

## *Woman's Club of Safford*

### *Renting The Facilities*

The Woman's Club of Safford has opened its doors to the people of our community to use the Club facilities for years. This historical building is a great location to host any event: Birthday Parties, Bridal Showers, Wedding Ceremony/Receptions, Gender Reveals/Baby Showers, Family Reunions, Holiday Parties, Graduation Celebrations, Funeral Luncheons, ect.

This historical building features two unique rooms with a total occupancy of 127 people.

The Main Room, the Grand Room, is included in all rentals with a maximum capacity of 127 people, Club rentals also include access to the Full Kitchen, the Bathroom, and use of the Tables/Chairs.

The Library Room can be booked upon *special request* and is available for rentals when *not in use by the Club*, when scheduling a rental the Renter is required to request use of this room for the event otherwise the room will be locked during the rental. Use of this room can be denied and is not promised to any Renter. If a Renter is granted permission to use the room, there are no extra fees applied to the rental.

## *Woman's Club of Safford*

### *Venue Rental Contract*

Within this Venue Rental Contract the terms and conditions for the use of the Woman's Club of Safford facility will be defined and presented to each Renter. Each Renter is advised to read through the terms and conditions of the contract before booking a rental.

In this Rental Agreement the Woman's Club of Safford, the Landlord, agrees to rent the Club facilities located at 215 W. Main Street, Safford, AZ, 85546, to the individual signer, the Rental Tenant, on the agreed upon date scheduled and approved by the Rental Manager. This contract constitutes the agreement between both parties and becomes legally binding upon the signature of both parties.

Please Note: Renters are *NOT* allowed to have possession of any keys for the Club facilities. If the Renter must leave the facility during their rental time and leaves the building unattended, the Renter will be held responsible for any accidents or damages that occur in their absence.

## **Terms & Conditions**

### **Rental Deposits and Payments**

#### **I. Refundable Security Deposit:**

The Renter or Representative, agrees upon booking a rental with the Woman's Club of Safford to submit a Security Deposit of **\$100.00** once a Rental Booking has been approved by the Rental Manager.

This Deposit can only be sent in the form of cash or check. All Security Deposits are to be mailed to the Woman's Club at ***PO Box 412 Safford, AZ, 85546***, unless directed differently by the Rental Manager.

Cashier's Checks will NOT be accepted.

All Checks must be signed and written with the date of the scheduled rental.

The Security Deposit serves as a hold of the Club facilities for the specified date of the Renters event and can be held as payment to cover any cleaning/damage fee(s) or as a cancellation fee.

If a Security Deposit is not received by the 2 week mark, 2 weeks before the scheduled rental date, the Rental might be canceled.

The Security Deposit is refundable to the Renter if the Rental Manager/Inspector approves that there is no damages to the facilities, cleaning protocol has been followed, facility rules have been followed, and there are no additional charges needing to be covered.

Deposits will only be returned to the signing Renter.

If the signer of the contract is unable to pick up the Security Deposit, an authorized person must be written on the contract. An alternative pick up person must present ID upon collection.

#### **A. Cleaning Fee**

The Security Deposit can be kept if the facility is not cleaned to the Club standards. All Renters are given cleaning guidelines and/or a checklist that is to be completed before leaving the facilities in order for the Security Deposit to be returned.

#### **B. Damage Fee(s)**

The Security Deposit can be kept if there are any damages to the facility during the Renters event. If the damages exceed the amount of the Security Deposit, the Renter will be notified and will be required to pay for the damages within 7 days of being notified of the damage costs. Damages, Court Costs, and filing fees are renters expense.

#### **C. Cancellation Fee**

In the event of a cancellation, the Renter must notify the Rental Manager more than **10 days** prior to the event date. If the rental date is less than 9 days away, the Security Deposit will be Non-Refundable.

#### **D. Linen Damage/Stain Remover Fee**

If a Renter has requested use of the Club linens for their rental and damages or stains have been found on the linens after the event, the Security Deposit can be kept to replace the damaged linens.

## **II. Rental Fee**

All Renters are required to make their payment before or the day of their rental. Each renter is invited to arrive 10 minutes before the scheduled rental time to review the contract, pay the standing fees, and to sign all needed documents.

