Woman's Club of Lincoln
499 E Street (Corner of 5th)
Lincoln, CA 95648

Name of Renter: _____

Today's Date: _____

Rates for Rental:

☐ **Full Day: All day between 8:00am to 10:00pm; $800 + $400 Security Deposit**

☐ **Half Day: Four (4) hours between 8:00am to 10:00pm; $600 + $400 Security Deposit**

$200 of Security Deposit is refundable when Club is left in satisfactory condition.
Checks for Security Deposit are to be made out to "Woman's Club of Lincoln".
Mail to: P.O. Box 1113, Lincoln, CA 95648 (*or use QR Code on page 2*)

For the use of the Woman's Club of Lincoln building on date: _____

INSURANCE LIABILITY: **Renter is to obtain and provide a one-day Event Insurance Policy in the amount of one million dollars ($1,000,000) for the day of the event naming the Woman's Club of Lincoln (at 499 E Street, Lincon, CA 95648) as the Certificate Holder and Additional Insured Organization. If alcohol is being served at the event, then the Certificate must show *'Host Liquor Liability Included'* as an addendum. This may be obtained from Renter's insurance company or from Cornerstone Insurance (916-645-3333) in Lincoln. The certificate must be presented to the Woman's Club of Lincoln no later than fourteen (14) days before date of the rental event.**

1. Rental is secured ONLY once deposit is received and contract is signed. The date will remain available until both conditions are met. The balance of rental fee is due within two weeks after contract is signed. There will be a $50.00 service charge for any checks returned for insufficient funds.

2. Full refund if cancelled at least thirty (30) days prior to the event date. Renter will forfeit security deposit if cancellation is made less than 30 days prior to event date.

3. Woman's Club will set up all the tables and chairs and take them down for cleaning. The cleaning service will coordinate with Renter in advance to provide options for configuration of tables and chairs for the event. Damage fees may be assessed if the moving of tables and/or chairs causes any damage to the floors.

Renter Initials: _____

4. Building will be inspected after each rental by the cleaning service. If damages are found, security recording will be reviewed and used to support reduction or forfeiture of security deposit if necessary. If Club is left in satisfactory condition, deposit will be returned by mail.

SECURITY SYSTEM: Please note a security surveillance system with cameras is present both inside and outside of the building. Be aware that ALL rooms are under surveillance. If any action on the recording shows something broken, damaged or not taken care of properly, Renter will be held responsible for payment of any damages.

Renter Initials: _____

NAME & ADDRESS FOR RETURN OF RENTAL DEPOSIT:

Print Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____

Email: _____

Phone: _____

Contact the Rental Manager, Chip Dunavent, at 510-508-1021 for any questions or issues.

Payment can be made with Zelle using the QR Code below with Email address 'womanscluboflincoln@gmail.com'.

WOMAN'S CLUB OF LINCOLN RENTAL RULES:

- **Music may not, at any time, be so loud as to disturb the neighbors.**
- **Music must be off by 10:00 pm.**
- **No large sound systems may be used in the building.**
- **Smoking, including cigarettes, cigars, cannabis or vaping are NOT allowed inside.**
- **No rice, birdseed, confetti, or silly string**
- **Do not use tape, tacks, or nails on the walls, ceiling, or drapes. Nothing should be attached or hung from Light fixtures on the side walls. Only battery-operated candles are allowed (NO open flames). Any damage will be repaired and billed to the renter.**
- **There is wheelchair accessibility and the ADA door must be unlocked throughout the entire event. It will be the Renter's responsibility to make sure the ADA door is locked when event is finished.**
- **No signs to be placed on city sidewalks**
- **Children are not to roam around the patio area. Make sure they DO NOT CRAWL ON OUTSIDE WALLS. Any damage to walls will be at renter's expense.**
- **No pets are allowed in the Clubhouse**
- **Leave the Clubhouse as you found it (clean up any spills)**
- **The oven and burners are to be turned off, and the kitchen must be left clean.**
- **Do not leave any food, decorations or personal items at the Clubhouse.**
- **Renter must be out by the agreed time. The key is to be left at the agreed location.**
- **If the Police are called by neighbors for disturbance or noise complaints, deposit will be forfeited.**

ALCOHOLIC BEVERAGES:

1. **Alcoholic beverages cannot be sold without a current California State Liquor License.**
2. **Alcohol may not be served to any guests under 21 years of age.**
3. **If Alcohol is to be served, your insurance agent must include an alcohol addendum to the insurance certificate.**

I have read and will abide by all the Rules of the Woman's Club of Lincoln, and I know I must abide by all rental rules or lose my security deposit.

Renter Initials: _____

HEATING & AIR CONDITIONING:

There are five heating/air units. Each unit is controlled by a hand monitored control. The Rental Manager will show how to use it and either 1) shut it off or 2) leave the temperature set when you are leaving the premises.

KEYS TO THE BUILDING:

1. **Entrance key may be picked up from the Rental Manager who will wait fifteen (15) minutes.**
2. **If Renter cannot meet at time arranged, then call (916) 645-3665 to make other arrangements. Rental Manager will go over unlocking the door (turn key to the right).**

DAMAGE TO PREMISES:

1. **Renter should inspect the building and premises to be sure everything is in order and clean before taking possession. Any damage by the Renter will be paid from the rental security deposit. Any additional cost will be billed to the Renter.**
2. **The building equipment and premises will be inspected the day following your rental. Upon confirmation of satisfactory condition of the building, $200 of the Security Deposit will be refunded to address provided by Renter.**
3. **NOTHING should be moved into the Parlor room for storage. The parlor is where the ADA ramp is located. No moving of the piano.**
4. **LOCKING UP:**
   - **A. Make sure that all (4) doors are locked, Two on the porch, the Parlor and the front door. Please double-check before leaving the building.**
     - **1) Close and lock all windows**
     - **2) Turn off all lights**
     - **3) Turn off heat/air**
   - **B. Place key in appropriate location as shown by Rental Manager.**

I/we have read the foregoing contract and agree to all conditions set forth relating to the rental of the Woman's Club of Lincoln 499 E Street, Lincoln, CA 95648.

Print Name: _____

Signature (Renter): _____

Date: _____

Revised October 2026