



TEMPE WOMAN'S CLUB
an Arizona non-profit corporation
1290 S. Mill Avenue | Tempe, Arizona | 85281
480-582-0823 | rentals@tempewomansclub.com
EVENT RENTAL AGREEMENT



1. RENTER INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Phone/Mobile: _____

Email: _____

Driver License #: _____

2. EVENT DETAILS

Type of Event: _____

Date(s) of Event: _____

Start Time: _____ End Time: _____ Total Hours: _____

Minimum rental: three (3) hours.

Estimated Number of Attendees: _____ (Capacity limit: 125*)

*Capacity over 125 requires City of Tempe Special Events Permit. Ask Rental Agent for details.

3. PAYMENT TERMS

A reservation deposit and refundable security deposit are required as outlined in *Addendum C – Fee Structure*. See *Addendum C – Fee Structure* for more detail on rental rates, reservation deposit requirements, security deposit amounts, and cancellation terms.

4. RULES AND REGULATIONS

Renter agrees to comply with all facility rules and regulations outlined in *Addendum – Rules and Regulations (Conditions of Use)*. Failure to do so may result in termination of this Agreement and forfeiture of fees or deposits.

5. LIABILITY, DEFENSE & INDEMNIFICATION

The Renter assumes full responsibility for the conduct of all guests, invitees, vendors, contractors, and participants attending or associated with the event.

For purposes of this Agreement, "Tempe Woman's Club" or "TWC" includes its Trustees, officers, members, volunteers, employees, agents, and authorized Rental Agent(s).

To the fullest extent permitted by law, the Renter shall indemnify, defend, and hold harmless TWC from and against any and all claims, demands, causes of action, damages, losses, liabilities, judgments, costs, and expenses, including reasonable attorney's fees, arising out of or related to:

- The Renter's use of the premises.
- The conduct of the Renter or any guest, invitee, vendor, or contractor.
- The service or consumption of alcohol.
- Property damage, personal injury, or death occurring in connection with the event.
- Violation of any law, ordinance, or regulation.
- Breach of this Agreement or any incorporated Addendum.

The Renter's obligation to defend TWC shall arise immediately upon presentation of a claim and shall apply regardless of whether the claim is groundless, false, or fraudulent.

The Renter's insurance coverage shall be primary and non-contributory to any insurance maintained by TWC.

This indemnification obligation shall survive the conclusion of the event and termination of this Agreement.

Nothing herein shall require the Renter to indemnify TWC for claims arising solely from TWC's gross negligence or willful misconduct.

6. KEY PICKUP & RETURN

Key Pickup Appointment: _____ Key Return Date: _____

The refundable security deposit will be returned within fourteen (14) days following satisfactory inspection and key return, less any documented deductions.

7. SIGNATURES

This Agreement, together with all incorporated Addenda, constitutes the entire agreement between the parties and supersedes any prior discussions, representations, or agreements.

I agree to comply with all requirements of this lease agreement.

Renter Name (Print): _____

Renter Signature: _____ Date: _____

Renter Name (Print): _____

Renter Signature: _____ Date: _____

TWC Rental Agent Signature: _____ Date: _____

Addendum A – Rules and Regulations (Conditions of Use)

This Addendum forms part of the Tempe Woman’s Club (TWC) Event Rental Agreement and outlines the rules and regulations governing the use of the TWC Clubhouse and surrounding property. By signing below, the Renter agrees to comply fully with all rules contained herein as a condition of the rental. Failure to comply may result in immediate termination of the event, forfeiture of deposits, and loss of future rental privileges.