*Family and Friends will not be allowed to enter the building to begin decorating for the event or drop off food/supplies for the event until the signing renter has signed the Rental Contract and paid the Rental Fees.*

50% Discount for rentals are only given to *Approved Non-Profit Organizations*.

## **III. Date Changes**

In the event the Renter must change the date of their event, the Rental Manager will offer available dates/times for the rental to be changed.

By changing the date of the rental, the Renter agrees the original Security Deposit will be kept as a cancellation fee if the date change is within *7 days* of the scheduled rental. In this case, a new Security Deposit will be requested for the new date.

Upon the change of a scheduled rental, if the rental is more than *8 days* away, the Renters Security Deposit will be held to cover the hold of the new date.

The Security Deposit will not be reimbursed if the changed date is canceled.

## **IV. Linens Rentals**

Upon special request the Woman's Club of Safford Rental Manager can grant the use of the Club linens for formal events such as Weddings/Receptions, Graduations, ect. The use of the Club linens will be an extra fee charged to the Renter and payment will be expected 3 weeks before the event.

The pricing for linens will be calculated by the Rental Manager and presented to the Renter, the rental price will include a small charge for the use of the linens and the cost for the linens to be cleaned and steamed prior to the Renter's event.

A request for linens to be used during a rental event must be made a *month* in advance.

## **Facility Location**

The Woman's Club of Safford is located at **215 W Main Street, Safford, AZ, 85546**.

## **Facility Parking**

Renters are allowed to park behind the Club building in the driveway located by the back door, along the curb surrounding the building, in the parking spots across the street (Not in the OneAZ lot), or in the Downtown Parking Lot.

## **Unforeseen Events**

The Renter cannot hold the Woman's Club of Safford responsible for failure to provide basic facilities and services in the event of emergencies, natural catastrophes, or interruptions of public utilities. In the event that the facilities have to be evacuated or the event is not suitable to move forward, the Woman's Club of Safford, will allow for the event to be rescheduled or the Renter will be given a refund of the Security Deposit for the inconvenience.

**Food & Catering**

The Woman's Club of Safford allows Renters to prepare meals in the kitchen. The fridge, freezers, stove/oven, coffee maker, and microwave are available to use.

The Woman's Club of Safford has many accessible service dishes, pitchers, plating equipment, ect. that Renters are allowed to use as long as the Renter washes, dries, and puts everything back in the proper location.

**Liability**

The Renter cannot hold the Woman's Club of Safford liable for suit, actions, damages, and expenses in connection with personal injury or illness.



## **Rental Contract**

The Rental Tenant signing this contract understands the terms and conditions written in the Rental Contract and agrees to follow through with the protocols and payments due to the Woman's Club of Safford.

In this rental agreement, the Woman's Club of Safford has agreed to rent the Club building located at 215 W. Main Street, Safford, AZ, 85546, to the Renter signing this contract.

### **Renter Information**

Name (Rental Tenant must be at least 21 years old)

---

Phone Number

Email

---

---

### **Event Details**

Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Start & End Time: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

The Time Frame includes any decorating/set up, the event time, and clean up time.

It is important to adhere to your paid rental time as to not interrupt facility schedules.

An Additional fee of \$40 may be billed at every 30 min intervals for failure to adhere to scheduled time.

### **Requests/Special Requests**

#### **Venue Rental**

☐ Grand Room

☐ Library Room

☐ Kitchen & Bathroom

☐ Tables/Chairs

☐ Linens

---

---

## Protocols

### Table & Chair Protocol

All Tables and Chairs must be placed back as they were before the Renter's event.  
The renter is required to wipe down all tables before they are put away.

#### Small Tables

Two Stacks of 8-10 Square Tables will be placed at the SE corner of the Grand Room.

#### Large Tables

One Stack of 6-10 Rectangle Tables will be placed against the S wall of the Grand Room.

#### Chairs

Three to Four Stacks of 20 Chairs will be placed at the SW corner of the Grand Room.  
Stacked Neatly, leaning against the wall, with the seat cushion facing outward.

Any Tables or Chairs are damaged, it must be reported to the Rental Manager and the Renter must place the broken table/chair aside for the Rental Manager to inspect.  
If unable to fix the chair or table the renter will be charged \$75.00 a chair, \$100 a table.

### Cleaning Protocol

The Renter is required to clean the building facilities after their event by following Step by Step Cleaning Process or Checklist provided by the Rental Manager.

