

---

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 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



DENTON CITY FEDERATION OF WOMEN'S CLUBS  
DENTON WOMAN'S CLUB BUILDING

**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 50-cup coffee urns
9. Ice maker
10. Water pitchers
11. Media screen
12. Grand piano, additional \$50 charge
13. Wireless internet
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. Twelve insulated coffee servers
7. 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.

DENTON CITY FEDERATION OF WOMEN'S CLUBS  
DENTON WOMAN'S CLUB BUILDING

**STANDARD RENTAL FEES**

(as of 3/19/2018)

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

Number of Guests	Basic Cost I (4 hours)	Basic Cost II (4 hours)	Basic Cost III (full day)	Basic Cost IV (full day)
1 to 75	\$400	\$500	\$800	\$900
76 to 125	\$550	\$650	\$950	\$1,050

**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
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 and skirting .....	\$25 per cloth

**SETUP FEE**

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

**Denton City Federation of Women's Clubs  
DENTON WOMAN'S CLUB RENTAL, LIABILITY AND INDEMNITY AGREEMENT**

Name of Renter \_\_\_\_\_ Email \_\_\_\_\_  
 Street Address \_\_\_\_\_ City, State and Zip \_\_\_\_\_  
 Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_  
 Rental Date \_\_\_\_\_ Time: from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
 Type of Occasion \_\_\_\_\_ Number of Guests \_\_\_\_\_ Will alcohol be served? YES NO  
 Catered by \_\_\_\_\_ Phone: \_\_\_\_\_  
 Person responsible for cleanup \_\_\_\_\_ Phone \_\_\_\_\_  
 Deposit to be returned to: (Name and mailing address) \_\_\_\_\_ Date released \_\_\_\_\_

<b>Costs payable to Denton City Federation of Women's Clubs:</b>	Amount	Confirmed by Hostess	Confirmed by Renter	Date Paid
Security Deposit of \$300 (required to book the reservation)				
Basic Cost (circle applicable category) I II III IV				
Additional rental hours @ \$75 per hour				
Use of Piano @\$50 per event				
Use of Gas Logs @\$25 per event				
<b>Total payable to City Federation NO LATER THAN _____</b>				

<b>Costs payable by separate check to Building Hostess:</b>	Amount	Confirmed by Hostess	Confirmed by Renter	Date Paid
Service Charge (20% of Basic Cost)				
Attendant Fee @ \$100 first four hours; \$25 per hour thereafter				
Hostess overtime charges @ \$40 per hour				
Setup				
Cleanup				
Tablecloths/Linens				
<b>Total payable to Building Hostess NO LATER THAN _____</b>				

**RENTER agrees to abide by all of the above stipulations and fees and further agrees to indemnify and hold Denton City Federation of Women's Clubs harmless from any and all expense and liability of every nature which may be asserted against it by RENTER, renter's agents, invitees, and any third parties whomsoever.**

**SIGNATURE OF RENTER \_\_\_\_\_ PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_**