

# Women's Club of Vero Beach, Inc.

1534 21st Street  
Vero Beach, FL 32960  
772-205-2259  
772-268-0386

[verobeachwc@att.net](mailto:verobeachwc@att.net)

## EVENT RENTAL APPLICATION

### CONTACT INFORMATION

Type of Event:

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Event Date:

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### Event Details:

Number of Guests Expected: \_\_\_\_\_  
(Max 120)

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: \_\_\_\_\_

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- A. **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.**

- B. **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.
- **Rental Contracts.** This contract is not transferable.

- C. **Insurance.** All rentals require proof of general liability Insurance that names 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](https://www.progressive.com/special-event-insurance)
- [Travelers.com/event-insurance](https://www.travelers.com/event-insurance)
- [Eventsured.com](https://www.eventsured.com)

- D. **Fees & Charges.** See fee schedule for rental rates. A refundable reservation down payment of \$500.00 is due upon rental approval to "HOLD" the date with the Rental Fee balance due two weeks 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.

- E. **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.

- F. **Clean up.** The post clean-up is the responsibility of the applicant. The cleanup of plates, dishes, etc. after a meal is the responsibility of the applicant or hired

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caterer. Applicant is responsible for set up, clean up, and take down and storage of tables and chairs.

- 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 the event. The deposit may be forfeited for violations of ANY rental conditions named herein.
- **The manager may be on the premises at any time during a rental period.**

G. **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.

H. **Cancellations.**

- **Tenant.** 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 Landlord cancels the rental agreement, wherein a full refund will be made.
- **Landlord.** Landlord has the right to cancel a renter's agreement. In the event of unforeseen circumstances, including construction delay because of a historical rehabilitation project If the club cancels the club is obligated to return any deposit and is not responsible for consequential or incidental damages and renter waives its right to seek the same.

I. **Special Conditions.**

- Liquor Conditions – There will be no sale of alcoholic beverages permitted.
- At functions where alcohol is served, only beer, wine and distilled spirits and champagne is allowed. NO alcohol may be brought into the facility except that which is served by the applicant.
- Sound Restrictions – Applicants 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.

J. **Renter Responsibilities.**

- a. Applicants will open and close the Club.

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- b. Thermostats are pre-set.
- c. If the building is tampered with, or the building is not secure before leaving the premises, the security deposit will be forfeited.
- d. Spilled food or beverages must be cleaned up immediately.
- e. Posted parking rules must be observed and authorized parking areas utilized.
- f. 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.
- g. Decorations must be flame retardant and fastened in an approved manner.
- h. ONLY BATTERY OPERATED CANDLES ARE ALLOWED. WICK CANDLES ARE PROHIBITED INSIDE OR OUTSIDE OF THE HISTORICAL FACILITY.
- i. SMOKING IS PROHIBITED INSIDE THE HISTORICAL FACILITY.

[SIGNATURE PAGE TO FOLLOW}

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## 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

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**\$500.00 Security Deposit Due:** Date Received: \_\_\_\_\_ by :\_\_\_Cash \_\_\_ Check

**Balance Due:** \$\_\_\_\_\_ Date Received: \_\_\_\_\_ by: \_\_\_\_\_ Cash \_\_\_ Check

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

**(1) Security Deposit Returned:** \_\_\_\_\_ Yes \_\_\_\_\_ Pick-up \_\_\_\_\_ Check Sent \_\_\_\_\_  
**Date Completed:** \_\_\_\_\_

**(2) Partial Security Deposit Returned** \_\_\_\_\_ Yes \_\_\_\_\_ Pick-up \_\_\_\_\_ Check Sent \_\_\_\_\_  
**Date Completed:** \_\_\_\_\_

**Reason for partial return:**

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**(3) Security Deposit Not Returned:** \_\_\_\_\_ Date \_\_\_\_\_, 202\_\_

**Reason not returned:**

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