



WOMAN'S CLUB
of CASSELBERRY

Physical Address
251 Overbrook Drive
Casselberry, FL 32707

Mailing address:
P.O. Box 180021
Casselberry, FL 32718-0021

info@womansclubofcasselberry.com

Phone Number: 407-255-4528

HAVE A COPY OF THE RENTAL AGREEMENT IN YOUR POSSESSION DURING USE OF THE FACILITY.

THIS IS A SHORT-TERM RENTAL OF COMMERCIAL SPACE. NOTHING IN THIS AGREEMENT CREATES A LANDLORD-TENANT RELATIONSHIP BETWEEN CLIENT AND THE WOMAN'S CLUB OF CASSELBERRY. RENTER IS ALLOWED TO USE THE PROPERTY DURING THE TERM OF THE RENTAL AND MUST VACATE AT THE END OF THE TERM OF THE RENTAL. IF THIS CONTRACT PROVIDES FOR A REOCCURRING RENTAL, RENTER IS ONLY ALLOWED TO USE THE VENUE DURING THE SPECIFIC TIMES AND DATES THAT HAVE BEEN AGREED TO BETWEEN CLIENT AND THE WOMAN'S CLUB OF CASSELBERRY.

Clubhouse Rental Agreement

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

The building has a maximum capacity of Ninety (90) persons. Anticipated Maximum Attendance: _____

Name or Nature of the Event: _____

I hereby request permission to rent The Woman's Club of Casselberry Clubhouse (hereinafter referred to as the "Venue") on:

1. Date: _____
2. Hours: From: _____ AM/PM to: _____ AM/PM
3. Total number of Rental Hours _____

Initial: Client: _____ Office: _____

RENTAL RATES

1. Monday through Thursday – Fifty Dollars and Zero Cents (\$50.00) per hour.
2. Friday through Sunday – One Hundred Dollars and Zero Cents (\$100) per hour.
3. Rental time must be pre-scheduled and begins at the start of set up and ends when the last person related to the event leaves the building.
4. The rental fee is due and payable two weeks prior to the scheduled event. Two (2) weeks prior to the event date is _____. If Rental fee is not received by the Rental Manager two weeks prior to event date, this Rental Agreement will be cancelled, and the Deposit will be forfeited as liquidated damages as the facility will need to be re-rented, if possible, due to the cancellation.

Lessee agrees to pay a total of \$_____ to rent the clubhouse for the event.

Payment for Security Deposit, Administrative Fee and Rental Fee can be made in cash, check or credit card. Please make your checks payable to "Woman's Club of Casselberry".

Initial: Client: _____ Office: _____

SECURITY DEPOSIT

1. A refundable security deposit in the amount of Three Hundred Dollars and Zero Cents (\$300.00) is due upon execution of the rental agreement.
2. A NONREFUNDABLE Fifty Dollar and Zero Cents (\$50.00) Administration fee is due upon execution of rental agreement.
3. A total deposit of Three Hundred and Fifty Dollars and Zero Cents (\$350.00) is due upon execution of the rental agreement.
4. The security deposit is not a “down payment” and will be held until final inspection of building after the event to ensure the building is left in the agreed conditions per the terms of this agreement as defined herein.
5. Return of security deposit can take up to 2 weeks to be dispersed after event and final inspection.

If Rental fee is not received by the Rental Manager two weeks prior to event date, this Rental Agreement will be cancelled, and the Deposit will be forfeited as liquidated damages as the facility will need to be re-rented, if possible, due to the cancellation.

Lessee agrees to pay a total of Three Hundred and Fifty Dollars and Zero Cents \$350.00 as a security deposit to rent the clubhouse for the event.

Initial: Client: _____ Office: _____

CANCELLATION BY LESSEE

Should Lessee decide to cancel this agreement, Lessee must submit written notice of cancellation at least thirty (30) days prior to any reserved date.

