

# GFWC St. Petersburg Woman's Club Contract

The GFWC St. Petersburg Woman's Club is a non-profit 501c(3) Florida Corporation, organized and operated exclusively for charitable and educational purposes. We support our historic building, enjoy participating in community outreach and providing support to other charitable organizations.

This contract is made between \_\_\_\_\_ (herein referred to as customer, you or your) and the GFWC St. Petersburg Woman's Club, Inc (SPWC).

1. You agree to use the SPWC clubhouse, located at 40 Snell Isle Blvd NE. St. Petersburg, FL on \_\_\_\_\_ for the following event:

- A. Describe the event (i.e. Wedding, reception, party, club or business meeting) \_\_\_\_\_
- B. Approximate number of guests: \_\_\_\_\_ **Max. 150**, (or as discussed with Representative)
- C. Beginning \_\_\_\_\_ and ending \_\_\_\_\_  
*Music/Event must stop by 11PM/Premises cleared by 12AM*  
(Please note: Fee for the entire reserved time applies if the event concludes early)

2. You agree to pay for the use of the SPWC facility as follows. Check A,B,C or D. Partial hours will not be prorated. **Event time includes all hours that the customer and/or vendors are in the venue (Event, Customer & Vendor Set-up, and Removal).**

\_\_\_\_ **A. FRI/SAT/SUN "IT'S YOUR DAY" RATE:** You shall pay to SPWC the sum of **\$4995\***, for the use of the SPWC facility **for a total of 13 Hours. \*PLUS \$500 Security Deposit** (see section 5). Music and event must end by 11PM. Premises must be cleared by 12AM (Midnight).

Requests for inside use of the Club for rehearsal, decorating etc. *on the day before the event* will be based on availability of the venue and will be approved no earlier than 30 days prior to your event. **Prior day access, when venue is available, will be an additional \$150 to split package hours between 2 days/additional hours added are \$150/hour:** There is no charge for outside rehearsals that do not require Club access. *Outside rehearsals do need to be scheduled with the SPWC Club Representative to avoid conflicts with other events. Fridays are only available when there are no Club General meetings or other Club Events. See calendar for availability or discuss with the Customer Service Representative.*

\_\_\_\_ **B. SPECIAL PACKAGE RATE:** You shall pay to SPWC the sum of \_\_\_\_\_\* for the use of SPWC facilities for \_\_\_\_\_ hrs, **PLUS \$\_\_\_\_\_ Security Deposit** (see section 5).

\_\_\_\_ **C. HOURLY RATE:** You shall pay to SPWC the sum of \_\_\_\_\_\* (\_\_\_\_) Total hours@\$450/hr) for the use of the SPWC facilities, **\*PLUS \$\_\_\_\_\_ Security Deposit** (see section 5).

\_\_\_\_ **D. CHARITABLE ORGANIZATION EVENT RATE:** You will pay to SPWC the sum of \_\_\_\_\_\* for the use of the SPWC facilities, **plus \_\_\_\_\_ Security Deposit.** (see section 5).501c(3) documentation must be provided.

\*Includes all taxes, setup and service fees.

3. All Checks are to be made payable to GFWC St. Petersburg Woman's Club, or SPWC. All venue fees include 7% sales tax. Payment can be in the form of check, money order, cashier's check, cash or credit card. *(Credit card fee may apply)* Checks are acceptable 14 or more days prior to event date.

4. To guarantee the date selected, initial payment of the security deposit is due upon signing, unless otherwise agreed upon. Payment received: \_\_\_\_\_ date: \_\_\_\_\_

**Full and final payment is due at least 90 days prior to event. If payment not received, security deposit and booked date will be forfeited. If the event date is less than 90 days from date of contract, then full payment is required at the time of contract signing.**

5. A Security Deposit, for any damages that may occur is required at the time of signing this agreement. You are responsible for any damage to the premises and property during your event. Any damages incurred will be deducted from the security deposit. Should the amount exceed the amount of the deposit, customer agrees to pay the difference to SPWC on demand, together with any lost income the SPWC may suffer while repairs are being performed. Customer also agrees to indemnify and hold the SPWC harmless from any claim for injury to any person or property arising from customer's use of the venue. You agree to pay all attorney fees, collections fees, and court costs incurred by SPWC in any legal action arising from your event, use of SPWC facilities or any breach of any term of this contract. "Arising from Your/Customer's event" shall include customer conduct or conduct by your guests or contractors/vendors. Your security deposit will be returned by mail following the event once the property has been inspected, less any charges. Deposits are generally returned within 10 business days.

