



GFWC Woman's Club of Tallahassee, Inc.

P. O. Box 16101

Tallahassee, Florida 32317

Dear Rental Client,

Board of Directors

President

JoAnn Fletcher

First Vice

President

Nancy Ross

Second Vice

President

Jody Oliver

Recording

Secretary

Teresa Morris

Corresponding

Secretary

Thais Gonzalez

Treasurer

Susan McLeod

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Shirley Joyce

Thank you for choosing the GFWC Woman's Club of Tallahassee as the venue for your event. We look forward to working with you to make your event a memorable occasion and to assist you with your rental needs.

In an effort to make our business relationship work smoothly, we ask that you:

- **Provide the information requested** in the Agreement, **sign** the Agreement, and **return** the original to the above address. Please be sure to **retain a copy of the Agreement** that includes the **Rules and Regulations** that you, your caterer, bartender, etc. will need.
- Enclose your check for the **\$500.00 Deposit** and write the date of your event on the check. We cannot reserve a date until we are in receipt of the Deposit. **The Security Deposit is not part of the rental fee.**
- Mark your calendar to send in your **Rental Fees** and proof of your **Event Insurance - 30 days prior to your event.**
- Mark your calendar to send in your **Floor Plan – 10 days prior to your event.**
- Make a note on the Rental Agreement if you would like your Deposit mailed to an address that is different from the address on the Agreement.
- Hand-deliver, mail, or email the completed Rental Agreement and all required documents. If by mail, please send to the address listed above. If by email, please send to rentals@gfwcwomanscluboftallahassee.org. We accept checks, cash, money order/cashier's check, and credit card (Only Visa, Mastercard, Discover, or American Express accepted).

Once again, we appreciate you choosing the GFWC Woman's Club of Tallahassee to be a part of your special event. If you have any questions, please feel free to contact Jo Ann Tomlinson at 850-688-5698 or Pat Bruner at 850-321-5566.

Sincerely,

JoAnn Fletcher

JoAnn Fletcher, President

GFWC Woman's Club of Tallahassee, Inc.

Rental Agreement

EVENT NAME: _____ EVENT DATE: _____

CLIENT (Person Signing Contract): _____

Client Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: Home _____ Cell: _____ Work: _____

E-Mail Address _____

Number of Guests: _____ Type of Event: _____ Time of Event: _____

Event Co-coordinator: _____ Cell: _____

Event Co-coordinator E-Mail: _____

Caterer: _____ Serving Alcoholic Beverages Yes ___ No ___

CLIENT and GFWC Woman's Club of Tallahassee, Inc. ("CLUB") agree as follows:

1. **Clubhouse Rental** - CLUB hereby agrees to rent to the CLIENT the CLUB'S property ("Clubhouse") located at 1513 Fernando Drive, Tallahassee, Florida.

2. **Deposit** - CLIENT shall pay the CLUB a deposit ("Deposit") in the amount of **Five Hundred Dollars (\$500.00)** along with the CLIENT'S execution of this Rental Agreement (Agreement). The Deposit is in addition to the Rental Fees specified in this Agreement. CLUB shall reserve the Clubhouse for the CLIENT'S use on the Event Date in consideration for CLIENT'S payment of the Deposit. Confirmation of the rental will be when the Deposit is received. The Deposit will be refunded the first part of the next month following the EVENT if there are no damages to the Clubhouse and CLIENT owes no additional fees to CLUB.

3. **Rental Fee** - CLIENT shall pay the rental fee ("Rental Fee") indicated in Attachment A to the CLUB in consideration for use of the Clubhouse on the Event Date. The Rental Fee and all additional fees shall be due **and payable no later than thirty (30) days prior to the Event Date**. If the CLUB does not receive the Rental Fee and all additional fees at least thirty (30) days prior to the Event Date, the CLUB reserves the right to terminate this Agreement. If the event is contracted within 30 days of the event, all fees (including the Deposit) are due at the time of signing. Rentals are for the number of hours specified in Attachment A and includes set-up, event time and clean up. If additional hours are used, an additional fee per hour, plus tax as published on page 4 (Attachment A) of this Rental Agreement, will be deducted from CLIENT'S deposit.

