVENTS (Include ivory color tablecloths and napkins, all China, glassware, utensils, serving pieces):

- ☐ 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).
- ☐ Week Day fee is \$50/hour with a 3-hour minimum.
- ☐ Week Day 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.
- ☐ 25% discount available for repeat users; booking 3 events at one time.

- a. Total Rental Rate Due \$ _
- b. Cleaning Fee for event \$60.00
- c. Administrative Fee of 3.5% applies to card payments: _
- 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

Cancellation Thirty (30) Days or More Prior to the Scheduled Event:

Cancellations received thirty (30) days or more in advance of the scheduled event date shall be eligible for a full refund of all amounts paid, including any applicable fees.

Cancellation Within Thirty (30) Days of the Scheduled Event:

If an unforeseen circumstance prevents the scheduled event from taking place and the venue is not utilized as intended, the Venue Rental Team will assess the situation on a case-by-case basis. At its sole discretion, the Team will authorize a refund up to fifty percent (50%) of the total rental fee, plus any cleaning fee paid. The remaining balance, if any, may be issued as a non-transferable credit in the form of a rain check. Such credit shall be valid for a period of fifteen (15) months from the original event date and may be applied toward a future booking, subject to availability.

Cancellations Due to Inclement Weather:

In the event that the scheduled event cannot take place due to inclement weather, the Renter shall be permitted to reschedule the event to a new, mutually agreed-upon date, subject to venue availability. No additional rental fees shall apply for the rescheduled date, provided the rescheduling occurs within six (6) months of the original event date. Rescheduled events must remain consistent with the original booking type: weekday events must be rescheduled to another weekday (Monday through 3 PM Friday), and weekend events must be rescheduled to another weekend date (3 PM Friday through Sunday), due to differences in pricing.

Written cancellations are sent to: GFWC of NC at 515 West End Avenue, Statesville NC 28677 or via email at: statesvillewomansclub@gmail.com. Cancellations via text are to be addressed to the

Venue Rental Team Member working with the Renter. 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.

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 card. 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, set up and tear down.)

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. Political neutrality and property usage: The Statesville Woman's Club is a nonpartisan organization committed to fostering civic engagement and open dialogue. As such, we welcome educational gatherings and discussions that align with our mission to inform and empower the community. However, to maintain our nonpartisan standing, we do not permit the display of yard signs, promotional banners, or other advertisement on the exterior of our property that may be construed as an endorsement or show of favoritism toward any candidate, party, or political cause. Thank you for respecting this guideline and helping us uphold a space that is inclusive, neutral, and respectful of all viewpoints.

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.](#)

[Attend a meeting on the first Thursday, Sep – Jun @ 5:30 PM,](#)
[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 small dressing area.
- Two circulating air fans are located in the parlor beside the window.
- All furnishings must be re-positioned as per the picture in the kitchen. This includes the main room and the flex room.

PLEASE FOLLOW PICTURE 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 ample counter space.
- 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 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.

- The drop leaf tables in the parlor are not to be moved out of the parlor due to their weight and delicate state.
- Decorations may be attached to the WOOD TRIM ONLY on the walls with removable COMMAND strips only. (AVOID STUCCO) 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 cooling system.

BEFORE LEAVING THE BUILDING:

- Complete the Departure Checklist located in the kitchen.
- Reconfigure the main room and flex room as pictured in the kitchen.
- Make certain refrigerator doors are 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 rear of parking lot, replacing indoor containers with fresh liners located in kitchen cabinets nearest door.
- Turn off all lights.
- When door deadbolt locks, jiggle handle to assure it is locked securely.

Disclaimers and Departure Checklist

Disclaimer: The service entry door foyer (on driveway side) is best used to move in/out food and décor. For an optimal experience, we suggest locking the service door before the event and direct guests to enter through the front doors.

Second, the kitchen and pantry area are undergoing aesthetic and functional updates. Water and electricity will be operational for rental events.

Third, service vehicle(s) & worker(s) accomplishing outdoor clubhouse repairs may be present during events. Workers will not intrude upon events.

Historic Clubhouse Renter:

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. It is also posted in the kitchen.

- ☐ **Emergency contacts: For maintenance OR TEMPERATURE issues please call House Manager: (704) 657-6870, For other 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 freezer.**

- ☐ Throw away or remove all used/unused decorations, disposable eating/drinking products, disposable utensils, trays, napkins, candles, toothpicks, condiments, etc.
- ☐ Trash. Empty both kitchen trash containers replacing them with new liners located in the kitchen.
- ☐ 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: Tables are to be restored per picture in the kitchen. Two tables standing with six chairs placed at each table.
- ☐ 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 pictures posted in the kitchen. Eight-nine tables are restored on the event room floor. Each table will have 8 chairs surrounding. Extra chairs are placed by the two Ficus trees.
- ☐ Brown Tea Table folded and positioned in front of main room mirror is left as found; not to be moved by Renters.
- ☐ Projector, Stand and Screen (if used) are disassembled and returned to storage places.
- ☐ If circulating fans are used, replace them in the parlor beside the window.
- ☐ 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

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 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