

CAPITAL CITY GARDEN CLUB, INC. CLUBHOUSE RENTAL AGREEMENT

626 Tram Road, Tallahassee, Florida 32305

The Capital City Garden Club, Inc. ("CCGC") is a non-profit organization comprised with the mission of encouraging the art of gardening through education of its members and the public. This document outlines the reservation and rental procedures for use of the Capital City Garden Clubhouse ("Clubhouse") located at 626 Tram Road, Tallahassee, Florida 32305.

MAXIMUM OCCUPANCY: Maximum occupancy is seventy-seven (77) people. All local and state building safety rules must be observed.

I. RESERVATIONS

The Clubhouse is the ideal place for any office gathering or celebrations such as birthday parties, retirement parties, receptions, weddings, and meetings.

1. **Booking:** Contact Clubhouse Manager at (850) 656-7224.
2. **Agreement:** Submission of approved form required (www.capitalcitygardenclubinc.com).
3. **Priority:** CCGC has priority over all events. Conflict resolution includes full refund.
4. **Security Deposit:** \$150.00 required to secure date.
5. **Payment Methods:** Money order, cashier's check, Zeffy, or Zelle.
6. **Final Balance:** Due 15 days prior to the event.
7. **Breach:** Failure to pay balance 15 days prior results in cancellation and forfeiture of fees.

II. RATES & HOURS

Weekday (Mon–Fri, 8 am – 5 pm): \$75.00/hr (3-hr minimum).

Weekend (Fri 6 pm – Sun- 1 am): \$95.00/hr (4-hr minimum).

Insurance Waiver: CCGC may waive COI for weekday business hour rentals only.

Event Insurance Requirements, **Except** where waived, renters must secure:

1. **General Liability:** \$1,000,000.00 minimum limit.
2. **Liquor Liability:** \$1,000,000.00 if alcohol is served.
3. **Additional Insured:** Must name CCGC, 626 Tram Road, Tallahassee, FL 32305.
4. **Deadline:** Proof required 15 days prior; failure results in immediate cancellation.

III. DEPOSIT

Each rental reservation requires a security deposit of \$150.00 to be paid at the time of the reservation. The security deposit is not deducted from the final cost of the clubhouse fee, and will be returned within ten business (10) days after the conclusion of the event by check from Capital City Garden Club, Inc.

IV. CANCELLATION

The deposit is refundable after your activity, provided there is no damage to the property and the rental time stated in the contract is followed. Cancellation notice must be received at least 90 days prior to the event for a full refund. Notices received less than 90 days before the event will forfeit the deposit. Any cancellation received within 2 weeks or less of the event will result in forfeiture of all deposits and fees. All cancellation notices must be submitted in writing.

V. MAXIMUM OCCUPANCY

Maximum occupancy in the clubhouse is seventy-seven (77) people; however, the maximum occupancy is subject to change due to health or safety guidelines. Please note that all local and state building safety rules or fire department regulations must be observed.

VI. PROHIBITIONS

Rental of the Clubhouse shall not be used for any purposes or activities prohibited by local, state, or federal law.

1. Smoking is not allowed anywhere on the Clubhouse property, which includes all locations inside or outside of the Clubhouse.
2. No pets or animals are permitted on the interior or exterior areas of the Clubhouse premises. **Only service animals with proper certification and prior management approval are allowed.**
3. Illegal drugs and firearms are strictly prohibited and may not be possessed, used, or brought onto any area of the Clubhouse property.
4. Alcohol **may not be sold on the premises under any circumstances unless a copy of a valid proof of a current license or state-issued permit is provided to the club manager 15 days prior to the event.** All alcohol services must comply with applicable Florida laws and regulations. Minors are strictly prohibited from consuming alcoholic beverages at any time. Failure to adhere to the requirements of this section is a breach of the Rental Agreement, and will result in an automatic cancellation of the event, along with forfeiture of the Renter's deposit, if evidence of the above-referenced activity is determined.

VII. FURNISHINGS AND FEATURES

A. The Clubhouse kitchen is equipped with a refrigerator, microwave, and toaster oven. At the conclusion of the event, the Renter must leave the kitchen clean, and in the same condition in which it was found.

B. There is no garbage disposal in the sink; therefore, renters should not place any food items down the sink for disposal purposes.