1. If the event is canceled thirty (30) days or more in advance there will be a Twenty Percent (20%) cancellation fee plus Thirteen Dollars and Zero Cents (\$13.00) Credit card fee (if applicable) deducted from security deposit.
2. If the event is canceled less than thirty (30) days before the event date the security deposit and administration fee will be forfeited.
3. The \$13.00 Credit Card Fee does not apply if the \$300.00 security deposit was made by cash, check or money order.

Initial: Client: _____ Office: _____

RESCHEDULING OPTION

In the event the lessee requests to change the date of the event, every effort will be made by The Woman’s Club of Casselberry to transfer the reservation to a new date. The Venue is booked months in advance so the requested reschedule date may not be available.

1. The lessee must provide a new event date within seven (7) days of the rescheduling request.
2. There will be a One Hundred Dollar and Zero Cents (\$100.00) non-refundable rescheduling fee if the request is thirty (30) days or more from the original event date.
3. If the rescheduling request is made less than thirty (30) days prior to the original event date a \$300 nonrefundable rescheduling fee will be applied.
4. If the Lessee cancels the new reschedule date, the Three Hundred and Fifty Dollar and Zero Cents (\$350.00) original security deposit and administration fee will be forfeited, even if cancellation is requested more than thirty (30) days prior to the new reschedule date.
5. If Lessee fails to notify the venue of a cancellation before the date of the event, The Woman’s Club of Casselberry will be entitled to retain the full security deposit and administration fee, as well as any rental rates paid in advance under this agreement.
6. **ONLY ONE RESCHEDULE REQUEST WILL BE GRANTED.**

Initial: Client: _____ Office: _____

**DISCLAIMER OF LIABILITY REGARDING CONSUMPTION OF ALCOHOLIC BEVERAGES
AND/OR ANY ILLEGAL SUBSTANCES**

Lessee understands and agrees that Lessor assumes no liability for property damages, personal injury, or wrongful death resulting from the consumption of alcoholic beverages and or any illegal substances by Lessee or Lessee's members, guests, or invitees, on or about the Venue property. This disclaimer of liability extends to damages, injury, and or death, whether foreseeable or unforeseeable, which may occur at the Venue as well as that which may occur at other locations following the consumption of alcoholic beverages and or any illegal substances on or about the Venue.

Lessee hereby agrees to Indemnify Lessor and Lessee holds Lessor harmless from and against any and all damages, liability, loss, attorney's fees, and other expenses, which Venue may incur, as a result of consumption of alcoholic beverages and or any illegal substances during Lessee's use of the Venue. We ask for your understanding and must insist on your complete cooperation in preventing sales, or providing alcoholic beverages of any sort to minors and/or intoxicated persons.

Initial: Client: _____ Office: _____

SECURITY; SECURITY CAMERAS

It is hereby understood and agreed to by Lessee that Venue does not provide any security for the rental period. The Woman's Club of Casselberry at its sole and absolute discretion may require security for certain events. The cost of all security services will be the sole responsibility of the Client. All security personnel must be supplied by a reputable guard or security agency licensed to do business in the State of Florida, or from a local law enforcement, and the agency and personnel are subject to Venue's prior approval. In the event Security personnel will carry weapons on the property, said security personnel shall be licensed to carry such weapons by the appropriate agencies in the State of Florida. Venue has security cameras both inside and outside of the premises. Said security cameras monitor the premises Twenty-Four (24) hours a day, Seven (7) days a week. CLIENT HEREBY UNDERSTANDS THAT ANY ACTIVITY CONDUCTED ON THE PREMISES MAY BE RECORDED BY ONE OF THE SECURITY CAMERAS ON SITE. Client, nor client's guests, licensees, or invitees are allowed to tamper with, move, power off, or otherwise block the cameras from recording during the term of the rental for this property.

Initial: Client: _____ Office: _____

DECORATIONS

All decorations, including but not limited to, table centerpieces, banners, and signs shall meet the fire and safety code and regulations. No fireworks, explosives, or incendiary devices, may be used in or around the Venue at any time. Removal of all decorations is the sole responsibility of the Client, and all decorations and personal belongings must be complete at the end of the event.

