

The Woman's Club of Sanford

309 S. Oak Avenue Sanford, FL 32771

Thank you for your interest in the Woman's Club of Sanford. This historical building at 309 S. Oak Avenue in Sanford has a capacity of 160 people and is equipped with 3 central heat/air systems, a kitchen with range, refrigerator and sink, a stage, tables including (6) 6' tables, (3) 8' tables, (10) 30"X30" tables, (12) 60" round tables (seat 8) with plenty of chairs!

The Rental Rates are as follows:

Friday, Saturday, Sunday & Holidays:

\$800 per day plus sales tax

\$190 for off-duty police officer -or-

\$125/hour plus sales tax plus \$190 for off-duty police officer – minimum rental period 3 hours (includes set-up and break-down time).

There is a \$200 damage deposit which includes a \$100 NON-REFUNDABLE cleaning fee.

A special rate of \$400 is available for churches & non-profit organizations (excludes Saturdays)

Monday – Thursday:

\$60/hour plus sales tax (minimum 3 hours) + \$200 damage deposit which includes a \$100 NON-REFUNDABLE cleaning fee. If NO alcohol, then NO police officer required (Mon-Thurs ONLY).

Early set-up (the night before if not reserved) = \$700 plus sales tax (\$300 for churches / non-profit organizations)

Tablecloths (white) are available for rent @\$10 each (\$5 for 30" tables)

If you would like to reserve a specific date, a deposit of 50% of the rent amount will confirm your reservation and will be applied to your total due.

Please feel free to call me with any other questions or to view the building!

Lisa Porzig Finnerty, Rental Manager 407.322.8678 or 407.314.1426

Porzig Realty LLC - 705 S. French Avenue Sanford, FL 32771

Woman's Club Website: www.womansclubofsanford.com

Woman's Club of Sanford
309 S. Oak Avenue Sanford, FL 32771

Rental Agent: Porzig Realty LLC – 705 S. French Avenue Sanford, FL 32771
#407.322.8678 – Office #407.314.1426 – Cell #407.322.8679 – Fax porzig@bellsouth.net

Name: _____

Address: _____

Telephone: _____

Email Address: _____

Alternate Contact: _____

Telephone: _____

Rental Date: _____ Type of Event: _____

Rent Amount: \$ _____ Hours of Event: _____

Early Set-Up: \$ _____

Tax (7%): \$ _____ (if exempt proof required)

Damage Deposit: \$ _____ \$200.00 _____ (includes \$100 Cleaning Fee)

Police Officer Fee: \$ _____ \$190.00 _____

Total Due: \$ _____

Tablecloth Rental: \$ _____

Final Total: \$ _____

A deposit of 50% of the rent amount will confirm your reservation and be applied to your total due. In the event of cancellation, if written notice is given prior to 30 days before reserved date, the deposit will be returned. **Cancellation within 30 days of reserved date will result in forfeiture of deposit.**

