

**The Garden Club of Sanford, Inc.**  
**Rental Agreement & Rules for Deposit Return**

Thank you for choosing **The Garden Club of Sanford, Inc.** (A Florida Not for Profit Corporation), also known as the **Sanford Garden Club (SGC)**, for your special occasion. A separate refundable Deposit (security, damage & cleaning) is required to reserve all rentals and is not considered to be part of your rental fees. Multiple deposits may be required for multiple rental days. Such deposits will be refunded in full unless reduced by damage and/or cleaning amounts. Deposits will generally be refunded within seven business days after the rental.

**Please read the following as violation of any rules can result in the loss of the deposit:**

1. The use of crepe paper, streamers, nails, tacks, staples, or tape on tables, walls, ceiling fans, ceiling tiles, and draperies is prohibited. Nothing can be hung from the ceiling or light/fan fixtures.
2. If spills occur, please mop or wipe them up as quickly as possible to minimize extra cleaning fees.
3. Rice or bird seed is prohibited inside the building and only bird seed may be used outside. All other types of confetti or similar celebratory materials are prohibited.
4. The SGC is a no smoking/no chewing gum/drug free building. Please observe our No Smoking indoor rules to minimize extra cleaning fee.
5. Sound amplification equipment used cannot exceed 20 AMPS. All the doors of the building must be closed at all times when music is being played and Renter (Lessee) must be in compliance with Seminole County and City of Sanford noise ordinances.
6. Set up of tables and chairs is the responsibility of the Lessee. Do not fold tables at end of event.
7. Use of lighted candles in SGC is prohibited. Battery-operated candles may be used.
8. All marked Fire Exits must be kept clear and be unobstructed at all times.
9. Absolutely NO STANDING on any tables, chairs, or cabinets in the building
10. Lessee may not charge admission to events without prior approval from the SGC.

Before leaving the building, follow the rules on Cleaning and Securing the building:

1. Clean tables. All tables should be left as they were found (and placed against the walls or room divider) and chairs should be returned to their racks. Clean or mop spills from floors, countertops, and other surfaces.
2. Collect any waste paper, bottles, and trash from outside and inside the building. Place all such items into plastic trash bags and then place into dumpster outside.
3. Lock kitchen door and turn off all kitchen appliances except refrigerator. Turn off all lights and ceiling fans. Secure all doors so that they are locked from the outside. Flush toilets and make sure all faucets are turned off and toilets have stopped running. Reset A/C thermostats to 80 degrees during air conditioning season.
4. If hex key was used to unlock front doors, use it to lock the front doors and make sure they are securely locked before leaving the building. It is recommended that you lock the front doors and then exit from the kitchen door making sure you lock it with the provided code. All side doors must remain locked as well. It is a good idea to walk around the building and check all doors to make sure they are locked before leaving.

**Clean up of the building must be completed by no later than 12:00 midnight.**

If inspection of the building by the SGC staff or the next day cleaning crew finds any violations of this agreement; any damage, breakage, or cleaning fees will be deducted from the Deposit. If such fees exceed the Deposit, they will be charged against the Lessee.

The SGC and its membership and management shall not be responsible for any damage or injury that may happen to the Lessee or its guests from any cause whatsoever either prior, during or subsequent to the period covered by this agreement. The SGC reserves the right to enter the premises during any event and to cancel use of the facility if these rules have been violated. All

security expenses are the responsibility of the Lessee. During an event, if security or emergency persons must be called onto the property, Lessee will be required to pay for those services.

Rental times for full-day rentals are not to exceed 12:00 Midnight or additional rental fees may be charged. In the event of cancellation, if written notice is given to the SGC rental person at least 60 days prior to the event, the Deposit and other payments shall be returned. Cancellation within 60 days of the reserved date will result in forfeiture of the Deposit. All fees must be paid at least 14 days prior to the event date. No checks will be accepted during the 14 days prior to the event date. All fees and rules are subject to change.

**Please make checks payable to "The Garden Club of Sanford, Inc."**

By payment of the Deposit or signing of this Agreement, you acknowledge receipt of the facility rules and agree to comply with and by all of the terms and conditions thereof.

Lessee \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

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Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone \_\_\_\_\_

Caterer Contact \_\_\_\_\_

Event Date \_\_\_\_\_ Event Theme \_\_\_\_\_

Rental Amount \_\_\_\_\_ Payments \_\_\_\_\_

Decorating Day Rental \_\_\_\_\_

3% Florida Sales Tax \_\_\_\_\_

Refundable Deposit \_\_\_\_\_

**Total Due** \_\_\_\_\_

**The Garden Club of Sanford, Inc.**  
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