If items of value are left behind, Venue will do what it can to preserve those items for pick up by the client. However, the Venue shall assume no responsibility for loss or damage resulting from items being left behind at the Venue by Client, Client's guests, licensees, or invitees.

Initial: Client: _____ Office: _____

WAIVER OF LIABILITY

Client agrees to indemnify, defend, and hold harmless The Woman’s Club of Casselberry and its members, managers, employees, agents, and attorneys from and against any and all loss, damages, claims, whether foreseeable or unforeseeable, liability, fines, governmental charges, or expense arising out of or resulting from any injury or claim of injury of any nature whatsoever to either persons or property arising from any accident or any other occurrence causing injury to any person or property whomsoever or whatsoever due directly or indirectly to the condition of, or the use, misuse or disuse of the premises or any part thereof, by any and all persons participating as part of the named activity, except those claims arising out of the gross negligence or willful misconduct of The Woman’s Club of Casselberry. Further, Client represents and warrants that Client’s activities conducted at the Venue and in connection with your function shall not infringe upon any copyright, trademark, patent, or violate any other rights of any third party, whether a company or an individual.

Initial: Client: _____ Office: _____

PARKING LOT

Client hereby understands and agrees that Persons using the parking area do so at their own risk. Venue specifically disclaims all liability, except when caused solely by its gross negligence or willful misconduct, for any personal injury incurred by users of the parking area, their agents, employees, family, friends, guests or invitees, or as a result of damage to, theft of, or destruction of any vehicle or any contents thereof as a result of the operation or parking of vehicles.

All vehicles shall be removed from the parking lot at the end of the rental or are otherwise subject to being towed. Venue assumes no responsibility for damages in the event of a vehicle being towed from the venue after a rental has terminated.

Initial: Client: _____ Office: _____

SEVERABILITY

In case any one or more of the provisions, or portions of provisions, of this Agreement shall be deemed by any legal authority to be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions, or portions of provisions contained herein shall not be in any way affected or impaired thereby.

Initial: Client: _____ Office: _____

ENTIRE AGREEMENT/MODIFICATION

This agreement represents the entire agreement between the parties and no alteration or other modification of this Agreement shall be effective unless such modification shall be in writing and signed by the parties.

Initial: Client: _____ Office: _____

OPPORTUNITY TO REVIEW

The captions, sections, clauses, article numbers, section numbers and table of contents, if any, of this Rental Agreement are inserted for convenience only and in no way limit, enlarge, define or otherwise affect the scope or intent of the Agreement or any provision thereof. The parties hereto intend that the interpretation and enforcement of this Agreement be governed by the laws of the State of Florida. If there is more than one Client, the obligations and liabilities hereunder imposed upon Tenant shall be joint and several. This Agreement has been fully negotiated and reviewed by the parties and their counsel and is the work product of both parties; it shall not be more strictly construed against either party. This Rental Agreement and the exhibits, schedules, addenda, and riders, if any, attached hereto are incorporated herein and set forth the entire agreement between Venue and Client concerning the Premises and Building and there are no other agreements or understandings between them. Nothing in this Rental Agreement constitutes the Venue a partner of the Client or a joint venturer or member of a common enterprise with the Client.

Initial: Client: _____ Office: _____

ATTORNEYS FEES AND COSTS

Should it be necessary to hire an attorney to enforce the terms of this Rental Agreement, the substantially prevailing party shall be entitled to reasonable attorney’s fees and costs for the necessity of the action whether in arbitration, mediation, State or Federal Court, and continuing through the end of the Appellate process.

