

Glendale Woman's Club Property Rental Agreement

This agreement entered on _____ hereinafter referred to as Lessee. **Whereas**, the Lessor is the owner of a building located at 7032 North 56th Avenue, Glendale Arizona, 85301, and is willing to rent the same for legitimate purposes and, **Whereas** the Lessee is desirous of renting said facility upon the terms and conditions set forth (*Attachment A*) and Whereas, the Lessee represents its name and purpose and the responsible parties to be as follows:

Lessee/Name: _____ **Email:** _____ **Cell Phone:** _____

Street Address _____ **City** _____ **State** AZ **Zip Code** _____

Alternate Contact Name: _____ **Alternate contact Cell Phone:** _____

Date of Event: _____ **Purpose of Event:** _____ **Event Hours:** _____

Standard set up will seat 96. Lessee may Re-arrange Tables/chairs for your event, at the end of your event, return building to "As Found" condition. Mop messy spills as they happen, wipe down areas as needed, bag all trash (tightly closed), then take out to the trash bins (out the back door).

A. Per the fire code, seating cannot exceed 152 in the main hall, 200 in the entire building. # of Persons Attending the Event ~ 100

B. All alcohol is served at a beverage station that Lessee sets up/served by the bartender we provide unless you contract an outside service (must be able to provide current business license/insurance. _____ **Initials** Alcohol will be served **YES** **NO**

Event day schedule: **Setup** _____ **Guests arrive** _____ **Begin Clean up:** _____ **EXIT** _____

D. Under no circumstances are any form of smoking, vaping, illegal substances or weapons of any type allowed on the clubhouse premises. _____ **Initials**

E. **An initial payment of \$300.00 is required to hold/book a rental and is non-refundable. With a 60 day notice, Client may request a change in event date and pay a change fee of \$100.00 in order to not lose that initial payment.** All payments are to be made in the form of cash, check, money order, Zelle or Venmo. All payments are applied toward the final balance due. **50% of total contract payment is due by contract date + 50% time remaining prior to event date. Failure to complete the contract as scheduled, may cause the customer to lose up to 50% of monies paid to that contract. Final payment is due 10 days before event date.** _____ **Initials.**

Lessor is responsible for the payment of all applicable rental taxes. In addition to rental fees a damage/cleaning payment of \$300 is required to be paid in advance of the rental. This amount will be fully refunded if the rental contract is completed, and no Damages are found and no excessive cleaning is required.

_____ **Initials** Excessive cleaning required by Lessor to restore facility back to "as found" condition will be billed to the lessee at the rate of \$35 per hour. In all cases, Lessee will be notified of any damage or cleaning issues within 36 hours of the completion of event. _____ **Initials**

Friday-Saturday are required full day rentals at a rate of \$2900. + tax + selected rental options, including bartender serve time 5 hrs.

*** If no alcohol, reduce rental rate by \$100.** Example: 12 noon-12 midnight, Begin Setup 12 noon-Event 6 to 11pm, Cleanup start 11 pm-exit by 12 midnight.

Sunday-Thursday day-time rental \$1000.00 + tax + selected rental options, includes Bartender up to 4 hours serve time. *If no alcohol, reduce rental rate by \$100. In all cases day events end by 5:00 pm. Must exit by 6 pm for the daytime rates to apply. *** Friday or Saturday can be rented as a day/short time rental IF date is available and IF contract date is less than 10 calendar days before Your Event Date**

Week-Day Rental rates; meetings/mixer 4 hours. Mon-Thurs 6am-10am or 6 pm-10 pm **\$700. + tax** does not include alcohol. Bartender is \$50 per hour/minimum charge-\$100. **** IF event date is < 30 days Fridays can be rented for the 4-hour weekday mixer option 6-10 am or pm**

