

NAPA WOMEN'S CLUB, INC
CLUB HOUSE RENTAL AGREEMENT

Received from: _____ Date: _____

The sum of: \$300 Security Deposit Paid on: _____ Check:# _____ Cash: _____ Money Order: _____

For the use of the Napa Women's Club House Building and Equipment on _____ 20____ From _____ To _____

RENT: Rent will be \$ _____ Rent is due: _____ (Rent is due 14 days prior to rental date. Payment must be made by check or money order.)

DEPOSIT:

1. Deposit is paid when Contract is signed. There will be a \$20.00 service charge for any check returned for insufficient funds.
2. Renter will forfeit deposit if cancellation is made later than one week prior to contracted date.
3. Building will be inspected after your rental, and if left in order, your deposit returned.
4. Additional cleaning time due to your rental will be billed at \$50.00 per hour with a two hour minimum, deducted from security deposit.
5. If the property, building, or the contents is damaged or not left in order, you will not receive a full deposit refund. A letter will indicate any charges deducted from deposit. Damage to building or contents will be billed at replacement cost.

KEY TO BUILDING:

1. Entrance key may be picked up from the Napa Women's Club at 8:00AM the day of your rental. Manager will wait (15) minutes, if you are not there by 8:15AM, you will need to phone the manager to make arrangements.

INSURANCE LIABILITY:

1. Renter will furnish copy of Liability Insurance certificate with Napa Women's Club as additional insured.
2. Owner shall not be liable for any damage or injury to Renter or to any other person, or to property of Renter occurring on the premises or any part thereof.

SECURITY REQUIREMENTS:

1. If alcohol is to be served, licensed Security Company must be hired by Renter, between 6:00PM and 10:00PM, and approved by Women's Club with copy of contract furnished before key will be given to Renter.

DAMAGE TO PREMISES:

1. Renter should inspect the building and premises to be sure they are in order before taking possession.
2. Any damage by Renter will be paid for from rental security deposit; any additional cost will be billed to Renter. The building, equipment and premises will be inspected the day following your rental. The Treasurer will be notified to return any or all of your deposit.

I/we have read the foregoing contract and agree to all of the conditions set forth relating to the rental of the Club House at 218 Franklin Street, Napa, 94559. Owner: Napa Women's Club, Inc.

PRINT NAME: _____ SIGNATURE: _____
(Renter)

Address _____ City _____ State _____ Zip Code _____ Telephone _____

Person responsible for closing and locking the building: _____ *Telephone:* _____

Acceptance: _____

Building Manager

Telephone

Dated

Renter acknowledges receipt of copy of contract and rules.

Initials: _____

Napa Women's Club Rental Rules

RULES/LAWS FOR USE OF PREMISES:

1. MUSIC may not, at any time, be so loud as to disturb the neighbors.
2. Music must be off by 10:00 PM. No large sound system may be used in the building; only small system may be carried in.
3. Renter must clean the building and be out before 11:00 PM, leaving keys in the mail slot.
4. If police are called by neighbors for disturbance or noise complaints, no deposit will be refunded.
5. This is a Residential Area Abatement Ordinance: Renter shall comply with all statutes, ordinances and requirements of all Municipal, State and Federal Authorities now in force or which may hereafter be in force, pertaining to the use of the premises. Any fines that are necessitated by city, county, etc, will be paid by the Renter, i.e. law enforcement being called to premises due to infraction of any Ordinance.

NO SMOKING INSIDE THE BUILDING: Smoking is not allowed in the building at any time.

ALCOHOLIC BEVERAGES

1. Alcoholic beverages cannot be sold without a current California State Liquor Licensed.
2. Alcohol may not be served to any guests under 21 years of age.
3. Security Service required from 6:00 PM to 10:00 PM.

DECORATIONS:

1. Do not use tape, tacks or nails on walls, ceiling or drapes – *damage will be repaired and billed to Renter.*
2. Do not attach anything to light fixtures or fans.
3. Only table decorations are allowed – *Nothing is to be attached to walls, doors, fans, light fixtures, etc.*
4. **NO CANDLES** are to be used at any time.
5. **NO RICE, BIRDSEED, CONFETTI, ROSE PETALS, SILLY STRING, ETC.**
6. If any of the above named items is violated, the security deposit will be forfeited.

CHAIRS AND TABLES:

1. Tables and chairs in the storage room must be put back the way you found them.
2. Do not use the carts holding the tables and chairs to move them into the other rooms for use.

KITCHEN: If renter uses kitchen, it must be left clean.

1. Turn off oven and burner. Leave the pilot lights on (they are the flame at the center of the burner.)
2. Do not leave garbage in sinks.
3. Leave refrigerator empty and clean.
4. Leave kitchen counters clean.

CLEAN -UP:

1. The building must be left completely clean.
2. The building includes two (2) main rooms, kitchen, two (2) bathrooms, entry hall and store room, all to be left clean.
3. The outside of the building and grounds must be left cleared of litter.
4. All clean up must be completed before Renter leaves premises.
5. Furnish your own garbage bags for kitchen use.

GARBAGE:

1. Trash and garbage must be removed from premises.
2. Trash put into Club house trash cans will be charged as billed by Napa Garbage Services.

HEATING AND AIR CONDITIONING:

1. The thermostat should not be set higher than 68 degrees. Before leaving, set it down to 50 degrees.
2. To turn on air conditioner, connect the plug to wall socket.
3. Turn off and disconnect air conditioning before leaving the building.

LOCKING-UP:

1. Lock all five (5) outside doors.
2. Close and lock all windows.
3. Turn off all lights.
4. Place key in mailbox near from door.

I have read and will abide by the rules. Date: _____ Initials _____

