



Woman's Club of Safford

Rental Information and Contract



Woman's Club of Safford Rental Agreement

1. Venue Rental Fee(s)

- a. Refundable Security Deposit:** The Renter or Representative, agrees upon booking the rental to pay the Security Deposit of **\$100.00** no later than **2 weeks** before their scheduled rental date.

This payment serves as a hold of the venue for the specified date of the renters event, a cleaning/damage fee, or cancellation fee. If the Security Deposit is not paid, the venue rental/event can be canceled.

The Security Deposit is refundable to the renter if the Rental Manager approves that there are no damages to the venue, cleaning protocol followed, or additional charges to be covered.

The Security Deposit can only be sent in the form of a check or cash. Cashier's Checks will not be accepted.

All deposits are to be mailed to the Woman's Club at **PO Box 412 Safford, AZ, 85546** unless directed differently by Rental Manager. Deposits can only be returned to the signing Renter.

- b. Rental Fee:** All Renters are required to pay the Rental Fee before or the day of their rental. Each renter is invited to arrive 10 minutes before scheduled rental time to review the contract, pay the rental fee, and sign all needed documents.

Family and Friends will not be allowed to enter the building to begin decorating for the event until the renter has signed the rental contract and payment has been received.

- c. Cleaning Fee:** The Security Deposit can be kept if the facility is not cleaned properly. All renters are given cleaning guidelines that are to be completed after their event in order for the security deposit to be returned.
- d. Additional Fee(s):** Any damages caused to the facility that exceeds the amount of the Security Deposit will need to be paid within one (1) week of being notified of the damage costs.

2. Date Changes

- a.** In the event the Renter must change the date of their event, the Woman's Club of Safford, will offer available dates/times for the rental to be changed.

By changing the date of the rental, the Renter agrees that in the event of a date change their original Security Deposit can be kept as a cancellation fee if changed

within a week of the original date and a new Security Deposit will be requested for the new date.

The security deposit will not be reimbursed if the changed date is canceled.

3. Cancellation Fee

- a. In the event of a cancellation, the Renter must notify the Rental Manager more than a week prior to the rental date. If the rental date is less than 7 days away, the Security Deposit is Non-Refundable.

4. Facility Location

- a. The Woman's Club of Safford located at **215 W Main St, Safford, AZ 85546.**

5. Facility Parking

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

6. Unforeseen Events

- a. 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.

7. Food & Catering

- a. The Woman's Club of Safford allows Renters to prepare their meals in their kitchen, a working fridge, freezer, stove/oven, coffee maker, and microwave are available to use.
- b. The Woman's Club of Safford has many accessible serving dishes, pitchers, plating equipment, ect. that Renters are allowed to use as long as the Renter washes, dries, and puts everything back the way it was.

8. Liability

- a. 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 Rules & Protocol

The Renter understands that they are responsible to enforce to facility rooms and ensure all guests abide by all the facility rules while on the property, including the following :

- NO ALCOHOL OR SMOKING on the property.
- No moving large furnishing in the building (Piano, Club Podium, ect.)
- Acoustic Sound Panels - Do Not touch or remove from the wall, hand any decorations on them, or put any tape on the panels or puncture with nails or tacks. If ANY sound panels are damaged or used in this way during your rental, you will be charged \$125/panel.
- Do Not use tacks or nails in the walls to hang your decorations.
- Do Not tie decorations to the beams or fans.
- No haystacks are to be used on the property
- No glitter or confetti can be released inside or outside of the building, both large and small. (If it is released inside the building, it must be completely cleaned up or the Security Deposit will not be returned.
- Balloons - Do not tie balloons to the fans or beams. Do not put filled balloons inside the trash cans or bins outside, all balloons must be popped if disposed of on site. Note: If balloons get loose and float to the ceiling, the renter must turn off the fans and inform the RM.
- Renter is responsible for cleaning the building properly after their event.

Table & Chair Protocol

All tables and chairs must be placed back as they were.

The renter is required to wipe down all tables before they are put away.

Small Tables

Two Stacks of 8-10 Square tables (SE corner of the big room)

Front Facing Outward - Please close them correctly

Large Tables

One Stack of 6-10 Rectangle tables(South wall of the big room next to chairs)

Front Facing Outward - Please close them correctly

Chairs

Three to Four Stacks of 20-25 chairs (SW corner of the big room)

Straight up, leaning against the wall, Chair seat cushion facing out.

Note: If any tables or chairs are damaged, a report must be made and the broken table/chair must be set aside to be fixed or disposed of.