1. General Conduct

- This Agreement is non-transferable and may not be sublet or assigned to another party.
 - The Clubhouse shall be used solely for the purpose stated in the Event Rental Agreement.
 - Renter and guests must comply with all federal, state, and local laws and ordinances, including City of Tempe regulations.
 - TWC reserves the right to deny access or terminate use for behavior inconsistent with the mission, safety, or decorum of the Club.
 - Renter is responsible for the conduct of all guests, invited or uninvited.
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2. Facility Care and Décor

- Written setup instructions must be submitted to the TWC Rental Agent at least ten (10) days prior to the event.
 - Only “3M Command” hooks may be used to secure décor. No nails, tacks, staples, tape, or adhesive putty are permitted.
 - No décor may be hung from fans, ceiling lights, or beams.
 - NO CANDLES or open flames are permitted, except small candles on birthday or celebration cakes.
 - NO confetti, glitter, rice, birdseed, or similar materials may be used anywhere on the premises. Use of bubbles is permitted outdoors only.
 - All decorations, furnishings, and equipment must be removed by the end of the rental period.
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3. Noise, Hours, and Compliance

- Renter must comply with all City of Tempe Noise Ordinances. Excessive noise after 10:00 PM is prohibited.
 - All activities, including cleanup, must be completed within the approved rental period.
 - Occupancy shall not exceed 125 people at any time unless a City of Tempe Special Events Permit is secured by Renter. (*See Rental Agent for more information*).
 - Violation of noise, occupancy, or time limits may result in immediate termination of the event.
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4. Safety and Security

- No weapons, firearms, or illegal substances are permitted on TWC property.
 - Smoking and vaping are prohibited both inside and outside the Clubhouse.
 - All fire exits and aisles must always remain clear and unobstructed.
 - Open-flame cooking, propane use, or grilling is not permitted either inside or outside the building.
 - The Renter is responsible for ensuring guest safety and adherence to all applicable fire codes.
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5. Food and Alcohol

- Renter may bring in food, caterers, non-alcoholic beverages, provided all items are removed by the end of the rental period.
 - Alcohol service or consumption is permitted only under the terms of *Addendum B – Alcohol Service and Security Policy*.
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6. Cleaning and Damage

- Renter is responsible for returning the facility to a clean and undamaged condition.
 - All trash, food, décor, and personal items must be removed by the end of the event.
 - Only TWC-provided or approved cleaning materials may be used on surfaces.
 - Additional cleaning or repair costs resulting from renter negligence will be billed at \$35 per hour plus materials.
 - The TWC Trustees will determine any damage costs exceeding the deposit based on custodian or tradesperson invoices.
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7. Parking and Access

- Parking is limited to 25 on lot spaces. Carpooling, ridesharing, and public transportation are encouraged.
 - For events anticipating a larger attendance, TWC strongly recommends that the Renter arrange for a professional valet or parking management service. The use of such services can help reduce traffic congestion in surrounding neighborhoods, improve guest access, and enhance overall event safety and experience. Any valet or parking service engaged by the Renter must comply with all applicable City of Tempe regulations and is the sole responsibility of the Renter.
 - Street parking must comply with all City of Tempe parking ordinances.
 - The Renter will receive building access only after full payment and proof of insurance are received.
 - Keys must be returned as specified in the main Agreement; lost keys incur a \$100 re-keying fee.
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8. Enforcement and Termination

- TWC reserves the right to inspect the premises at any time during the event.
- Violation of any rule may result in termination of the event and forfeiture of deposits or fees.

- TWC may deny future rental applications to renters who have violated this policy.
 - Renter is responsible for any legal or collection costs incurred by TWC in recovering damages or unpaid rent.
 - TWC reserves the right to deny or terminate any rental that is inconsistent with its mission, policies, or safety requirements.
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9. Force Majeure

TWC shall not be liable for any failure to provide the facility or perform under this Agreement due to causes beyond its control, including but not limited to acts of nature, fire, flood, power outage, or government restrictions. In such cases, TWC may offer to reschedule the event or provide a partial refund at its discretion.

10. Renter Acknowledgment

I have read and understand this *Addendum A – Rules and Regulations (Conditions of Use)* and agree to comply with all terms as a condition of my rental. Violation of these Rules and Regulations may result in forfeiture of deposits and denial of future rentals.

Renter Name (Print): _____

Renter Signature: _____ Date: _____

TWC Rental Agent Signature: _____ Date: _____

Addendum B – Alcohol Service and Security Policy

This Addendum forms part of the **Tempe Woman’s Club (TWC) Event Rental Agreement** and applies to all rentals where alcohol will be served, consumed, or present on TWC property. By signing below, the Renter agrees to comply fully with all conditions outlined herein.

