



Monday, June 9, 2025

## Clubhouse Rental Request

Garner Woman's Club | [rentals@garnerwomansclub.org](mailto:rentals@garnerwomansclub.org) | 230 US Hwy  
70 West, Garner, NC 27529 | 919-746-7554

### Approval Status

COMPLETED



**Step 1:** Fill out the information in Section one.

**Step 2:** Choose a date and time from the calendar.

**Step 3:** Choose your RENTAL PACKAGE and the security deposit that matches your rental and proceed to Paypal to hold that date. Your payment will be authorized for that amount.

**Step 4:** Our property team will confirm the dates and fees and send ou a confirmation.

**Step 5:** Upon signing you will receive an invoice for the total rental fee. Please pay it promptly. *The club house will not be reserved for the requested date/time until payment is received.*

*(Last updated June 2025)*

## SECTION 1

<b>Name</b>	Sallie Cotten
<b>Phone Number</b>	(888) 888-8888
<b>Email</b>	SallieC@gmail.com
<b>Type of event</b>	shower
<b>Number of Guests expected:</b>	22
<b>Address</b>	1928 Crepe Myrtle Way garner, North Carolina, 27529

Alternate contact if you cannot be reached:

mom

Alternate Contact Email:

mom@gmail.com

Alternate Contact Phone Number

(555) 121-2121

Our space includes a main meeting room, a foyer, kitchen, bathrooms, oven, tables and chairs, and a parking lot access with wheelchair ramp.\*Rental includes 59 folding chairs and 15 tables (6ft x 2.5ft) with no covers.Email: [rentals@garnerwomansclub.org](mailto:rentals@garnerwomansclub.org)

## SECTION 2 - IS OUR ONLINE CALENDAR YOU CHOOSE YOUR TIME AND DAY

Rental availability calendar

Booked

## SECTION 3

Please confirm your date and event start time below. We want to be sure we can accomodate your request and that there is no miscommunications.

Please choose your rental package.

Payer Information	Shipping Address
Sallie Cotten sallie@gmail.com Transaction ID 27P35272XY171xxxx	Sallie Cotten 1928 Crepe Myrtle Way Garner NC 27529 United States

Description	Amount
Half Day Rental Fee - Afternoon	\$300.00
Security Deposit Security Deposits (please choose one): Half Day Rental Security Deposit \$100	\$100.00
Total	\$400.00

- Payment must be made online by credit or debit card or your bank via Paypal link below.
- The club house will not be reserved for the requested date/time until payment is received.
- The security deposit will be refunded by check or original Paypal payment method after inspection and satisfactory return of the clubhouse.

A full refund, less 2.95% processing fee, will be made for reservations cancelled at least 30 days prior to reserved date. processing fee, will be refunded.

- For reservations cancelled less than 14 days prior to the reserved date, the rental fee will not be refunded and the security deposit, less 2.95% processing fee, will be refunded by check.
- We use a lockbox for clubhouse entry. The Rental Custodian will communicate the code to the lockbox two days prior to your event providing all fees have been paid.

## CLUBHOUSE RENTAL RULES & REGULATIONS

- Outdoor signage is allowed in accordance with Town of Garner sign ordinances but must be removed or stored between rentals.
- Do not attach streamers, decorations, or other items to the walls using tape, tacks, nails, or anything else that could cause damage.
- Smoking is strictly prohibited inside the clubhouse. Do not leave cigarette butts on the grounds.
- Glitter and confetti are not allowed in the yard or driveway.
- Do not leave food, decorations, or personal items behind. Anything left will be discarded.
- If any damage occurs—such as a door being broken off its hinge—your deposit will be forfeited.
- Rental hours are 7:00 a.m. to 11:00 p.m. per the Wake County Noise Ordinance.
- Do not park on the lawn if the ground is wet.

## POST-RENTAL CLEANING CHECKLIST

Please complete the following tasks before leaving:

- Wipe down all countertops and the stovetop.
- Sweep, mop, and vacuum all hardwood floors.
- Return all folded tables and chairs to the dining room.
- Clean the inside of the microwave and oven if used.
- Ensure all windows are locked and blinds remain open (per Garner Police Department requirements).
- Remove all balloons, signs, and other items from the signpost at the driveway entrance.
- Take down all posters, banners, or decorations displayed inside.
- Empty all trash cans inside the clubhouse. Bagged trash must be placed in the backyard dumpsters. If it doesn't fit, you must take it with you.
- **Lock the deadbolts on the back and side doors. Use only the front door for final exit.**
- Turn off all lights.
- Remove any food from the refrigerator.

### IMPORTANT

Failure to follow these rules may result in termination of your rental agreement, loss of your deposit, and/or additional cleaning or repair charges.

### IN CASE OF COMPLICATIONS OR AN EMERGENCY, CONTACTS IN THIS ORDER:

1. SHERYL SUTTON (919) 961-0901
2. GWC Voicemail and someone will reply as soon as possible (919) 746-7554
3. Email [rentals@garnerwomansclub.org](mailto:rentals@garnerwomansclub.org)
4. If is a true emergency please call 911. Non Emergency Garner Police (919) 772-8810

I (We), having fully read the accompanying CLUBHOUSE RENTAL RULES & REGULATIONS and POST-RENTAL CLEANING CHECKLIST charges pertaining hereto, agree that costs incurred for breakage, loss of equipment, or damage to facilities shall be the responsibility of the renter.

