

**Woman's Club of Lincoln
PO Box 1113
499 E Street (corner of 5th)
Lincoln, California 95648
916-645-3665**

Woman's Club Rental Contract Long-Term Agreement

RENTAL AGREEMENT:

Rental Agreement between _____ and the Woman's Club started on _____ and runs until cancelled by either party with a written 30 day notice. The building is to be available _____ between the hours of _____. If building is not needed on a particular night or day in the rental agreement, a one months' notice should be given to Woman's Club Agent so that the club can be rented by others. If no notice is given, then full rental amount is due, and no discount may be taken. Rental amount will be _per meeting time. **Payment is due in full (deposit and rental fee) 10 days after Contract is signed or you will lose your deposit.** Please mail your payment to: **Woman's Club, P. O. Box 1113, Lincoln, CA 95648 _____ (Initialed By Renter)**

DEPOSIT:

1. A \$300.00 Deposit is paid when the contract is signed and will be returned (minus \$100 non-refundable cleaning fee) with a 30-day written notice of cancellation and the return of the building key. There will be a \$20.00 service charge for any checks returned for insufficient funds.

KEY TO BUILDING:

The entrance key will be given to _____ upon approval of the Rental Agreement. The person responsible for the key and their phone number is : _____ Key must be returned for full deposit refund).

INSURANCE:

1. Our rental policy requires a certificate of insurance naming the Woman's Club of Lincoln, its officers and members as additionally insured for the above group in the amount of \$1,000,000.00. Our name must be printed on the certificate of insurance and can be mailed directly from your insurance company to the Woman's Club. This insurance certificate needs to remain on file and updated yearly. It is your responsibility to update this record.
2. If Alcohol is to be served **(beer, wine and champagne ONLY) No hard alcohol, your insurance agent must add an alcohol addendum to insurance certificate.**

3. No Smoking on premise
4. **Capacity 49**

CLEAN UP:

1. The building must be left completely clean. Follow the Check Out list.
2. Dust sweeps the inside floors.
3. The outside of the building and grounds must be clear of litter and kept clean.
4. All clean-ups must be completed before Renter leaves the premises.
5. Additional cleaning time due to your rental will be billed at \$50 per hour minimum.
6. Damage to building or contents will be billed at replacement cost.

GARBAGE:

1. Trash and garbage must be removed from the inside of the building and placed in the trash cans on the back porch. **Any trash left on outside grounds must also be removed.**

HEATING AND AIR CONDITIONING:

1. Thermostat is controlled by the maintenance manager only.
2. Remote is used for the air conditioning and heating units in each room.
See instructions near the remote.
3. Make sure each unit is turned off before leaving the building,

LOCKING-UP:

1. **Lock (all) 4 doors**
2. **Close and lock all windows.**
3. **Turn off all lights.**

SECURITY SYSTEM: Please note that a new security surveillance system with cameras has been installed inside and outside of the building. Be aware, ALL rooms are under surveillance Including the parlor. If anything is caught on camera inside or outside the premises and shows something is broken, damaged or not taken care of you will be held responsible for payment inside or outside. Initialed by Renter _____

Perform a last-minute walk through before leaving.

I have read and will abide by the rules: Print Name: _____

Signature: _____ Date: _____
Capacity 49 _____ (Initialed by renter)