

### CLUBHOUSE RENTAL DEPOSITS

June 30, 2017

Rental deposits are received by the Napa Women's Club (NWC) upon the signing of the Clubhouse Rental Agreement. The deposit officially holds the date on the NWC's master calendar and serves as security funds against unexpected damages and negligent use.

The Clubhouse Rental Agreement outlines renters' roles and responsibilities as they pertain to helping maintain the ongoing cleanliness and security of the clubhouse. Only by partnering with renters in this endeavor is the NWC able to maintain its low rental fees, making the Clubhouse one of the most affordable community resources in town.

It is the intent of the NWC to return in full rental deposits to clients following their events. When negligent use and excessive uncleanliness results, all or a portion of the booking deposit may be forfeited. To help ensure the return in full of your rental deposit, please be sure to:

1. Close and lock all 5 doors after the conclusion of the event.
2. Close all windows and draw down (close) the shades.
3. Turn off the window-mounted air conditioning unit if used.
4. Turn off all lights.
5. Turn off all fans.
6. Take all event generated garbage with you.
  - a. Leave NO garbage in, at or around the Clubhouse.
  - b. Leave NO waste in the outdoor receptacles (DO NOT use the bins).
7. Protect the facilities against damage(s) to:
  - a. Floors
  - b. Walls
  - c. Fans
  - d. Lights
  - e. Ceilings
  - f. Furnishings
  - g. Equipment
  - h. Kitchen appliances & amenities
8. Protect against theft of furnishings, equipment and all other items made available for the rental use of the Clubhouse.
9. Clean the front and back yards of party, drinking and smoking debris.
10. Store chairs, tables and cleaning supplies as directed.
11. Remain orderly to ensure the police are not called FOR ANY REASON.
12. Ensure that the NO SMOKING in the building policy is upheld.

Before putting the key in the mail box, make a final inspection of the building and grounds. Be sure that all drink cups, plates, utensils, decorations, outdoor smoking butts, etc. are picked up, properly discarded or put away. Also, take ALL non NWC belongings with you.

NOTE: This is a partial list. Other damages, negligent uses and excessive uncleanliness may result in the forfeiture of all or a portion of the rental deposit.

Please address questions, comments or concerns to:

Mr. Otto DeLeon | Rental Program Manager | (916) 996-3580 cell/text | [ottodeleon@me.com](mailto:ottodeleon@me.com) – email

[https://d.docs.live.net/f76d7b0ac37a06af/Documents/Napa Women's Club/Forms ^0 Letterhead/clubhouse rental deposits 063017.docx](https://d.docs.live.net/f76d7b0ac37a06af/Documents/Napa%20Women's%20Club/Forms%20Letterhead/clubhouse%20rental%20deposits%20063017.docx)