

Application for Use of The Woman's Club of Clayton Clubhouse
109 South Church Street, Clayton, NC 27520

Please contact the Rental Custodian for clubhouse availability at lmascia@twccnc.org or 949-372-9894

Requested by _____
(Name of Individual or Sponsoring Group)

Mailing Address _____ Cell Phone _____

Email Address _____

Date of Use _____ Time of Use _____

Person Responsible for Use and Care: _____
(Name) (Phone)

Purpose for which the facility will be used (shower, luncheon, etc.) _____

RENTAL OPTIONS: **Full Day \$350.00** (6:00am until 11:00pm) (Club Member \$250.00 for full day)
 Half Day \$275.00 (see options below) (Club Member \$175.00 for half day)

HALF DAY OPTIONS: **MORNING OPTION begins at 6:00am and concludes at 4:00pm**
 AFTERNOON OPTION begins at 4:00pm and concludes at 11:00pm

Please print and complete this application to reserve the clubhouse. The completed application can be scanned and emailed to lmascia@twccnc.org. If you are unable to scan the document, contact the Rental Custodian. **Payment for the rental and the \$100 security deposit must be made online by credit card on <https://twccnc.org/twcc-rental/>.** The clubhouse will not be reserved for the requested date/time until payment is received.

The security deposit will be refunded by check after inspection and satisfactory return of the clubhouse.

For cancellations:

- A full refund, less 3% processing fee, will be made for reservations cancelled **at least 30 days** prior to reserved date.
- For reservations cancelled **29-15 days** prior to the reserved date, one half of the rental fee and the security deposit, less 3% processing fee, will be refunded.
- For reservations cancelled **14 - 0 days** prior to the reserved date, the rental fee **will not** be refunded and the security deposit, less 3% processing fee, will be refunded by check.
- A full refund, less 3% processing fee, will be made for any cancellations due to state, county or town required shut downs.

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.

In case of emergency, please call Loretta Mascia, Debbie Ragland (919-989-3109) or Betsy Grannis (919-306-5804)

I (We), having fully read the accompanying **Schedule of Rules** and charges pertaining hereto, agree that costs incurred for breakage, loss of equipment, or damage to facilities shall be the responsibility of the renter.

Signature of Applicant _____ Date _____