Payment & Date: \$ _____ / _____

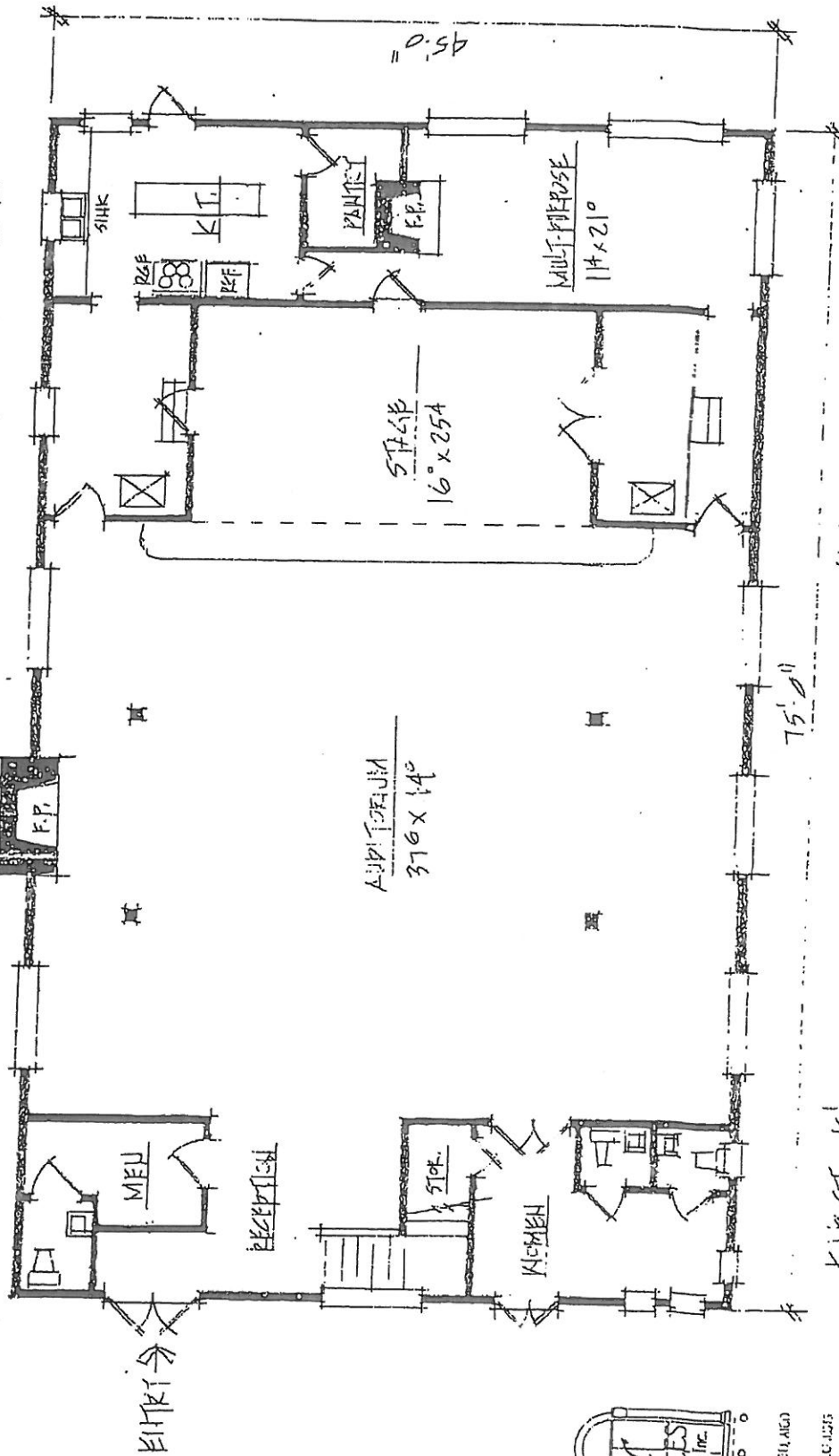
Payment & Date: \$ _____ / _____

Checks should be made payable to: **Porzig Realty** ~ Copy of Driver's License Required