*** Non-Profit Organizations with valid IRS Determination Letters** are encouraged to apply for Reduced Rental Rate program. This reduced rental rate program is only valid Mon-Thursday, maximum discount is 1 rental per month, and this discounted rental does not include any alcohol serve time. **** alcohol/bartender is available at a rate of \$50 per hour with a minimum service charge of \$100.** It is therefore agreed: The Lessor will rent to the Lessee (GFWC Glendale Woman's Club) these premises for the purpose as said above and the terms set forth herein. Lessee is required to review and sign for acceptance of all rental terms as found in Attachment A. Lessee understands any violation of the Glendale Woman's Club Rental Policies may result in denial of any future reservations. *Lessee further understands that all guests are expected to comply with all Rental Policy and Procedures. Violation of any clubhouse rental policies may result in immediate shut-down of the event and everyone will be asked to vacate the premises immediately.* **Rent and Deposits: All payments are to be paid in full, at least 10 days in advance of the actual event date.** Payment methods include Cash, Check, Money Order, or Online **via ZELLE or VENMO.** **Use Cell Phone: 623-937-9915 and name: GFWC Glendale Woman's Club.** In addition to all rental fees a **\$300 refundable cleaning/damage deposit is required to be paid in full prior to the event and will be used to cover damages to the property/building attributed to your rental.** Excessive cleaning charges may be assessed at a rate of \$35.00 per hour.

Rent \$ _____ Add-ons _____ Tax \$ _____ Refundable clean-damage deposit **\$300**

** Option pricing is found on page 4, add additional pages as needed

Date	Cash	Check	Money order	Zelle or Venmo	Total due \$
Terms 50% contract date – time remaining 50%: Date _____			Final deposit Payment due-time remaining 10 days: Date _____		

Glendale Woman's Club, Lessor, By _____

Date: _____

Lessee Signature: _____

Date: _____

Rules and Regulations: Attached to this rental agreement, are designated **EXHIBIT A**, an agreement of the parties made as part of this lease. The Lessee, by execution of the clubhouse rental lease document, agrees that they have read the **Rules and Regulations and General Guidelines** set forth in this **EXHIBIT A** and agrees to be bound thereby.