6. You shall leave all areas of the clubhouse in good, clean condition. The kitchen area shall be swept, and countertops cleaned. NO food should be left on the premises or in the refrigerators. All catering equipment shall be removed immediately after the event. You agree to pay SPWC any expenses incurred in the cleaning of the clubhouse or removal of equipment/property owned by you, your guests, caterer or other contractors. All garbage shall be placed in large black garbage bags, in the black garbage cans located outside the kitchen, with lid closed. Customer expressly authorizes SPWC to discard any of the property left on the premise, by you, your guests or vendors.

7. If the event is for a minor (under 21 years of age), an off-duty St. Petersburg Police Officer must be on the premises at all times during the event. The cost of the off-duty officer is the responsibility of the customer and proof of compliance shall be furnished to the SPWC at the time of final payment, (or within 2 days of the date of this contract if less than 90 days until the event). Customer specifically agrees to comply with all laws of the State of Florida, Pinellas County and the City of St. Petersburg relating to the use, possession or consumption of alcohol by minors in connection with the customer's event. If a violation of this provision occurs, SPWC may (but is not required to) cancel or terminate customer's event immediately. This provision creates no duty on SPWC to supervisor or regulate customer's event in any way. This does not apply to underage guests attending event with adult supervision.

8. If any payment is not made when due, (unless previously arranged with club representative), as time is of the essence, then the customer's event shall be cancelled and the reserved date, (shown in in #1), released.

9. Should it become necessary for you to cancel your event, written notice must be given to SPWC, (see section 14). If you cancel prior to the date final payment is due, your security deposit will be forfeited, all monies paid toward venue payment (minus a \$100 service fee) will be refunded. If you cancel after the final payment due date, but prior to the event date, one half of the total venue fee plus the security deposit will be refunded. If you cancel the day of the event, only the security deposit shall be refunded.

10. This contract may be cancelled at any time by SPWC if necessary, because of events beyond the control of SPWC, such as fire, storm damage or other occurrence which in SPWC's reasonable discretion, do not permit your event to be held as scheduled. In such event, SPWC shall refund to you all money previously paid, but shall have no other liability.

11. You acknowledge that the grassy area around the SPWC clubhouse may have tree roots and other obstructions which make the ground surface uneven. You agree to notify all guests to exercise care when walking in any unpaved area on SPWC property. You assume full responsibility for and shall hold SPWC harmless, from any claims made by your guests arising from use of unpaved areas, including such claims that may be based wholly or in part by the alleged negligence of SPWC.

12. If you intend to **sell** alcoholic beverages to guests at any time on SPWC premises, you shall ensure to SPWC that you, (or your caterer), has the appropriate license issued by the state and local authorities, if required. You shall ensure to SPWC that all state and local laws governing the sale of alcoholic beverages shall be obeyed, that no person appearing to be under the age of 28 shall be served without providing identification, proving they are of legal age to consume alcoholic beverages. No alcoholic beverages shall be knowingly served to any person habitually addicted to the use of alcoholic beverages. You agree to indemnify and hold SPWC harmless from any claim arising from the use of alcohol during your event. You shall ensure to SPWC that your caterer receives a copy of this agreement and agrees to comply with all provisions set forth which apply to the caterer, including without limitation, this paragraph.

13. You acknowledge that this contract grants you a temporary and limited license for the use of the SPWC's facilities, as set forth above and for no other purpose or time. SPWC may cancel this contract at any time if you breach any material term of this contract, and in such event no refunds shall be made. You agree that you shall comply with all applicable laws, rules and regulations of the state of Florida, County of Pinellas and City of St. Petersburg, in your, and your guests' activities and use of the SPWC facility.

