

CLERMONT WOMAN'S CLUB
Rules for Renting Clubhouse

The Clermont Woman's Club assembly room, kitchen facilities, patio/garden area and rest rooms are available for lease as follows:

Rental by club member..... \$40.00

Rental by non club member.....\$100.00

Continued contractual use by non-member*.....determined by Board

The security deposit is equal to the rental amount. Such security deposit will be returned within five (5) days if agreement has been complied with and inspection of building is satisfactory.

*Please note: A new contract and security check must be presented each year.

1. The facility will be reserved on a definite basis only upon receipt of the rental fee. Space will be held on a tentative basis for five (5) days after request is made. However the reserved space will be released if the rental fee and security deposit are not received within five (5) days of the request.
2. The lessee shall not injure, mar or in any manner deface the premises. The use of nails, tacks or staples on the tables, chairs and walls is prohibited. No club property of any kind shall be removed from the premises.
3. All activities and actions will conform to governmental laws and regulations concerning public meetings.
4. The Club will furnish light, heat or air-conditioning and water. The facilities will be clean and ready for use by the lessee on date and time set forth in the contract. The building and premises should be left in the condition they were found. A cleaning fee of \$75.00 will be deducted from the security deposit if premises are not left appropriately clean.
5. The lessee shall be responsible for any damages and the cost to repair any item of furnishings, fixtures, equipment and plantings damaged during the period covered by this lease. In the event of damage the amount will be determined by the cost of materials and the hours of labor needed for repair. Any damage will result in the retention of security deposit and additional billing.
6. The lessee shall be responsible for the removal of any litter inside or outside the building created during the period covered by the lease. All articles must be removed from the kitchen (including anything in the refrigerator) immediately following a function. Clean up must include: taking down all decorations, placing all papers in plastic bags, cleaning up spills from floor, counters, table tops etc. Garbage bags must be placed into the city container located outside back door. No overflow is to be left outside of the container.
7. Only rose petals and "bubbles", not rice or birdseed, are permitted outside the building.
- 8. Candles may not be used inside the building nor torches outside.**
9. The lessee will be responsible for any supplies or equipment brought in for use during occupancy.
10. The lessee will be held responsible for controlling loud music, public address systems or other noises that could constitute a neighborhood nuisance or disturbance. Bands, DJ's or music in general are only allowed inside the building.
11. The lessee is responsible for the orderly conduct of the individuals attending the function.
- 12. Everyone must be out of the building and grounds no later than 12:00 midnight.**

13. The club reserves the right to terminate this lease agreement should the premises become untenable for any reason whatever, in which case the advance payments shall be returned to the lessee.
14. All blinds shall be left open for the police to have full view of the interior of the building.
15. The air-conditioning shall be set at 80 degrees and the heat shall be set at 65 degrees upon leaving when the building is in regular use. All light and ceiling fans shall be turned off when leaving.
16. All linens, dishes, glassware, flatware, serving pieces, coffee pots and appliances are the property of the Clermont Woman's Club, and are not to be used by lessee.
17. Arrangements for the pick up and return of the front door key will be worked out between lessee and house chairman. Back door key is hanging to the right of the door frame and must be returned there after locking up.
18. Alcoholic beverages are not allowed on the premises.
19. The Club reserves the right to approve or disapprove any group, organization, or person it would deem inappropriate to use the building and grounds.
20. No smoking is permitted inside or outside the building, including the parking lots.
21. Any exceptions to these rules must have Board approval.

PLEASE LEAVE CLUBHOUSE ARRANGED AS FOLLOWS:

Tables - Fold table legs carefully and completely flat. This can be accomplished by folding one leg and then the matching diagonal leg.

Stack folded tables on the side with tops facing one another. Use kitchen closet primarily and then the bathroom closet for extra tables.

Chairs – Invert one chair on top of another and place in two (2) rows of twenty (20) each along front and back walls of assembly room. **PLEASE DO NOT FOLD CHAIRS.** This arrangement will allow for quick counting of the furniture during the inspection following your event and will help prevent damage to the furniture.

Tablecloths – The tablecloths on the large tables are for decorative purposes only. Please remove them if you will be using the large tables and replace them after the tables have been cleaned at the end of your event

Piano – **The piano cannot be moved from its present location.** The decorative screen should be kept in its location to cover the back of the piano. **The damper on the piano should never be unplugged.**

Desk - The desk at the front door may be moved if it is picked up and not dragged.

Wicker Furniture – The wicker pieces may be moved, but very carefully, as they are antiques. Cushions and pillows must remain on the pieces.

Potential Deposit Deductions:

A deduction of \$50.00 will be taken from security deposit for each of the following offenses:

1. Key not returned promptly
2. Trash left in building
3. Broken, scratched or marred table or chair
4. Trash or litter left on grounds or parking area
5. Food particles or food containers left in kitchen, on floors or on grounds
6. General lack of cleaning up after event
7. Other disregard of the premises

Please return this page with fees attached (one check for rental fee and one check for security deposit)

This contract is made and entered into with lessee and is subject to the express covenants and conditions, binding on the lessee and lesser. Further, I, agree by signing this form that I, the group I represent, and any and all persons associated with this group, release and hold harmless the Clermont Woman's Club and its members from any liability and/or damages which may occur while using this facility:

(Signed) Lessee _____ Date _____

Name _____

Address _____

Phone _____ Type of function _____

Organization/Group _____

Date and time of function _____
Begin time End time

Number of persons attending _____

To be completed by House Chairman:

Rental fee _____ Security Deposit _____

Rental fee rec'd on _____ Security Deposit rec'd on _____

Received by _____

Sent to Treasurer on _____

Received by Treasurer on _____

Post event inspection results:

House Chairman _____ Date _____