1. General Restrictions

- Alcoholic beverages may only be served and consumed **inside the clubhouse** or in designated exterior areas approved in writing by TWC.
 - **Sale of alcohol** (including entry fees or ticketed events that include alcohol) is **strictly prohibited** unless the Renter provides proof of a valid **Arizona Department of Liquor Licenses and Control (ADLLC) Special Event Permit** and obtains **TWC Trustees approval** at least **30 days prior to the event**.
 - Alcohol may not be served to anyone under 21 years of age, nor to any person who is visibly intoxicated, in accordance with Arizona state law.
 - Alcohol service must **end at least one (1) hour prior** to the scheduled event conclusion.
 - Portable bars must be on protective flooring.
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2. Licensed Bartender Requirement

- If alcohol is present, service must be provided by a bartender employed by a **licensed and insured bartending service or catering company**, unless otherwise approved by TWC.
 - All bartenders must hold **current alcohol service training certification compliant with Arizona law**, including but not limited to:
 - Arizona Title 4 BASIC or MANAGEMENT training (A.R.S. §4-112(G)(2)),
 - Arizona LEAD (Licensee Education on Alcohol and Drugs),
 - TIPS (Training for Intervention Procedures), or an equivalent alcohol service training program approved by TWC.
 - Self-service, open bars, or service by unlicensed individuals is prohibited.
 - Proof of the vendor’s **general liability insurance** naming *Tempe Woman’s Club* as an **additional insured**, with coverage of **not less than \$1,000,000 per occurrence** and **proof of bartender certification** must be submitted to TWC at least ten (10) days before the event.
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3. Security Requirement

- For private events where alcohol is served and the Renter has provided proof of event liability insurance naming Tempe Woman’s Club as an additional insured, a licensed security guard is **not required**, provided the Renter maintains appropriate supervision of guests and complies with all alcohol service requirements.
- A licensed security guard **is required** for events that involve:
 - More than seventy-five (75) attendees
 - Ticket sales or admission fees
 - Events open to the public

- Alcohol sales or high-volume alcohol service
 - TWC reserves the right to require security for any event where, in its reasonable judgment, additional supervision is necessary for safety, compliance, or protection of the facility.
 - TWC reserves the right to increase security requirements based on event size, time of day, or event type.
 - When required, security personnel must hold a valid **Arizona DPS Guard Card** and remain on-site for the duration of alcohol service and one (1) hour thereafter.
 - Proof of security engagement (name of firm, license number, and coverage hours) must be provided to the TWC Rental Agent **no later than seven (7) days prior** to the event.
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4. Liability, Defense, and Indemnification

The Renter assumes full responsibility for the service, consumption, and control of alcohol at the event and for the conduct of all guests, invitees, vendors, and contractors associated with the event.

To the fullest extent permitted by law, the Renter shall indemnify, defend, and hold harmless the Tempe Woman’s Club, its trustees, officers, members, volunteers, employees, agents, and representatives (collectively, “TWC”) from and against any and all claims, demands, causes of action, damages, losses, liabilities, judgments, costs, and expenses, including reasonable attorney’s fees, arising out of or related to:

- The service or consumption of alcohol at the event.
- Any alcohol-related injury, death, or property damage.
- Alleged overservice, service to minors, or failure to supervise alcohol consumption.
- Violation of any federal, state, or local alcohol laws or regulations.
- Breach of this Addendum or the Event Rental Agreement.

The Renter’s obligation to defend TWC shall arise immediately upon presentation of a claim and shall apply regardless of whether the claim is groundless, false, or fraudulent.

The Renter’s required insurance coverage shall be primary and non-contributory to any insurance maintained by TWC.

This indemnification obligation shall survive the conclusion of the event and termination of this Agreement.

Nothing in this section shall require the Renter to indemnify TWC for claims arising solely from TWC’s gross negligence or willful misconduct.

Failure to comply with this Addendum may result in immediate termination of the rental, forfeiture of fees and deposits, and denial of future rentals.

5. Compliance and Enforcement

- The TWC Trustees and Rental Agent reserve the right to inspect the premises during any event and to terminate alcohol service or the event itself if noncompliance is observed.

