



MANSION RENTAL AGREEMENT TERMS AND CONDITIONS

1. **MAIN FLOOR RENTAL:** During the rental period, the renting party shall have the exclusive use and enjoyment of the first floor of GFWC Woman's Club of Fairmont clubhouse, known hereinafter as the Mansion, 300 First Street, Fairmont, WV. This includes the use of the restrooms, tables, chairs, lights, electrical outlets, table linens, china, silverware and glassware. Rental fee excludes access to the 2nd and 3rd floor of the Mansion and use of the kitchen. Rental hours are no earlier than 10 a.m. and no later than 8 p.m.
2. **PARKING:** Limited parking is available in front and to the left of the Mansion. The circular drive in front may be utilized for loading and unloading only. Notice: The Mansion is not handicapped accessible. We regret any inconvenience this causes. We appreciate your understanding.
3. **RENTAL PERIOD AND FEES:** Rates are as follows:
 - MANSION MENU:** A signed Contract and \$100 deposit is required to book the date of the event up to 4 hours. Each additional half hour needed will be \$50 after the 4 hour rental and a maximum daily use of no more than 8 hours. Menus and pricing will be provided by the event coordinator. The Woman's Club can provide food for only up to 30 people. Any more people than that will need to be provided by the renter.
 - RENTER PROVIDED FOODS:** A signed Contract and \$100 deposit is required to book the date of the event. Rental fee for 4 hours is \$400 plus tax. Each additional half-hour needed will be \$50 and a maximum daily use of no more than 8 hours. All foods must be serving-ready as described in the attached form. Club members will assist with providing serving trays and serving utensils only. Due to Health Department Rules, members are unable to assist with any food preparation or serving.
 - BUILDING RENTAL/MEETINGS:** A signed Contract and \$100 deposit is required to book the date of the event. Rental fee is \$100 plus tax for 2 hours. Rental fee is for access to the first floor only.
4. **MAXIMUM CAPACITY:** The meeting room will hold no more than 56 persons at one time.
5. **DECORATIONS:** The only decorations permitted in the Grand Hall must be placed on the floors or tables. No tape is permitted on the walls, accessories or furniture. Only battery operated candles may be used.
6. **DAMAGES:** The renting party shall be responsible for any and all damages to the Mansion including but not limited to the floors, rugs, walls, tables, chairs, appliances and restrooms. Cost of damages will be deducted from the deposit.
7. **CLEANING:** The renting party is not required to perform general cleaning of the meeting room or the kitchen. Set up information will be completed at contract/booking.
8. **CANCELLATION:** A ten (10) day notice of cancellations, prior to the date of the event, is required by the renting party.
9. **SMOKING:** Absolutely NO smoking or vaping is permitted in the Mansion.
10. **PAYMENT:** One week prior to the event, the exact number of reservations must be confirmed. This number will be invoiced at the conclusion of the event. Payment at that time can be made by cash or check.

RENTING PARTY

NAME: _____

Woman's Club Representative _____

ADDRESS: _____

DEPOSIT _____ CASH: _____ CHECK NO. _____

TELEPHONE: _____

EVENT: _____

DATE: _____ TIME: _____ TOTAL HOURS: _____

RENTER SIGNATURE: _____