4. **Sales Tax** - CLIENT shall remit to the CLUB all sales tax applicable to the Rental Fees and additional fees at the time the Rental Fees are paid.

CLIENT Initials

5. **Payments** - The Deposit, Rental Fee and additional fees shall be payable to “GFWC Woman’s Club of Tallahassee, Inc.” and mailed to:

**GFWC Woman’s Club of Tallahassee, Inc.
Post Office Box 16101
Tallahassee, Florida 32317**

6. **Cancellation** - CLIENT shall forfeit the Deposit if the Event is cancelled. For cancellations within thirty (30) days of the Event, the CLUB shall in addition, retain the Rental Fee. Cancellation of an event must be in writing and sent to the Rental Chair to the address specified below.

7. **Terms/Conditions and Club Regulations** - Additional terms and conditions of this Agreement and CLUB Rules and Regulations (“RULES”) are attached hereto as “Attachment B” and by this reference are incorporated into this Agreement. CLIENT hereby agrees to abide by the RULES and to cause its guests, licensees, invitees, agents, employees, and contractors to abide by the RULES. CLIENT agrees to reimburse CLUB for expenses or damages incurred by CLUB because of CLIENT’S or its guests, invitees, licensees, agents, employees or contractors failure to comply with the RULES.

8. **CLUB Representative** - CLUB reserves the right to inspect and control the Event, and to require the presence of a CLUB Representative at all times during the Event. However, the CLUB is not responsible for supervising the Event. CLIENT is responsible for any damages to the Clubhouse, its grounds, or furnishings; which may occur during the Event.

9. **Indemnification** - The CLIENT, agrees to indemnify fully and shall hold harmless the CLUB, its members, officers, directors, agents, and contractors from all damages, liabilities, actions, suits, claims or other costs (including reasonable attorney’s fees) arising out of or in connection with any damages to property or any illness or injury caused to any person caused by the CLIENT’S use of the CLUB, including the provision of food and beverage, including any acts or omissions on the part of the CLIENT and its agents. The CLIENT shall notify the CLUB representative of any damage or illness or injury of which it has knowledge in, to, or near the CLUB space, regardless of the cause of such damage, illness or injury.

CLIENT agrees to indemnify fully and shall hold harmless the CLUB, its members, officers, contractors, and agents, against all damages, claims, liabilities and cause of action of every kind and nature, to the extent they are caused by the conduct of the CLIENT, its guests, invitees, licensees, agents, employees, or contractors. CLUB shall give CLIENT prompt and reasonable notice of any such claims or actions and CLIENT shall have the right to investigate, compromise and defend the same to the extent of CLIENT’S own interest.

10. **Liability And Waiver Of Claims** - CLUB and its members, officers, employees, contractors, and agents shall not be liable for, and CLIENT hereby releases all claims for, any injury or damage to persons or property, or loss of property sustained by CLIENT (or any person claiming through CLIENT) or by its guests, invitees, licensees, agents, or contractors, provided such injury, damage or loss is not due to negligence of CLUB, its members, officers, employees, contractors, or agents. CLIENT agrees to assume full responsibility for the conduct of its guests, invitees, licensees, agents, employees, and contractors.

11. **Food and Beverages** - All food and beverages at the Event shall be provided exclusively by the CLIENT and the CLUB shall have no responsibility for food or beverages at the Event.

12. **Security** - The Club will arrange for a uniformed Certified Law Enforcement Officer to be present and on duty during the entire Event to maintain order and assist in parking and security. Payment must be paid by the CLIENT at the end of the evening to the Officer. For events with over 200 guests, the CLIENT will be required to have an additional Officer. Events ending prior to 6:00 p.m. of less than 100 people and not serving alcohol are not required to have security.

13. **Force Majeure** - In the event the premises are destroyed either wholly or partially by fire, windstorm, tornado, water, or other such event so that in the opinion of CLUB the Event cannot safely take place then, in such event, this Agreement shall be terminated. In such event, CLUB shall have no liabilities to CLIENT, but will return the Deposit.