# TERMS & CONDITIONS

Agree 1. The undersigned hereby agree(s) that they, their licensees, invitees and guests ("the Lessee")

## Agree

will use the premises and the adjacent area, but not limited to any improvements on the property as well as the parking areas known collectively as the "premises", at their own risk and do hereby indemnify and hold harmless ("The Garner Woman's Club") and all its members, employees, directors and officers, (the Lessor known as Garner Woman's Club) from any and all personal and property harm and injury that might occur to said Lessee.

2. Lessee assumes full responsibility for all actions by themselves, their licensees, invitees and guests and will be present during the rental period. The undersigned must be personally present at all times when there is anyone on the property.

3. Lessee agrees to abide by and enforce all rules of the premises as posted.

## 4. Alcohol Use Policy (Public Rentals)

Alcoholic beverages may be served at events held by renters, provided all [North Carolina ABC Commission regulations](#) are followed. Alcohol may not be sold unless the renter secures the appropriate Limited Special Occasion Permit from the NC ABC Commission.

- The renter must: Be 21 or older and present at the event.
- Ensure no alcohol is served to minors or visibly intoxicated guests.
- Not allow guests to bring alcohol off the premises.
- Hire a licensed bartender or certified server for events with 50+ guests.
- Provide a certificate of insurance with host liquor liability coverage naming the Club as an additional insured.
- The Club is not liable for any incidents resulting from alcohol use. Any violations of this policy may result in immediate termination of the event and loss of deposit.

5. No Smoking or open flame (candles) are allowed Inside the Building, including e-cigarettes.

6. Lessee agrees to leave the premises in a clean and orderly manner, as determined by the sole discretion of the Lessor. Do not tape, tack, stick, staple or adhere in any way, decorations, etc to the walls,

window frames, doors or ceiling.

7. The Chairs and table are to remain Inside the Facility at all times. No Tents, grills or any other form of cooking is allowed on the Property. No forms of any illegal activities are allowed on the property.

8. Lessee is solely responsible for keeping their licensees, invitees and guests from doing damage or vandalizing the premises. Failure to enforce any rules or damage being caused to anything on the property is a breach of contract and will result in the function being cancelled. Lessee and guests will have to vacate the property immediately.

9. Lessees agrees that the Lessor may cancel this rental agreement at any time for any reason. Should the Lessor cancel this agreement, Lessees shall be entitled to a refund if any deposits paid. Under no circumstances shall the Lessor be responsible for any consequential or incidental damages of the Lessees in event of such a cancellation.

10. Lessee warrants that he/she has inspected the premises and finds them suitable for their needs and accepts them in an AS IS condition.

11. In the event of any legal action or proceeding to enforce the terms or obligations arising out of this rental agreement or to recover damages for breach of contract, the Lessor shall be entitled to recover their collections costs, including reasonable attorney fees.

12. The interpretation, validity and enforcement of this rental agreement shall be governed and construed under the laws of the State of North Carolina. This agreement shall not be construed against Lessor due to the fact that agents of Lessor drafted the agreement. Lessee has been offered the opportunity to review the terms of this agreement with legal counsel prior to signing. No waiver or modifications of this agreement shall be valid unless reduced to writing and duly executed by both parties.

13. In the event that any one or more of the provisions contained in this rental agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, to whatever extent it may be, the provision shall be construed and amended so as to be valid, legal and/or enforceable. In the event any provision or provision cannot be amended, then it shall be deleted without affecting the validity of any other provision of the rental agreement.

14. Lessee, by signing of this agreement, acknowledges that they have read this rental agreement and fully and understands it.

15. Lessee shall not sublease.

16. Failure to follow these rules as well as all local ordinances, state or federal statutes will results in a breach of contact. The Lessor may cancel this rental agreement immediately upon breach and the Lessee shall be deemed to be TRESPASSERS and the Lessor shall the right to enter the premises and DEMAND THAT THE LESSEE VACAT THE PREMISES IMMEDIATELY WITHOUT INCURRING ANY LIABILITY WHATSOEVER AND SUCH BREACH MAY RESULT IN A FORFEITURE OF ALL DEPOSITS AND FEES.

17. Deposit(s) shall be due upon execution of this contract as follows. A security deposit will be refunded within seven (7) business day provided the Lessee has abided by all of the rules and left the premises and grounds in acceptable condition.


18. Lessee does hereby agree to clean and vacate the premise at the conclusion of the rental period. Time is of the essence.

19. Lessee agrees to the rental fee for the period as specified in Section 4. A \$25.00 fee will be charged on all returned checks, plus any bank fees.

**Signature**



**Flow Activity History**

Actor	Actions	Date
 Notification	Email sent. Sallie Cotten Sallie@gmail.com	Monday, June 9, 2025