

**Bahama Ruritan Building**  
**Rental Policies And Contract (June 2016 version)**

Rental Fees are based on the following schedule:

Up to – 50 people	\$325.00
51 – 100 people	\$425.00
10 - 150 people	\$525.00
151 - 230 people	\$625.00 ( <b><u>230 maximum</u></b> people/rental)

1.A. **Deposit of \$300.00** is required for all non-Bahama Ruritan Club member rentals (checks will be cashed). If the renter cancels the rental, no deposit will be returned unless another party rents the building for the same date as the original renter. If a new rental does occur for the planned date, 100% of the deposit will be refunded to the original renter. The Bahama Ruritan Club is not responsible for securing the new renter.

B. The \$300.00 deposit is to be refunded one week after rental date if the building and grounds are left clean and orderly. A table at the end of this document describes the scale at which deposit penalty will be issued. The aforementioned document must be signed/dated and left on the kitchen table following the event. Bathrooms and Kitchen must be mopped, main room swept. Cleaning supplies, restroom supplies, brooms and mops are the responsibility of the Ruritan club and are available on the premises. The condition will be determined by an inspection by authorized Ruritan personnel.

C. **The deposit of \$300.00 is not to be considered as part of the rental fee.** The total amount of the rental fee shall be paid prior to occupying the building. **EXAMPLE** – If the building is rented for 75 people, a \$425.00 payment is required prior to the occupancy.

D. If damage to the building or any of the clubs provided equipment occurs, the amount of the damage will be deducted from the \$300.00 deposit as defined at the end of this document. If the damage exceeds the \$300.00 deposit amount, the renter will be responsible for the additional cost. The club offers fold down rectangle tables and folding chairs to seat about 230 people that may be used by the renter (no round tables). Ice is also available from a 100lb bin ice machine. A full kitchen may also be used, no pots or pans will be available.

2.No open flame of any kind (example: candles, lamps) will be allowed in the building. Bottled gas appliances (example: cookers, grills) may be used **outside** the building on the grounds. Renters are not allowed to place such appliances inside of any structure on the Ruritan property.

3. No paint or tape may be attached to any walls, ceilings, furniture, appliances or floors. No pictures, plaques or other items displayed by Ruritan shall be removed from their positions. Renters may attach decorations to the wire running along the ceiling of the building and pre-existing hooks in the ceiling. Renters shall not attach decorations to fans, lights, or other ceiling items in any manner.

4.No flammable, non-treated materials such as straw, bamboo or crepe paper may be used inside the building.

5.The rental time begins at 7:00AM and ends at 2:30AM (the following day) – **NO EXCEPTIONS**. All activities with the exception of clean-up must end **no later than 11:00 pm** on the rental date. This means that guests with the exception of the clean up staff must vacate the property no later than 11:30 on the rental date. All music and other noise making activities **must end no later than 11:00 pm** on the rental date. A three and one half hour period for clean-up is then

provided. **All persons** are expected to have vacated the premises by 2:30AM including the clean-up crew. The night prior may be rented for "set-up only" if it is still available the week of your rental for a discounted rental fee.

6. The condition of the building and property and the behavior of the group sponsoring the party will determine whether or not the group will be allowed to rent the building in the future and assessment of deposit penalty. No activities where noise (e.g., music) can be heard beyond the boundary of the Bahama Ruritan Building shall be tolerated at any time during the rental period. Doors to the building must be kept closed during rental with the exception of simple ingress/egress of guests and party materials. No consumption of any alcoholic beverage within vehicles or the parking lot is allowed. If noise complaints are registered against the renter by any group or individual (Sheriff Department, local citizen, Ruritan member) as a result of inappropriate noise level during a rental period, the full deposit will be forfeited and an additional \$200 penalty will be assessed. Renters are required to keep handicap spaces in the front of the building clear (fully accessible) during the rental for use by handicap guests. Cars and other vehicles cannot be parked in these marked spots unless they exhibit the proper handicap hang tag or license plate. Sheriff deputies shall enforce these legal parking requirements with the driver of the vehicle receiving the traffic violation.

