

# GFWC Pine Castle Woman's Club

Member of the GFWC Florida Federation and General Federation of Women's Clubs

5901 S. Orange Ave., Orlando FL 32809-4235

Rental Agent: Catherine Duarte - 6101 S. Orange Ave. Orlando, FL 32809

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## BUILDING RENTAL CONTRACT

This lease is made this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by and between GFWC Pine Castle Woman's Club ("Lessor") and \_\_\_\_\_ ("Lessee".)

### TERMS

Event Date: \_\_\_\_\_ Day of the Week for the Event: \_\_\_\_\_

Type of Event : \_\_\_\_\_

Event Hours: From \_\_\_\_\_ to \_\_\_\_\_

**Cleanup completed and doors are locked by 12:00 am**

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### REQUIRED

Emergency Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## INDEMNIFICATION OF LESSOR

\_\_\_\_\_ A **Security Deposit** of **\$ 300.00** is due upon completion of this Agreement. The Security Deposit or that portion not used by the club to repair damage caused by Lessee, guests, invitees, and individuals at the event will be refunded within 30 days after the event. If damages exceed the amount of the Security Deposit, the Lessee agrees to pay additional costs to the Club upon demand.

\_\_\_\_\_ If a cancellation occurs more than **30 days prior** to the event, a full refund of the Security Deposit will be made within 15 business days of receiving notice of cancellation.

\_\_\_\_\_ If a cancellation occurs **between 15 and 30 days prior** to the event, a **\$150.00 Cancellation Fee** will be retained from the Security Deposit. The remaining Security Deposit will be returned with 15 business days of receiving notification.

\_\_\_\_\_ If cancellation occurs **less than 15 days prior** to the event, the entire Security Deposit will be retained.

\_\_\_\_\_ Lessee has examined the premises and confirms satisfaction as to all conditions thereof. Lessee hereby releases and holds Lessor harmless from all liability occurring from use and occupancy of the premises during the lease term by Lessee. Such hold harmless shall be in the form of a complete indemnity of Lessor including limitation any and all attorney's fee and court costs incurred in defending any claim indemnified hereunder.

\_\_\_\_\_ Lessee agrees that NO alcohol may ever be served to a minor in the building or in the parking lot. In the event such activities are made known to the Lessor, the entire security deposit will automatically be withheld.

\_\_\_\_\_ Lessee agrees that NO weapons, fireworks or other such items of any description may be brought into the building, before or during private event.

\_\_\_\_\_ Lessor assumes no liability for loss incurred by Fire, Theft, or Injury.

\_\_\_\_\_ Lessee acknowledges receipt, reading, and understanding a copy of the Rules and Regulations for rental.

\_\_\_\_\_ Lessee is aware that all activities at the Club are video taped and kept for inspection and can be used as evidence in the case of damage to any club furnishings or equipment.

\_\_\_\_\_ Lessee has read, initialed and signed the Rules and Regulations.

\_\_\_\_\_ Lessee agrees to all payment conditions, rules and regulations and is legally able to sign on behalf of such organization that will be using the Club facilities.

Initialized and Signed:

By: \_\_\_\_\_ on behalf of \_\_\_\_\_ DATE: \_\_\_\_\_  
LESSEE NAME of PRIVATE PARTY, ORGANIZATION or GROUP

**PAYMENT INFORMATION:**

PRINTED NAME OF LESSEE: \_\_\_\_\_

DATES OF EVENT \_\_\_\_\_ TIMES OF EVENT \_\_\_\_\_

\_\_\_\_\_ PAYMENTS MAY BE MADE WITH A **CASH, MONEY ORDER, CHECK, OR CREDIT CARD.**

\_\_\_\_\_ **Use of Personal checks must include proper Identification when presented.**

\_\_\_\_\_ **Credit Card payments have a NON-REFUNDABLE .05% fee for all payments**

\_\_\_\_\_ **SECURITY DEPOSIT AND RENTAL FEES MUST BE PAID SEPARATELY.**

SIGN AND RETURN ONE (1) COPY WITH \$_____ CASH, MONEY ORDER, OR CREDIT CARD (with .03% handling fee) Please circle form of payment and acceptance of terms.	Hourly Rate	Num. Hours	Total Fees
Circle Hourly Rental Fee: M-Th \$75 Fri or Sun, \$85 Sat \$100	\$		\$
All Day Rental Fee: \$1000 From 9 am to Midnight including 1 hr for cleanup	\$		\$
Contract Rentals (Fee determined by Board):	\$		\$
<b>TOTAL RENTAL FEE:</b> (Due 30 days prior to Event)	\$		\$
(If monthly rental, Fee is due the 1 day of each month contracted and will incur a \$15 late fee if received after the 5 <sup>th</sup> day of the month)			

**This document is a binding contract between the Pine Castle Woman's Club and the Lessee.**

By: \_\_\_\_\_ DATE: \_\_\_\_\_ By: \_\_\_\_\_ DATE: \_\_\_\_\_  
**LESSEE PCWC AGENT**

FOR OFFICE US ONLY			RETURN OF SECURITY DEPOSIT	
ACTION	AMOUNT	DATE	FORM OF PAYMENT (cash, ck #,CC)	PCWC AGENT
Deposit Received:	\$			
Rental Fees Received:	\$			
Damage Assessment:	\$			
Amount of Deposit Returned:	\$			

**Contracts and money received by PCWC:**

SIGNED: RENTAL AGENT \_\_\_\_\_ DATE \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

PCWC TREASURER OR ASST. \_\_\_\_\_ DATE \_\_\_\_\_ CASH \_\_\_\_\_ CHECK # \_\_\_\_\_