1. **The Lessee shall not assign or sublet this agreement.**
2. **Activities:** Lessee agrees that the premises will be used solely for the purposes as stated, and that any anti-American, riot-type activities or other meetings deemed harmful to the name or reputation of the Lessor will immediately cause this agreement to become null and void without notice. Lessor will be the sole judge whether such activities of Lessee are harmful to the name or reputation of the Lessor.
3. **Publicity:** Lessee may use the club building address in any advertisements; no publicity or statements made by Lessee will indicate in any way that the Lessor either sponsors, approves or is in any way connected with the activity to be held by the Lessee. Any breach of the foregoing will render this agreement null and void without notice.
4. **Unavailability of Premises:** Should the premises become unavailable because of fire, strikes, acts of God, or other causes beyond the control of the Lessor, this agreement will be cancelled, and the Lessor will not be financially liable to Lessee further than refunding pre- paid rents in excess of the required 50% total rents due and payable at 50% of time and available damage/cleaning deposits.
5. **Indemnity From Losses/Hold Harmless.** Lessee shall to the fullest extent permitted by law, indemnify, defend with counsel acceptable to Lessor, and hold Lessor and Lessor's employees, agents, partners, officers, directors and shareholders harmless from and against any and all claims, damages, losses, liabilities, penalties, judgments, and costs and expenses (including, without limitation, attorneys' fees) and any suit, action or proceeding brought pursuant thereto except to the extent caused by the gross negligence or willful misconduct of Lessor, or Lessor's employees, agents, partners, officers, directors or shareholders (collectively, "Claims"), including, without limitation, Claims for property damage, or personal injury including death, arising out of (i) Lessee's use of the Premises or any part thereof, or any activity, work or other thing done in or about the Premises, (ii) any activity, work or other thing done, permitted in or about the Premises, or any part thereof during the Term of this Lease or at any other time that Lessee occupies all or any portion of the Premises, (iii) any breach or default in the performance of any obligation on Lessee's part to be performed under the terms of this Lease, or (iv) any act or negligence of the Lessee or Lessee's Agents. The indemnity herein shall extend to the costs and expenses incurred by Lessor for administrative expenses, consultant fees, expert costs, investigation expenses and costs incurred in settling indemnified claims, whether such costs occurred before or after any litigation is commenced. The obligations of Lessee pursuant to this Attachment A and elsewhere in this Lease with respect to indemnification of Lessor shall survive the Lease Termination and shall continue in effect until any and all claims, actions or causes of action with respect to any of the matters indemnified against are fully and finally barred by the applicable statute of limitations. In no event shall any insurance provisions set forth in this Lease be construed as any limitation on the scope of indemnification set forth herein. Lessee as a material part of the consideration to Lessor hereby assumes all risk of damage or loss to property or injury or death to person in, upon or about all portions of the Project from any cause except as hereinafter stated. **Attorney's Fees and Non-Assignability:** The terms of this agreement will be construed by the laws of the State of Arizona, and in any proceedings required to enforce the terms of this agreement, the prevailing party will be entitled to its reasonable attorney's fees and costs. This agreement is non-assignable without express written authorization of the Lessor. Time is declared to be of the essence of this agreement.
6. **Payments** may be made by cash, check, money order, cashier's check or online via ZELLE or VENMO phone number 623-937-9915 and user name: GFWC Glendale Woman's Club. A returned check fee of \$35 will be charged for all returned checks. All payments including the initial \$300 and up to 50% of payment due are forfeited in the case of customer request for contract cancellation. Any payments beyond 50% of payment may be refunded with at least 90 day notice, ***IF the venue is able to rebook the exact date.*** The client may be entitled to a partial refund of payments above the initial \$300 payment. This can only happen after the rebooked event has been completed, 100% same date/same hours (ie, a Saturday rental rebooked for same Saturday).
7. **An initial payment of \$300.00 is required to hold/book a rental.** This payment is applied toward final balance due, and final payment is due no later than 10 days in advance of event date. Lessor will be responsible for the payment of all applicable taxes. **If applicable, damages will be assessed, and balances** refunded within 3 business days. In the event that damage has occurred, items are missing, or rental policies were not observed, and/or agreement times exceeded, this initial payment may be withheld.
8. **Refunds will not be issued for unused time AND refunds will not be issued to any customer if/when infractions occur that require the event to be shut down early.** The Lessor reserves the right to eject or cause to be ejected from the premises any objectionable person or persons, and neither the Lessor, nor its officers or agents shall be liable to the Lessee for any damages that may be sustained by Lessee through the exercise of the Lessor's such right.
9. **The Lessor reserves the right to terminate the use granted by this agreement for good cause.** Should the Lessor exercise this right, the Lessee agrees to forego any and all claims for damages against the Lessor and further agrees to waive any and all rights which might arise by reason of the terms of this use, and user shall have no recourse of any kind against the Lessor.
10. **The Lessee must be at least 21 years of age and must have the rental agreement with him/her during the rental agreement time.** All Regulations apply to Lessee's guests. Lessee is responsible for the conduct of their event guests.
11. **The lessee shall be held monetarily liable for damage to equipment, furnishings, landscaping and the building, whether caused by the Lessee, guests, exhibitors, or contractors, ordinary wear exempted.** Replacement and repair to items will be made by the Clubhouse trustee and the cost of such repairs or replacement will be assessed to the Lessee and subtracted from the damage deposit. If the amount of replacement or repairs is found to be greater than the damage deposit, a bill for the remaining damages owed to the Lessor will be sent to the Lessee within 3 days of said rental, and due and payable upon receipt.

- 12. **The reserved time is the total time the Lessee will occupy the building including both set-up and clean-up time.** This also includes any time that vendors (caterer, disc jockey, bartender, etc.) are present in the facility. Doors are locked promptly at the end of the rental period. **Usage time beyond reserved times may result in automatic cancellation of any prepaid rental funds.**
- 13. **All facilities and equipment must be left clean, undamaged condition and the payout to be in "as found" condition.** Tables should be wiped clean to remove any debris. All spills must be removed from the floor as soon as possible. Trash is to be placed in appropriate containers outside (rear of building). Chairs and tables are to be returned to the setting as found "when you arrived"
- 14. **Room capacity may not be exceeded.** 152 SEATED AT TABLES in the main hall / 200 entire building. **Club-owned furniture and equipment shall not be removed from the facility or other rooms, unless granted permission in advance in writing.**
- 15. **All local fire and safety regulations and state law relating thereto shall be complied with. Smoking is not permitted in any area inside the structure.** Those who *smoke must stay at least 30 feet from the designated entrance of the building.* Smoking materials must be disposed of responsibly and in the outside ashtray as provided.
- 16. **Animals are not permitted in the building/structures on the premises except those assisting disabled individuals,** or if written into the contract. If animals are permitted, per the contract, all refuse from the animal(s) must be disposed of appropriately.
- 17. **Groups using the facilities must comply with the provisions in Title II A of the Americans with Disabilities Act.**

