

*Santa Fe Woman's Club and Library Association*

1616 Old Pecos Trail, Santa Fe, NM 87505

2021

**LONG-TERM RENTAL AGREEMENT  
Ten (10) or More Events Per Year**

**READ and SIGN BOTH SIDES. RETURN WITH YOUR SECURITY DEPOSIT.**

Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Contact Name \_\_\_\_\_

Phone (H) \_\_\_\_\_ Phone (W) \_\_\_\_\_

Email Address \_\_\_\_\_ Email Address \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Day(s) \_\_\_\_\_ & Date(s) of Rental \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Rental Areas Requested: \_\_\_\_\_ Main Room \_\_\_\_\_ Auditorium \_\_\_\_\_ Entire Facility

**Main Room**

**Auditorium**

<u># of People</u>	<u>1<sup>st</sup> 4 Hrs</u>	<u>Add'l Hrs</u>	<u>1<sup>st</sup> 4 Hrs</u>	<u>Add'l Hrs</u>	<u>Security Deposit</u>
1-25	\$165	\$35	\$250	\$50	_____ \$200
26-50	\$225	\$45	\$250	\$50	_____ \$250
51-75	\$275	\$55	\$250	\$50	_____ \$300
76-100	\$300	\$65	\$250	\$50	
101-150	\$350	\$75	\$250	\$50	

1<sup>st</sup> 4 hours \$ \_\_\_\_\_ + Add'l Hrs \_\_\_\_\_ @ \$ \_\_\_\_\_ = Base Rental Fee \$ \_\_\_\_\_

RENT PER EVENT \$ \_\_\_\_\_

DETAILS:

SCHEDULE:

**Please read, sign, and date BOTH sides of this document!**

Renter \_\_\_\_\_ Date \_\_\_\_\_ SFWC&LA Rep. \_\_\_\_\_ Date \_\_\_\_\_

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Your rent will be due: \_\_\_\_\_.

Who will pay your rent?

(Name)	(Phone number)	(Email address)
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**SET-UP and CLEAN-UP:** You may contract in advance with the Club's Building Manager (505-603-7487) to set-up (\$25) and/or take-down (\$25) tables and chairs for your event. Otherwise, your 4-hour rental block **includes** setting up tables and chairs, decorating, and clean-up. *You may purchase extra time for decorating, set-up and clean-up for \$30/hour.* Clean-up for Main Room rentals includes putting away tables and chairs, wiping kitchen counters, taking out trash (bags provided), and vacuuming the carpet (vacuum provided). The Building Manager will review clean-up requirements at the beginning of your rental period.

- A-V EQUIPMENT**
- (PA) Sound system (microphone, amplifier and speakers) **(FREE)** \*
  - Projection screen **(FREE)**
  - Video projector **(FREE -- you provide laptop, cables, technical assistance)** \*

Building Manager will set up the equipment. Printed instructions are provided to guide you in connecting laptops, cell phones, tablets, etc. to the Club's A-V equipment. Loss or damage to A-V equipment will be subtracted from security deposit.

**INFORMATION & ASSISTANCE**

Shaan Minhas, Building Manager and Rental Coordinator  
505-603-7487

**IMPORTANT NOTICES:**

- From time to time it may be necessary for the Santa Fe Woman's Club to conduct required maintenance and/or install improvements during your event(s). The Club will make every effort to inform you in advance if this will be necessary, and to minimize the impact of such activities upon your event.
- You will have the opportunity to inspect the premises to determine if they are suitable for its intended use. Club rents the premises **as is**, without liability for any defects or other claims which could have been apparent upon inspection of the premises.

**Renter acknowledges s/he has read and understands this Rental Contract and Rental Policies and Procedures (white page), and will adhere to all terms of the Contract, Policies and Procedures.**

Renter \_\_\_\_\_ Date \_\_\_\_\_ SFWC&LA Rep. \_\_\_\_\_ Date \_\_\_\_\_

**LONG-TERM RENTAL AGREEMENT**  
**Ten (10) or More Events Per Year**

**RENTAL POLICIES & PROCEDURES**  
**READ BOTH SIDES CAREFULLY! KEEP THIS PAGE FOR YOUR RECORDS.**

You have reserved the \_\_\_ **MAIN ROOM** \_\_\_ **AUDITORIUM** on \_\_\_\_\_ from \_\_\_\_\_.

Your event rental fee is: \$ \_\_\_\_\_. Your security deposit is \$ \_\_\_\_\_.

Your security deposit is due \_\_\_\_\_. Your rental fee is due \_\_\_\_\_.

Your contract includes \_\_\_\_\_ hours of **extra time** for set-up, clean-up and decorating.