- Law enforcement will be contacted if illegal activity, disorderly conduct, or public safety concerns arise.
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6. Renter Acknowledgment:

I have read and understand this *Addendum B – Alcohol Service and Security Policy* and agree to comply with all terms as a condition of my rental.

Renter Name (Print): _____

Renter Signature: _____ Date: _____

TWC Rental Agent Signature: _____ Date: _____

Addendum C – Fee Structure

This Addendum forms part of the Tempe Woman’s Club (TWC) Event Rental Agreement and sets forth the standard rental rates, deposits, payments and cancellation policies. All rates are subject to revision with thirty (30) days’ notice as approved by the TWC Trustees.

1. Standard Rental Rates

Rental Type	Rate	Minimum Hours	Description / Notes
All Rentals	\$125 per hour (plus applicable taxes)	3 hours	Applies to all events regardless of day, time, or event type.

Notes and Conditions

- A minimum rental of three (3) hours is required for all events.
- The rental period must include all setup, event time, and cleanup.
- Early access to the facility for setup or deliveries must be approved in advance by the TWC Rental Agent and may incur additional hourly fees.
- Rental includes access to the clubhouse main hall, kitchen, stage, and restrooms.
- Overtime, when approved, is charged at \$75 per hour (or fraction thereof).
- Partial hours are rounded up to the next full hour.

2. Deposits and Payment

Reservation Deposit: A reservation deposit equal to fifty percent (50%) of the total rental fee is required with the signed Agreement to secure the event date. The reservation deposit is applied toward the total rental fee.

Refund of the reservation deposit, if applicable, is governed by the Cancellation and Refund Policy set forth in Section 3 of this Addendum.

Refundable Security Deposit:

A refundable security deposit of \$250.00 is required for all rentals. The refundable security deposit must be paid in full prior to key pickup or facility access. The security deposit is separate from the reservation deposit and is not applied toward rent.

The security deposit is held to cover, including but not limited to:

- Damage to the facility, furnishings, or equipment
- Excessive cleaning beyond normal use
- Overtime charges
- Missing keys or access devices

- Policy violations
- Unpaid fees or charges

The refundable security deposit will be returned within fourteen (14) days following satisfactory post-event inspection and return of keys, less any documented deductions.

If damages or charges exceed the security deposit amount, the Renter remains financially responsible for the balance.

Remaining Balance: The remaining balance of all rental fees, equipment fees, and applicable taxes must be paid in full prior to key pickup or facility access.

Returned payments are subject to a \$35 fee.

3. Cancellation and Refund Policy

All cancellation requests must be submitted in writing.

Refunds are based on the number of calendar days prior to the scheduled event date that written notice is received by TWC.

Notice Period (Before Event Date)	Refund of Reservation Deposit
More than 30 days	Full refund of reservation deposit minus \$100 administrative fee
15–30 days	50% of reservation deposit refunded
7–14 days	25% of reservation deposit refunded
Fewer than 7 days	No refund of reservation deposit

The refundable security deposit, if already paid, will be returned in full if the event is canceled and no facility access has occurred.

TWC reserves the right to retain funds necessary to cover documented administrative costs, damages, or unpaid charges.

The \$100 administrative fee is nonrefundable.

Refunds will be processed within fourteen (14) days of written cancellation notice.

4. Taxes

All rental fees are subject to applicable Arizona Transaction Privilege Tax (TPT) and any required state or local

taxes. Taxes will be calculated at the rate in effect at the time of invoicing and reflected as separate line items on the final invoice.

5. Renter Acknowledgment

I have read and understand this *Addendum C – Fee Structure* and agree to comply with all terms as a condition of my rental.

Renter Name (Print): _____

Renter Signature: _____ Date: _____

TWC Rental Agent Signature: _____ Date: _____

Addendum D – Additional Services and Equipment

This Addendum forms part of the Tempe Woman’s Club (TWC) Event Rental Agreement and outlines optional services, furnishings, and technology available to renters. All items are subject to availability and must be reserved **at least 10 days prior** to the event date.

