

RENTAL CONTRACT

I, _____, agree to rent the **Mandarin Community Club** at 12447 Mandarin Road for the purpose of _____. This rental agreement includes use of the main hall, the kitchen, the restroom facilities and club parking area for (date/s) _____ from _____ (am/pm) until _____ (**11 p.m. closure including set-up and breakdown/cleaning time**) for rental amount of _____.

NOTE: Unauthorized presence before or after rental times is subject to additional fees.

I understand that the rental date(s) for the facility is not secured until the contract is completed, signed in all appropriate places and the full sum of the rent is paid to the MCC by check or money order. I further understand and agree that a **written cancellation notice no later than 90 days prior to the rental date will result in a refund of the rental fee minus a fifty dollar (\$50) processing fee. Cancellations within the 90 days prior to the contract rental date will result in forfeiture of the total contracted rental fee.** Cancellation of this agreement must be submitted in writing to the club representative (_____) at 12447 Mandarin Road, Jacksonville, FL, 32223.

I understand that access to the club for the rental date event will not be provided until a **damage deposit in the amount of \$500** (credit card/money order/cashiers check/check payable to Mandarin Community Club) is submitted and received by the club representative at least 7 days prior to the rental date.

I understand that all set-up and clean-up must be conducted within the contracted rental event time. I also understand that the delivery and removal of all equipment must take place during the contract time. I further understand that rental for the MCC provides no additional time for rehearsals, decorating or removal of personal items. **I further agree to the clean-up requirements/departure procedures listed on the attached addendum for deposit return:**

- **Historic MCC is a no-smoking facility. No fireworks or flammable/combustibles and ABSOLUTELY NO CANDLES!**
- **NOTE: There will be a \$150 charge for damage to or unnecessary discharge of fire extinguishers.**
- The front lampposts and parking lot lights must be left on at all times during the event if held at night.
- Turn off the A/C or heat upon leaving.
- **The stage and surrounding areas are not included and are strictly OFF LIMITS!**
- No one may sit on the front of the stage area.
- Minors are not permitted in the club without adult supervision.
- **Nothing (nails, push pins, etc) will be attached to the club walls, doors/door jams or picture rails.**
- Beer kegs are not permitted on the main hall wood floor.
- Tables must be returned to the designated table rack, hardware side down.
- Catering, floral décor, decorations, special set-up/clean-up services, rentals, etc. are not provided by MCC.
- **MCC must be notified of and approve the above non-provided services.**
- **Tables/chairs must not be removed from the building and must remain indoors.**
- **No glitter, streamers or confetti.**

MANDARIN COMMUNITY CLUB RENTAL CONTRACT

I, _____ agree to pay \$_____ for the use of the Mandarin Community Club on _____ (Date/s of event).

I agree to provide a copy of this rental contract and clean-up instructions to the person(s) who will clean up the facility (if necessary) in my absence.

I agree to return the building key to the designated location immediately after use or I forfeit my deposit in full. I also agree not to provide access or keys to anyone not authorized by this contract. I understand and agree that failure to follow this contract will result in the loss of the entire deposit. I also understand and agree that I can be assessed for clean-up/damage charges in excess of the deposit should it be necessary. I understand that I am responsible for any damage to or loss of club property during the rental contract event.

I agree and understand that Mandarin Community Club shall assume no liability or responsibility for accidents, injuries or death associated with this rental event. _____ (initial)

I have read, fully understand and agree to the conditions of this contract,

Renters signature

MCC Rental Representative

Print name

Date

Date

Address

Daytime Phone Evening Phone

Person(s) responsible for clean-up

Phone



MCC RENTAL CLEAN-UP/DEPARTURE CONDITIONS

Provided: Mops, brooms, buckets, dustpan, toilet paper (1 roll)

You will need: Paper towels, cleanser, dishwashing soap, extra toilet paper, large trash bags

Upon vacating the Mandarin Community Club, I agree to the following:

THE MANDARIN COMMUNITY CLUB IS A NON-SMOKING FACILITY!!

- Thoroughly **sweep** all rooms of the club including front foyer, front and side porches. **\$25**
- Sweep** the main hall/foyer wood floor. **NO WATER** on the wood floor unless there is a sticky spill. **\$50**
- Mop** the kitchen floor and bathrooms. **Change dirty mop water frequently! \$150**
- Empty all trash cans** and place all trash and garbage waste from kitchen, all bathrooms and hall in tied garbage bags and deposit bags in dumpster outside the building. Return trash cans to the appropriate places and re-line with fresh bags. **\$200**
- Remove all food and beverage** items from the refrigerator and building. Wipe out/clean up all spills in the refrigerator. **\$10**
- Wipe** kitchen counters and stovetop. **Clean** kitchen sink, empty sink drainer. **\$50**
- Remove/clean spills, stains or scuffs from walls, cabinet doors, woodwork, etc. **\$10**
- Remove any items** that are not the property of MCC including rentals, equipment, florals, decorations, etc. Leave all MCC items. **\$50**
- No tables/chairs are to be removed from the building or drug** across the wooden floors during set-up/clean-up. The wood floors are easily scratched so please **LIFT** not drag! **\$50**
- Turn the A/C/heat OFF! \$25**
- Reset the main hall** with the MCC tables (2 rectangular, 1 round) and all chairs facing the stage with an aisle down the center (see diagram). **DO NOT LEAN OR PLACE ANY FURNITURE AGAINST THE WALLS OR FRONT OF STAGE or DAMAGE INTERIOR WALLS!** **\$100**
- Clean any debris outside** (cigarette butts, cans, bottles, trash, etc.) the front steps, sidewalks, and flower beds surrounding the building. **NO BIRD SEED IS ALLOWED!! \$10**
- No signs or banners** are to be placed on the grounds of the MCC. **\$10**
- No beer kegs are allowed on the main hall floor.** They must be placed in the kitchen and must enter through the side kitchen door only! **\$100**
- Lock all doors, turn off all interior lights and leave outside porch lamps on.** **\$50**
- Return key** to the designated location. Lost keys will result in loss of deposit. **\$250**
- Close the picket fence gate when departing the property after the rental.**

**** There is a \$150 charge for damage or discharge of the fire extinguisher. ****

FAILURE TO COMPLY WITH 3 OR MORE OF THE AFOREMENTIONED POLICIES or ANY DAMAGE TO THE BUILDING OR CONTENTS WILL RESULT IN FORFEITURE OF THE ENTIRE DEPOSIT. INDIVIDUAL INFRACTION CHARGES SHOWN ABOVE.

I have read and agree to the above conditions for rental of the MCC on _____

Signature _____ Date _____
