

RENTAL AGREEMENT

This Rental Agreement (hereinafter referred to as the "Agreement") defines the terms and conditions under which the Woman's Club of Keystone Heights, Inc. (hereinafter referred to as the "Lessor") and _____ (hereinafter referred to as the "Lessee") agree to the Lessee's use of the premises under the terms and conditions as more specifically set forth herein. This Agreement constitutes the entire agreement between the parties and is binding upon them. This Agreement may not be amended or changed unless executed in writing by both parties.

I. LESSEE INFORMATION.

Lessee's Name: _____

Address: _____

Telephone: _____

Email: _____

II. DESCRIPTION OF PREMISES.

Lessor hereby rents to Lessee the building and grounds of the Woman's Club of Keystone Heights, Inc. located at 6747 Woman's Club Drive, Keystone Heights, FL 32656, which includes a kitchen, stage, chair storage area, club room, hallway, restrooms, and grounds (hereinafter referred to as the "Premises").

III. PURPOSE AND TERM.

Description of Event: _____

Date: _____ Beginning Time: _____ Ending Time: _____

Estimated Number of Attendees: _____

(Note: Building Capacity is 200 persons)

Lessor rents the Premises to Lessee for the purpose, date, and time listed herein. The time-range listed includes Lessee's time for all set-up and clean-up. **Lessee must be in attendance during the entire event.**

Lessee is prohibited from having water slides, inflatables, pools, and bounce houses on the Premises.

IV. SECURITY DEPOSIT.

Lessee shall deposit with Lessor upon the signing of this Agreement the sum of One Hundred (\$100.00) Dollars as security for the performance of Lessee's obligations under this Agreement, and must be received within 24-hours of approval of requested event date. Deposit will be \$100.00 for both member/non-member. Deposits will be returned by mail within one week once the premises have been inspected and meet the requested requirements.

V. RENT.

The total rent due under this Agreement is \$_____ and is payable within two (2) weeks after approval of Lessee's event. (Immediately if within 30-days of the event date). Florida

State Sales Tax will be applicable. The rent may be paid by cash, check, or credit/debit card. If paid by credit/debit card, a processing fee of 4% will be applied to the payment. **Lessee must be present for the entire duration of the event when renting.**

Active Members of the Woman's Club of Keystone Heights, Inc. will receive a 50% discount on the Rental price, and inactive members will receive a 25% discount on the Rental price. An active member is defined as attending at least 3 meetings, volunteering at least 1 event and hostess within 1 year. Members requesting rental discount must have current year membership dues paid and the above be true before time of booking. (Ex.: Members cannot join and rent in the same month.) Member status can be received via the Board Secretary's records.

VI. CARE, REPAIR OF PREMISES, AND LIABILITY.

Lessee, including Lessee's agents, employees, visitors, invitees, and licensees, shall commit no act of waste and shall take good care of the Premises, fixtures, and appurtenances therein. Lessee, including Lessee's agents, employees, visitors, invitees, and licensees, shall conform to all laws, orders, and regulations of the federal, state, and municipal governments. Lessee's activities, including the activities of Lessee's agents, employees, visitors, invitees, and licensees, shall be compatible with the use of the Premises and grounds and activities in areas adjacent to the Premises and building. This includes, but is not limited to, playing loud music or making any noise at a level that is not reasonable under the circumstances. Smoking is not permitted anywhere in the Premises or on the grounds. Lessee shall immediately report any damage to the Premises or grounds to the Lessor and shall be responsible for any repairs necessitated by the damage and shall ensure that the Premises and grounds are returned to the Lessor in good condition at the end of the Lessee's event.

Lessor does not accept any responsibility for damage to or loss of any articles or property left at the Premises prior to, during, or after the event. Lessor shall not be liable for any loss, damage, or injury of any kind or character to any person or property caused by or arising from an act or omission of the Lessee, or any of the Lessee's agents, employees, visitors, invitees, and licensees from any accident or casualty occasioned by the failure of the Lessee to maintain the Premises in a safe condition or arising from any other cause. Lessee as a material part of the consideration of this Agreement, hereby waives on its behalf all claims and demands against Lessor for any such loss, damage, or injury of claims and demands against Lessor for any such loss, damage, or injury of Lessee or Lessee's agents, employees, visitors, invitees, and licensees, and hereby agrees to indemnify and hold Lessor free and harmless from all liability of any such loss, damage, or injury, and from costs, expenses, and attorney's fees arising therefrom.

