

MONTCLAIR WOMEN'S CLUB
82 UNION STREET
MONTCLAIR, NJ 07042
973-744-9552

Event Dates: Contract Date:

Permission is granted to

Address

State..... Phone..... Email

To use the auditorium & kitchen of The Montclair Women's Club for the sum of

Between the hours of and.....

for the purpose of..... and for (# of people).

The above assumes all responsibility for the preservation of order in the Clubhouse, and damage or loss incurred by Lessee or their guests at any time, liability for any damage or loss of Club property, and for the strict observance of all regulations of the Club listed on the following page of this contract. The above must be aware of these regulations before signing this contract. The rental chairperson and any member of the Committee shall have access to all parts of the building at all times.

A refundable security deposit of \$350.00 shall be paid to the club with signed contract to hold your date(s). It will be returned to you two weeks after the event providing that there is no damage to the club's property, no overtime, or exceeding the number of planned guests. Also, you must give at least one month of advance notification if cancelling, or deposit will be forfeited.

1/3 of the rent amount is due within 10 days after the contract is signed to hold the date.

Amount due.....

The balance is due two weeks prior to rental date.

Amount due.....

The custodian's hourly fee is to be paid directly to him/her at the time of service at the rate of \$12.00 per hour.

Lessee

MWC Rentals

Note: Because of rising fuel costs, a surcharge may be imposed.

Please make checks or money order payable to the Montclair Women's Club, (No cash please), and mail to:

Montclair Women's Club
82 Union Street
Montclair, NJ 07042