Initial: Client: _____ Office: _____

EVENT SPACE IS AS-IS

While Venue strives to provide the utmost service possible for each and every event, Venue does not warrant any conditions of the premises above or beyond what exists at the time of the Rental. Venue colors, decorations, layouts, and temperature are subject to change. Venue provides a working HVAC unit, but temperatures can fluctuate depending on the month of rental, number of guests, whether the door is continuously open, and many other factors. Venue hereby disclaims any responsibility or liability for the temperature of the venue as it is subjective to each and every renter and their guests. Venue hereby disclaims any responsibility or liability for any changes in the venue space between the date of booking and the date of the event. If Lessee is requiring something specific, such as but not limited to, a certain color of the walls, or certain decorations, it is Lessee’s responsibility to notify Venue before, but no later than execution of this agreement. Failure of Lessee to notify Venue of specific needs does not give rise to a cancellation of this agreement.

Initial: Client: _____ Office: _____

DAMAGE TO PREMISES

Client, or Client’s agents, guests, licensees, invitees shall not damage or deface the property at any time during this rental period and client hereby understands and agrees that Client shall be held responsible for any damages, regardless of whether the damage was caused by Client directly or someone Client allowed on the premises during the term of the rental. The undersigned Lessee agrees to abide by all written rules and agreements outlined in this contract and will reimburse the Lessor for any costs incurred by Lessor due to damages or misuse of premises during the rental period.

Initial: Client: _____ Office: _____

CITY, COUNTY, STATE AND FEDERAL LAWS

Renter agrees to comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises.

Initial: Client: _____ Office: _____

SMOKE-FREE FACILITY

If smoking materials are discarded in planters, sidewalks or grounds, an extra cleanup charge will be imposed against the security deposit. Any guests violating the smoking restrictions will be asked to leave the premises by the venue staff, if any.

Initial: Client: _____ Office: _____

FORCE MAJEURE

The Woman’s Club of Casselberry is not responsible for failure to provide the basic facilities and services due to unforeseen emergencies or catastrophic events including but not limited to: interruption of utilities, hurricane, tornado or other inclement weather, terrorism and/or invasions, mobs, pandemics, war, or any other circumstances that render Venue’s performance impossible under this agreement. The Lessee shall hold harmless The Woman’s Club of Casselberry for any suffered loss or damage resulting therefrom.

OTHER PROHIBITED ACTIVITIES

Any violation of the below items will cause loss of security deposit.

- (A) No Subleasing or Assignment of this agreement. Lessee is not allowed to sublease, assign, or allow any other person or entity to use the space during the rental period under this agreement. Any such use shall be an express breach of this agreement. The lessor shall maintain the right to cancel this agreement if discovered beforehand or terminate an event in progress if it is found to be subleased, assigned, or being used for any other event or by any other person that what is expressly detailed herein. If in breach of this paragraph, Lessee forfeits their security deposit and rental amounts paid as liquidated damages.
- (B) NO Confetti, Glitter of any kind is allowed to be used in or around the premises.
- (C) Do not tape, glue dot, tack, teacher putty or use any other adhesive to otherwise stick or hang decoration on the walls.
- (D) Do not hang anything from the ceiling.
- (E) Do not allow guests to congregate outside of the venue.
- (F) Do not allow guests, including children, to run or play on the Golf Course or in between homes.
- (G) Do not let your guest sit, stand, or lean against the Handicap railing.
- (H) No cooking should be done in the kitchen or outdoors.

RENTAL RULES

Violation of any of the following rules will result in loss of Security Deposit.

