AGREEMENT TO RENT MARQUETTE FEDERATION OF WOMEN'S CLUBHOUSE

This agreement to rent the Marquette Federation of Women's Clubhouse is made and entered into by the Renter and the Marquette Federation of Women's Clubs, 104 W. Ridge St., Marquette, MI 49855 906-226-2831

Renter's Name: _____ **Phone Number:** _____

Address: _____ **Date Signed:** _____

Type of Event: _____ **Member Club:** _____

NOTE: This facility is equipped with a wheelchair ramp to the Front Street entrance.

The Renter agrees to the following terms and conditions for the use of the MFWC Clubhouse:

Fees: Fees are due when this agreement is signed. Dates are not held or confirmed until all fees are paid.

- Use of kitchen and meeting room for up to four hours* - $150.00 (includes set-up fee)
- Additional rental time over the four hours is $15.00 per hour.
- Tablecloths are available for rent at $8.00 each.
- In addition to the rental fee, there is a **mandatory deposit of $50.00 for all renters**. Deposit checks will be held and then returned following the event provided the clubhouse is found to be in satisfactory condition.
- Provide separate checks for rental fee and deposit.

The Renter agrees to inform the MFWC at least five business days prior to use if cancellation becomes necessary. The deposit will be forfeited if notification of cancellation is less than five business days prior to use.

Conditions:

- The Renter agrees to comply with current Health Department Mandates regarding indoor gatherings (attached if necessary).
- The Renter assumes responsibility for payment of damages to any Clubhouse property occurring during their use.
- The Renter agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon and to indemnify and hold harmless the MFWC against any and all claims for injury to person or property arising out of the activities conducted or contracted by the Renter, its agents, members, or guests.
- Alcoholic beverages, with the exception of wine, are prohibited on the property.
- Smoking is prohibited inside the building.
- Driveway located on Front St. is for loading and unloading only.
- Children must be supervised at all times, both inside and outside the building. No one is permitted access to the second floor (private residence) or basement.
- Furniture, other than folding tables and chairs, is not to be moved.
- Decorations are not to be applied to walls, doors, floor or woodwork with tape, nails or thumb tacks.
- Lit candles are prohibited.
- MFWC is not responsible for lost or stolen items.

Clean Up:

- All refuse must be picked up and placed in trash bags and/or recycling container.
- The kitchen area (appliances and countertop), and all tables will be wiped off. Kitchen and bathroom floors are to be swept and a vacuum is available for use, if necessary for carpeted area.
- Renter (or caterer) is responsible for washing, drying and putting away all dishes, silverware, coffee pots and pans owned by the MFWC. None are to be removed from the premises. (NOTE: Special health-related conditions may apply.)
- If a caterer is used, all catering dishes, silverware, pots and pans are to be removed the day of the event.
- All lights, ceiling fans and appliances are to be shut off and doors locked before leaving.
- All caterer provided food and supplies are to be removed.

I have read the conditions and rules and agree to abide by them as set forth. Failure to do so will mean forfeiture of my deposit.

Signature: _____

Date of Use: _____ Door Open Time: _____ *End Time: _____

Rental Fee: _____ Extra Hours Fee: _____ Tablecloth Rental Fee: _____

Total Fee: _____ Paid: _____ Due: _____

Set up Requirements: _____

Number of Persons Expected: _____ Deposit Returned: _____

White – Renter Copy **Yellow – Caretaker Copy** **Pink – Treasurer Copy**