

Chico Women's Club

Located at 592 East 3rd Street,
Chico CA 530-894-1978

Rental Contract

(SAMPLE ONLY: you must use the form available by calling 530-894-1978)

Rental date(s): _____ Day(s) of week: M T W R F Sa Su

Between the hours of: _____ a.m. p.m. and _____ a.m. p.m.

for a total of _____ hrs @ \$ _____ per hour OR \$ _____ per day (see attached fee schedule)

Renter's name: _____

Please remit a refundable security deposit of \$ _____ with the signed contract to:

Chico Women's Club (CWC)
PO Box 1375
Chico, CA 95927

- **Receipt of the signed contract and deposit will hold your reservation at CWC.**
- **Full rental payment must be received no later than 10 days before your event.**
- **Cash or credit cards cannot be accepted for the deposit or rental fee.**
- **The Deposit is a separate fee; returnable after your event.**
- **A \$25 Returned Check Fee will be deducted from the deposit if your check bounces.**

It is the responsibility of the renter to maintain the premises in a clean condition; to conduct themselves in a law-abiding manner and to clean and secure the building after their event. (See instructions posted in the kitchen and attached.)

Deductions will be made from the Deposit if the premises are left unclean; if the building is left unsecured; or if the heat/air conditioning is left on. If damages occur beyond the deposit amount, the renter will be billed for the total cost of repairs.

Cancellation of your event must be received by CWC 30 days prior to the event for full deposit (and/or) rental fee return. Refunds of deposits for cancellations with less than 30 days notice of the rental date will be assessed on a pro rata basis by CWC management, please call CWC.

Renter(s) agrees that Renter shall be solely responsible for and shall indemnify and hold CWC free and harmless of and from any and all demands, claims, causes of action, actions, liability, damages, costs and expenses, including attorney's fees incurred by Renter in enforcing the provisions hereof or in defending itself against any and all claims, actions, arising out of or in any way resulting from any injury to any person or damage to any property whatsoever arising out of Renters use of the premises.

Signature of Renter

Date

Phone number

Please print name

Please print address including city and zip

Chico Women's Club Representative

Date

CHICO WOMEN'S CLUB
ADJUNCT DOCUMENT TO RENTAL AGREEMENT

Welcome to the Chico Women's Club. We love our building and are happy to be able to share it with our community. We ask our renters to treat this historical building with the love and kindness they would lavish on a treasured antique. As you can imagine, maintaining an older building is costly and requires extra care. Therefore, to ensure that we can continue to share the building, and to obtain a full refund of their deposit, we require our renters to observe the following rules:

- Use only blue painter's tape as adhesive on walls. Please do not use tacks, nails, staples, pins or duct or scotch tape on the walls
- Limit the room capacity to no more than 220 people in the Main Event Hall
- Provide constant supervision of all children under the age of 18 both inside and outside the Club building

AFTER THE EVENT, please do the following:

Main Event Hall

- Close curtains on all windows
- Clean all furniture, if soiled
- Return furniture to chair closet (Follow map on the side cabinet) (\$20)
- Take out all garbage and recycling to dumpster area at rear of parking lot and replace garbage liners
- Sweep floor with large dust broom

Bathrooms (3)

- Clean up any obvious mess caused by the event participants
- Take out garbage and replace liners
- Turn off lights

Kitchen

- Wipe down all appliances used
- Wipe down counters and cabinets if there are spills
- Take out all garbage to dumpster and replace liners
- Sweep floor
- Clean out refrigerator and freezer if used

Outside

- Clean up all trash and litter left on the grounds (including cigarette butts)

Building

- Remove all decorations from walls, etc.
- Clean any obvious spills or sticky areas on floors
- Turn off Heater or AC if they are not programmed (\$60)
- Turn off all lights (\$60)
- Turn off all faucets (\$60)
- Check all windows and doors and make sure all are locked and secure. (\$60)
- Drop key in drop box in back door (\$25)

Failure to perform **any** of these duties will result in deductions from the Renter's Deposit. Any repair or replacement necessitated by the Renter's use of the building will be rectified at the Renter's expense. Charges for some of the most frequently overlooked duties have been provided in parentheses. Extra cleaning is billed at a rate of \$40 per hour. The cost will be deducted from the Deposit or billed to the Renter if the cost exceeds the Deposit.