14. **Miscellaneous** - The terms of this Agreement are contractual and not a mere recital and CLIENT is subject to legal action either by law or in equity for any breach of this Agreement. In the event CLUB is a prevailing party in any litigation against CLIENT arising out of or in breach of this Agreement, or of the conduct of CLIENT or CLIENT'S guests, invitees, licensees, agents, employees, or contractors, CLUB shall be entitled to recover all legal fees.

15. **Modification/Special Conditions** - Any modification of this Agreement must be in writing and signed by the CLIENT and the CLUB either on the face of this Agreement or the Attachments to this Agreement.

16. **Insurance** - Renters must provide proof of Event Insurance for the Event being held at the Clubhouse and the policy must be for a minimum of \$1,000,000.00. If serving alcoholic beverages, the CLIENT must provide additional proof of \$1,000,000.00 Liquor Liability Insurance. The "GFWC Woman's Club of Tallahassee, 1513 Fernando Dr., Tallahassee, Fl.", should be shown as the additional insured party. The proof of insurance must be provided to the CLUB no later than **30 days prior to the event**. Failure to provide insurance shall result in cancellation of event.

17. **Floor Plan** - The floor plan provided on the website must be completed and returned to the Rental Chairs at least 10 days prior to the event. Floor plans not returned at least **10 days prior to the event** will be assessed a **\$25 per day penalty** that will be deducted from the Deposit.

CLIENT (must be at least 21 years of age)

GFWC Woman's Club of Tallahassee

CLIENT Signature

CLUB President Signature

Date

Date

Date Final Payment & Insurance Due: _____ **Date Floor Plan Due:** _____

I consent to allow the GFWC Woman's Club of Tallahassee, Inc. to post photos on their website taken at the Clubhouse during my event.

CLIENT Signature _____

CLIENT Initials

GFWC Woman's Club of Tallahassee Rental Rates

Attachment A

Event Name: _____ **Date:** _____

Please indicate your selection by **initialing below:**

FRIDAY, SATURDAY, THANKSGIVING, DECEMBER 25th or DECEMBER 31st	Rental Fee	\$2,150.00
	Tax	\$ 75.25
	Total	\$2,225.25 _____

SUNDAY	Rental Fee	\$1,075.00
	Tax	\$ 37.63
	Total	\$1,112.63 _____

MONDAY thru THURSDAY - (4 Hour Minimum) (other than Thanksgiving, December 25 th or December 31 st)	\$125.00 per hour X _____ hours = \$ _____
	Tax \$ _____ (.035)
	Total \$ _____

ADDITIONAL HOURS – Friday thru Sunday	\$150.00 per hour X _____ hours = \$ _____
	Tax \$ _____ (.035)
	Total \$ _____

ADDITIONAL HOURS – Monday thru Thursday only In conjunction with Fri, Sat, Sun, Dec 25 th or Dec 31 st Rental 2 Hour Minimum Kitchen privileges not included	\$100.00 per hour X _____ hours = \$ _____
	Tax \$ _____ (.035)
	Total \$ _____

FLOOR PLAN RE-SET – During the event	Fee	\$ 200.00
	Tax	\$ 7.00
	Total	\$ 207.00 _____

TOTAL DUE \$ _____

FLOOR PLAN CHARGES:

Floor Plan – Late Submission \$ 25.00 per day plus tax

Floor Plan Change – Prior to the Day of the Event \$ 75.00 plus tax

HOURS OF OPERATION:

January thru November – 9:00 am to 12:00 am (event and music must end at 11:00 pm)

December – 9:00 am to 1:00 am (event and music must end at 12:00 am)

DEPOSIT: Provide name & address that you would like your Deposit returned to: **Name:** _____