Renters Step by Step Cleaning Process

**To Ensure That You Will Receive Your Deposit Back After Your Event
We Ask That You Leave The Building The Way You Found It
Please Check To Make Sure The Proper Cleaning Procedures Have Been Followed
Through To Keep Our Facility Looking Great!**

- 1. Collect all personal items from the building (Decor, Food, Ect.)**
- 2. Wipe down All Tables and Chairs before putting away as instructed on the Tables & Chair Protocol Page in the Rental Contract.**
- 3. Any used dishes that belong to the Club have been washed, dried, and put away.**
- 4. All Kitchen counters have been wiped down.
(You can leave used washcloths in the sink)**
- 5. The Bathroom has been checked and cleaned.**
- 6. Take out the trash from the Kitchen & Bathroom.
Do not put any trash in the bins without a trash bag.
(Our trash bins are located to the left of the back door in front of the shed.)**
- 7. Put new trash bags in the Kitchen trash cans.**
- 8. Sweep & Mop ALL used rooms.
(Main Entry, Bathroom, Grand Room/Library Room, and Kitchen)**
- 9. Any activities held outside have been cleaned up.**
- 10. Walk through the building to ensure that everything has been taken care of.
-Double check the Fridge, Microwave, and Oven for forgotten food/drinks
- Check that all tape used to hang decorations has been removed from walls.
-All Cleaning has been done to our standards.**

Remember if any incidents have occurred during your rental please inform the Rental Manager through text involving broken chairs, tables, loose balloons, or any other incidents that have happened during your event.

LEAVE THE BUILDING THE WAY YOU FOUND IT



Woman's Club Of Safford **Cleaning Supplies**

Anything you need to clean up a mess is located in the Rolling Cabinet in the Kitchen or under the Kitchen/Bathroom sink.

You may use the cloth towels to clean up spills or wipe counters and can leave them in the kitchen sink when you leave or in the bucket under the sink.

Garbage bags are in the cupboard under and to the right of the sink by the back door. **Do not put any trash in the garbage without a bag.**

There are extra paper towels and TP in the Bathroom.

If you need more tables or chairs please arrange it with the Rental Manager prior to your event.

Contact Information

Contact only the Rental Manager for your event. The preferred method of contact is **texting** the phone number (929)651-8822

Only ONE member of your party is to communicate with the Rental Manager about your event to eliminate any confusion.

Emergency Contact Information

Alexis O'Donnal
(928)215-6362



Woman's Club of Safford
Rental Prices

Rental Prices as of September 1st, 2023

\$75 per Hour

\$350 for 5 Hours

\$500 for Day Rental

(Rental Fee is paid on the day of the event with Cash or Check before set up)

Deposit of \$100 by Check to the Woman's Club of Safford
PO BOX 412 Safford, AZ, 85548

Deposit is expected upon booking or at the latest 2 weeks before your event.

You will receive this check back or we can dispose of the check for you once the Rental Manager approves that there is no damage to tables, chairs, property, or excessive cleaning to be done.

This check will be held as a cancellation fee if a cancellation occurs without a one week notice.

***Table Cloths Can Be Rented At Request, Contact The Rental Manager For Prices.**



Rental Contract Form

Security Deposit of \$100 is requested 2 weeks before scheduled rental

Current Rental Fees: \$75/Hour, \$350/5 Hours, and \$500/Day

Member & 501(c)3 organizations receive 50% off rental fee

(Checks Must be written with the date of your event)

In this rental agreement, the Woman's Club of Safford, the landlord, agrees to rent the club building located at 215 W. Main Street, Safford, AZ, 85546, to the person signing this form, the rental tenant.

Name (Rental Tenant must be minimum of 21 years old)

Address

Phone Number/Email

Name & Description of Event

Date & Time of Event

The time frame includes any decorating/set up, event time, and clean up time.

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

Additional fees of \$40 may be billed at 30min intervals for failure to adhere to time allowance or Deposit is kept.

Pre Rental assessment:

The Building has been inspected prior to signing the contract by the Landlord and Rental Tenant and found in acceptable condition.

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

Landlord Initials: _____



Rent and Damage/Cleaning Fees

The rental fees and security deposit are required per the Rental Manager directives.

The security deposit can be kept if the Renter fails to abide by the Rental Rules, fails to complete tasks outlined in Renters Step by Step Cleaning Process, or to cover additional charges to the renter.

An additional fee will be applied for any damages caused to the building or property by the Rental Tenant or guests that are equal to the amount for repair and/or replacement.

For the security deposit to be returned, the Rental Tenant is to complete tasks outlined on the Renters Step by Step Cleaning process page posted in the kitchen and follow facility rules. We ask that you leave the building the way you find it and report back any accidents/damages before the end of your event or you may incur a fee.

Rental tenants and guests are not allowed to participate in any of the following activities: Rearrange/move Piano or other large furnishings, hang any decorations from fixtures including ceiling fans/lightings/beams or sound panels, plug in or use the Club Podium.

They are not to consume/possess alcohol on site at any time or smoke within 50 feet of the building.

By signing this lease, the Rental Tenant understands and agrees to abide by **all** conditions described above and in the Rental Rules Page.

I, the Tenant, have followed all the Rental Rules and will leave the clubhouse in excellent condition. My signature also confirms that I have signed and taken a receipt for my payment.

Tenant Signature: _____

Date: _____

Landlord Signature: _____

Date: _____

Receipt for Rental Services held at

GFWC Woman's Club of Safford
215 W. Main St. Safford, AZ, 85546

Date _____ ***Amount Paid For Rental*** _____
Tenant Initials _____ ***Landlord Initials*** _____