

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 rentalcustodian@twccnc.org or 919-830-8409

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 \$450.00** (9:00am until 11:00pm) (Club Member/Civic Organization) \$250.00 for full day
 Half Day \$375.00 (see options below) (Club Member/Civic Organization) \$175.00 for half day
 Special Weekday rate (Mon-Thur for members, book clubs or civic organizations only, 3 hr max) **\$75**

HALF DAY OPTIONS: **MORNING OPTION begins at 9:00am 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 rentalcustodian@twccnc.org. If you are unable to scan the document, contact the Rental Custodian. **Payment for full and half day rentals also require a \$200 security deposit (not applicable to club members). All payments also include a 2.95% processing fee. Payment 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 \$200 security deposit will be refunded by check after inspection and satisfactory return of the clubhouse.

For cancellations:

- A full refund, less 2.95% 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 2.95% 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 2.95% processing fee, will be refunded by check.
- A full refund, less 2.95% 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 the rental custodian, Debbie Ragland (919-989-3109) or Trish Perna (702-875-2691)

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 _____