

Bahama Ruritan Club

Building Rental Policies and Contract

Rental Fees are based on the following schedule:

Up to – 50 people	\$325.00
51 – 100 people	\$425.00
100 - 150 people	\$525.00
Over 150 people	\$625.00

1. A. **Deposit of \$500.00** (checks will be cashed) It is refundable with conditions, must be received **within 7 days** of reserving the Ruritan Building. If the reservation is canceled more than 30 days prior to the rental date, 100% of the deposit will be refunded. If the reservation is canceled less than 30 days prior to the event date, no deposit will be refunded.

B. The \$500.00 deposit is to be refunded one week after rental date if the building and grounds are left clean and orderly. A checklist at the end of this document describes the scale at which deposit penalty will be issued. 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 \$500.00 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 plus any additional charges (security) is required prior to the occupancy in full.

D. If damage to the building or any of the clubs provided equipment occurs, the amount of the damage will be deducted from the \$500.00 deposit as defined at the end of this document. If the damage exceeds the \$500.00 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. A picture ID will be required for the responsible party (must be 21 years of age).
2. No open flame of any kind will be allowed on the property or in the building.
3. No paint or tape may be attached to any walls, ceilings, furniture, appliances or floors. (Thumbtacks may be used.) No pictures, plaques or other items displayed by Ruritan shall be removed from their positions.
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. All music and other noise making activities **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. 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. **No Exceptions to this rule.**

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 the party may be shut-down Immediately, with additional \$200 penalty to be assessed.
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. The renter will be expected to pay the Bahama Ruritan Club in full prior 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 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 or failure to comply with any request deemed appropriate by the Sheriff’s Deputy. ***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.

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

Cleaning Checklist and Deposit Forfeiture Table (Deductions from \$500.00)*				
Renter Responsibility Please check review column Indicates rule compliance (Yes- No)	Renter Indicates Rule Followed	Ruritan Review Indication	\$ Maximum Amount of Deposit Forfeiture	\$ Deposit to be Forfeited Following Inspection
Trash fully removed, bagged and placed in bins following event			500	
Kitchen counters, appliances, sinks, floors and other surfaces fully cleaned			500	
Decorations hung appropriately and recovered following the event			300	
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			500	
Nuisance complaint (Sherriff Department, local citizen, or Ruritan member)			500 Shutdown!	
Dining hall floor fully broomed and/or mopped following event. No material (food/candle wax/liquids stains or materials) left on floor.			500	
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)			300	
Entrance into or disturbance of cooking shed or any of its materials			300	
Window shades closed			50	
Disturbance of Ruritan signage or yard features.			300	

Total Amount of Deposit to be Forfeited \$ _____

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

Signature of renter: _____ Signature of Bahama Ruritan Rep _____ dated _____