



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

Clubhouse Rental Agreement

Have a copy of the Rental Agreement in your possession during use of facility

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

I hereby request permission to rent The Woman's Club of Casselberry Clubhouse on

_____, From: _____ AM/PM To: _____ AM/PM for total of _____ Hours
Day/Date This includes the set up and Clean up time

**Rental Rate: Monday thru Thursday \$30 per hour
Friday thru Sunday \$60 per hour**

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.

Lessee agrees to pay a total of \$ _____ to rent the clubhouse for the event described as below:

Anticipated maximum attendance:

Total: _____

(maximum capacity 90 persons)

Payment for Deposit and Rental Fee can be made in Cash, Check or Credit Card
Please make your checks payable to "Woman's Club of Casselberry".

A security deposit in the amount of \$300.00 refundable and a \$50 NONREFUNDABLE Administration fee is due upon execution of rental agreement Total of \$350.00. Return of security deposit can take up to 2 weeks to be dispersed after event and final inspection. Time in the building outside of the hours in the Rental Agreement will be charged the full rental rate and will be deducted from the deposit. The security deposit is not a "down payment" and will be held until final inspection of building after the event to ensure building is left in "agreed to condition" per this agreement as outlined in the "Rules" below. Initial _____

The rental fee is due and payable two weeks prior to scheduled event. Date: _____ If Rental fee is not received by the Rental Manager two weeks prior to event date, Agreement will be cancelled, and Deposit will not be returned. Initial _____

CANCELLATION BY LESSEE - Lessee must submit written notice of cancellation at least thirty (30) days prior to any reserved date. Fees (security deposit and rental fee) for uses cancelled thirty (30) or more days in advance will be refunded, less than thirty (30) days, no refund. If payment was made via Credit Card, The Credit Card Usage fee will be deducted from the deposit, Credit Usage Fee \$13.00
Initial _____

Regular Renters

Rent checks for the current month are due by the 10th of each month.
A late fee of \$25.00 will be charged for any payment made after the due date.
Lessor reserves the right to cancel the rental agreement by delivering written notice to Lessee providing no less than 30 days' notice.

Lessee (Regular Renter Only) Date

**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 clubhouse leased to Lessee by Lessor. This disclaimer of liability extends to damages, injury, and or death, which may occur at the Clubhouse 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 Clubhouse.

Lessee hereby holds Lessor harmless from and against any and all damages, liability, loss, attorney's fees, and other expenses, which Woman's Club may incur as a result of consumption of alcoholic beverages and or any illegal substances during Lessee's use of the Clubhouse.

Lessee:

Sign: _____

Print: _____

Date: _____

Waiver of Liability

The applicant agrees to indemnify and hold harmless The Woman's Club of Casselberry from any and all loss, damage, claim, liability 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.

Lessee:

Sign: _____

Print: _____

Date: _____

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 behaviors 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 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 vacate the premises by the end of "Rental Period" per this agreement. **Events that go over the scheduled time will be subject to time- and-a- half cost for room. (\$90 Per hour) Initial _____**
6. Please keep doors closed except when entering or leaving. Lights 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 Ice is 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 in outside in dumpster. Remove any trash around the outside of the building. Failure to do so will result in \$50 charge being deducted from the security deposit. Initial _____**
8. Decorating is limited to the tables. **Nothing** should be hung/tapped 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 \$50 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 in order to receive refund of security deposit 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. Make sure all doors are locked and all blinds are closed. Check and follow the posted guidelines. **Initial** _____
14. Renter is responsible for any damage(s), missing property or additional clean-up expense(s). **Any damaged 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 Damaged 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 and Chairs must be returned properly to the storage closet. There are pictures and signage in the storage closet showing proper way to store of Tables and Chairs. **Failure to do so will result in \$50 charge being deducted from the security deposit.** **Initial** _____
19. Chair Stacks must be 6 high only. **Initial** _____
20. NO Parking behind the building – Septic tank is located behind building. This is a golf course. There is a hole behind our building. There is Night golf games (Glow in the Dark). We are not associated with the Golf Course. **Initial** _____
21. **In case of Emergency during your rental please call: 407-255-4528** **Initial** _____

Covid -19 / Coronavirus Acknowledgement

Property: The Woman's Club of Casselberry 251 Overbrook Drive Casselberry FL 32707

Lessee: _____

Acknowledgement

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

Cancellation Policy Due to covid 19/Coronavirus

In the event the Lessee request to cancel the event due to Covid-19/Coronavirus, if 30 days before event a full refund of Deposit will be provided. For deposits paid via Credit Card, the Credit Card Usage fee will be deducted from deposit. Fee is \$13.00

If less then 30 days, Lessee can change event date with no penalty. We will provide next available dates.