1. **Please Note: During the month of December, we have Christmas decorations up. Includes but limited to: Christmas tree, wreaths, and greenery around window. They are not to be removed. Initial _____**
2. There is to be no congregating outside. No drinking or loud behavior outside. All reports of disturbance by the neighbors will be taken seriously. **Reports of excessive disturbance will result in the immediate termination of your event and the forfeiture of your full security deposit. (\$300) Initial _____**
3. Children must be always supervised inside and outside of the building. Children must not be allowed to play anywhere outside the building. **Initial _____**
4. All music or loud noise must be kept inside the building (keep doors closed). City ordinance requires that all music (bands, D.J.'s etc.) to cease no later than 11:00 p.m. **Initial _____**
5. All persons must have vacated the premises by the end of "Rental Period" per this agreement. **Failure to do so will result in charge of \$150.00 Per hour on Friday thru Sunday or \$75.00 Per hour Monday thru Thursday) Initial _____**
6. Please keep doors closed except when entering or leaving. Lights are to be turned off after use of the facility. The hot water heater can be turned on at the switch located under the kitchen counter, right of sink. Please remember to turn the hot water heater OFF before you vacate the building. **Failure to do so will result in \$50 being deducted from the security deposit. Initial _____**
7. No food or bags of ice are to be left in refrigerator/freezer. Countertops, sinks, restrooms, floors, etc. must be left clean. **All trash (including bathroom and other small trash containers) must be placed outside in dumpster. Remove any trash around the outside of the building. Failure to do so will result in a \$50 charge being deducted from the security deposit. Initial _____**

8. Decorating is limited to the tables. **Nothing** should be hung/taped on the walls, ceiling, windows, or taped on the floor. You may hang decorations from designated hooks along the front wall. **NO CONFETTI OR GLITTER OF ANY KIND. Failure to do so will result in a \$100 charge being deducted from the security deposit. Initial _____**
9. Oversized disposal items such as boxes should be broken down prior to being placed in the outside dumpster. Balloons should be popped before placing in the dumpster. **Initial _____**
10. The facility **MUST** be in the same condition upon departure as when renter arrived to receive a refund of the security deposit. This includes the bathrooms. The Rental Manger will inspect facility after event. **Initial _____**
11. **NO SMOKING ALLOWED INSIDE. NO REMNANTS OF CIGARETTES/CIGARS, ETC... TO BE LEFT ON PREMISES OUTSIDE.** Please remove Cigarette/Cigars butts from sand bucket. **Initial _____**
12. No cooking on the premises. Warming oven may be used to keep food warm and must be cleaned and turned off before you leave. **Initial_____**
13. All doors should be locked, and all blinds are closed. **Failure to do so will result in a \$300 charge. Initial _____**
14. Renter is responsible for any damage(s), missing property, or additional clean-up expense(s). **Any damage caused to fixtures, appliances, or property will result in a charge of replacement cost of damaged item and Labor charge to repair damaged item. Initial _____**
15. **DO NOT LET ANYONE SIT OR STAND ON THE IRON RAILINGS AND/OR THE HANDICAPPED RAMP RAILINGS. Any Damage done will be charged, Charge would be replacement cost. Initial _____**
16. Lessor reserves the right to enter the premises at any time during the rental period. **Initial _____**
17. Lessee **may not** sublet the clubhouse nor use it for any purpose other than that agreed to in this Rental Agreement. **Initial _____**
18. Tables are to be pushed up against the wall. There should be seven (7) stacks of chairs along the back wall. Additional stacks are to be stored in storage Closet. (Pictures on page 12) There are pictures and signage in the storage closet showing proper way to store Tables and Chairs. **Failure to do so will result in a \$150 charge being deducted from the security deposit. Initial_____**
19. There should be SIX chairs in each stack. No more No less. **Initial_____**
20. **NO Parking behind the building – Septic tank is located behind building. This is a golf course and there are two fairways behind the building. The golf course does have night golf games (glow in the dark). We are not associated with the golf course. Parking Map on page13. Initial_____**
21. **In case of Emergency during your rental please call: 407-255-4528 Initial _____**

Lessor:

Sign: _____
Date

Print: _____

Title: Karime Lomeli Rental Manager

Phone #: 407-255-4528

E-mail: info@womansclubofcasselberry.com

Lessee:

Sign: _____
Date

Print: _____

Address: _____

Cellular Number: _____

Home Number: _____

Email: _____

A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.

Official Use Only:

Security Deposit received _____ in the amount of \$ _____ by: _____

Rental fee received _____ in the amount of \$ _____ by: _____

Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until it is cancelled.