The Cleaning Protocol states:

1. All items brought in by the Renter must be removed including any personal items/decorations/food must be taken from the building.
2. Kitchen Cleaning
  - a. All dishes used that belong to the Club need to be washed, dried, and put away.
  - b. All Kitchen counters must be wiped down along with cabinets if needed.
  - c. Fridge, Microwave, and Oven checked for forgotten food/drinks
  - d. Trash taken out and new bags placed in bins  
(No trash can be put in the bins outside without a trash bag)
  - e. Sweep and Mop
3. Bathroom and Entryway
  - a. Trash taken out and new bag placed in bin
  - b. Sweep and Mop
  - c. Front Door Locked
4. Grand Room
  - a. Tables and Chairs put away
  - b. Any tape left on walls from decor removed
  - c. Sweep and Mop

I, the Renter, place my signature on this contract as a statement that all Rental Protocols will be followed as stated in the Table & Chair Protocol and Cleaning Protocol.

Approval Initials:

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Rental Manager

## **Rental Agreement and Signatures**

### **Terms & Conditions**

By signing this agreement, the Rental Tenant understands and agrees to abide by **all** conditions described within the contract regarding protocols and rules of the facility. .

I, the Renter, have read the following Terms & Conditions and Rental Rules and will leave the Club facility in excellent condition.

Approval Initials:      Renter \_\_\_\_\_      Date \_\_\_\_\_  
                                 Rental Manager \_\_\_\_\_      Date \_\_\_\_\_

### **Pre-Rental Assessment**

The Club facilities have been inspected prior to the signing of the contract by the Landlord and the Rental Tenant, the state of the facilities has been found in acceptable condition for the event to occur.

Approval Initials:      \_\_\_\_\_      \_\_\_\_\_  
                                 Renter      Rental Manager

The following problems have been documented and will not be the responsibility of the Rental Tenant.

---

---

---

Approval Initials:      \_\_\_\_\_  
                                 Rental Manager

### Security Deposit

The Rental Security Deposit is required upon the Rental Manager's directives as a hold for the scheduled event and as a Damage/Cleaning Fee if needed. This Deposit is refundable if all directives are followed and protocols properly executed.

I, the Renter, understand that the Security Deposit can be kept if I or my guests fail to abide by the Rental Rules. I understand the Security Deposit can be kept if I fail to ensure all tasks outlined for cleaning the facility are completed or can be kept to cover additional charges/fees such as extra time fee or any damage fees issued.

If there are any damages caused to the building or property by the Renter or guests, the Renter is required to inform the Rental Manager or Landlord and to cover the costs for the damages, if damages cost more than the Security Deposit then the Renter is required to cover the costs.

For the Security Deposit to be returned, I, the Rental Tenant, understand that all tasks outlined in the cleaning protocol must be completed and all facility rules must be followed.

The Woman's Club of Safford asks for the building facilities to be left the way it was found before the Renter's event and to report any accidents/damages before the end of your event or they may incur a fee.

#### Facility Rules:

Rental Tenants and guests are NOT allowed to participate in any of the following activities:

- Rearranging/moving the Piano or other furnishings in the facility
- Hang any decorations from fixtures including ceiling fans, lights, beams, or sound panels
- Use any tacks or nails to hang decorations
- Use/plug in the Club Podium
- No Glitter or Confetti can be released inside or outside of the building, both large and small
- Balloons - Do not tie balloons to the fans or beams. Do not put filled balloons inside trash cans or bins, all balloons must be popped if disposed of on site. Note: If balloons get loose and float to the ceiling, the Renter is required to turn off the fans and inform the Rental Manager.

**No one is allowed to consume/possess Alcohol on site at any time or Smoke within 50 feet of the building.**

By signing this agreement, I, the Rental Tenant, agree that all rules will be followed and procedures will be followed. My signature also confirms that I have signed and taken a receipt for my payment.

Approval Initials:      Renter \_\_\_\_\_      Date \_\_\_\_\_

                         Rental Manager \_\_\_\_\_      Date \_\_\_\_\_

### Rental Payment

Date of Payment : \_\_\_\_\_      Amount Paid For Rental \_\_\_\_\_

Tenant Initials \_\_\_\_\_      Landlord Initials \_\_\_\_\_