WOMAN'S CLUB OF SANFORD

507 OAK AVE., SANFORD, FL 32771

TEL: (407) 322-8678

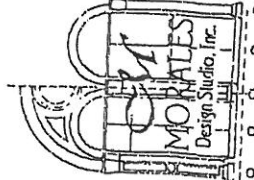


AREA	3375 SF	1075 SF	4470 SF
FIRST FLOOR			
SECOND FLOOR			
TOTAL			

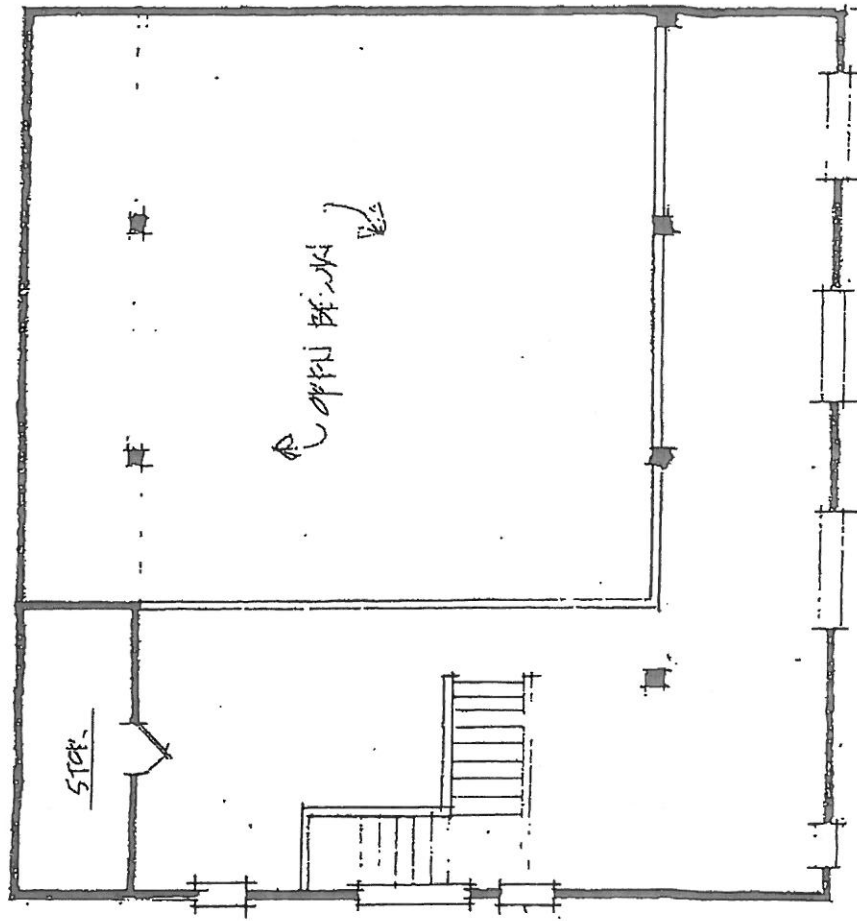
FIRST FLOOR

SC: 1/8" = 1'-0"

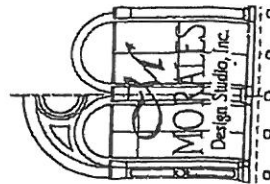
STREET SIDE



MONROE'S DESIGN, INC.
 507 Oak Ave., Sanford, FL 32771
 Winter Springs, Florida 32788
 407.693.5231 - Fax 407.693.5232
 e-mail: monroesdesign@att.net



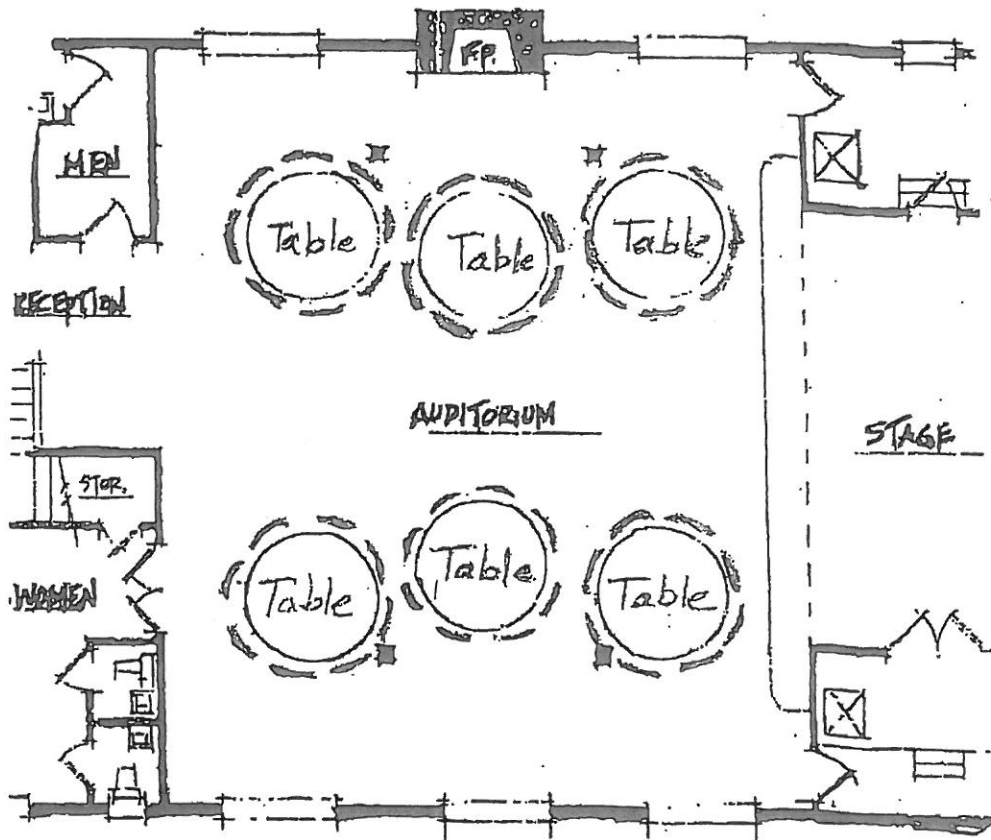
SECT. FLOOR
50' 1/2" x 11' 0"



BOB MORALES, CPBD, AIA

RESIDENTIAL DESIGN SPECIALISTS
3003 Red Oak Lake Road, Suite 244
Winter Springs, Florida 32708
407 673 7221 • FAX 407 673 4840
e-mail: bob@bobmorales.com

Please return round tables and chairs to the following layout when you are finished:



We certainly appreciate your cooperation!

