



# Rental Agreement

GFWC High Springs New Century Woman's Club, Inc.  
23674 W. US Highway 27  
High Springs, FL 32643

This agreement is made and entered into this date: \_\_\_\_\_, 2023 between the **GFWC High Springs New Century Woman's Club, Inc.**, (hereafter referred to as **Club**) and

Name: \_\_\_\_\_  an individual  an organization  
whose mailing address is:  
Street/PO Box \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

(Hereafter referred to as **Lessee**). The **Club** leases to **Lessee** the structure located at 23674 W. US Highway 27, High Springs, Florida (hereafter known as the **Clubhouse**) for the following date(s) and time(s):

Date(s): \_\_\_\_\_ 2023 Beginning Time: \_\_\_\_\_  AM  PM  
Ending Time: \_\_\_\_\_  AM  PM

Function: \_\_\_\_\_

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Contact Person Telephone

Email Address \_\_\_\_\_

**Lessee** agrees to pay for the rental as follows:

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

## RENTAL STIPULATIONS

- Lessees must be a minimum age of twenty-one (21) years and must be present throughout the entire rental period.
- A security deposit of \$100 and this signed agreement is required to hold the date. The security deposit will not apply toward the rental fee.
- Total rent is payable in advance of the use of the **Clubhouse** and before the key is provided.
- The **Club** shall require the **Clubhouse** to be inspected and the key returned promptly upon expiration of this agreement. If the property is found to be in an unclean state or there is damage to the premises, up to \$100, or the cost of repairs to the building, shall be deducted from the security deposit. If there is damage to the building exceeding the deposit, the **Lessee** shall be billed for said damages and shall be liable thereof. The **Lessee** agrees to meet with a **Club** representative the day following the event if there are issues with the inspection.
- In lieu of the cleanup required in 4 above, the **Lessee** may select to have the **Clubhouse** cleaned by the **Club** at a rate of \$30 per hour (1-hour minimum) to be deducted from the security deposit. If so, notify the Rental Coordinator and please initial here \_\_\_\_\_

**RENTAL STIPULATIONS** Continued

6. If the **Lessee** pays by check, the deposit must be made a minimum of two (2) weeks in advance of the event. If the event is less than fourteen (14) calendar days away, or the deposit check is returned by the bank, the deposit **and** rental must be paid by U.S. currency (cash) or money order.
7. A fee of \$25 will be charged if the **Lessee's** bank returns the check to the **Club**.
8. Any applicable deposit will be refunded within fourteen (14) days of the event, provided there is a satisfactory inspection of the premises.
9. The **Lessee** shall not assign this agreement or sublet or grant any license to use the premises or any part thereof.
10. The **Lessee** shall furnish their own dishes, flatware, glassware, serving pieces, dish towels, garbage bags, tablecloths, and napkins.
11. No tacks, hooks, screws, or staples may be attached to the walls, ceiling, fans, or doors of the building. Only Painter's Tape may be used on the walls to attach decorations.
12. **NO SMOKING OR VAPING** in the Clubhouse.
13. **THE CLUB'S STOVE SHALL NOT BE USED.**
14. The refrigerator may be used but all **Lessee's** food must be removed before leaving the premises. Any items already in the refrigerator are the property of the **Club** and shall not be used by the **Lessee**.
15. If alcohol is to be served, the **Lessee** shall purchase and provide the **Club** with proof of Event Insurance covering the serving of alcohol. No alcohol can be sold unless the **Lessee** or caterer has a current Florida Liquor License. A copy of such proof of insurance and/or license must be provided prior to the event.
16. The Clubhouse must be vacated by all occupants no later than 1:00 a.m.
17. **MAXIMUM OCCUPANCY OF 92 BY ORDER OF THE FIRE DEPARTMENT.**
18. Prior to vacating the building, the **Lessee** is responsible for
  - a. turning off all lights (inside and out) and setting the air conditioning/heating to 74°F,
  - b. emptying all trash containers and placing all garbage in plastic bags and depositing in outside garbage bins, ensuring lids are on tightly,
  - c. closing all internal doors,
  - d. closing and locking all doors (lobby, front, and back) then putting the key through the mail slot in the front door.

The **Lessee** shall indemnify and hold the **Club** harmless from any and all liability, damage, expense, cause of action, suits, claims, or judgments arising from injury to person(s) or property on the premises which may arise out of the act, failure to act or negligence of the **Lessee**, its agents, employees, invitees, or defects in the premises. The **Club** shall **NOT** be responsible for the loss of goods or valuables of the **Lessee** from the premises.

Acknowledgement \_\_\_\_\_ / \_\_\_\_\_  
Signature Date

Deposit Received \_\_\_\_\_ 2023 \_\_\_\_\_  
Rental Coordinator or Treasurer signature

\_\_\_\_\_ GFWC  
High Springs New Century Woman's Club, Inc., Representative Date

Complete 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 Vickie at 386-518-3276, ext. 1.