

**GILCHRIST COUNTY WOMAN'S CLUB  
CLUB RENTAL RULES**

**General Requirements:**

1. All rentals are subject to the Gilchrist County Woman's Club Board of Directors approval.
2. A damage deposit is required in advance on all rentals and to secure a booking date.
3. Renter will be held liable for any damages to the building or its contents.
4. Renter cannot assign or sublet rental date to others. Rental fee and deposit will be forfeited.
5. Building will be periodically patrolled by the Gilchrist County Sheriff's Department.

**General Rules:**

6. Absolutely NO SMOKING allowed in the building.
7. Closing time for Rental is 1:00 a.m.
8. **DO NOT MOVE THE PIANO.** If the piano is moved, \$160.00 will be charged to the Renter.
9. **DO NOT USE FRONT DOOR ENTRANCE FOR LOADING & UNLOADING.** Loading and unloading shall be through the patio doors in the back of building ONLY.
10. Do not move tables or chairs outside the building.
11. Kitchen privileges are available, but no utensils.
12. NO TAPE OR NAILS are to be used on floors, walls or ceilings.
13. Do not remove any banners, flags, etc. They must be covered or camouflaged.
14. No confetti of any kind nor birdseed allowed in the building.

**Post-Event Clean Up Requirements:**

15. Building must be cleaned by NOON on the day following the Event Date. If the building is not vacated and cleaned by said time, the Deposit will be forfeited. Note: The building is in use every Monday.
16. Advance permission is required to leave rental equipment in the building after the Event Date.
17. Renter must supply garbage bags for all trash. All garbage must be placed in plastic bags and placed in the dumpster located behind the building. All trash on the grounds must be picked up, bagged and placed in the dumpster.
18. Renter is to supply their own cleaning products and return the property to the prior condition to include: floors must be swept and mopped with water/bathrooms/kitchen cleaned. Do not use any OTHER chemical cleaning agents on the floors.
19. All tables and chairs to be returned to their original locations.
20. The outside porches (front and back) must be swept.
21. If used, the kitchen stove, refrigerator, microwave and sinks must be cleaned. (Vinegar and dish detergent provided.)
22. All lights, fans, air-conditioners/heaters and the water heater must be turned off at the end of the Rental. If air-conditioners/heaters are left on, \$35.00 will be deducted from the deposit refund.
23. CLEANING CHECK LIST: Complete the Clubhouse Cleaning Checklist and leave on kitchen counter.
24. KEY and LOCKING UP: lock the front door (both locks)/ double doors/ windows. EXIT through KITCHEN door. KEY is to be left on the KITCHEN counter with the cleaning check list. Again, be certain all doors and windows are locked.

**RENTER ACKNOWLEDGES READING AND RECEIPT OF RENTAL RULES.**

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Printed name:

PHONE Number: \_\_\_\_\_

Driver's License No. \_\_\_\_\_

**RENTAL AGREEMENT**  
**GILCHRIST COUNTY WOMAN'S CLUB**

**THIS AGREEMENT**, made on \_\_\_\_\_, 20\_\_, between the **GILCHRIST COUNTY WOMAN'S CLUB**, hereinafter referred to as the CLUB, and

\_\_\_\_\_

( ) AN INDIVIDUAL, or ( ) AN ORGANIZATION, whose mailing address is:

\_\_\_\_\_

hereinafter referred to as the RENTER.

1. The CLUB leases to the RENTER the building located in the City of Trenton, Florida.

| EVENT DATE | TIME  | FUNCTION | <u>KITCHEN PRIVILEGES</u> |
|------------|-------|----------|---------------------------|
| _____      | _____ | _____    | _____                     |

NUMBER ATTENDING = \_\_\_\_\_ ALCOHOL: YES NO

2. **RULES/CLEANING:** CLUB RENTAL RULES and CLUBHOUSE CLEANING CHECKLIST are incorporated by reference herein and made a part of this Rental Agreement. RENTER agrees to comply with CLUB RENTAL RULES and CLUBHOUSE CLEANING CHECKLIST attached. Failure to do so may result in the forfeiture of any deposits. \_\_\_\_\_  
(initials)

3. **ALCOHOL PROVISION/LAW ENFORCEMENT:** In the event that alcohol, beer or wine is served or brought onto the premises during the Function, RENTER must contact the Gilchrist County Sheriff s Department and contract with the Department to provide security at a rate determined by the them. RENTER is responsible for any security charges. \_\_\_\_\_(initials)

A. RENTER agrees to provide the CLUB with a copy of the law enforcement security contract within seven (7) days prior to the Event Date. Failure to provide said security contract will result in forfeiture of any Security Deposit. The Sheriff s Department will be notified , and the Function will be shut down. \_\_\_\_\_(initials)

4. **DEPOSIT(BOOKING/DAMAGE)** : RENTER agrees to PAY, IN ADVANCE, a BOOKING AND DAMAGE DEPOSIT OF \$ 300.00. Deposit is due at time of booking \_\_\_\_\_(initials)

A. **CANCELLATION:** Cancellation no later than 30 days prior to the Event Date a full deposit will be refunded. Cancellation less than 30 days will result in forfeiture of deposit.

B. **DAMAGE:** Property will be inspected after the function to assure it has been restored to the original condition prior to the Event Date in compliance with the CLUB RENTAL RULES and CLUBHOUSE CLEANING CHECKLIST. The damage deposit will be withheld until the property has been duly inspected and cleared by the CLUB for any damage or clean up.

