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DENTON CITY FEDERATION OF WOMEN'S CLUBS  
**RULES AND REGULATIONS**  
FOR USE OF  
**THE DENTON WOMAN'S CLUB BUILDING**

The Denton Woman's Club Building is owned and managed by the Denton City Federation of Women's Clubs, a nonprofit organization herein referred to as City Federation. Individuals, businesses, or organizations may rent the building for special events, subject to the Rules and Regulations below.

DEPOSITS

1. To secure the rental, a **Security Deposit** and signed copies of the Rental Agreement and the Rules and Regulations are required.
2. If the event is cancelled less than 60 calendar days prior to the event, renter will forfeit the **Security Deposit**. Otherwise, the deposit will be refunded within three weeks after the event provided there are no violations of the Usage Policies, no breakage or damage has occurred, and the building and contents are left clean and in good condition according to the terms of the Rental Agreement. Damage costs to the building and/or its contents in excess of the deposit will be charged to the Renter.

RENTAL FEES

1. Total rental fees are to be paid to the Building Hostess no later than TEN CALENDAR DAYS PRIOR to the event, or the contract will be cancelled and the **Security Deposit** forfeited. Overtime charges and additional cleaning charges, if applicable, are due at the conclusion of the event.
2. Basic Cost
  - A. The **Basic Cost** to rent the building is based on the anticipated attendance, the building equipment used, and the length of the event. **See separate fee schedule and list of available equipment.**
  - B. Basic Costs I and II cover building use for up to four (4) hours. Basic Costs III and IV are for a full day. These costs are to include all self-setup, event, and self-take down/cleanup time. An hourly overtime rate will apply to all additional time required for the rental.
  - C. Basic Costs I, II, III, and IV include the use of equipment as specified on the Fee Schedule.
  - D. The following services of the Building Hostess are included in the Basic Costs: Up to two hours for showing the building and equipment, making reservations, collecting deposits and rental fees, opening and securing the building, answering questions via phone and email. There will be an hourly charge for additional time required of the Hostess.
  - E. Additional fees apply if alcohol is served and, if applicable, for setup, cleanup, use of the piano, Wi-Fi, and/or fireplace logs.
  - F. The Rental Agreement DOES NOT include any catering arrangements or catering fees.
3. Additional Fees
  - A. Total charges for each rental will include a Service Charge equal to 20% of the applicable Basic Cost.
  - B. If alcohol is served and/or if the number of guests is more than 75, the Building Hostess or her representative must be in the building for the entire event, and a Building Attendant Fee will apply.
  - C. For events with more than 75 guests, a cleanup fee is required and the Building Hostess will arrange for cleanup. For events with 1-75 guests, the renter may do

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his/her own cleanup or may pay the fee. In all cases, the renter is responsible for removing all personal equipment and supplies from the building immediately following the event.

- D. The Basic Costs do not include setup services. Such services are available on request. Contact the Building Hostess for fee information.
- E. A fee applies for use of the gas fireplace logs. These logs may be used only if the Building Hostess is present.
- F. See fee schedule for use of the grand piano and/or Wi-Fi.

USAGE POLICIES

- 1. The building is rented for only one event at a time.
- 2. Tentative reservations may be held for up to ten calendar days. **A confirmed reservation will not be booked until the Building Hostess has received the Security Deposit and signed copies of the Rental Agreement and the Rules and Regulations.**
- 3. The building may be rented for use between 8:00 a.m. and midnight seven days a week with the following exceptions: Christmas Day and the weekend of the Denton Arts & Jazz Festival.
- 4. Rentals must be scheduled through the Building Hostess. The Renter must be at least 21 years of age.
- 5. The individual who signs the Rental Agreement or his/her designated representative must be present for the entire event, including setup and cleanup.
- 6. Capacity of the building is 125 individuals.
- 7. No confetti or glitter may be used in the building or on the premises, and any birdseed or rice must remain outside the building. The RENTER is responsible for outside cleanup of any birdseed and/or rice.
- 8. Unless the RENTER has paid the cleanup fee, it is the responsibility of the RENTER to see that all floors are clean, furniture is back in its proper place, dishes are washed and put away, all food and other personal items are removed from the building, and garbage (including trash in the bathrooms) is bagged and placed in outside trash receptacle.
- 9. NO SMOKING is allowed in the building, and no windows may be opened.
- 10. Candles may be used only with the approval of the Building Hostess.
- 11. No thumbtacks, nails, Scotch tape or masking tape are allowed.
- 12. All balloons must be removed from the building, including from the ceiling. If any remain past the rental time, the Security Deposit WILL BE FORFEITED.
- 13. The podium must remain on the stage unless the Building Hostess supervises moving it.
- 14. Use of the piano is restricted to adults, except for approved piano recitals.
- 15. No vehicles may be driven on or parked on the lawn.
- 16. The building must be cleaned and vacated by midnight.
- 17. Wall hangings cannot be removed for a rental event and none of the furnishings and accessories may be moved from the building.