7. The Club is not responsible for any theft, injury or damage to any non-club property or person.

8. The Bahama Ruritan Club does not have an ABC license. All use of alcohol beverages is the sole responsibility of the renter. The renter has the responsibility of ensuring appropriate behavior of all guests at all times while on the Bahama Ruritan property. The Bahama Ruritan Club retains the right to evict a renter at any time if it considers inappropriate behavior of any guest to have or is occurring. If such an eviction occurs, all activities with the exception of clean up must begin immediately and clean-up activities must be fully completed with two and one half hours of such notification of eviction. In the event the renter is not a Bahama Ruritan Club member and intends to have alcoholic beverages on the premises, ***a Durham County Sheriff Deputy must be secured at the expense of the renter via the Bahama Ruritan Club. The renter will be expected to pay the deputies directly via the Bahama Ruritan Club for the full event in advance (one calendar week) of the rental date. Failure to pay for this service will result in the event being canceled and all activities stopped. The Sheriff deputy is to be present for the entire duration of the event with a minimum of 4 hours being charged for this service. For events with more than 50 people, Durham County requires 2 deputies be present and the renter is responsible for full cost of both deputies at the stated rate of \$35/hr per deputy.*** The Deputy is empowered to evict the renter and all guests in the event inappropriate behavior is witnessed. ***Any non-cooperation with law enforcement and their request for any reason will result in the party being shut down and/ or possible arrest and no recourse to the Bahama Ruritan Club for deposits.***

9. The Bahama Ruritan Club reserves the right to have all activities monitored by a club representative at all times during the rental period.

10. The Renter agrees to leave a signed copy of the Cleaning Checklist on the kitchen counter following the end of their rental.

I, as renter of the Bahama Ruritan Building, have read and agree to comply with the policies and conditions of this agreement.

Renter Signature: \_\_\_\_\_ Seal      Date \_\_\_\_\_

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

\_\_\_\_\_ Address

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email \_\_\_\_\_

**Date of Rental** \_\_\_\_\_ **Deposit Amount** \_\_\_\_\_ **Balance Due** \_\_\_\_\_

\_\_\_\_\_ Seal      Date \_\_\_\_\_  
Authorized Ruritan Signature

Comments \_\_\_\_\_

Return Check made out to: **BAHAMA RURITAN CLUB**

Mail it to: **Attn: Rick Whitaker**

**PO Box 15668**

**Durham NC 27704**

Email to: [rick@bbph.com](mailto:rick@bbph.com)

Cell: 919-971-4444

Work: 919-220-2554

Home: 919-477-2786

Other contacts in case of Emergency: **Neil Frank**

Cell: 919-491-9742

**David Arthur**

Cell: 913-294-6445

### **Breakdown (an example of a large rental party)**

Deposit	\$300	Paid when contract is signed
Pre-use	\$125 (decorate/practice- must be after 5 pm)	Paid 1 week prior to event date
Rental	\$625	Paid 1 week prior to event date
Security	\$385 (6 pm till 11:30 with 2 deputies@ \$35/hr each	Paid 1 week prior to event date
Total=	\$1435	

**Deposit will be returned in accordance with attached checklist (strictly enforced)**

<b>Cleaning Checklist and Rental Deposit Forfeiture Table (Deductions from \$300.00)*</b>				
<b>Renter Responsibility</b>	<b>Renter Indicates Rule Followed (yes/no)</b>	<b>Ruritan Review Indicates Rule Followed (yes/no)</b>	<b>\$ Maximum Amount of Deposit Forfeiture</b>	<b>\$ Deposit to be Forfeited Following Inspection</b>
Trash fully removed, bagged and placed in bins following event			300	
Kitchen counters, appliances, sinks, floors and other surfaces fully cleaned			300	
Decorations hung appropriately and recovered following the event			200	
Doors/windows to club house observed to be closed during event			100	
Appropriate noise level			300	
Appropriate activity of guests			300	
Chairs and tables wiped clean, stacked and stored as to their original condition/placement			200	
Furniture, building property, appliances, and fixtures left undamaged			300	
Nuisance complaint (Sherriff Department, local citizen, or Ruritan member)			300	
Dining hall floor fully broomed and/or mopped following event. No material (food/candle wax/liquids stains or materials) left on floor.			300	
Thermostat set appropriately (< 70 degrees in winter or > 68 in summer)			150	
Lights or other appliances (exception being refrigerator/freezers/ice machines) left operational following event (e.g., exhaust fans)			50	
Trash and other debris recovered from property (both grass and paved parking areas)			200	
Entrance into or disturbance of cooking shed or any of its materials			200	
Window shades closed			50	
Disturbance of Ruritan signage or yard features.			200	

**Total Amount of Deposit to be Forfeited \$ \_\_\_\_\_**

**\*Bahama Ruritan Club retains rights to assess monetary damages beyond the primary deposit fee.**

\_\_\_\_\_  
**Signature** of Renter Acknowledging Post-event Clean-up Checklist Statement

\_\_\_\_\_  
 Date

\_\_\_\_\_  
**Initials** of Bahama Ruritan Official \_\_\_\_\_ **Initials** of Renter Acknowledging Clean-up Policy at Time of Rental \_\_\_\_\_