

**CITY OF NEW SMYRNA BEACH  
WOMAN'S CLUB FACILITY USE AGREEMENT**  
403 MAGNOLIA AVENUE, NEW SMYRNA BEACH, FL 32168  
(386) 410-2880 \* FAX (386) 410-2888

NAME OF EVENT: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

DAY OF WEEK: \_\_\_\_\_ TIMES OF EVENT (INC. SETUP): \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ EST. ATTENDANCE: \_\_\_\_\_

WILL YOU BE SERVING: FOOD \_\_\_\_\_ BEVERAGE \_\_\_\_\_ ALCOHOL \_\_\_\_\_

NAME OF APPLICANT/ORGANIZATION (LESSEE): \_\_\_\_\_

PHONE (DAY): \_\_\_\_\_ (EVENING) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**PLEASE BE ADVISED THAT PARKING FOR CITY FACILITIES IS NOT GUARANTEED  
SMOKING IS NOT PERMITTED AT THIS FACILITY**

DATE BOOKED: \_\_\_\_\_

\$ \_\_\_\_\_ RENTAL FEE (MON-FRI \$40/HR - SAT \$460 - SUN \$310 - WEEKEND \$800)

\$ \_\_\_\_\_ ADDITIONAL FEES (\$100 FOR SERVING ALCOHOL, \$200 FOR SET-UP & BREAKDOWN)

\$ \_\_\_\_\_ SALES TAX (6.2%) \*SALES TAX EXEMPT CERT. REC'D: \_\_\_\_\_

\$ \_\_\_\_\_ TOTAL RENTAL FEE

\$ \_\_\_\_\_ SECURITY DEPOSIT (\$100 REQUIRED TO RESERVE DATE)

\$ \_\_\_\_\_ BALANCE DUE (MUST BE PAID AT LEAST **30 DAYS PRIOR TO RENTAL DATE**)

DATE DEPOSIT REC'D \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_ VISA \_\_\_ MC \_\_\_ DISC \_\_\_\_\_

DATE RENTAL REC'D \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_ VISA \_\_\_ MC \_\_\_ DISC \_\_\_\_\_

**(CHECKS MADE PAYABLE TO CITY OF NEW SMYRNA BEACH & SENT TO 105 SOUTH RIVERSIDE DRIVE, NSB, FL 32168)**

It is understood that the Lessee will be responsible for the building and/or grounds to be in good condition upon leaving and that all damage will be reported to the Woman's Club Staff immediately. It is also understood that the Lessee is responsible for payment of all scheduled dates in advance. The Woman's Club Staff must be notified in advance of all cancellations; otherwise, the Lessee shall be responsible for the rental fee.

In consideration of the privilege herein granted, Lessee will not claim any damages from Lessor in connection with or on account of any injuries or damages arising in or on the above-described property while being used by the Lessee and Lessee's members, guests, or invitees.

**I have read and understand the rules, regulations and policies given to me at the time of this contract.**

\_\_\_\_\_  
ORGANIZATION REP/INDIVIDUAL

\_\_\_\_\_  
DATE