14. All notices under this contract to either party, (customer or SPWC), shall be delivered in writing by email, read receipt requested or hand delivered to the address for customer or SPWC as follows:

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

SPWC Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: 40 Snell Isle Blvd NE. St. Petersburg, FL 33704

**GFWC SPWC Contract Rules: As a historical landmark, the clubhouse must be treated with special care and respect. As such customer agrees to abide by the following rules:**

1. The venue is located in a residential area and by law, noise abatement goes into effect at 11:00 pm. You agree to cease any noise by 11 PM, and to vacate the premises by 12 AM (Midnight), unless otherwise agreed upon with the customer service representative.
2. No smoking in our Smoke-Free building. Smoking is permitted outside of the patio breezeway area. Make sure you provide ashtrays for the use of your guests. **Please do not throw butts into the bushes or onto the street.**
3. Candles or other flames are NOT permitted in the facility to comply with the city fire codes, and insurance regulations. Rice, confetti, flower petals, birdseed or any other substances/items are not allowed to be thrown inside or outside of the building. Hot Air balloon lanterns or similar devices are not permitted. Fog machines are not permitted. You shall obtain specific permission to install any decorations or items generating heat, electrical (including wired or battery powered), or other power sources.
4. Use of the terrace/flat roof area outside the second floor is **PROHIBITED. Children must be supervised at all times in all areas of the clubhouse, outside as well as inside.**
5. No tape or nails are allowed on/in the walls, woodwork or on staircase. Pre-installed hooks have been placed strategically for your use when decorating. No wall hanging should be removed without the permission of the On-site Event Manager. Event Manager is responsible for any removal and storing of items removed.
6. Deliveries of food and kitchen supplies are permitted at the curbside near kitchen door on the Southeast side of the building.
7. The SPWC On-site Event Manager is the **only authorized operator** of air conditioning, heating, lighting, club sound system, moving of club furnishings or piano. The piano is available for any event only with prior approval by club customer service representative. **Floor plan for setup should be delivered to the On-site Event Manager or Customer Service Representative 10 days prior to event.** To reach the On-site Event Manager please text 727-251-0464

8. All catering equipment and supplies are to be removed after each event. Caterer may be asked to read and sign rule sheet upon arrival. Kitchen floor should be swept, countertops cleaned, and no food left in the refrigerator. Any spills on the floor should be cleaned up.
9. You will ensure the caterer leaves the kitchen and premises in a clean condition. Please remind workers smoking is only permitted outside, and to use the receptacles provided for cigarette butts. Have caterer bring extra 55-gallon garbage bags and take all inside garbage to outside cans before leaving.
10. Keg beer may be served on the patio area only. No kegs are allowed inside the building at any time.
11. Caterers may use the convection oven, microwave and refrigerators for the event. No ice is provided. **No deep fryers/grills may be used inside the club.**

**Failure to observe any of these rules may result in forfeiture of security deposit. If damage exceeds security deposit, you accept responsibility and will pay the difference between the repair costs and security deposit.**

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Service Representative signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the "Details at a Glance" on the following page.

## St. Petersburg Woman's Club Venue Details at a Glance!

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Circle One:

Reception Only    Wedding & Reception    Birthday    Anniversary    Graduation    Party/Reunion    Other

Customer Name:

If your event is a wedding/reception, please provide the bride & groom's full names:

As customer, if you are not the bride or groom, what is your relationship to them:

### **Security Deposit Return Information:**

Make check payable to:

Mail to address:  (include zip)

Contact phone/email after the event:

Phone  Email:

Thank you for making us part of your special day...We will try to be as flexible and helpful as possible to make it a smooth and memorable occasion.

### **Any questions please contact:**

Customer Service Representative: Nancy Howard, [events@stpetersburgwomansclub.org](mailto:events@stpetersburgwomansclub.org) phone: 727-822-4982

On-Site Event Manager: Adam Hubbard, [SPWCmanagement@hotmail.com](mailto:SPWCmanagement@hotmail.com) phone: 727-251-0464