

BRADENTON WOMAN’S CLUB, INC.

1705 Manatee Ave W, Bradenton, FL 34205

941-747-6222 bradentonwc@gmail.com

BWC use only	Date
\$400 Deposit	
Total Rental Fee Due \$	
Final Payment Received	
Insurance Documents Received	
Damage/repairs value	
Security Deposit Returned \$	

FACILITY RENTAL AGREEMENT

Revised April 2026

EVENT DETAILS

Date of Event: _____

Renter Name(s): _____

Driver’s License #: _____

Mailing Address (for deposit return): _____

Primary Phone: _____ **Secondary Phone:** _____

Email: _____

Number of Guests: _____ (Maximum occupancy: 200 persons including staff)

Type of Event:

Wedding/Reception Prom/Youth Event Party/Shower Meeting/Seminar

Other: _____

Caterer (no home-prepared foods permitted): _____

One Day Event Insurance Provider/Policy #: _____

If tax-exempt, certificate must be attached.

PAYMENT TERMS

- A **\$400 Security Deposit** is required at the time of signing to secure the reservation.
- The **full rental fee** is due **90 days prior to the event date**.
- If booking within 90 days of the event, **full payment is due at signing**.
- Accepted payment methods: Cash (in person), Check, Money Order, Zelle (941-747-6222), Venmo (@BradentonWC) or Credit Card via website “Donate” button.
- All payments must include the renter’s name and event date in the memo.
- **⚠ Failure to make payments by the required deadlines may result in cancellation of the reservation without refund.**

SECURITY DEPOSIT & CANCELLATION

- The Security Deposit is **refundable within approximately 10 business days after the event**, provided:
 - The building is left in a clean, undamaged condition
 - All terms of this agreement are met
- **Cancellations must be submitted in writing** via mail and email.
- If cancellation occurs within **60 days of the event**, the Security Deposit will be retained as a **cancellation fee**.

LEASED PREMISES

Bradenton Woman’s Club, Inc. (“BWC”) agrees to rent to the undersigned (“RENTER”) the property located at: **1705 Manatee Avenue W, Bradenton, FL 34205**

- Rental includes **ground floor only**
- **Second-floor access is prohibited**
- Use of curtained stage area requires prior written approval, and may incur additional fees

RENTAL PERIOD

Hourly Rentals Event Time: _____ to _____

Setup Begins: _____ **Cleanup Completed By:** _____

All setup, event activities, and cleanup must occur within the contracted rental period.

Additional time will be billed at **\$250 per hour**.

FACILITY USE & AMENITIES

BWC provides:

- Tables and chairs (indoor use only)
- Restroom supplies
- Trash bags
- Basic kitchen access (refrigerator, microwave, ice machine, ovens for warming only)

⚠ Kitchen may NOT be used for meal preparation.

A BWC attendant may be present for facility oversight.

INSURANCE REQUIREMENTS

RENTER must provide a Certificate of Insurance:

- Submitted **no later than 30 days before the event**
- Must list **Bradenton Woman’s Club, Inc. as Additional Insured**
- Events with alcohol must include **liquor liability coverage**

Failure to provide insurance may result in cancellation without refund.

RULES & RESTRICTIONS

Failure to comply may result in forfeiture of deposit and/or additional charges.

General Conduct

Out of respect for the historic nature of the venue:

- RENTER and guests are expected to exercise care and consideration in all use of the premises
- No illegal activity permitted

Time & Noise

- Music must end by **10:00 PM** due to City noise ordinance
- All guests must vacate the property by **12:00 AM**

Cleaning Responsibilities

RENTER must:

- Remove all trash, food and decorations, and place them in designated bins
- Wipe tables, chairs & floor of any spills
- Leave premises in same condition as received

Decorations

- No nails, staples, tacks, tape, or adhesives on any surface
- No open flames or candles (battery-operated only permitted)

Prohibited Items

- No confetti, rice, birdseed, sand, wax, etc.
- No fireworks

Alcohol

- Alcohol may be served, but **not sold**, without obtaining a Florida ABT permit
- RENTER is responsible for ensuring no underage drinking or overserving guests

Smoking

- Smoking is prohibited inside the building or within 10 feet of the building

Animals

- No animals permitted, except ADA-defined service animals
- Emotional support animals, therapy animals, and comfort animals are not permitted
- RENTER is responsible for ensuring that any service animal does not cause damage or disruption
- Any damage caused by a service animal will be the responsibility of the RENTER

Capacity

- Maximum occupancy: **200 persons** per fire code

Security

BWC reserves the right to require security personnel at the RENTER's expense for events deemed necessary.

Property Protection

- No removal of BWC property
- RENTER is responsible for any damage or missing items

DAMAGE & ADDITIONAL FEES

- Damage, repairs, or excessive cleaning will be billed to RENTER
 - Returned checks subject to **\$50 fee plus bank charges**
 - Police/fire response due to event misconduct: **\$300 fee**
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MECHANICAL FAILURE

BWC is not responsible for interruptions due to mechanical failure (e.g., HVAC, utilities). Reasonable efforts will be made to restore services. No refunds will be issued.

FORCE MAJEURE

BWC shall not be liable for failure to perform due to events beyond its control, including but not limited to:

- Natural disasters
 - Severe weather
 - Government restrictions
 - Utility outages
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LIABILITY & INDEMNIFICATION

RENTER agrees to **defend, indemnify, and hold harmless** BWC from any claims, damages, injuries, or losses arising from use of the premises.

GENERAL TERMS

- This agreement does not imply BWC sponsorship of the event
 - RENTER may not sublease the facility
 - BWC reserves the right to deny use if terms are violated
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GOVERNING LAW

The laws of the State of Florida shall govern this agreement.
Venue shall be in **Manatee County, Florida**.

SIGNATURES

Renter Signature: _____ Date: _____

Co-Renter Signature: _____ Date: _____

BWC Representative: _____ Date: _____

NOTES: Special Permissions/Consent/Linen Rental Count