Credit Card Information	
Card Type:	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX <input type="checkbox"/> Other _____
Cardholder Name (as shown on card):	_____
Card Number:	_____
Expiration Date (mm/yy):	_____ CVV _____
Cardholder ZIP Code (from credit card billing address):	_____

I _____ authorize THE WOMAN'S CLUB OF CASSELBERRY to charge my credit card above for agreed upon security deposit and rental fee. I understand that my information will be saved to file for future transactions on my account.

Customer Signature

Date

Email Address

End of Event Checklist

Please make sure the following are completed at the end of your rental period.
This will ensure you will receive your full deposit.

<input type="checkbox"/> Floors	Make sure any spills are immediately spot cleaned. Cleaning supplies can be found in the storage closet. Floors should be Swept with the dust mop found in Storage closet
<input type="checkbox"/> Food	Make sure all food is removed. Check the warming oven, refrigerator, counter tops, main room. Clean the trays in the warming if any spills.
<input type="checkbox"/> Empty Refrigerator	Should be left empty, check drawers and freezer. Make sure you take all BAGS of ice. Clean the shelves in the refrigerator if any spills.
<input type="checkbox"/> Countertop and sink	Wipe the countertop of all residues. The sink should be left clean and empty. Please no food in sink, we DO NOT HAVE FOOD DISPOSAL. Cleaning supplies under sink.
<input type="checkbox"/> Tables and Chairs	Please return all tables and Chairs to the correct place. Please review pictures page 11 and in storage room. Do Not stack more than 6 chairs per stack. Should be a total of 15 stacks of chairs. Table Cart and Chair Cart available for easy transport.
<input type="checkbox"/> Trash Bins	Make sure all trash bins are emptied. Bathroom, Main room, and kitchen. All should be taken to Dumpster outside the back door. Please break down any larger boxes and pop all balloons prior to taking to the dumpster
<input type="checkbox"/> Outside	Please make sure any bottles or trash is picked up
<input type="checkbox"/> Cigarettes Bucket	Please make sure cigarette bucket in the front porch is emptied.
<input type="checkbox"/> Turn off Water Heater	Switch is located under the kitchen counter, right of sink

DO NOT DO THE FOLLOWING

Any violation of the below items will cause loss of security deposit.

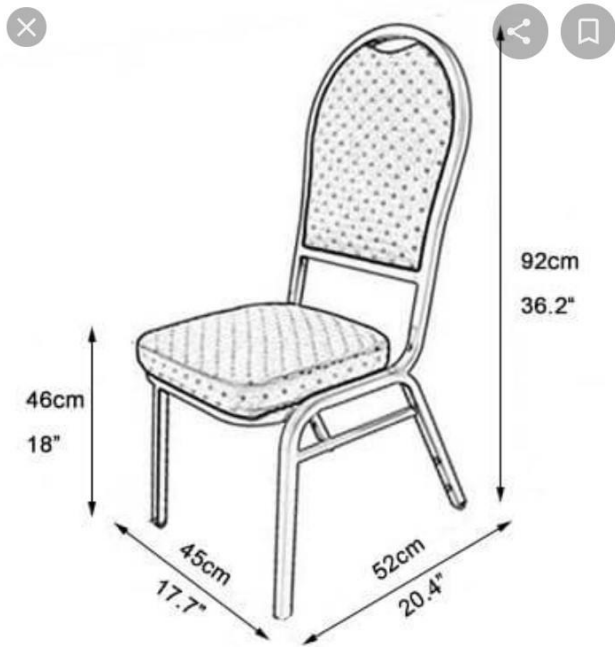
<input type="checkbox"/> NO Confetti, Glitter of any kind.
<input type="checkbox"/> Do not tape, glue dot, tack, teacher putty or stick or hang decoration on the walls
<input type="checkbox"/> Do not hang anything from drop ceiling
<input type="checkbox"/> Do not congregate outside, Do not let kids run onto Golf Course or in between homes.
<input type="checkbox"/> NO SMOKING IN THE BUILDING
<input type="checkbox"/> Do not let your guest sit, stand, or lean against the Handicap railing.
<input type="checkbox"/> NO cooking should be done in kitchen or outdoors
<input type="checkbox"/> Do not sublet building



