

Santa Fe Woman's Club and Library Association

1616 Old Pecos Trail, Santa Fe, NM 87505

2021

**THIS IS YOUR RENTAL CONTRACT.
READ, SIGN BOTH SIDES, AND RETURN WITH YOUR SECURITY DEPOSIT.**

CONTACT INFORMATION

Name of Person Requesting Rental _____

Name of Organization (if applicable) _____

Address _____

Phone _____

Email Address _____

Any additional Contact Information _____

PURPOSE OF EVENT _____

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

Rental Areas Requested: _____ Main Room _____ Auditorium _____ Entire Facility

Main Room			Auditorium		Security Deposit
<u># of People</u>	<u>1st 4 Hrs</u>	<u>Add'l Hrs</u>	<u>1st 4 Hrs</u>	<u>Add'l Hrs</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	

1st 4 hours @ _____ + _____ Additional Hours @ _____ = Base Rental Fee _____

_____ Extra Hours @\$30 per hour for Set-up/Decorating/Clean-Up _____

TOTAL RENTAL FEE _____

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

Renter _____ Date _____ SFWC Rep. Shaan Minhas _____ Date _____

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HOW TO LOCK IN YOUR EVENT DATES: Your event date(s) are on the rental calendar and will be held until _____ . To secure your reservation(s) beyond this date, complete and sign both sides of this contract and mail **with your security deposit** to: Rental Coordinator, Santa Fe Woman's Club and Library Association, 1616 Old Pecos Trail, Santa Fe, NM 87505

Your rent will be due no later than _____ .

HOW YOU WOULD LIKE TO BE NOTIFIED WHEN YOUR PAYMENTS HAVE BEEN RECEIVED?

Email me @ _____ .

Call me @ _____ .

A-V EQUIPMENT ___ Sound system: microphone, amplifier and speakers (FREE)
 ___ Projection screen (FREE)
 ___ Video projector (FREE). You provide laptop, cables, technical assistance.

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

IMPORTANT NOTICE

Occasionally it is necessary for the Club to conduct required maintenance and/or install improvements during on-going 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 the intended use. The Club rents the premises **as is**, without liability for any defects or other claims which could have been apparent upon inspection of the premises.*

INFORMATION AND ASSISTANCE

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

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 Rep. Shaan Minhas _____ Date _____

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RENTAL POLICIES & PROCEDURES

READ BOTH SIDES CAREFULLY! KEEP THIS PAGE FOR YOUR RECORDS.

You have reserved the ___ **MAIN ROOM** ___ **AUDITORIUM** on _____ from _____ to _____.

Your total rental fee is \$ _____. Your security deposit is \$ _____.

Your security deposit is due _____. Your rental fee is due no later than _____.

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 _____.

WHAT ABOUT TIME FOR SET-UP AND CLEAN-UP? Your 4-hour rental block **includes** time to set up tables and chairs, decorate, and clean up. You will set up tables and chairs and decorate as you wish. 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 show you where everything is located and review clean-up requirements at the beginning of your rental period. **Allow at least one full hour for clean-up after your event is over. For evening events, you must clean up and exit by 11:00 PM. If you think you may need longer than 4 hours to set-up, decorate, hold your event, and clean up, we recommend that you purchase extra time for \$30/hour. Renters may contract separately with the Building Manager (505-603-7487) for tables/chairs set-up (\$25) and/or table/chairs take-down (\$25).**

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 & Library Association". **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 date!

- \$200 security deposit is required for business meetings, seminars, etc. where no refreshments are served.
- \$250 security deposit is required whenever refreshments are served and/or kitchen is used (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).

AFTER YOUR EVENT: SECURITY DEPOSIT REFUNDS AND DEDUCTIONS

Security deposit refunds will be by Santa Fe Woman's Club & Library Association check. Security deposit refunds normally will arrive at the address you specify 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.

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- (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.

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 fully rented to other parties.

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

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.)

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 Rental 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 10:00 PM and the building vacated by 11:00 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 on the grounds.
- When building is open for rental event, it shall not be left unattended.
- **ONLY trained service dogs are permitted in the Club building. NO OTHER DOGS MAY ENTER.**

EXITING THE FACILITY AT THE END OF EVENT

Renters shall contact the Building Manager to sign out and ensure that the facility is left clean and secured.

PLEASE NOTE: *The Santa Fe Woman’s Club and Library Association is not responsible for damage, loss, or theft of personal items!*

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

Call: Shaan Minhas at 505-603-7487

Revised June 7, 2021