

SILVER CITY WOMAN'S CLUB RENTAL CONTRACT

P.O. Box 1579
411 Silver Heights Blvd.
Silver City, New Mexico 88062
575-242-9035

Silvercitywomansclub1909@gmail.com



Members Personal Use Only

***Note:** Please print clearly, if we can't read your writing, we can't send your deposit back.*

Date agreement submitted: _____

Rental Date(s): _____ **Hours for set up and event:** _____ to _____

If set up/decoration is necessary the day before, it must be cleared with the rental agent, and a \$50 fee will be charged.

Member responsible for Door Code/Key and Clean-up: _____

Member's Name: _____ **Email:** _____

Address: _____

Phone: _____

Type of function/event to be held: _____

Will food be served at function? _____ Prepared on site ____ Prepared elsewhere ____

Catered ____ (If catered name & number for caterer) _____

The member signing this contract will be responsible for the following:

Absolutely no alcohol may be consumed on the premises of Silver City Woman's Club (SCWC) 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 the building. _____ Initials of renter required.

1. If a door code is not available, a refundable key deposit of \$100.00 is required. The deposit will be forfeited if, upon inspection, conditions are unsatisfactory according to the **CHECKLIST for RENTER USE**.
2. The rental fee (and kitchen use fee) is required with the submission of this rental contract. The fees may be paid in cash or check (*make check payable to Silver City Woman's Club*). Either party to this contract has the right to cancel this contract with a minimum of 14 days' notice of the rental date.
3. 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 by SCWC's Rental Agent after the day(s) of rental.

4. **Both EXIT doors will be unlocked and unbolted when building is in use. Remember to RELOCK all doors before leaving.**
5. Due to fire hazards, lighted candles are prohibited inside the Silver City Woman's Club building. However, battery operated candles are permissible.
6. Renters will provide their own dishtowels, dishcloths, dish soap, and garbage bags. **Silver City Woman's Club Tablecloths, dishes, dish soap, and utensils are not to be used.** There will be a black garbage bag in the bottom of the garbage can. If more bags are needed, renter will provide them.
7. **Renters may not adjust the thermostats for the heat.** The thermostat boxes are locked, and steam heat takes hours to adjust. **If the A/C is used, switches must be turned off before leaving.** The A/C switches are located next to the restroom in the back room.
8. Renter may be asked to have personal liability insurance. If requested, supply a copy of the disclaimer page.

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

Signature of Renter

Signature of Club Official

If you have any questions or concerns regarding the rental of this building, please contact the Rental Agent at 575-242-9035

Rental date is not guaranteed until full rental fees are paid. The building door code will be given to the party responsible before the rental date. If a key is to be used it may be picked up at the SCWC office the Monday before the rental date between 11 and 1, unless other arrangements are made. No deposit refund will be refunded until the key is returned.

	<u>Amount</u>	<u>Date</u>	<u>Received By</u>
Key Deposit Fee	\$100.00	_____	_____
Rental Fee	\$75.00	_____	_____
Extra Day Setup Fee	\$40.00	_____	_____
Kitchen Use Fee	\$50.00	_____	_____
Total Amount Paid _____ Cash ____ Check # _____		_____	_____
Refund Returned ____ Denied ____ Date _____ Check # _____			_____

RENTER AGREES TO INDEMNITY 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 RENTAL DEPOSIT RETURNED, YOU MUST COMPLETE THE FOLLOWING:

- All decorations, including tape and staples must be removed from the premises
- All folding tables must be returned to the storage racks
- Chairs returned to storeroom neatly on rack
- Waste baskets in both restrooms emptied
- All trash bags must be tied and carried to the garbage cans outside the kitchen door and black bags replaced. 1 extra bag is provided in the bottom of each can. Bring your own if more is needed.
- Floors should be swept with brooms provided in the storeroom
- Any spills on the floor are to be cleaned immediately, so there are no stains on the floor
- If the Air Conditioner is used, both switches must be turned off before leaving. The switches are located next to the restroom in the back storeroom
- All lights turned off before leaving
- All doors locked (Patio door, Main entrance door, Kitchen door)

IF THE KITCHEN IS USED:

- Kitchen sinks rinsed and dried
- Kitchen range top cleaned of all food and spills
- Kitchen counter tops washed and dried and clean microwave if used
- All kitchen wet towels removed (they mildew)
- Kitchen floor mopped

IMPORTANT:

ANY DAMAGE TO THE BUILDING OR CONTENTS WILL BE ASSESSED AT REPLACEMENT OR REPAIR COSTS. RENTER WILL BE BILLED FOR COST.

VIOLATING THE RULES REGARDING ALCOHOL CONSUMPTION AND/OR SMOKING IN THE BUILDING OR ON THE SCWC PREMISES WILL BE GROUNDS FOR FORFEITING THE ENTIRE CLEANING DEPOSIT AND FUTURE USE OF THE BILDING

SCWC Representative Signature

Inspection Date

Time