GENERAL LIABILITY AND ALCOHOL GUIDELINES

- 1. **The Lessor assumes no responsibility** whatsoever for any property placed by Lessee in the facility. Lessee hereby expressly releases and discharges the Lessor from any and all liabilities for any loss, injury, or damages to property which may or do arise out of or be related to the occupancy and use of said premises under this agreement.
- 2. If alcohol is to be served, **Certified Bartender are required and** will be contracted by Lessor for your private rental event. **Lessee may supply bartender but they must be pre-approved by the Lessor, and comply with Lessor insurance requirements.** Lessee is responsible for all additional costs.
- 3. **The Lessee shall indemnify and save harmless the Lessor from all loss, costs,** and expense arising out of any liability, or claim of liability, for injury or damages to persons, or property sustained, or claimed to have been sustained, by anyone whomever, resulting in whole or in part from any act or omission of Lessee or any of its officers, agents, guests, patrons, or invitees.
- 4. Lessee shall pay for all damage to the property of the Lessor, or losses or theft of such property, done or caused by such persons, save and excepting therefrom any claim rising out of or related to negligence of or by the Lessor, its officers, or agents.
- 5. **Casino events or those similar in nature must abide by local rules governing amusement gambling.** It is Lessee's responsibility to know these rules and assume full responsibility to make sure they are followed.

ALCOHOL GUIDELINES

- 1. Glass bottles are strongly discouraged.
- 2. No sale of alcohol is permitted unless the appropriate permits/license has been obtained thru the State of Arizona/Glendale
- 3. The Lessor will setup/stock the beverage station; the Lessee will provide the bartender for all events serving alcohol.
- 4. Consumption of alcohol is only permitted within the building. Alcohol consumption is NOT permitted outside. The serving of alcohol must cease one hour prior to the conclusion of the rental.
- 5. All Title-4 Arizona Liquor Law, including No underage age consumption, pertaining to alcohol will be adhered to while on any part of the Rental facility premises.

DECORATIONS/FLAMMABLE MATERIALS/USE OF KITCHEN

- 1. **No open flames are permitted as table decorations, this includes candles, etc.**
- 2. **ABSOLUTELY NO Propane Grills are allowed to be brought inside for use in the clubhouse building.**
- 3. **Confetti and glitter are not permitted, use of "Bales of Hay" is discouraged.** If you bring it in, you MAY be liable for excessive cleaning charges (removal of hay/debris is not covered in any rental cleaning options).
- 4. Pins, staples, nails, or similar fasteners are not permitted on walls, tables, chairs or other fixtures or furniture.
- 5. **USE Painters Tape/Frog tape (green, blue) to apply décor items to the walls or wood surfaces**
- 6. Any wires/strings that are used to stretch from hook to hook, must be removed completely before Lessee leaves.
- 7. Removal of any item(s) left behind at facility by the Lessor's will be assessed removal fee by the Lessor at the Lessee's expense.
- 8. Lessee may apply decorations inside the building and in designated (pre-approved) areas outside the facility.
- 9. Sterno cans are permitted, to keep warming trays warm, when used according to directions (placed in the chafing dish holder).
- 10. Decorations are not permitted on any fixed glass surface (ex. Windows)
- 11. The use of helium balloons is discouraged. If used, retrieval and removal is the Lessee's responsibility. Lessee should pay extra attention to rooms that contain ceiling fans. If any damage occurs, Lessee's damage deposit MAY be held until items are corrected.
- 12. The kitchen may only be used in support of your events food service/catering functions. Cooking is to be completed offsite. Ovens should be used for warming food, refrigerators should be used to store cold storage of food and beverages.

I have received a copy of the clubhouse rental contract rules. I understand I am responsible for the actions of my guests.

