



**Physical Address**  
251 Overbrook Drive  
Casselberry, FL 32707

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

**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  
**Date** **This includes the set up and Clean up time**

Lessee agrees to pay a rental fee of \$ \_\_\_\_\_ to rent the clubhouse for the event described as below :

\_\_\_\_\_

Anticipated maximum attendance:

Adults: \_\_\_\_\_ Youth: \_\_\_\_\_ Total: \_\_\_\_\_  
**(maximum capacity 90 persons)**

**Payment for Deposit and Rental Fee must be made in Cash or Check**  
**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 at least two weeks prior to scheduled event. 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. **Initial \_\_\_\_\_**

**Regular Renters**

**Rent checks for the current month are due by the 10<sup>th</sup> 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. **Initial \_\_\_\_\_**
3. Children must be supervised inside and outside of building at all times. Children must not be allowed to play anywhere outside the building. **Initial \_\_\_\_\_**
4. All music or loud noise must be kept inside building at all times (keep doors closed). City ordinance requires the all music (bands, D.J.'s etc.) to cease no later than 11:00 p.m. All persons must vacate the premises by the end of "Rental Period" per this agreement. **Initial \_\_\_\_\_**
5. 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. **Initial \_\_\_\_\_**
6. 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. Initial \_\_\_\_\_**
7. Decorating is limited to the tables. **Nothing**, should be hung on the walls, ceiling, windows, or taped on the floor. **NO CONFETTI OR GLITTER OF ANY KIND. Initial \_\_\_\_\_**
8. Oversized disposal items such as boxes should be broken down prior to being placed in the outside dumpster. **Initial \_\_\_\_\_**
9. The Club is to be left neat and clean after the event. Brooms, mops, etc. are in the storage room. Security deposit is at risk if the rules are not followed. The Club will be inspected and the Treasurer will then be notified whether or not the return of the security deposit should be returned. Inspection are done the following morning after each event. **Initial \_\_\_\_\_**
10. **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 \_\_\_\_\_**
11. No cooking or food preparation on the premises. Warming oven may be used to keep food warm and must be cleaned and turned off before you leave. **Initial \_\_\_\_\_**
12. Make sure all doors are locked and all blinds are closed. Check and follow the posted guidelines. Renter is responsible for any damage(s), missing property or additional clean-up expense(s). **Initial \_\_\_\_\_**
13. **DO NOT LET ANYONE SIT OR STAND ON THE IRON RAILINGS AND/OR THE HANDICAPPED RAMP RAILINGS. Initial \_\_\_\_\_**
14. Lessor reserves the right to enter the premises at any time during the rental period. **Initial \_\_\_\_\_**
15. Lessee **may not** sublet the clubhouse nor use it for any purpose other than that agreed to in this Rental Agreement. **Initial \_\_\_\_\_**
16. 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. If this is not done correctly **\$25** will be deducted from Security Deposit. **Initial \_\_\_\_\_**
17. Chair Stacks must be 6 high only. **Initial \_\_\_\_\_**
18. The rental Manager has shown me how to properly return the Tables and Chairs. **Initial \_\_\_\_\_**
19. Any Concerns or question during your rental, Please call Karime 407-255-4528 . **Initial \_\_\_\_\_**

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:**

**Lessee:**

Sign: \_\_\_\_\_  
Date

Sign: \_\_\_\_\_  
Date

Print: Karime Lomeli

Print: \_\_\_\_\_

Title: Rental Manager

Phone #: 407-255-4528

Address: \_\_\_\_\_

E-mail: [info@womansclubofcasselberry.com](mailto:info@womansclubofcasselberry.com)

\_\_\_\_\_

Cellular Number: \_\_\_\_\_

Home Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Official Use Only:**

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

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