Lessee agrees to indemnify and hold harmless Lessor, its officers, members, and agents working on its behalf, from any and all claims, actions, suits, costs, damages, and liabilities resulting from the breach of this Agreement, negligence actions, willful misconduct or omissions.

V. ALTERATIONS, ADDITIONS, OR IMPROVEMENTS.

Lessee shall not, without first obtaining the prior written consent of Lessor, make any alterations, additions, or improvement in, to, on, or about the Premises, including decorations. If Lessor authorizes in writing an alteration, addition, or improvement to the Premises, Lessee shall remove such authorized alternation, addition, or improvement at the end of Lessee's event and ensure that the Premises is returned to the Lessor in good condition.

Lessee shall not hang anything from the curtains.

VI. ACTIVITIES INCREASING FIRE INSURANCE RATES.

Lessee shall not do or suffer anything to be done on the Premises that will increase the rate of fire insurance on the Premises. Note: Building capacity is 200 persons.

VII. SECURITY CAMERAS.

Lessee understands that Lessor has installed security cameras inside and outside the Premises. The cameras record and have the ability to play back footage. By executing this Agreement, Lessee consents to the Lessor's operation of security cameras inside and outside the Premises during the event subject to this Agreement. Lessee is strictly prohibited from tampering with the security cameras or doing anything to cover or block their view.

IX. CLEANING & CLOSURE.

Lessee shall be responsible for returning the Premises to the condition in which it was provided. All property belonging to Lessee and Lessee's agents, employees, visitors, invitees, and licensees shall be removed by the end of the rental period. All property remaining on the Premises beyond the end of the time specified in this Agreement will be removed by Lessor.

Lessee shall clean the kitchen and the inside of the refrigerator at the end of the event. All silverware and serving utensils, dishes and glassware should be replaced to the cabinets where they were borrowed from. Lessee shall remove all contents from the refrigerator.

Lessor will provide trash bags for Lessee's use; however, Lessee shall remove all trash and trash bags that will not fit in the ONE (per day/event) trash bin provided from the Premises at the end of the event.

All property of Lessor shall be returned to storage areas as specified in their designated place in order to receive full refund of deposit.

Lessee shall leave the AC set at 83 at the end of the event in warmer months. Heat, if used, should be turned OFF.

The Premises shall be inspected by Lessor prior to the refund of the Security Deposit.

Other Emergency Contacts should the Rental Chair be unavailable:

Brooklyn Hayes-Yelin - 352-222-6948

Janice Goetzman - 352-478-9153

X. CANCELLATION.

- If cancelled 30+ days before the event, Full refund of Security Deposit and Rental Fee if cancellation is acknowledged by Lessor.
- If cancelled 14-30 days before the event, 50% of Security Deposit and 50% of Rental Fee will be forfeited.
- If cancelled less than 14 days before the event, Only the Security Deposit will be refunded. 100% of rental fee will be forfeited.

Additional Rental Items

Rental Item	Cost	Notes	Initial on the item to be added
Friday Night Setup	\$75	Available no earlier than 4 pm.	
Marquee	\$25	Words for marquee must be turned in 2 weeks before the event.	
TV	\$25	SmartTV with wifi to access your login accounts (club does not provide login info). Laptop hookups available.	
Round Photo Backdrop	\$25	Solid white round backdrop cover with stand 6.5x6.5 ft	
Chair Covers	\$2 each	Washing not required	
Table Cloths	\$5 each	Washing not required	
SUB TOTAL			

Security Deposit	\$100	Date Received:	Received By:
Rental + Tax		Date Received:	Received By:
Additional Rental Items		Date Received:	Received By:
TOTAL DUE		Date Received:	Received By:

Marque Request: _____

I have read and agree to abide by the terms of this lease.

Signed

Date