The Club's Building Manager (505-603-7487) will open the building for you at \_\_\_\_\_ on \_\_\_\_\_.

**PAYMENT:** We accept checks, money orders and cash. Unfortunately, we cannot accept credit cards or postdated checks. Make checks/money orders payable to "SFWC Woman's Club". **Mail check or money order payments to Rental Coordinator, Santa Fe Woman's Club, 1616 Old Pecos Trail, Santa Fe, NM 87505. Contact the Rental Coordinator to arrange payment in cash. DO NOT MAIL CASH.**

## **SECURITY DEPOSITS – required along with signed contract to secure your event dates!**

- \$200 security deposit is required for business meetings, seminars, etc. (no refreshments served).
- \$250 security deposit is required whenever refreshments are served and the kitchen is used for bridal showers, baby showers, wedding receptions, graduation parties etc.
- \$300 when alcohol is served.

Your security deposit(s) **will** be deposited upon receipt to the Club's dedicated Security Deposit account. Your security deposit check(s) or money order(s) must clear the bank prior to the date(s) of your event(s).

**CANCELLATION OF RENTAL RESERVATION and REFUND POLICIES:** All Rental reservations require **4 weeks (28 days) notice to receive full refund of Security Deposit and Rental Fees.** You will receive a full refund of your Security Deposit and Rent **ONLY** if you provide 4 full weeks' (28 days) notice prior to the first day of your rental reservation. If less than 4 weeks, your Security Deposit will not be refunded; your Rental Fee will be refunded only if the dates and spaces you reserved are rented, at the same rent, to other parties.

**HOW TO CANCEL YOUR RESERVED DATE(S):** Leave a message on the Club phone 505-983-9455: clearly and slowly state your name, date of your call, date of the reservation you wish to cancel, and your phone number. **Repeat your phone number clearly and slowly.** (The Club is not responsible for cancellation messages which cannot be understood.)

**In case of cancellation due to adverse weather, the Club will refund 50% of rental fee or event may be rescheduled within 3 months.**

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## **SECURITY DEPOSIT REFUNDS & DEDUCTIONS**

Security deposit refunds will be by Santa Fe Woman's Club check. Security deposit refunds normally will arrive at the address specified on your contract within 10 days of your event.

- If the Building Manager determines that the event headcount is greater than the number of people contracted, additional rent due for the higher headcount will be deducted from the security deposit.
- (For events attended by 75+ people) If the Building Manager determines that additional cleaning is required in the building and/or parking lot, a \$100 cleaning fee will be deducted from your security deposit refund.

## **FACILITY RULES**

- Renters shall provide their own dishes, glassware, utensils, tablecloths, decorations, etc.
- Food may be stored in the refrigerators only on the day of rental. Leftover food will be discarded.
- No materials/supplies may be stored in the Club building without prior approval of the Rentals Coordinator.
- **ALCOHOL may be served only by a NM licensed bartender but may not be sold. SECURITY is required. No alcohol bottles shall be placed on tables.** Discuss your plans to serve alcohol with the Rental Coordinator.
- No food or alcohol shall be taken outside the building.
- Parking space markings in the SFWC parking lot should be respected. Parking in the Fire Zone immediately in front of the building is NOT permitted.
- Please do not keep valuables in your car.
- Renters and their guests are requested to keep their celebrations inside the building.
- **Guns are not allowed anywhere on the premises.**

- Police will be summoned if excessive damage or disorderly conduct occurs.
- **Taper candles are not permitted.** Non-drip candles may be used but not left unattended.
- Children may not be left unattended inside or outside of the facility.
- Live/recorded music must cease at 10 PM and the building vacated by 11 PM. No excessive noise is permitted due to neighbors living nearby.
- **NO** glitter or confetti may be used.
- **NO** “bouncy houses” or other inflatables of any size or shape are permitted on the property.
- Smoking is not permitted anywhere in the facility or outside on the premises.
- When the building is open for a rental event, it shall not be left unattended.
- **ONLY trained service dogs are permitted in the Club building. NO OTHER DOGS MAY ENTER.**

#### **EXITING FACILITY**

- Renters shall contact the Building Manager to sign out and ensure that the facility is left clean and secured.
- **Renters may contract separately with the Building Manager (505-603-7487) for table and chairs setup (\$25) and/or table & chairs take-down (\$25) or perform these functions themselves.**

**Please note: *The SFWC&LA is not responsible for damage, loss, or theft of personal items!***

#### **QUESTIONS ABOUT THE CLUB FACILITY/SERVICES OR RENTAL CONTRACT?**

Call: Shaan Minhas, Building Manager and Rental Coordinator  
505-603-7487