Lessee can request to cancel event; the Deposit and Rental Fee would be forfeited.

By signing this acknowledgement lessee fully assumes any and all risk posed to the lessee that results from lessee and entering property. Lessee understands and agrees with the Covid-19/Coronavirus Cancellation policy stated above.

Lessee _____ Date: _____

As the undersigned Lessee of The Woman’s Club of Casselberry’s Clubhouse, the Lessee agrees to abide by all written rules and agreements outlined in this contract (pages 1,2 and 3) and will reimburse the Lessor for any costs incurred by Lessor due to damages or misuse of premise during rental period.

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: _____

Official Use Only:

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

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

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.

End of Event Checklist

Please make sure all the following is 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, or debris are spot cleaned. Cleaning supplies can be found in the 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 draws and freezer. Make sure you take all your ice. Clean the shelves in the refrigerator if any spills.
<input type="checkbox"/> Countertop and sink	Wipe countertop of all residues. 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 diagram on storage doors. Table cart can be rolled out to middle of main room. Do Not stack more than 6 chairs per stack. Should be a total of 15 stacks of chairs
<input type="checkbox"/> Trash Bins	Make sure all trash bins are emptied. Bathroom, Main room and kitchen. Should all be taken to Dumpster out the back door. Please break down any larger boxes prior to being placed in dumpster
<input type="checkbox"/> Check A/C Setting	Both A/C thermostats should be set 77
<input type="checkbox"/> Outside	Please make sure any bottles or trash is picked up
<input type="checkbox"/> Cigarettes Bucket	Please make 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 below items will cause loss of deposit

- | |
|--|
| <input type="checkbox"/> Confetti, Glitter of any kind. Do not tape or use Glue dots on wall. Do not hang anything from dropping ceiling |
| <input type="checkbox"/> No congregating outside |
| <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 |