C. If there is any damage and/or clean up required **exceeding** the \$250.00 deposit, the RENTER is LIABLE. Renter will be notified by the CLUB, deposit forfeited and renter will be billed for any additional charges incurred by the CLUB. Renter must pay the additional billed charges within 7 (seven) days.

5. **ASSIGNMENT**: RENTER CANNOT ASSIGN THIS AGREEMENT nor SUBLET to others the use of the CLUB date rented. \_\_\_\_\_(initials)

6. **HOLD HARMLESS**: RENTER shall hold harmless the CLUB from any and all liability, damage, expense, cause of action, suits, claims or judgments of any nature whatsoever arising from injury to persons or property on the premises or anything else which may arise out of any act, failure to act, or negligence on the part of the RENTER or the CLUB, its agents, employees, invitee(s), or for defects on the property. \_\_\_\_\_(initials)

7. **LOSS OR DAMAGE**: RENTER assumes sole responsibility for loss of or damage to RENTER's goods or valuables, and the CLUB shall not be responsible or liable for any and all loss of goods or valuables remaining at the property when the RENTER vacates the premises. \_\_\_\_\_(initials)

8. **VENUE**: In the event the CLUB is required to institute suit to protect its rights, or recover from this Rental Agreement and/or Function, the RENTER agrees to pay all costs, including reasonable attorney's fees incurred or associated with any lawsuit arising out of this Rental Agreement and/or Function. Venue shall be in Gilchrist County, Florida. \_\_\_\_\_(initials)

9. **ACKNOWLEDGMENT**: RENTER acknowledges receipt of CLUB RENTAL RULES and CLUBHOUSE CLEANING CHECKLIST. \_\_\_\_\_(initials)

10. **KEY and LOCKING UP**: lock the front door (both locks)/ double doors/ windows, EXIT through KITCHEN door. KEY is to be left on the KITCHEN counter with the cleaning check list. Again, be certain all doors and windows are locked. \_\_\_\_\_(initials).

11. **BALANCE OF RENTAL FEE**: Seven days prior to the event date the rental fee is due to the Woman's Club, c/o Office of Supervisor of Elections, 112 South Main Street, Trenton, FL 32693 in person or by U.S. mail. Payment can be made by cash, personal check, money order, or cashier's check. If you pay in person, the office of the Supervisor of Elections is open 8:30-5:00 Monday-Friday (except holidays).

**THE RENTER** has read the Rental Agreement and sets his/her/their hand(s) the date first above written.

**AS TO RENTER**

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

**GILCHRIST COUNTY WOMAN'S CLUB**

By: \_\_\_\_\_As  
\_\_\_\_\_

(Print Name)

**WE RESERVE THE RIGHT TO REFUSE RENTAL TO ANYONE!**

## **RENTAL AGREEMENT**

### **BOOKINGS**

Woman's Club  
c/o Office of Supervisor of Elections (352)463-3194  
112 South Main Street, Room 137 (352)463-3195  
Trenton, FL 32693

### **RENTALS**

**Deposit - Security and Cleaning \$300.00**  
**(Will get back if everything is cleaned and no damage)**

#### Daily Rentals:

Daytime: 8:00 A.M. to 5:00 P.M.  
Sunday through Thursday \$214.00  
Sunday rentals: Clean up required - same day.  
Friday or Saturday \$374.50

Nighttime: 5:00 P.M. to Midnight  
Monday through Thursday \$214.00  
Friday or Saturday \$374.50

Entire Weekend:  
Friday Noon to Sunday Noon \$802.50

Cash or Check Only (Checks to be made out to GCWC)

**WE RESERVE THE RIGHT TO REFUSE RENTAL TO ANYONE!**

CLUBHOUSE CLEANING  
CHECKLIST GILCHRIST COUNTY  
WOMAN'S CLUB

**RENTER TO COMPLETE AND LEAVE ON KITCHEN COUNTER WITH THE KEY**

**DID YOU REMEMBER TO:**

YES

NO

1. SWEEP AND MOP all floors with water.  
**(Do not use chemical cleansing agents on floor.)**
2. CLEAN both bathrooms, toilets, sinks & counter tops.
3. CLEAN kitchen stove, refrigerator, empty refrigerator/  
freezer, microwave, sinks, and counter tops.
4. TRASH: all trash in garbage bags and placed outside  
in dumpster **(Bring your own garbage bags.)**
5. SWEEP: all outside porches (front and back).
6. GROUNDS: Pick up any trash on the outside grounds.
7. TABLES AND CHAIRS back to original locations.
8. TURN OFF all lights, fans, ale, heat and water heater.
9. REMOVE all of your personal belongings.
10. LOCK all windows and doors/exit through kitchen door.
11. KEY on the kitchen counter with the cleaning check list.

I, \_\_\_\_\_, certify that on the date stated below, all of the above requirements on the checklist were completed. **Call or text Lisa when done (352) 535-7217**

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
RENTER

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I verify that the Clubhouse was inspected by me and found to be in \_\_\_condition.

REFUND DEPOSIT:                      YES                      NO

IF NOT, STATE REASON(S) BELOW:

\_\_\_\_\_

DATE: \_\_\_\_\_

Inspected By: \_\_\_\_\_