Lessee Signature: _____ Today's Date: _____

Rental Amenities/Options

- Standard rental event time is up to 4 hours for day-time events and up to 5 hours for night-time events.** Early entry and/or set-up time or extra DAY TIME EVENT time **\$70 per hour + tax**
NOTE: All LATE EXITS are subject to OVERTIME CHARGES as listed in 2. OVERTIME HOURS
- LATE EXITS for Day Events past 6 pm or OVERTIME HOURS** Must exit by 10:00 pm Sunday thru Thursday. Must exit by 2:00 am max for Friday or Saturday night events **\$200 per hour + tax.**
- Lessor provides “1” bartender for all events.** 4 hours serve time for day-time events or 5 hours serve time for night-time events. The rental client MAY request additional bartenders to be billed at a rate of \$25 per hour (must have no less than 14 days notice to add additional bartenders).
 - Lessee MAY order their own full-service bartender company for your event.** Instruct the service provider to submit a copy of their valid license/ insurance. Once received, your rental contract will be updated to reflect a reduction in your rental price of \$100.

<u>Audio/Video Options</u>	<u>Price per item...</u>
65 inch Smart TV (HDMI cord is included)	\$50.00 + tax
Stationary microphone podium with USB/mp3 outlet and one bi- directions corded microphone.	\$50.00 + tax
Enhanced Microphone system (using overhead speakers) and 2 wireless mics	\$100.00 + tax
4k projection system (HDMI and/or USB plug in) with 120 inch screen, includes enhanced speaker system and two wireless microphones	\$150.00 + tax
<u>FINAL CLEAN UP</u> Remove all your personal items, we do the rest	\$125.00 + tax
** Weddings only... Separate Wedding/Reception rental contract must be in place for next day. Early entry includes setup the day before {up to 8 hours}. No event/party. This is Venue setup only. Requires exit prior to 10 pm.	\$700 .00 + tax
Please note: We do not provide OUTDOOT tables or chairs Rental companies are required to remove their items prior to lessee’s rental exit time.	
Outdoor - electric hookup {south east corner of the building}	\$20.00 + tax

RENTER'S CHECKLIST- HOUSE RULES

LEAVE AS "FIRST FOUND"

	<p>TABLES are allowed to be moved, set up as desired for your event.</p> <ol style="list-style-type: none">1. Must return to "as found" set up. 12 tables. 4 rows, 3 tables per row, 8 chairs.2. Return excess tables to table storage room. <p>Note: Two 8-foot tables are left upright in the kitchen..</p>
	<p>FLOORS</p> <p>Spot mop in all areas if necessary, to remove liquid spills (as they occur).</p> <p>Sweep floors in Main Entry, Hall, Kitchen, Bathrooms, and Stage (as needed)</p>
	<p>TRASH COLLECTION All containers are to be emptied from the two Bathrooms, the Kitchen area, and all large trash containers.</p> <ol style="list-style-type: none">1. Pour all liquid out of cups, bottles, and cans, before placing in the trash bags.2. Tie all bags so they are closed tight/secure. <p>TRASH is to be taken out the back door, placed in the Big Trash Container.</p>
	<p><u>Refrigerators</u> and freezers are to be emptied, of any food/ice.</p> <ol style="list-style-type: none">1. Using a damp cloth, wipe down the refrigerators, inside and outside as needed.2. There should be no visible signs of food debris
	<p>Ovens/Stovetops/SINKS are to be wiped clean of all food debris/cooking marks.</p> <ol style="list-style-type: none">1. Using a damp cloth, wipe the ovens and stove top, inside and outside as needed.2. There should be no visible signs of food debris
	<p>Portable Carts Are available for your use, bringing your personal items to/from the building. Use a damp cloth to clean the carts to remove any visible debris.</p>
	<p>Wall Decor Painters tape (blue or green) is the only product to be used to attach any wall decor items. No Nails, NO SCOTCH TAPE, no putty/sticky "stuff".</p> <ol style="list-style-type: none">1. Recheck walls, remove any painter's tape that may have been used.
	<p>OUTSIDE Pick up debris outside that may be left by your guests.</p>

We thank you for your cooperation!

Building floor plan-layout

Glendale Woman's Clubhouse
 7032 N. 56 Avenue
 Glendale, AZ 85301
 623-937-9915