**I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE RULES AND REGULATIONS FOR USE OF THE WOMAN'S CLUB BUILDING.**

\_\_\_\_\_ (Print Name of Renter) \_\_\_\_\_ (Event Date)

\_\_\_\_\_ (Signature of Renter) \_\_\_\_\_ (Current Date)

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**EQUIPMENT AND SERVICES INCLUDED IN RENTAL**

BASIC COST I

1. Services of the Building Hostess for up to two hours to include the following: showing the building and equipment, making reservations, collecting deposits and rental fees, opening and securing the building, answering questions via phone and email. There will be an additional charge of \$40 per hour for additional time requested of the hostess.
2. Folding chairs (125)
3. Long tea table (42x80)
4. U.S. and Texas flags
5. 30" Jenn-Air electric stove and two additional ovens
6. Twelve 60" round tables
7. Refrigerator/freezer
8. Four 45-cup coffee urns
9. Ice maker
10. Water pitchers
11. Media screen
12. Grand piano, additional \$50 charge
13. Wireless internet, additional \$25 charge
14. Use of gas logs in fireplace, additional \$25 charge and Building Hostess must be present.

BASIC COST II

Includes all items in Basic Cost I plus the following:

1. Plates, salad plates, cups and saucers (100 plus)
2. Flatware for approximately 125 (forks, spoons, knives, salad forks)
3. Two punch bowls, ladles and punch cups
4. Water glasses (approximately 125)
5. Commercial dishwasher (3-minute sterilizing cycle)
6. Wine glasses
7. Twelve insulated coffee servers
8. PA system

BASIC COST III

Full-Day Rental, including everything in Basic Cost I.

BASIC COST IV

Full day rental including everything in Basic Cost II.

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**STANDARD RENTAL FEES**  
(as of 10/1/2015)

**BASIC COSTS: Monday thru Thursday evenings and all day Friday, Saturday, and Sunday**

| Number<br>of Guests | Basic Cost I<br>(4 hours) | Basic Cost II<br>(4 hours) | Basic Cost III<br>(full day) | Basic Cost IV<br>(full day) |
|---------------------|---------------------------|----------------------------|------------------------------|-----------------------------|
| 1 to 75             | \$400                     | \$500                      | \$795                        | \$895                       |
| 76 to 125           | \$550                     | \$650                      | \$945                        | \$1,045                     |

**BASIC COSTS: Weekday Rentals**

Between 8:00 a.m. and 5:00 p.m. Monday through Thursday, the Basic Costs are one-half the above costs.

Note: For information about Basic Costs for nonprofit organizations and Ariel Club members, contact the Building Hostess.

**SERVICE CHARGE**

A Service Charge equal to 20% of the applicable Basic Cost will be added for all rentals.

**SECURITY DEPOSIT**

**Required:** \$300 (Refundable if Renter's obligations have been met as specified in the Rental Rules and Regulations.)

**CLEANING FEE**

**Fee is required if number of guests is more than 75. Optional if attendance is 1-75.** Fee is \$200 for routine cleaning. Additional charge will apply if unusually heavy cleaning is required; such charge will be determined by the Building Hostess.

**ADDITIONAL COSTS (if applicable)**

|  |                |
|--|----------------|
| Additional rental hours.....                           | \$75 per hour  |
| Use of the grand piano .....                           | \$50           |
| Use of the gas logs.....                               | \$25           |
| Wireless internet (WI-FI) .....                        | \$25           |
| Additional services of Building Hostess .....          | \$40 per hour  |
| Building Attendant Fee:                                |                |
| For first four hours .....                             | \$100          |
| Additional hours or portion thereof .....              | \$25 per hour  |
| Use of tablecloths:                                    |                |
| Small cloths .....                                     | \$5 per cloth  |
| Large cloths for 60" round tables.....                 | \$10 per cloth |
| Large cloths for 42" by 80" table<br>and skirting..... | \$25 per cloth |

**SETUP FEE**

Fee depends on services required. Contact  
Building Hostess for details \$100 minimum