C. Renters must use sterno burners with appropriate holders and exercise their usage with care.

D. The Clubhouse is furnished with tables and chairs. It is the responsibility of the Renter to provide setup of tables and chairs and to store all tables and chairs in their original positions at the end of the event. **Renters shall not:**

1. Remove tables and chairs or any other items from the Clubhouse.
2. Rearrange any other furniture or wall fixtures inside the clubhouse without prior approval from the Clubhouse Manager.
3. Staple, nail, tack or scotch tape decorations or anything to the walls, blinds, doors, ceiling, or floor inside or outside the clubhouse. Painter's tape may be used to affix decorations to the walls only.

E. Table decorations and balloons may be used. No decorations or tablecloths are provided.

F. Renters and caterers must provide all of their own supplies, equipment, and utensils. Electric cooking appliances—such as electric griddles, hot plates, slow cookers, or similar countertop devices—are permitted for preparing food **inside** the Clubhouse, provided they are used safely and comply with all electrical and fire-safety guidelines.

G. The Clubhouse outdoor area permits the use of grills and a deep fryer. The Renter is responsible for bringing an appropriate container to collect all grease generated during their event. All used grease must be removed from the Clubhouse property by the Renter and may not be discarded anywhere on the premises.

H. At the end of the event, all items belonging to the Renter must be removed from the premises. The Renter will be financially responsible for the repair of any damage caused to the Clubhouse premises because of inappropriate actions or activity.

VIII. BUILDING ACCESS

The Clubhouse manager will provide the Renter with access to the Clubhouse prior to rental time. c

IX. OTHER USAGE CONSIDERATION

- A. Renters may not access the Clubhouse prior to scheduled starting time and the Renter must vacate the Clubhouse by the scheduled ending time.
- B. Renter shall supervise all minor children at all times while they are present on the premises.
- C. Renter and renter's guest shall park carefully to avoid running over the designated landscaping areas.
- D. Renter shall control guest conduct which includes crowd control, noise level and alcohol consumption.
- E. The Renter should perform cleanup immediately following the event, which includes, but is not limited to:
 - 1. Removal of all personal items belonging to the renter;
 - 2. Sweeping the floor for food and party items;
 - 3. Turn the HVAC (air-conditioner or heater) back to the original setting of 78F (air) or 68F (heat) before leaving;
 - 4. Placing trash in designed containers outside of the Clubhouse building prior to leaving the premises;
 - 5. Picking up trash generated from the event from the Clubhouse grounds, and placing it in designated trash containers;
 - 6. Turning off all lights inside the Clubhouse building;
 - 7. Closing and locking all windows, if opened during the event;
 - 8. Locking all the doors before exiting the premises;

X. DAMAGE LIABILITY

The Renter is financially responsible for any damage to and or theft from the property belonging to the Clubhouse which occurs as a result of the scheduled event. Should damage or theft be discovered, this will result in the automatic forfeiture of the Renter's security deposit and or claim may be filed against event insurance

Emergency Policy Statement

If an emergency occurs—such as a fire, major damage, injury, or any situation that threatens safety—the Renter must immediately call **911**. After contacting emergency services and once the situation is safe, the Renter must notify the Club Manager to report the incident.

The Club Manager is required to complete an official incident report documenting the event. This report will be placed on file with the renter agreement for record-keeping and follow-up.

XI. INDEMNIFICATION

The Renter shall indemnify and hold harmless the CCGC from and against any and all claims arising from Renter's use of the premises. The Renter shall further indemnify and hold harmless the CCGC from and against any and all claims arising from any breach or default in the performance of any obligation on the Renter's part to be performed under the terms of this Agreement, or arising from any negligence of the Renter, or any of Renter's agents, contractors, or employees, and from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such claim or any action or proceeding brought thereon; and in case any action or proceeding be brought against the CCGC by reason of any such claim. The Renter upon notice from the CCGC shall defend the same at the Renter's expense. Further, Renter, as a material part of the consideration to the CCGC, hereby assumes all risk of damage to property or injury to persons, invited in, upon or about the premises as a result of Renter's event on the premises, or arising from any cause, and the Renter hereby waives all claims in respect thereof against the CCGC.

XII. AGREEMENT

Any modification of this Agreement must be in writing and signed and dated by the Renter and Clubhouse manager, either on the face of this Agreement or in a document attached to this Agreement. The signer (renter) of this agreement is responsible for fulfilling all contractual obligations outlined in this rental agreement.

Signed: _____ Date: _____
(RENTER)

Print Name: _____

ID Verification Number _____

A government-issued photo ID is required to verify your identity. The name on the ID must match the signer (renter) of this agreement.

Signed: _____ Date: _____
(CLUBHOUSE MANAGER)

Print Name: _____