



Women's Club, Inc  
31 South Prospect Street  
Hagerstown, MD 21740  
womensclubofhag@myactv.net  
www.womensclubhagerstown.org

Thank you for choosing the Women's Club of Hagerstown for your rental needs. Please read the **Rules and Regulations** which apply to **ALL** rentals of the Women's Club property and grounds. Failure to adhere to the rental agreement in its entirety may result in forfeiture of future rental privileges, monetary charges for cleaning or damages, and/or immediate removal from the property. **Please read this document carefully and in its entirety**, then complete and sign it, and provide your initials where noted. We will confirm your reservation upon completion of the form and receipt of deposit. **NOTE: All rentals must be guaranteed with a valid major credit card.** Thank you in advance.

Event/Activity: \_\_\_\_\_ Expected # of guests: \_\_\_\_\_

Requested Rental Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Hours of event: from \_\_\_\_ to \_\_\_\_

Organization/Company (if applicable): \_\_\_\_\_

Renter/Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cellular: \_\_\_\_\_

#### RENTAL RATES & INFORMATION

<u>Area</u>	<u>Time Period</u>	<u>Price</u>
Whole 1 <sup>st</sup> Floor*	4 hours	\$1,000
Prospect Hall*	4 hours	\$ 700
Prospect Hall*	2 hours	\$ 400
Dining Room**	4 hours	\$ 300
Parlors	4 hours	\$ 100

\* Includes use of commercial kitchen

\*\* Includes use of prep kitchen off the dining room

☐ ½ of rental fee is due upon booking. \$ \_\_\_\_\_

☐ Included in the standard hours above are 2 hours prior to the event for set-up and 1 hour after the event for clean-up. Additional event hours are priced at \$100 per hour. \$ \_\_\_\_\_

☐ A \$250 security deposit is necessary to secure your rental day and time. \$ 250.00

A valid credit card will be kept on file for any damages, cleaning etc. Following final inspection, the deposit will be returned approximately two weeks after rental, pending no damages/cleaning/etc are identified and no outstanding balance remains.

☐ Credit Card Processing Fee (4%) will be added if using a credit card. (non-refundable) \$ \_\_\_\_\_

☐ A Historic Site Preservation Fee of \$50 will be added to ALL rentals. \$ 50.00

The Women's Club property is recognized by the National Register of Historic Places.

☐ Cancellation Policy: I understand & acknowledge that cancelling within 60 days of my booked event will result in forfeiture of my event deposit. \_\_\_\_\_ (Renters Initials)

☐ Fees due upon booking: \$ \_\_\_\_\_

☐ Full payment is due 60 days prior to the event. If a reservation is made less than 60 days prior to the event, the full rental cost plus security fee are due at the time of the booking.

☐ Remaining amount due 60 days prior to event: \$ \_\_\_\_\_

## **Women's Club Rental Rules & Information**

### **Schedule**

Rental events must end by 10 pm, with clean up completed no later than 11 pm! Hours of the event will be stated in the contract and must be adhered to.

The Women's Club is in a residential neighborhood, therefore renters agree to contain noise levels during the event. Exterior doors should remain closed during the entire event.

### **Supplies & Equipment**

Rental price includes use of china, glasses, table flatware and cooking utensils, as agreed by the Women's Club, but does not include the cost of dishwashing services (if needed), which will be arranged by the Women's Club at \$15/hour per hour.

Price does not include table linens, paper products, aluminum foil or plastic wrap.

Tables and chairs are provided by the club, however set-up and take down is the responsibility of the renting party. Outside table/chairs may be used with Women's Club approval and instructions, i.e. must come in and out through the handicapped doors and down the ramp.

Table setting and clearing are the responsibility of the renting party or their caterer.

All equipment used by the renter and/or caterer must be removed immediately after an event unless other arrangements are made with the Club Manager

Trash removal is the responsibility of the renting party. All trash MUST be taken from the building by way of the handicapped ramp and removed completely from the Women's Club property.

### **Setup and Decorating**

Additional consecutive hours may be available for decorating/setup for an additional fee of \$30 per hour. This must be requested and paid for 60 days prior to the event.

Women's Club décor may not be removed by the renting party unless approved in writing.

Nothing may be affixed to the walls, light fixtures, furniture or stage. \_\_\_\_\_ (Renters Initials)

Only flameless (battery operated) candles are allowed, except for cake candles. \_\_\_\_\_ (Renters Initials)

### **Smoking / Alcohol / Liquor**

Absolutely NO drug use, smoking or vaping of any kind will be tolerated throughout the entire building or its grounds.

Will alcohol be served? (*no kegs are allowed*)      Y / N      \_\_\_\_\_ (Renters Initials)

If liquor is to be sold, a liquor license must be obtained at the renters cost. \_\_\_\_\_ (Renters Initials)

Tip jars or gambling may require licenses which are the responsibility of the renter to obtain.

### **Women's Club Rights and Roles**

No self-catered events of over 50 attendees unless approved by the Club Manager in writing.

Children must remain under adult supervision at all times.



**Women's Club Rights and Roles, continued**

No one is allowed above the first floor. \_\_\_\_\_ (Renters Initials)

The Women's Club is not responsible for lost, damaged or stolen items.

Women's Club staff have the right and authority to inspect the facility during the rental event to assess compliance with this agreement.

**I have read and agree to follow the Women's Club Rules for the use of their property and grounds.**

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Renter's Printed Name: \_\_\_\_\_

Women's Club Representative Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**DEPOSIT**

Date R'cvd: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \$ \_\_\_\_\_

Check #: \_\_\_\_\_ Check Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

CC Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Due 60 days prior to event: \$ \_\_\_\_\_ Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Women's Club Representative Initials:** \_\_\_\_\_

## CREDIT CARD INFORMATION

A valid major credit card is required at the time the rental date is secured/contract agreement is signed. It will be used as directed by the cardholder for: Deposit; Credit Card Processing; Post-event damage/cleaning; and Rental Payment Balance per contract agreement.

Credit Card # (for security guarantee): \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_      CVS #: \_\_\_\_  
                          month / year

Cardholder Signature (renter or responsible adult):  
 \_\_\_\_\_

Cardholder Printed Name: \_\_\_\_\_

Cardholder Street Address/City/State/Zip: \_\_\_\_\_  
 \_\_\_\_\_

## POTENTIAL DAMAGES & CHARGES ASSESSED

List of possible charges to be assessed and charged to your credit card and/or against your deposit if found upon inspection by Women's Club staff following your event:

- |  |  |
|--|--|
| <input type="checkbox"/> Damage to plumbing                              | minimum \$250 (or completed repair bill) |
| <input type="checkbox"/> Damage to walls/paint/surfaces (adhesives, etc) | minimum \$250 (or completed repair bill) |
| <input type="checkbox"/> Property damage to interior                     | minimum \$250 (or completed repair bill) |
| <input type="checkbox"/> Property damage to exterior building/property   | minimum \$250 (or completed repair bill) |

Renter will be notified by phone, email and US Mail detailing charges, reasons for charges, invoices.

**I understand that my valid credit card on file will be charged for any damages incurred during my rental.**

\_\_\_\_\_  
 (Signature of Cardholder)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 (Date)