1. Facility Equipment Rentals

Item	Fee (per event)	Details / Conditions
Folding Tables (8’ rectangular or 5’ round)	\$5 each	Renter responsible for setup and teardown.
Folding Chairs	\$2 each	Replacement cost billed for damage beyond normal wear.
Table Linens (white)	\$15 each	Must be returned clean; damaged or stained linens billed at replacement cost.
Podium with Microphone/ Wired Sound System	\$25	Includes single wired microphone.
65” Smart TV/Monitor (HDMI)	\$25	Includes setup by TWC staff.
Wi-Fi Access	\$25 (unsecured) / \$50 (secured)	24-hour event access.
Additional Cleaning Service	\$100 flat rate	Optional custodial service before or after event. Rental Agent can provide recommendations.
Security Officer (when required by <i>Addendum B – Alcohol Service and Security Policy</i>)	\$35/hour (5-hour minimum)	Must be contracted through licensed vendor. Rental Agent can provide recommendations.
Bartending Service (licensed vendor)	Varies by vendor	Must meet <i>Addendum B</i> certification and insurance requirements. Rental Agent can provide recommendations.

2. Setup & Event Support Services

Service	Fee	Notes
Early Setup (up to 2 hours before rental time)	\$100 flat	Must be approved in advance and is subject to staff availability.
Same-Day Overtime (beyond rental period)	\$75/hour	Must be approved in advance and is subject to staff availability.
AV Support	\$30/hour	Includes setup and basic troubleshooting.
Event Coordination Assistance	\$100 flat	Optional pre-event consultation and on-site check-in.

3. Administrative Provisions

- All rentals of equipment or services must be confirmed in writing on the final invoice.
- Renter assumes responsibility for the care and return of all TWC property used.
- Damaged or missing items will be charged at full replacement value.
- Service fees are nonrefundable within **7 days of event date**.

4. Renter Acknowledgment:

I have read and understand this *Addendum D – Additional Services and Equipment* and agree to comply with all terms as a condition of my rental.

Renter Name (Print): _____

Renter Signature: _____ Date: _____

TWC Rental Agent Signature: _____ Date: _____

Addendum E – Additional Renter Responsibilities and Event Checklist

This Addendum forms part of the Tempe Woman’s Club (TWC) Event Rental Agreement and outlines required operational responsibilities for renters. The requirements in this Addendum define the standard for “clean and undamaged condition” referenced in the Agreement.

The Renter agrees to comply with all items contained herein. Failure to comply may result in additional fees, deductions from the security deposit, termination of the event, or denial of future rentals.

1. Before the Event

- Submit setup plan if required by TWC.
- Confirm rental time includes setup and cleanup.
- Arrange vendors in compliance with TWC policies.
- Provide proof of insurance if required.
- Plan for parking; valet service is strongly recommended for larger events.

2. During the Event

- Follow all Rules and Regulations (Addendum A).
- Maintain occupancy limits (125 unless permitted).
- Keep exits and aisles clear at all times.
- Ensure compliance with alcohol policies if applicable (Addendum B).

3. After the Event

- Remove all decorations and personal items.
- Collect and properly dispose of all trash.
- Wipe down all surfaces and clean spills.
- Return tables, chairs, and equipment to original configuration.
- Ensure facility is left in clean and undamaged condition.

4. Cleaning and Facility Reset Requirements

- The facility must be returned to the same general condition and layout as it was found.

- All tables, chairs, and equipment must be returned to their original locations.
- Floors must be free of debris, spills, and visible residue.
- All trash must be bagged securely and placed in designated receptacles.
- Liquids must be emptied from containers before disposal.
- All kitchen areas, including sinks, counters, and appliances, must be cleaned and free of food debris.
- Refrigerators and freezers must be emptied and wiped clean.
- Any debris from outside areas used during the event must be removed.
- Any TWC equipment used must be returned clean and in its original location.
- All décor materials must be fully removed, including tape or fasteners.

5. Acknowledgment of Responsibility

Failure to comply with the above requirements may result in cleaning charges, damage charges, loss of deposit, termination of the event, or denial of future rentals.

6. Renter Acknowledgment

I have read and understand this *Addendum E – Additional Renter Responsibilities and Event Checklist* and agree to comply with all terms as a condition of my rental.

Renter Name (Print): _____

Renter Signature: _____ Date: _____

TWC Rental Agent Signature: _____ Date: _____