

GFWC LABELLE COMMUNITY WOMAN'S CLUB RENTAL AGREEMENT (client to keep first two pages)

Event Date: _____

Labelle Community Woman's Club, 382 W. Hickpochee Avenue, Labelle, Florida

Monday-Thursday rental fee is \$200 (includes admin fee \$25)

Friday, Saturday, or Sunday rental fee is \$600 (includes admin fee \$25)

Saturday rental time is **2PM - Midnight**

Friday, or Sunday rental time all day until midnight. **No Holiday Rentals**

In order to confirm your booking a **\$300 deposit will be required and due at the time of booking.**

Within the first 30 minutes of entering the property, the renter is required to inspect and report via photograph any damage to the facility to the board contact. Any damage found by the board or its agent that wasn't reported within the first 30 minutes of access will be considered the renter's fault.

General Guidelines and Requirements:

- For purposes of this agreement, any reference to clubhouse includes reference to any property of the LaBelle Woman's Club, including but not limited to the building, grounds, little lending library, club sign & sitting area.
- **No deposit will be refunded due to cancellation less than 30 days before the booked date.**
- Keys are to be returned after cleaning the day of your event (dropped through the mail slot in the front door).
- Failure to follow guidelines and requirements outlined in this agreement can result in forfeiture of deposit.
- **Event Insurance** must be purchased **at least one week prior** to the event by going to theeventhelper.com/#lcwc or clicking the QR Code below



- Insurance needs to be purchased one week in advance.
- Once purchased, the insurance policy will automatically email to gfwclabelle@gmail.com.
- **NO INSURANCE, NO RENTAL and your deposit will be forfeited**
- **For safety reasons both front and back doors are to remain unlocked while the building is occupied.**

General Responsibilities:

DO NOT

- Attach or hang anything from the ceiling or walls;
- Remove anything from the walls of the clubhouse;
- Open windows or try to open windows;
- Block the back door as required by the Fire Marshal

- For children and youth events, adequate adult supervision is required. No inflatables or water slides or pets in/on the property;

The use of alcohol & Tobacco products:

- It is the responsibility of the renter to **purchase an event liquor License** if the renter is planning on having alcohol at the event. You can obtain this by going online to theeventhelper.com/#lcwc
Once you fill out the form and purchase the insurance, the form will be emailed to gfwclabelle@gmail.com.
- Smoking/Vaping is prohibited in the building and within 25ft. of the exterior of the building.

Cleanup after use of clubhouse:

- **Paper goods, garbage bags, ice, toilet paper, paper towels all must be furnished by the renter.**
- Renter of the clubhouse & property agree to use utmost care and agree to leave the facilities in good, clean condition.
- **Bag** all garbage and place it inside the dumpster with the dumpster lid down; located outside to the rear of the building.
- All clean up (inside and out) is to be completed immediately following your event on the same day. (*see cleanup after clubhouse use section*)
 - o Nothing should be left behind;
 - o **Floor must be swept and wet mopped** with provided mop and bucket. **A couple drops of Mild dish soap and hot water to be used when mopping the new flooring. Nothing with acidic ingredients.**
- The A/C thermostat should be left alone.
- If there is an issue with the Air Conditioning please contact Lisa Brondi @ 847-791-3944 .
- Turn off all lights inside and outside & lock up.

Return of Deposit:

After each rental the board or its agent will inspect the property for damage. In the event of damage to the clubhouse the renter will accept responsibility. The board will obtain a quote for the amount of repair and replacement costs.

- Deposit will be returned within a week of the scheduled event after a walkthrough is completed.
- All tables and chairs will be counted if any are missing you will not get your deposit refunded.
- No deposit will be returned if the police are called due to noise, drinking, or fighting.
- **The above outlined guidelines and requirements must be followed or deposit will not be refunded.**

We reserve the right to cancel this contract at any time. In the event the contract is canceled the deposit will be returned and the club will not be held responsible for any costs or expenses incurred by the renter in connection with the cancellation.

This rental agreement supersedes all prior oral or written statements regarding the rental of the LaBelle Woman's Clubhouse on or before May 14, 2026.

updated 6/8/26 Rev 7

GFWC LABELLE COMMUNITY WOMAN'S CLUB RENTAL AGREEMENT
(Turn this paper in to the Treasurer)

 I agree to the GFWC LaBelle Community Woman's Club Rental Agreement.

Event Date: _____ Type of Event: _____

Renter Signature: _____ **Date:** _____

Renter printed name: _____ Phone: _____

Address: _____

Email Address: _____

Deposit Received Date: _____ Cash Only: _____ Amount: _____

Payment Received Date: _____ Cash Only: _____ Amount: _____

Insurance Policy Received: _____ Key Given: Date: _____

Notes: _____

Post Rental walkthrough will be done within 24 hours of the event:

Club Representative: _____ Date: _____

Key Returned: ____ Yes ____ No

Deposit returned: ____ Yes ____ No

How Much was returned: \$ _____ Renter Initials _____ Date _____

Notes: _____