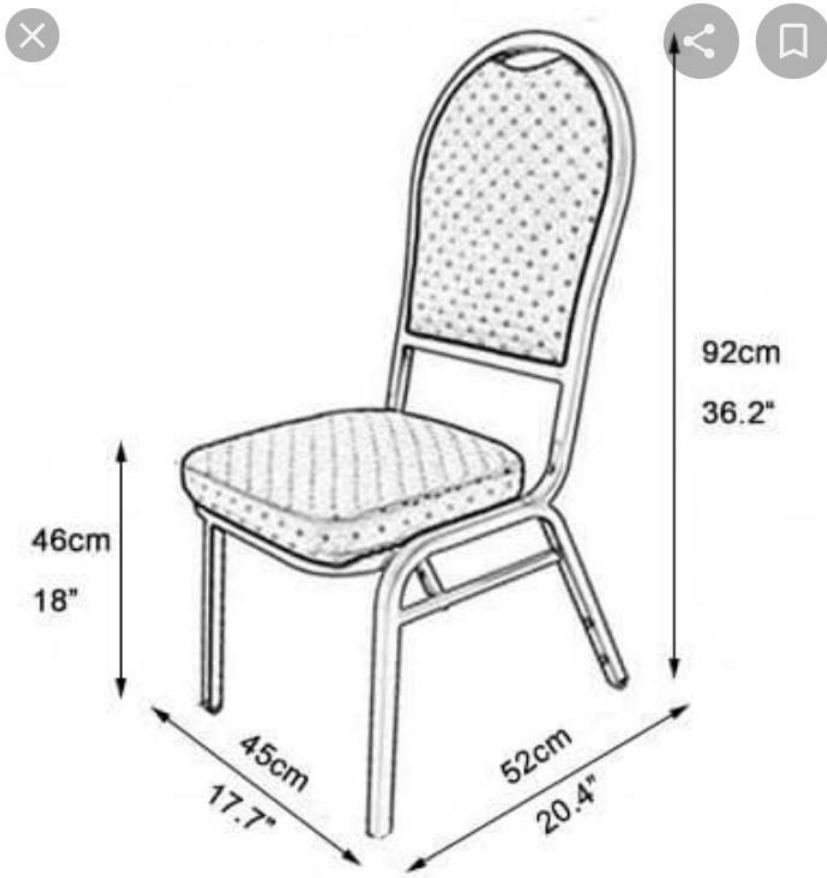
Rental includes

10 – 8ft Rectangle tables – Measurements – 96x30

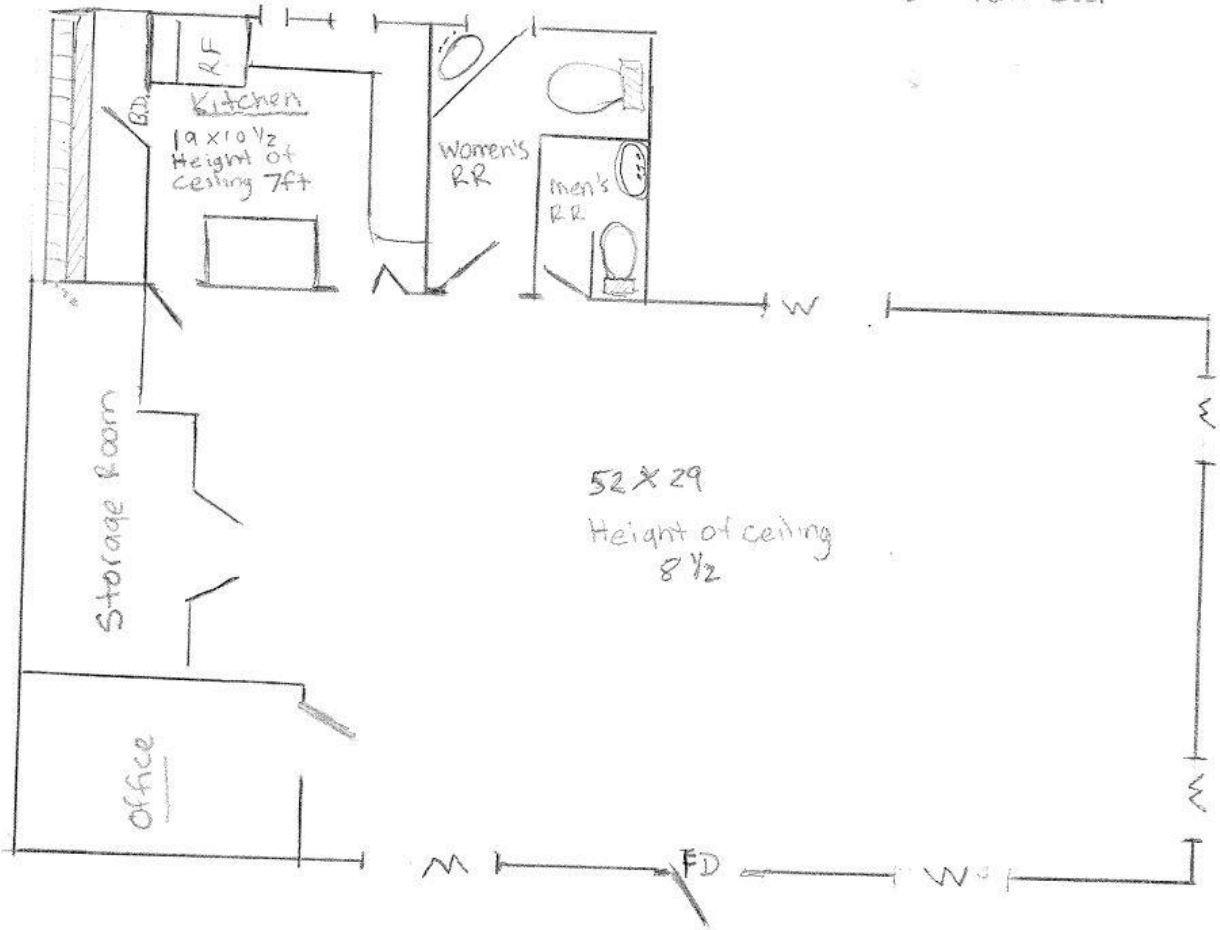
19 Square Card tables - Measurements 33 1/2x 33 1/2

90 Banquet chairs – see below

Kitchen area with , Refrigerator , warming oven and microwave .



BD- Backdoor
W- Window
FD- Front Door





INSIDE STORAGE ROOM



Chair should only be stacked 6 chairs high.

7 Stacks of chair in main room

4 rows of 2 stacks in storage room