Address: _____ **City:** _____ **State:** _____ **Zip** _____

CLIENT Initials _____

GFWC Woman's Club of Tallahassee, Inc.
Rules and Regulations
Attachment B

- **ACCESS TO THE CLUB:** CLIENT must let one of the Rental Chairs know the time that you or your caterer will need access to the building on the day of the event.
- **AUDIO/VIDEO EQUIPMENT:** The CLUB shall make available a guest W-Fi connection to access the Internet. No AUDIO/VIDEO equipment is provided by the CLUB.
- **BARS AND BEVERAGE STATIONS:** A water-proof floor covering must be placed under all inside bars and beverage stations and they may not be located on the carpeted areas.
- **CLUB REPRESENTATIVE:** Please remind your caterer, bartender, decorators, etc. to interact and behave professionally with the Club Representative.
- **DOORS:** Doors should remain closed except to carry items in or out.
- **FLOOR PLAN:** The CLUB provides a limited number of tables and chairs as indicated on the Floor Plan. Tables and chairs should be placed on the Floor Plan and returned to one of the Rental Chairs at least 10 days prior to your event.
- **FURNITURE, CHRISTMAS DECORATIONS & PICTURES:** These items may not be moved.
- **HOURS OF OPERATIONS:** January thru November – 9:00 am to 12:00 am - includes clean-up (event and music must end at 11:00 pm)

December – 9:00 am to 1:00 am -includes clean-up (event and music must end at 12:00 am)
- **ITEMS LEFT AT THE CLUB:** CLUB will not be responsible for any item or vehicle left on the premises at the end of the event.
- **KITCHEN – Check-Out List:** The CLUB's check-out list must be completed with the Club Representative and the Caterer, prior to the caterer's departure. If not using a caterer, CLIENT and the Club Representative must complete the check-out list at the end of the event.
- **KITCHEN - Cleaning:** All kitchen surfaces (counter tops, sinks, food carts, microwave, etc.) must be cleaned thoroughly with a disinfectant. The kitchen floors must be swept and mopped (brooms, dustpan, mop, and bucket provided by the Club) and the wet mops must be placed on the railing at the back door.
- **KITCHEN - Food Preparation:** All food to be served at the event must be prepared at an off-site location. The exception is – Outdoor frying and outdoor cooking may be done at the back of the building, in the rear parking lot, at least 10 feet from the building. A protective tarp must be placed under all the fryers and cookers. Grease may not be disposed of on the Club property.
- **KITCHEN – Leftover Food and Supplies:** All leftover food, dishes, utensils, etc., brought in for the event must be removed immediately after the event.

CLIENT Initials

GFWC Woman's Club of Tallahassee, Inc.
Rules and Regulations - continued
Attachment B

- **KITCHEN – Trash:** All garbage and trash must be bagged and placed it in the dumpster (boxes must be broken down before being placed in the dumpster) behind the building.
- **KITCHEN – Use of:** The kitchen may be used for maintaining food temperature, plating food, and assembling beverages only (a coffee machine and ice machine are provided). The dishwasher is **NOT** provided as a part of your rental.
- **LIGHTING & ROOM TEMPERATURE:** The CLUB Representative will control the lighting and temperature of the Club.
- **MUSIC LEVEL:** The CLUB is in a residential neighborhood and the music level must remain low.
- **PROHIBITED IN THE CLUB:** Lighted candles, sand, sparklers, confetti, rice, smoke machines, glitter, fire in the fireplace, paint, smoking and vaping are not allowed in the CLUB. Tape, nails, thumbtacks, and staples may not be placed on the walls, windows, columns, floor, and stage.
- **RENTAL ITEMS, DECORATIONS, ETC.:** All items brought into the CLUB must be removed at the end of the event unless prior arrangements have been made with one of the Rental Chairs. All items not removed at the end of the Event, must be placed in the parlor, to the right of the fireplace. CLIENT must arrange to have rental companies designate a pick-up time and the time must be approved by one of the Rental Chairs.
- **RULES & REGULATIONS:** CLIENT shall provide anyone assisting with the event (decorators, caterer, bartenders, volunteers, coordinator, etc.) with a copy of these Rules and Regulations and they are expected to comply with them.
- **STAGE AREA:** The black curtain and the curtain stand may not be moved and the area behind the curtain is not for CLIENT use. The colored light covers on the ceiling lights may not be removed. All areas behind the stage are for CLUB use only.
- **STORAGE ROOMS:** The storage rooms on each side of the stage are not for CLIENT use.
- **TRASH:** At the end of the event, all trash not removed by the Caterer, must be bagged, and placed in the dumpster behind the CLUB. Outside litter (including cigarette butts) must also be picked up, bagged, and placed in the dumpster behind the CLUB.

CLIENT Initials