



GFWC Gainesville Woman's Club • 2809 West University Avenue • Gainesville, Florida 32605
352-376-3901 • gwcwomansclub@att.net • www.gfwcfl-gainesvillewomansclub.org

PLEASE COMPLETE EACH FIELD or ENTER N/A (not applicable) WHERE APPROPRIATE.

ORGANIZATION: _____ EVENT DATE: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EVENT TIMES: _____ PURPOSE FOR EVENT _____

SET-UP TIME: _____ DATE _____

DECORATING TIME _____ DATE _____

REHEARSAL TIME: _____ DATE _____

1ST. CONTACT NAME: _____ DATE: _____

EMAIL: _____

PHONE: Home (____) _____ Cell(____) _____ Work(____) _____

2ND. CONTACT NAME: _____ DATE: _____

EMAIL: _____

PHONE: Home (____) _____ Cell(____) _____ Work(____) _____

ALCOHOL SERVED? (Check one) NO: _____ YES _____ (Sales of alcohol not permitted)

GROUP SIZE _____ KITCHEN: NO _____ YES _____

DECORATOR/CATERER _____

DECORATOR/CATERER PHONE _____ EMAIL _____

EVENT PLANNER _____

EVENT PLANNT PHONE _____ EMAIL _____

CO-SPONSOR _____ TAX EXEMPT # _____

COPY RECEIVED _____ DATE _____

CLUBHOUSE RULES

All furnishings & equipment **MUST** remain in the building. **NO ONE** is authorized to borrow or remove any GWC clubhouse property from the building.

Instructions for "setup" (floor plan) of the clubhouse for your event **MUST** be turned in two (2) weeks prior to the event & should include a list of all tables, chairs and equipment GWC has agreed to provide.

Setup time for decorating will be arranged upon request and **MUST** be agreed upon & noted in writing prior to the date of your event.

Absolutely NOTHING SHALL BE ATTACHED TO THE WALLS, DOORS, WOOD TRIM, MOLDING, STAGE, STAGE CURTAINS, DRAPERIES, CEILING OR LIGHT FIXTURES BY ANY MEANS (NAILS, THUMB TACKS, WIRE, STRING, ANY TYPE OF TAPE, MAGNETS, ETC.)

The **GWC CLUBHOUSE STEWARD** is in charge of the facility during any rental of the clubhouse. Any damage or destruction of clubhouse property MUST be reported immediately to the STEWARD & MUST be paid for by the individuals executing the rental contract for your event. Prior to and during the event the Steward will record any additional use of clubhouse equipment, air-conditioning/heating, extended set-up or clean up time beyond those agreed upon in the contract by the lessee.

There will be additional charges as stated in your signed contract for additional time before or after your event.

Wi-Fi service is an additional non-fee item; therefore, we are NOT obligated to guarantee this service.

NO BEER KEGS ARE ALLOWED IN THE BUILDING. ICE MUST BE IN **WATERPROOF** CONTAINERS.

The GWC STEWARD is responsible for taking reasonable security & protective precautions to prevent unauthorized people from entering the leased premises and assisting the **LESSEE** needs as per contract.

ACTIONS & CONDUCT OF **LESSEE**, VISITORS OR EMPLOYEES, SHALL BE THE SOLE RESPONSIBILITY OF THE **LESSEE**.

If someone accidentally pulls the FIRE ALARM the **Lessee** will be billed for the charge; therefore, it will be an additional charge.

In the celebration of your event, NOTHING IS ALLOWED TO BE THROWN ON THE PREMISES, including the outdoor grounds. No rice, birdseed, confetti, silk flower petals, etc. (Bubbles may be used outside).

NO CANDLES, SPARKLERS OR ANY OTHER COMBUSTIBLE MATERIALS MAY BE USED TO CELEBRATE YOUR EVENT.

Lessee & attendees are asked NOT to throw food, liquids OR ANY OTHER ITEMS in the building AS TO leave excessive amounts of decorations or trash on the floor, tables, chairs or the ballroom. **If these rules are disregarded an additional cleanup fee will be assessed from your security deposit as per contract by the Clubhouse manager.**

*Our property insurance does **NOT** cover any items inside or outside our building which are not the property of GWC. **Lessee, caterers or employees** of **lessee** are responsible for insuring the safety of all items brought to the GWC. The GWC assumes NO responsibility & is not liable whatsoever for the loss or damage to property to **Lessee, caterers or lessee employees.**

The GWC shall not be responsible for any **items left** at the GWC Clubhouse by **Lessee's** guests, workers, or employees.

****Lessee is REQUIRED** to provide the GWC with a copy of your personal or your Company's "Certificate of Liability Insurance". If you do not have insurance, the clubhouse manager may provide information about "Special Event Insurance" you can purchase and **MUST** list Gainesville Woman's Club including address the Certificate Holder for the date(s) of the event.

Smoking, illegal & illicit activities are strictly prohibited & **will result in calling the authorities & cancellation of the contract.**

Failure to comply with the GWC clubhouse rules or conduct of any kind warranting disfavor may cause a group to be barred permanently from future use of the building or property.

The Lessee will be responsible for any charges incurred for careless activation of Fire Alarm System.

Please make sure that those who will be doing the decorating, catering, etc. know & understand ALL rules!

Lessee: I have read & agree to abide by the clubhouse rules: Name _____ Date: _____

Decorator: I have read & agree to abide by the clubhouse rules: Name _____ Date: _____

12/21/2017