

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 919-302-3390

Requested by _____
(Name of Individual or Sponsoring Group)

Mailing Address _____ Cell Phone _____

Email Address _____

Date of Use: Weekend _____ Weekdays _____

Time of Use: Weekend _____

Weekdays _____

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

The type of purpose the facility will be used (shower, luncheon, meeting etc.) _____

RENTAL OPTIONS Weekends: 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

HALF DAY WEEKEND OPTIONS: MORNING OPTION: begins at 9:00am and concludes at 3:00pm

AFTERNOON OPTION: begins at 5:00pm and concludes at 11:00pm

RENTAL OPTIONS Weekdays: Monday to Thursday for members, book clubs, civic organizations or business meetings, (no parties)

A total 3hrs max rental during 9AM to 5PM - \$80, includes a \$20 non-refundable security deposit. Club members only \$60

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 requires 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/>.

Note: The clubhouse will not be reserved for the requested date/time until payment is received.

After inspection and the clubhouse deemed in satisfactory condition, the \$200 security deposit will be refunded via same method used to make the payment.

Cancellation policy

- A full refund, less the 2.95% processing fee, will be made for reservations cancelled **at least 30 days** prior to the 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 the 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, Carrole Dayton, 919-302-3390 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 _____