

APPLICATION/RENTAL AGREEMENT

The Woman's Club of South Pasadena
1424 Fremont Avenue
South Pasadena, CA 91030

Applicant's Name, address and telephone number:

(Individuals please attach copy of Driver License. If business organization, attach copy of current fictitious business name statement on file with County Clerk, or, if corporation, copy of current Statement of Domestic Stock Corporation on file with Secretary of State)

Rental Date _____ Between the hours of _____ and _____ .

Number of people expected to attend: _____ .
(Maximum permitted dining _____ ; All other events: 200.)

Event/Description/Purpose: _____ .

✓ UNDERSTANDING: The Woman's Club of South Pasadena was established in 7 . Our Clubhouse was built in 1913. If your application is accepted, we will welcome you to our facility. You will be expected to share the responsibility of protecting and maintaining our building, a designated historical landmark, and obeying all rules.

Initials _____

1. Rent and fees are payable in advance. A deposit of 50% is required upon signing the agreement; the balance is due in full 30 days before the rental date, or [date] _____, or the reservation will be canceled. A refundable security deposit of \$350 is required in addition to Rent and is payable at the time the agreement is signed. In the event of cancellation at least 30 days before the event, or the balance of the rent is not paid, 80% of the rent will be refunded to the Renter. In the event of cancellation less than 30 days before the event, 50% of the rent will be refunded to the Renter. In the event of cancellation less than 48 hours before the event, 10% of the rent will be refunded to the Renter.

2. All events must end by 11:00 p.m. Rental time is for a maximum of 5 hours only, after guests arrive.

3. Security guards may be required, depending on the event. The cost for security will be added to the Rent and paid in advance

4. The Woman's Club of South Pasadena will be represented on site during the event. The representative has the authority to stop any event that is out of control due to noise, amplified music, over-attendance, disturbances, trash, smoking inside the Clubhouse, or damage to the Clubhouse and its grounds.

5. The renter is liable for any and all damage to the Clubhouse, its equipment, furniture, furnishings, and the grounds, during an event. Rental of the Clubhouse does not include the dishwasher or the garbage disposal.

Initials _____

6. The refundable security deposit will be used to pay for the cost of any repairs and/or cleanup following an event. Clean up is to be done immediately following the event. If the cost of repairs and/or clean up exceeds the security deposit, you will receive a bill for the balance due. The unused portion of the security deposit will be refunded within 21 days. Security deposit shall be refunded by check payable to: _____, mailed to: _____.

7. Rent includes the use of tables and chairs. "Set up" and decorations must be scheduled, if available, the day before or the day of the event, limited to 4 hours. No tacks, nails or staples may be used. Blue painter's masking tape may be used if it is completely and carefully removed by the Renter. No rice, confetti, birdseed, candles, bubbles or fog machines are to be used inside or outside the Clubhouse. Food service, if any, must be provided by Renter at Renter's expense. Renter is to provide evidence of insurance of any professional caterers who come to the Clubhouse.

8. Furniture and pianos may not be moved without permission of the representative of The Woman's Club of South Pasadena.

9. It is the responsibility of the Renter to obtain any permit necessary for serving alcoholic beverages: Champagne, wine and beer only. All alcoholic beverages must be consumed inside the Clubhouse and may not be served to minors. No food or drinks on the stage.

10. Children are not permitted in the balcony unless accompanied by an adult.

11. Only the applicant will be recognized as the Renter and permitted to use the Clubhouse. No subletting, assignment, or use of the Clubhouse by anyone else on the date will be permitted.

12. INDEMNITY: Renter agrees to and shall indemnify and hold harmless The Woman's Club of South Pasadena, its members, officers, and agents, for any liability, loss, fines, costs, injury, damage, or other expense with respect to any person or property on or about the Clubhouse and its grounds or imposed by any law enforcement agency resulting from renter's use, misuse, occupancy, possession of the premises by Renter, its agents, employees, licensees, invitees, or guests. The Woman's Club of South Pasadena shall have no liability for any loss, cost, injury or damage to the Renter or Renter's agents, employees, licensees, invitees, or guests or to any property of such persons. This indemnity extends to violations of Business and Professions Code §25602 which prohibits the selling or furnishing of any alcoholic beverage to any obviously intoxicated person.

THIS AGREEMENT supersedes all prior oral or written proposals, communications or other agreements. This is the entire agreement. No changes are permitted unless in writing, dated and signed by both parties.

I, _____, Renter, hereby acknowledge I have read and understand this Agreement and will be bound by its terms.

Date: _____ Signature: _____

Accepted: _____ The Woman's Club of South Pasadena

ADDENDUM TO RENTAL AGREEMENT

The Woman's Club of South Pasadena
1424 Fremont Avenue
South Pasadena, CA 91030

Applicant:

Event/Description/Purpose: _____ .

The Woman's Club of South Pasadena requires a Renter of the Clubhouse to be properly licensed and insured, and to have liability insurance with a policy limit of at least \$1,000,000, if the Clubhouse is to be used for performances, classes, or events where admission is charged.

The Woman's Club of South Pasadena requires a Renter of the Clubhouse to provide proof that the Woman's Club of South Pasadena is a named, additional insured on the liability insurance of the Renter.

Please provide the following information and attach a copy of a declaration page showing "The Woman's Club of South Pasadena" a named, additional insured.

1. Name, address, and telephone number of Insurer:

2. Policy number, description of policy, and policy limits:

3. Attach copy of Declarations Page.

4. Attach copy of city business license.

5. Additional information: