



Women's Club of Vero Beach, Inc.
1534 21st Avenue, Vero Beach, FL 32960
772-205-2259

EVENT RENTAL APPLICATION
CONTACT INFORMATION

Type of Event: _____

Event Date: _____

Event Details:

Number of Guests Expected: _____ (Max 135)

Number of guests under 21: _____

Set-up time: _____

Event Start Time: _____

Event End Time: _____

Clean-up time: _____

Use of Kitchen: _____ YES _____ NO

Use of Alcohol: _____ YES _____ NO

Proof of Special Event Liability Insurance: _____ YES _____ NO

501 (c) 3 Status: _____ YES _____ Copy of IRS letter

Other Details: _____

Reservations. Applications submitted less than three -weeks prior to an event date are subject to availability of space, current insurance and payment of total fees.

Applications are accepted on a first come, first served basis.

Applications. Before a reservation request can be accepted; this form must be filled out and signed by a person over 18 years of age. No reservation is confirmed until the application has been approved and the **reservation down payment is paid in full.**

Approval. Is dependent upon intended use, availability, applicants' agreement to abide by the terms and conditions listed herein and any other conditions deemed necessary by the Facility Manager or the Board of Directors.

Insurance. All rentals require proof of general liability Insurance that names the Women's club of Vero Beach, Inc., as an additional insured for **Two Million Dollars.** Insurance must be provided by a carrier rated A:VII or higher by Best's Insurance Rating Service. Some suggested event insurance websites are:

- Progressive.com/special-event-insurance
- Travelers.com/event-insurance
- Eventsured.com/

Fees & Charges. See fee schedule for rental rates. A refundable reservation down payment of \$500 is due upon rental approval to "HOLD" the date with the Rental Fee balance due two week before the event. Failure to pay the Rental Fee prior to the rental date will result in a cancellation and the deposit will be forfeited. **Rental contracts are not transferrable.**

- Non-profit Discount – Organizations submitting IRS verification of non-profit status with their application may be eligible to receive a discount.
- Facility Manager.** A Manager is required if the activity or the nature of the event makes their presence necessary. A manager may be on the premises at any time during a rental period.
- Clean up.** The post clean-up is the responsibility of the applicant. The cleanup of plates, dishes, etc. after meal is the responsibility of the applicant or hired caterer. Applicant is responsible for set up, clean up, and take down and storage of tables and chairs.

Manager may be on the premises at any time during a rental period.

Rental contracts are not transferrable. No group at any time shall remove chairs, tables or other equipment from the premises. All tables and chairs are to be put away after event.

The deposit may be forfeited for violations of ANY rental conditions names herein.

- Rental Time** - Must include time for set up, decoration, take down and clean-up. Rental Deliveries and pickups cannot be outside the rental period, unless prior arrangements are made with the Manager.

Cancellations. Must be made in writing and received two weeks before the event. Down payment (1/3 of total fees and charges) is non-refundable unless the Manager cancels the rental agreement, wherein a full refund will be made.

The Manager has the right, to cancel a renter's agreement, if in the Managers opinion; the facility is not usable or is unsafe due to natural causes, repair or renovation. Changes to previously approved rental agreements may result in additional fees and/or cancellations of event.

Special Conditions.

- Liquor Conditions** – Their will be no sale alcoholic beverages permitted.
- At functions where alcohol is served, only beer, wine and, distilled spirits and champagne are allowed. **NO** alcohol may be brought into the facility except that which is served by the applicant.
- Sound Restrictions** – Applicant and guests must adhere to City sound ordinance noise level (no louder than fifty-five decibels), there will be no music after 10:00 PM and all evening events shall cease by 10:00 PM.
- Gambling** – in any form is not permitted on the premises.

Renter Responsibilities.

- Applicant will open and close the Club.
- Thermostats are pre-set.
- If the building is tampered with, or the building is not secure before leaving the premises, the security deposit will be forfeited.
- Spilled food or beverages must be cleaned up immediately.
- Posted parking rules must be observed and authorized parking areas utilized.
- All equipment, decorations, food, beverages and trash must be removed and properly disposed of by the applicant. Trash is located outside to the left of the door. **No rice, confetti, birdseed, or any other substance may be thrown in or around the facility.**
- Decorations must be flame retardant and fastened in an approved manner.
- ONLY BATTERY OPERATED CANDLES ARE ALLOWED. WICK CANDLES ARE PROHIBITED INSIDE OR OUTSIDE OF THE HISTORICAL FACILITY.**
- SMOKING IS PROHIBITED INSIDE THE HISTORICAL FACILITY.**

Terms of the Agreement

I have read and understand the facility rental agreement. I agree to inform persons/guests participating in this proposed event of the terms and conditions of the agreement, and agree to comply with the conditions set forth in the agreement. I further agree to hold harmless and indemnify The Women's Club of Vero Beach, Inc., and their officers, agents and employees from any liability for personal injury, death, property damage, arising out of any rental agreement issued or activities thereunder or in result of consequences thereof, except that which is caused solely by The Women's Club of Vero Beach, Inc. and their officers, agents or employees.

Acknowledged and Agreed By the Applicant

Applicant Name (please print)

Address

Applicant Signature

City/State/Zip

Date

Phone Number

Acknowledged and Agreed By The Women's Club of Vero Beach.

Name (please print)

- Administrator
- Board Member

Signature

Date

Down Payment Due: \$500.00 _____ Date Received: _____ by : ___ Cash ___
Check
(Security Deposit)

Balance Due: \$ _____ Date Received: _____ by: ___ Cash
___ Check

Special Event Insurance Purchased on _____ Date Provided: _____
(*\$2 Million Dollars*)

(1) Security Deposit Returned: _____ Yes _____ Pick-up or _____ Check Sent
_____, 202__

(2) Partial Security Deposit Returned _____ Yes _____ Pick-up or _____ Check Sent
_____, 202__

Reason for partial return:

(3) Security Deposit Not Returned: _____ Date _____, 202__

Reason not returned:
