

SILVER CITY WOMAN'S CLUB RENTAL CONTRACT

PO Box 1579

Silver City NM 88062

silvercitywomansclub.org

This agreement made on the _____ day of _____, 20____, between the Silver City Woman's Club and _____ who desires to use of the Woman's Club building on _____ for the fee of \$125.00 per day. (Key_____By_____)

The person(s) signing this contract will be responsible for the following:

1. A refundable cleaning/key deposit of **\$150.00** is required. The deposit will be forfeited if, upon inspection, the House Committee finds conditions that are unsatisfactory. Vacuum and mops are hanging in the back storeroom. Floors, including the kitchen, must be mopped and the carpet must be vacuumed after an activity. The carpet will be left as clean as it was prior to the rental or a forfeiture of \$50.00 for professional carpet cleaning will be taken from the \$150.00 cleaning/key deposit.
2. A rental deposit of \$50 is required at the time of the rental reservation, the balance of the rent is required at the time of key pick-up. The deposit will be applied to the day rate of \$125 rental fee. (Balance of \$75 due When key is picked up.)

a> Either party in this contract has the right to cancel this contract with a minimum of 14 days prior to the rental date. A late cancellation fee will be assessed at \$50 and will be taken from the rental deposit.
3. The building must be in the same condition following use as it was prior to use. Any Club property damaged during the use will be charged the person (s) renting the building (including anything spilled on the floor.) No pictures, plaques, or certificates may be removed from the walls of the building. No decorations, including tape streamers, are to be attached to walls, ceiling, rafters, windows, or any other part of the building. A check list has been provided to the renter of things that will be checked by House Committee.
4. Alcoholic punch may be served in the Club Building, but **NO** mixed drinks, hard liquor, beer or wine by the glass. Violation will result in forfeiture of deposit and may result in no future use of this building.
5. Furniture will be put back as it was prior to use. Any furniture to be moved must be lifted and carried, as dragging mars the carpet. There are extra chairs, card tables, and large tables in the storeroom. If used, these must be returned to the storeroom. The brown straight chairs and red straight chairs will be left in the big room. **(Please do not stack the brown chairs but put them against the wall. The red chairs may be stacked in stacks of 4 on either side of the stage.)** Leave 4 large white folding tables on the floor.
6. Renters will provide their own dishtowels, dishcloths, dishwashing soap, and garbage bags. Club tablecloths, dishes and utensils will not be used. Dishes and utensils may be made available for an additional fee.
7. All renters will not adjust the thermostats for the steam heat. If the air conditioner is used, switches must be turned off when done. The switches are next to the men's room.
8. If any of the above stipulations are not adhered to, this will result in forfeiture of the \$150 deposit.
9. Does the renter have personal liability insurance? YES NO If requested, supply a copy of disclaimer page? YES NO

It is the Duty of the Building Administrator and Executive Board to handle any infraction of these rules.

Signature of Renter(s)

Signature of Club Official

March 2018