Woman's Club of Sanford

Rental Fees for Tablecloths

- Cloths for Round Tables # Needed ____ X \$10.00 = ____
- Cloths for 6 Foot Tables # Needed ____ X \$10.00 = ____
- Cloths for 8 Foot Tables # Needed ____ X \$10.00 = ____
- Cloths for Card Tables # Needed ____ X \$5.00 = ____

TOTAL: _____

NOTE: WHEN USING CANDLES, PLEASE PUT A PLATE OR SOMETHING UNDER THEM SO THE WAX DOES NOT GET ON THE CLOTH, IT WILL NOT WASH OUT!

**** IF ANY CLOTHS ARE DAMAGED, THE COST OF THE CLOTH (\$25.00) WILL BE DEDUCTED FROM YOUR DAMAGE DEPOSIT.**

THANK YOU

Woman's Club Rental Agreement / Rules for Deposit Return
PLEASE READ AGREEMENT CAREFULLY

1. No smoking in building. If detected or observed, DEPOSIT WILL BE FORFEITED
2. Do not use tape of any kind, thumbtacks, staples and nails on walls, columns, or fireplace mantel. Do not tie balloons or streamers to ceiling fans. If there is damage, the deposit will be forfeited, and you may incur additional damage charges. Florist wire and twist ties are acceptable means of attaching decorations. Do not hang or fasten anything on drapes.
3. Do not remove pictures, etc. from walls. Fireplaces are for looks only ~ NO FIRES!
4. Any spills on floors should be mopped or wiped up. Flush all toilets (if necessary) and remove all wastepaper, etc. There should be no trash on grounds (beer cans, plastic glasses). Rice and other grains on sidewalks and porches could pose a safety hazard. Place all garbage and trash in plastic bags and deposit in Presbyterian Church dumpster behind Club at parking lot.
5. Piano should remain covered and is not to be used.
6. Do not leave building unlocked when unattended.
7. Music should be kept at a level considerate of neighbors. **Keeping doors always closed!**
8. All tables and chairs should be replaced according to Floor Plan (\$50 charge if not done).
9. Be sure all stove burners and oven are turned off, turn off all fans, turn off all lights, lock security gates at ladies' room and at back door, and lock doors in kitchen, ladies' room and front door.
10. Turn off all 3 AC/Heating Systems at thermostats. IF LEFT ON, YOUR DEPOSIT WILL BE CHARGED A \$25 FEE.
11. The Woman's Club of Sanford shall not be responsible for any damages or injury that may happen to the Lessee or to the Lessee's guests for any cause whatsoever, prior, during or subsequent to the period covered by this agreement. The Woman's Club of Sanford reserves the right to cancel facility use and enter premises during any event.
12. A deposit of 50% of the rent amount confirms club reservation. Payment of balance owed is due any time prior or at the time of key pick up. Clean up must be completed prior to the conclusion of the final hour of this rental agreement (NO LATER THAN 12:00 MIDNIGHT). The Woman's Club of Sanford reserves the right to remove effects remaining in the building after the rental period. The damage deposit is refundable after key is returned and premises has been inspected by the house chairman. Damages and breakage and additional police officer fees will be charged against the Damage Deposit and if they are in excess of the Deposit amount, they will be charged against the person who signed this agreement.
13. There will be an off-duty officer to monitor the event both inside and outside the building. Should the police officer feel at any time, in his/her sole discretion, that the event is creating a public disturbance or that the property is being damaged by the party renting the facility, he/she shall have the authority to close down the event and require everyone to leave the property immediately. If the police officer observes that the law is being violated, ie.) open container restrictions, public drunkenness, disorderly conduct, vandalism he/she will take the proper action to enforce the law.
14. NO PARKING ON GRASS.

Lessee: _____

Date: _____

COVID-19 / Coronavirus Acknowledgement

Property: The Woman's Club of Sanford – 309 S. Oak Avenue Sanford, FL 32771

Lessee: _____

Acknowledgement

Lessee acknowledges that they are aware of the national emergency caused by the COVID-19 / Coronavirus pandemic and the evolving nature of the health crisis, including the danger of community spread and risks posed to the health of those who contract COVID-19 / Coronavirus.

When the property is accessed in-person, there is an unavoidable health risk posed because of the nature of COVID-19 / Coronavirus, and contact with, or proximity to, persons or things exposed to COVID-19 / Coronavirus.

Lessee will use their best efforts to minimize the health risk to themselves and to each other, and to all occupants of the property.

Lessee agrees in all respects to comply with the most current version of the Center for Disease Control (CDC) Guidelines when accessing the property and will not obligate the Woman's Club of Sanford or it's agent to violate any applicable laws or orders, CDC Guidance, or otherwise compromise the safety of the Woman's Club of Sanford or it's agent or the public.

By signing this acknowledgement, Lessee fully assumes any and all risks posed to Lessee that result from Lessee entering property.

Lessee: _____ Date: _____