

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 clubhouz2rental@gmail.com or 919-302-3390

Requested by: (Name of Individual or Sponsoring Group)			
Mailing Address:		Cell Phone	
Email Address:			
Date of Use:		Weekend	Weekday
Time of Use:			
Person Responsible for Use and Condition:	(Name)	(Phone)	
The type of purpose the facility will be used (shower, luncheon, meeting etc.)			

RENTAL OPTIONS Weekends defined as a Friday, or a Saturday, or a Sunday):

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 defined as Monday thru Thursday, book clubs, civic organizations, instructional classes, business meetings, seminars, Bible study, etc, ***(no parties)***

A total 3hrs max rental between 9AM & 9PM - \$80, which includes a \$20 non-refundable security deposit.

(Club members only \$60.)

Please complete this fillable application and email to clubhouz2rental@gmail.com. If you are unable to complete 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 all signed forms, full payment and security deposit are received. After inspection and the clubhouse is deemed in satisfactory condition, the \$200 security deposit will be refunded via the 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 than the 2.95% processing fee, will be made for any cancellations due to state, county or town required shutdown.

We use a lockbox for clubhouse entry. The Rental Custodian will communicate the code to the lockbox prior to your event if all signed forms and all fees have been paid and received.

In case of emergency, please call the rental custodian, Carrole Dayton, 919-302-3390 or Tricia 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
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