

SILVER CITY WOMAN'S CLUB RENTAL CONTRACT

PO Box 1579

411 Silver Heights Blvd, Silver City NM 88062

575-654-1001

silvercitywomansclub.org

This agreement made on the _____ day of _____, 2024, between the Silver City Woman's Club and _____ who desires to use of the Woman's Club building on _____ for the fee of \$200.00 per event. (Key _____ By _____)

The person(s) signing this contract will be responsible for the following:

- NO types of alcohol may be consumed on the Silver City Woman's Club property indoors or outdoors. Tobacco use, vaping, e-cigarettes, etc. are prohibited according to New Mexico Code of Ordinances. Violation will result in forfeiture of entire deposit and may result in no future use of this building. _____ initials required.**
- A refundable cleaning/key deposit of \$200.00 is required. The deposit will be forfeited if, upon inspection, conditions are unsatisfactory according to the **CHECKLIST for RENTER USE**.
- A rental deposit of \$200 is required at the time of the rental reservation, the balance of the rent (\$100) is required a WEEK PRIOR TO THE EVENT. Either party to this contract has the right to cancel this contract with a minimum of 14 days prior to the rental date. A late cancellation fee will be assessed at \$100 and will be taken from the rental deposit.
- The building must be in the same condition following use as it was prior to use. The renter is provided with a **CHECKLIST for RENTER USE**. The building will be inspected after the day of rental.
- Both **EXIT doors will be unlocked and unbolted when building is in use. Remember to RELOCK all doors before leaving.**
- Due to fire hazard, **lighted candles are prohibited** inside the Woman's Club Building. However battery operated candles are permissible.
- Renters will provide their own dishtowels, dishcloths, dishwashing soap, and garbage bags. **Club tablecloths, dishes and utensils will not be used.** Dishes and utensils may be made available for an additional fee.
- Renters may not adjust the thermostats for the steam heat. Thermostat boxes are locked and steam heat takes hours to adjust in any case. If coolers are used, switches must be turned off before leaving. The switches are next to the men's room.
- If any of the above stipulations are not adhered to, this will result in forfeiture of the \$200 deposit.

Does the renter have personal liability insurance? YES NO If requested, supply a copy of disclaimer page? YES NO

It is the Duty of the Building Administrator and Executive Board to handle any infraction of these rules.

Signature of Renter(s)

Signature of Club Official

SILVER CITY WOMAN'S CLUB

Rental Information

Renter Name: _____ E-Mail: _____

Address: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

Rental Date(s): _____ Times _____ to _____

If food is to be served: Catered By: N/A Phone: _____

Person Responsible for Code and Clean-Up: _____

Rental date is not guaranteed until \$200 deposit plus \$100 towards the rental is received. Rental fee balance is due before key may be picked up and should be paid at least 1 week prior to rental date. Building door code will be given when final balance is paid. Call 575-654-1001 to make arrangements.

If you wish to mail a check for the rent, please include that it is for **Building Rental** and include the date of use on your check. Make checks payable to:

**Silver City Woman's Club
PO Box 1579
Silver City NM 88062**

For any questions regarding this agreement, please contact Alisha Forbito 619-802-8028.

	<u>Amount</u>	<u>Date</u>	<u>Received By</u>
Cleaning/Key Deposit to be paid at signing of rental Agreement:	\$200.00	_____	_____
Rental Deposit to be paid at signing of the rental Agreement:	\$100.00	_____	_____
Rental Fee balance	\$100.00	_____	_____
Kitchen Rental	\$50.00	_____	_____

RENTER AGREES TO INDEMNIFY AND HOLD SILVER CITY WOMAN'S CLUB HARMLESS FROM ANY AND ALL EXPENSE AND LIABILITY OF EVERY NATURE WHICH MAY BE ASSERTED AGAINST IT BY RENTER, RENTER'S AGENTS, INVITEES, AND ANY THIRD PARTIES WHOMSOEVER.

I agree to abide by the above stipulations and fees.

Signature of Renter

Date

CHECKLIST FOR RENTERS

Renter Name _____

Rental Date _____

IF YOU WANT YOUR DEPOSIT MONEY RETURNED, YOU MUST COMPLETE THE FOLLOWING:

_____ All decorations, including tape and staples, must be removed from the premises

_____ Four white folding tables left up in the main room and all others returned to storeroom.

_____ Brown Chairs are placed against the wall (**NOT STACKED** because they are hard to take apart)

_____ Red Chairs are placed in stacks of 4 against the walls at the front of the main room

_____ Waste baskets in both restrooms emptied

_____ All trash bags must be tied and carried to the receptacles outside the kitchen door and **black bags replaced**. (1 extra bag is provided in the bottom of each can. Bring your own if more should be needed.

_____ Floors should be swept with broom in the storeroom.

_____ Any stains on the floor from spills are to be cleaned **immediately**.

_____ Air Conditioner off (next to the men's restroom-BOTH SWITCHES)

_____ ALL Lights off

_____ ALL doors locked (Patio door, Main entrance, Kitchen door)

IF KITCHEN IS USED:

_____ Kitchen sinks rinsed and dried (stainless steel cleaner next to the sink on right)

_____ Kitchen range top cleaned of food and spills (if used)

_____ Kitchen counter tops washed and dried and clean microwave (if used)

_____ Kitchen WET towels removed (they mildew)

_____ Kitchen floor mopped

IMPORTANT:

_____ **ANY DAMAGE TO BUILDING OR CONTENTS WILL BE ASSESSED AT REPLACEMENT OR REPAIR COSTS.**

_____ **VIOLATING THE RULES REGARDING ALCOHOL CONSUMPTION AND/OR SMOKING IN THE BUILDING WILL BE GROUNDS FOR FORFEITING THE ENTIRE \$200 CLEANING DEPOSIT.**

SCWC Rep _____

Date of Inspection: _____ Time: _____