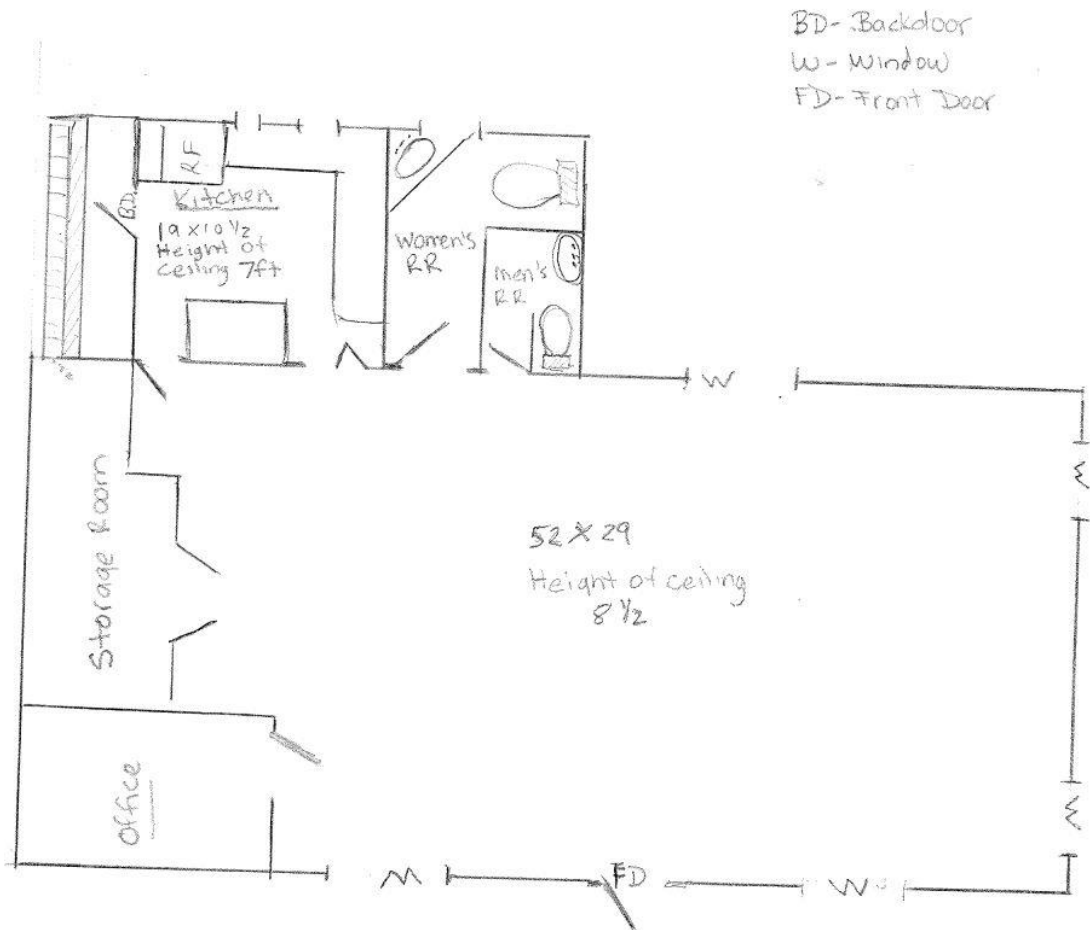
Chairs should only be stacked 6 chairs high.

7 Stacks of chairs in main room

4 rows of 2 stacks in storage room



Rental includes
 10 – 8ft Rectangle tables –
 Measurements – 96x30
 19 Square Card tables -
 Measurements 33 1/2x 33 1/2
 90 Banquet chairs – see below
 Kitchen area with, Refrigerator,
 warming oven and microwave.



Room Layout and Measurements