

WOMAN'S CLUB, INC.

Rental Policy

Availability: Woman's Clubhouse is available to individuals or organizations for private functions. Individuals and organizations using the facility will adhere strictly to the Clubhouse's policies and guidelines.

Rental Hours: The User and the Woman's Club Manager, hereafter called WC Manager, shall agree upon the rental time. No event will run later than 12:00 midnight. The building must be secure and all guests must leave the building within the time frame agreed upon. At the end of the rental time the front doors will be locked and the building should be empty. To aid in the efficient clearing of the Clubhouse, all bars must be closed 30 minutes prior to closing time. An additional fee per half-hour will be charged for time beyond that stipulated.

Individuals and organizations, hereafter called User, using the facility assume full responsibility for the conduct of their guests, contractors, employees and other persons attending the scheduled function. The WC Manager and/or a representative from the WC Board of Managers will be present throughout a scheduled function.

Deposits: A refundable contingency deposit (\$250.00) and 20% of the rental fee are required to confirm a date. User will be invoiced for the balance of the contract one month prior to the event. The Woman's Club must receive the balance 10 days prior to the event. Any unusual expenses incurred by the Clubhouse (repairs, damage, disruption, extended time etc.) will be deducted from the contingency deposit. The Club reserves the right to assess these deductions. If estimates to repair damages incurred during an event exceed the \$250.00 deposit, payment will be the responsibility of the User.

Refunds due to cancellation:

90 or more days prior to event.....Full refund of deposits
30-90 days prior to event..... No refund of deposits
Within 30 days of event.....No refund and balance of contract due

Event Contact: The User must provide the name of a single contact person responsible for the event. Full plans for the event, including a floor plan showing location of food stations, bars, band, etc., must be submitted to the WC Manager as soon as possible prior to the event so as to facilitate the event's success. A blank floor plan will be provided for this purpose.

The caterer, florist, and others employed by the User should contact the WC Manager prior to the event to review event setup and activities. The WC Manager reserves the right to contact any and all of the parties providing services for the event.

Equipment: The Woman's Club maintains a number of tables and chairs that are available upon agreement with the WC Manager and are included as part of the rental contract. The Clubhouse is also furnished with several antique tables on casters which can be moved and utilized during an event upon approval of the WC Manager. **However, the clubhouse's upholstered love seats, foyer couch, antique secretary, rugs, and pianos cannot be moved.**

All Audio/Visual programs must be approved and supervised by WC Manager. All special requirements such as lecterns or microphones must be identified no later than two weeks prior to the event. The Woman's Club must be informed of the type of sound equipment that will be used. Musicians may not use equipment that require more than one quad box and a single 20 amp circuit, the electrical system in the Woman's Clubhouse is not designed for heavier output.

The User and persons hired by the User must use the appropriate dollies, hand trucks, or other moving equipment for the setup and removal of supplies. Special care must be given to the clubhouse's wood floors. The wood flooring in the Clubhouse is especially susceptible to damage, so sliding or dragging of equipment on its surface is strictly prohibited.

The grand pianos in the ballroom may be played at an event with permission of the WC Manager but only by a professional musician. Decorations, food, drinks, or any other items may not be placed on the pianos.

Florists: Because of the historic and unique nature of the Woman's Clubhouse, absolutely nothing may be hung, nailed, stapled or taped to any of the walls, ceilings, floors or furnishings. Special care must be taken not to harm the pianos in any way. Florists are responsible for any cleanup necessary as a result of their setting up or removal of flowers, plants, and greenery. Any flower petals, branches, and other debris must be removed and disposed of.

Caterers: It is stipulated that only a single, professional caterer, of the user's choice, may be used for any one event. The use of multiple caterers or restaurants for one event causes confusion and is inefficient. This does not include a separate baker or bakery for special occasion cakes. **The caterer must be licensed and insured and a certificate of insurance must be on file with the WC Manager at least two weeks prior to an event. If the caterer fails to provide such documentation, the event can be cancelled by the WC Manager and result in a loss of all deposits and the balance of the contract will be due at that time.** The User will be given an information sheet specifically stating all responsibilities of the caterer. The caterer must be willing to follow these guidelines.

If food and food service are provided by other than a licensed caterer, the WC assumes no liability for these services and User must sign a Hold Harmless agreement with the club. The User must also have two people (not event guests) in charge of the kitchen prior to, during, and following the event to carry out the duties of the caterer as itemized on the caterer information sheet.

Bartenders: Alcoholic beverages must be served by licensed bartenders or catering staff. Documentation must be provided to the WC Manager at least two weeks prior to the event. Failure to do so can result in cancellation of your event, lost of deposits, and the balance of the contract will be due at that time. All bars must be closed one half hour before the scheduled closing time for the safety of your guests and to allow sufficient time for the event to end within the agreed upon time frame. The User will be given an information sheet specifically stating all responsibilities of the bartender. The bartender must be willing to follow these guidelines.

Safety: According to the guidelines set by the Fire Marshal, all entrances and doors must have a 4 foot open space for exits. To insure freedom of exit, nothing can be placed in the back hallways. When chairs are used in an assembly layout, a 4-foot aisle space must be kept down the center and both sides for freedom of exit.

Maximum occupancy of the Woman's Clubhouse is 250 persons.

All candles must be covered by hurricane globes or confined in a glass container. Open candles will not be lit.

The use of rice, confetti, and bubbles within the premises, on the outside steps, and sidewalks is prohibited. Birdseed must be distributed outside of the premises and used at the User's own risk. The Woman's Club assumes no liability in injury.

The User assumes all liability and holds harmless the Woman's Club, Incorporated and all of its representatives from the violation of these policies and is responsible for the conduct of his/her guests.

The Woman's Club cannot be responsible for any items left on the premises overnight. Breakdown and removal must occur immediately following the event. Arrangements can be made for additional time to remove leftover items. Additional charges may apply. Anything left in the facility is done so at the User's own risk.

Updated 9/07

RECEIPT AND ACCEPTANCE OF RENTAL POLICY

This paper must be signed and returned to the Woman's Club as part of the final confirmation of the date for the event.

My signature below verifies that I received a copy of the Woman's Club Rental Policy and have read and understand the policies as stated. I also understand that failure to abide by these policies may result in the loss of all or part of my contingency deposit refund. I also understand that repair charges for any damage occurring during my event amounting to more than the contingency deposit are my responsibility.

Users Signature

Date

Woman's Club Representative

Date