

CLUBHOUSE RENTAL AGREEMENT

1. RENTER'S FIRST & LAST NAMES		2. EVENT DATE(S)																	
3. RENTER'S EMAIL ADDRESS		4. RENTER'S PHONE #																	
5. RENTER'S MAILING ADDRESS, CITY, STATE & ZIP																			
6. EVENT TYPE/DESCRIPTION		7. ESTIMATED GUEST COUNT																	
8. EVENT START TIME		9. EVENT END TIME																	
10. BOOKING DEPOSIT Received from _____ in the sum of <input type="checkbox"/> \$300 (weekday event) or <input type="checkbox"/> \$500 (weekend event) paid on _____ by <input type="checkbox"/> check <input type="checkbox"/> cashier's check <input type="checkbox"/> money order (# _____) for the use of the clubhouse building and equipment of the Napa Women's Club, Inc. from _____ to _____ on the date noted above.																			
11. FEES <table style="width:100%; border: none;"> <tr> <td style="width: 25%;">Rent _____</td> <td style="width: 25%;">Security Personnel: 1 guard (prime hours) From _____ To _____ = _____ Hrs</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>Cleaning* _____</td> <td>1 guard (start to end) From _____ To _____ = _____ Hrs</td> <td></td> <td></td> </tr> <tr> <td>Security _____</td> <td></td> <td>Total Hours _____</td> <td></td> </tr> <tr> <td>TOTAL _____</td> <td></td> <td>Total Hours _____ x \$ _____ per hour = \$ _____</td> <td></td> </tr> </table> <p>All fees are due by _____. Rent, cleaning and security fees shall be paid by the rental client 14 days prior to the event date; payable by check, cashier's check or money order (payable to the Napa Women's Club, Inc.).</p>				Rent _____	Security Personnel: 1 guard (prime hours) From _____ To _____ = _____ Hrs			Cleaning* _____	1 guard (start to end) From _____ To _____ = _____ Hrs			Security _____		Total Hours _____		TOTAL _____		Total Hours _____ x \$ _____ per hour = \$ _____	
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12. *CLEANING FEE a. Payment of the cleaning fee is non-refundable and non-negotiable; payable by the rental client.																			
13. DEPOSIT & SERVICE CHARGES a. The booking deposit shall be paid with or prior to the signing of the Clubhouse Rental Agreement. b. A \$20.00 service charge shall be applied for checks that are returned due to insufficient funds. c. The rental client shall forfeit the paid deposit if cancellation is made less than one week (seven days) prior to the event date. d. Notification of cancellation by the client shall be made by email, text or written correspondence to the Club. e. Last day to cancel this contract and NOT forfeit the paid deposit shall be on _____. f. The building shall be inspected after the event, and if left in order consistent with the terms of this contract and the instructions outlined in the Clubhouse Rental Rules document, the security deposit shall be refunded. g. If the property, building or the contents therein or thereon are damaged or not left in order, the client shall not receive a full deposit refund. h. A re-stacking service charge shall be assessed when chairs are stacked improperly after the event. i. A false alarm service charge shall be assessed when the fire alarm is triggered through negligent use. j. Written notification of charges deducted from the deposit shall be provided to the client. Damage(s) greater than the deposit paid shall be billed at repair and/or replacement cost(s).																			
14. ACCESS KEY TO BUILDING a. The entrance key shall be issued to the rental client at the Clubhouse at _____ on _____. b. The Clubhouse Rental Program Manager and/or his/her designee shall wait up to 15 minutes following the designated time of key issuance. c. The client shall assume responsibility to pick up the entrance key from a location of convenience to the Rental Program Manager and/or his/her designee due to key pick-up tardiness that exceeds 15 minutes.																			

15. INSURANCE LIABILITY & OTHER SAFETY ISSUES

- a. The rental client shall furnish a copy of a **Liability Insurance Certificate** with the **Napa Women’s Club, Inc. as an additional insured for liability up to one million dollars.**
- b. The Liability Insurance Certificate shall be submitted on or before 14 days prior to the event date.
- c. The **Napa Women’s Club, Inc. shall not be liable for any damage(s) or injury(ies)** to the rental client, any other person or property of the rental client occurring on the premises or any part thereof.
- d. **Open alcoholic beverages shall not be taken off the Clubhouse grounds**, onto public sidewalks/roads or into residential neighborhoods.
- e. **Smoke and/or fog machines shall not be used at the Clubhouse** as they are known to trigger the fire alarm. If the alarm is triggered and the Fire Department responds to the false alarm, **a service charge** shall be assessed to the client and/or withheld from the booking deposit.

16. SECURITY REQUIREMENTS

- a. Bonded and licensed security personnel shall be in attendance when alcohol is served.
- b. Security personnel shall be lined up by the Napa Women’s Club, Inc. and charged to the rental client (see “Section 11. FEES”).
- c. **Alcohol shall not be served or handled by minors.** Any violation of this policy serves as grounds for the immediate closure of the event, forfeiture of the booking deposit and/or assessment of penalties for fines levied by the City of Napa.

17. DAMAGES TO PREMISES

- a. The rental client shall inspect the building, equipment and premises to ensure they are in order before taking possession and upon departure of the premises following the event.
- b. **Damages and excessive uncleanliness shall result in charges** withheld from the booking deposit; damages and charges exceeding the booking deposit shall be billed to the rental client for repair, service and/or replacement.
- c. The building, equipment and grounds shall be inspected following the event by the Rental Program Manager and/or his/her designee to assess damages, cleanliness and security resulting from rental client use.
- d. The **booking deposit shall be refunded within 30 days** of the event date, if it or a portion thereof qualifies for refund to the rental client.

18. INDEMNIFICATION

- a. I, the rental client, hereby for myself, my heirs, executors and administrators waive, release discharge and hold harmless the Napa Women’s Club, Inc. and any departments from all rights, claims and/or liabilities for damages for any injury that might be sustained by me or any person attending or participating in the event for which the Clubhouse has been rented. Further, I hereby agree that I shall defend, indemnify and hold harmless the Napa Women’s Club, Inc. against all claims, demands and causes of action including court costs and attorney’s fees, directly or indirectly rising from any connection with the event for which the Clubhouse was rented.

19. ACCEPTANCE OF TERMS AND AGREEMENT

- a. I/we have read this Clubhouse Rental Agreement in its entirety and agree to all the conditions set forth relating to the rental of the Clubhouse at 218 Franklin St., Napa, CA 94559; whose owner is the Napa Women’s Club, Inc.

Rental Client(s) Signature(s) <i>(required)</i>	Date
Napa Women’s Club, Inc. Rental Program Manager or Designee	Date

20. EVENT PLANNER/LEAD

- a. Person designated as the event lead, overseeing key pick-up, cleaning, closing and securing the building.

Print Name(s)	Telephone Number(s)