



# GFWC High Springs New Century Woman's Club, Inc.

## Rental Agreement

This agreement is made and entered on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, between the GFWC High Springs New Century Woman's Club, Inc. ("Club") and \_\_\_\_\_ an  individual  organization, whose mailing address is:

Street or P.O. Box \_\_\_\_\_

City, State, Zip \_\_\_\_\_ ("Lessee").

The Club agrees to lease the structure located at 23674 W. US Highway 27, High Springs, Florida, for the following dates and times:

Date: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Function: \_\_\_\_\_ Contact person: \_\_\_\_\_

Contact telephone: \_\_\_\_\_ Contact email: \_\_\_\_\_

Lessee agrees to pay for the rental as follows:

<b>Rental Fee</b> based on hours shown above (Must include setup and clean up time)	\$
<b>State Sales Tax or Exempt Number (Copy of Exemption must be attached) 7.5%</b>	\$
<b>TOTAL Rental Fee</b>	\$

1. Lessee must be at least twenty-one (21) years old.
2. Lessee must be present throughout the entire rental period.
3. A \$100 security deposit and this signed agreement are required to hold the date. The security deposit will not apply toward the rental fee.
4. The rental fee must be paid in advance of use and before the key is provided.
5. The Clubhouse must be left in the condition that it was in at the start of the event.
6. The Clubhouse key must be returned upon conclusion of the event.
7. Lessee will clean the Clubhouse following the event. If the Clubhouse is not left in an acceptable condition, the Lessee will be notified within 24 hours of the rental to allow the Lessee an opportunity to immediately correct the problem. The security deposit will not be returned if the property is not clean or if there is damage to the premises. If the damage to the building exceeds the deposit, Lessee will be billed for the damage. In lieu of required cleanup, Lessee may pay to have the Clubhouse cleaned by the Club at a rate of \$40 per hour **if this arrangement is made with the Club prior to the event**. Cleaning charges will be taken from the security deposit.
8. If Lessee pays by check, the check must be provided at least two weeks prior to the event. If the check is returned by the bank, the statutory fee permitted under Florida law or 5% of the face amount of the check will be assessed, whichever is greater. The amount owed must then be paid with cash or money order.
9. Lessee cannot assign this agreement without the specific written consent of the Club.
10. Lessee shall furnish their own dishes, flatware, glassware, serving pieces, dish towels, garbage bags, tablecloths, and napkins.
11. No tacks, hooks, screws, command strips, or staples may be attached to the walls, ceilings, curtain rods, fans, or doors of the building. Only painter's tape may be used to attach decorations to the walls. The Clubhouse is a no-smoking, no-vaping facility.

12. Lessee may not use the stove in the Clubhouse. Lessee may use the refrigerator, but all food must be removed at the end of the event and before Lessee leaves the premises. Items already in the refrigerator are the property of the Club and are not to be used by the Lessee.
13. **Will alcohol be served? (initial) \_\_\_\_\_ Yes \_\_\_\_\_ No** If **yes**, Lessee **shall** purchase Event Insurance that covers the serving of alcohol. Proof of insurance must be provided seven days prior to the event. If Lessee initials **no**, serving alcohol will be considered a willful breach of contract. The deposit will be retained, and the Lessee will be barred from any future rentals. **There are no exceptions to this rule.**
14. **Will alcohol be sold? (initial) \_\_\_\_\_ Yes \_\_\_\_\_ No** If yes, under Florida statutes, no alcohol may be sold (e.g., cash bar) unless Lessee has a current Florida liquor license. Proof of insurance and liquor license must be provided seven days prior to the event if alcohol is to be sold. If Lessee initials **no**, selling alcohol will be considered a willful breach of contract. The deposit will be retained, and the Lessee will be barred from any future rentals. Law Enforcement will also be notified. **There are no exceptions to this rule.**
15. The Clubhouse must be vacated no later than 1:00 a.m.
16. The maximum occupancy of the Clubhouse building shall not exceed ninety-two (92) persons by order of the fire department. Lessee will not permit more than 92 persons to be in the building at any time during the event.
17. Prior to vacating the building, Lessee agrees to turn off all lights, empty all trash containers, place all garbage in garbage bags, deposit all garbage in outside garbage bins, close all interior doors, lock all exterior doors, and place the key in the mail slot in the front door.
18. Lessee understands that the Club has a designated Event Steward who may enter the Club at any time during the event to ensure compliance with this agreement.
19. The Club has the right to cancel the event in the event of hurricane warnings or other natural disasters. In the event of cancellation, the security deposit will be refunded.

**RELEASE, INDEMNIFICATION, AND HOLD HARMLESS AGREEMENT**

Lessee further agrees to indemnify and hold the Club harmless from all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me or others in or upon these premises. Lessee hereby releases the Club, its officers, agents, servants, and employees from any and all liabilities, claims, actions, or causes of action whatsoever, arising out of or related to any loss, damage or injury, including death, that may be sustained by me or my guests, while in, on or upon these premises as a result directly or indirectly of any actions, neglect, carelessness by me or my guests, or the negligence, neglect, carelessness, or actions of the Club. The Club is NOT responsible for the loss of goods or valuables of Lessee from the premises.

Acknowledged and agreed to by:

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Representative

\_\_\_\_\_  
Date

Deposit Received \_\_\_\_\_

\_\_\_\_\_  
Rental Coordinator or Treasurer

Complete the application and enclose deposit check made out to HSNC Woman’s Club, Inc. and mail to:  
Rental Coordinator, Post Office Box 1154, High Springs, FL 32655

For questions and/or additional information, please contact the Rental Coordinator at 386-518-3276, ext. 1.

**In the event of an emergency during the event, call 911.**