

Bahama Ruritan Building
Rental Policies and Contract

Rental Fees are based on the following schedule:

Up to – 50 people	\$550.00
51 – 100 people	\$750.00
100 - 150 people	\$850.00
150 - 200 people	\$950.00

1. **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.
 - a) The \$500.00 deposit is to be refunded one week after the rental date if the building and grounds are left clean and orderly. Bathrooms and Kitchen must be swept and mopped, main room swept and spot mopped (any spills). Toilets and all sinks cleaned, and all counters wiped down. 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.
 - b) **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 \$750.00 payment is required prior to the event.
 - c) 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 on the last page of this document. If the damage exceeds the \$500.00 deposit amount, the renter will be responsible for the additional cost.
 - d) An additional \$350 security fee will be charged. If we receive any noise complaints or if police are called by any neighbors, this fee will NOT be refunded. 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.
2. The club offers fold down rectangle tables and folding chairs to seat about 200 people that may be used by the renter. (Please do not place chairs against the wall.) Ice is also available from a 500-pound bin ice machine. A full kitchen may also be used, no pots or pans will be available.
3. No open flame of any kind will be allowed on the property or in the building.
4. The beige acoustic panels are expensive and should have nothing attached to them, touched, nor leaned up against them. 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.

5. No flammable, non-treated materials such as straw, bamboo or crepe paper may be used inside the building.
6. The rental time begins at 7:00AM and ends at 2:30AM (the following day) – **NO EXCEPTIONS**. All activities except for clean-up must end no later than 12:00 midnight on the rental date. This means that guests (except for the cleanup staff) must vacate the property no later than midnight on the rental date. All music and other noise making activities must end no later than 11:30 pm on the rental date. A two- 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 to the event may be rented for “set-up only” for a discounted rental fee of \$125.00.
7. The condition of the building and property and the behavior of the group sponsoring the party will determine whether 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** except for 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) because of inappropriate noise level during a rental period, the full deposit will be forfeited, and an additional \$200 penalty will be assessed.
8. The Club is not responsible for any theft, injury or damage to any non-club property or person.
9. The Bahama Ruritan Club does not have a liquor 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 there is inappropriate behavior of any guest. If such an eviction occurs, all activities except for cleanup 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 intends to have alcoholic beverages on the premises, ***an additional \$350 security fee will be charged. If we receive any noise complaints or if police are called by any neighbors, this fee will NOT be refunded. 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.***
10. Bahama Ruritan Club reserves the right to have all activities always monitored by a club representative during the rental period.
11. 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's Signature: _____ Date _____

Printed Name: _____

Address: _____

Phone (Cell): _____

Email: _____

Date of Rental _____ Deposit Amount _____ Balance Due _____

Comments _____

Breakdown: (sample party with 180 guests)

Deposit	\$500	Paid _____	to be paid when contract is signed.
Security Fee	\$350	Paid _____	to be paid week prior
Rental	\$950	Paid _____	to be paid week prior
Prior Night Use	\$125	Paid _____	to be paid week prior

Total Due: \$1925

Received By (Ruritan Member) : _____

Check made out to **Bahama Ruritan Club** and mail it to:

BAHAMA RURITAN CLUB
PO Box 14
Bahama, NC 27503

Contact Rental Coordinator for questions:

ADA GLENN

Email: adaglenn@gmail.com

Cell/Text: 919-724-3079

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

Cleaning Checklist and Rental Deposit Forfeiture Table (Deductions from \$500 deposit or \$350 security fee)*				
Renter Responsibility	Renter Indicates Rule	Ruritan Review	Maximum Amount of Deposit Forfeiture	Deposit to be Forfeited Following Inspection
	Followed (yes/no)	Indicates Rule Followed (yes/no)		
Decorations hung appropriately and recovered following the event			100	
Dining hall floor fully broomed and spot mopped following event. No material (food/candle wax/liquids stains or materials) left on floor.			350	
Trash fully removed, bagged and placed in dumpster following event			200	
Kitchen counters, appliances, sinks, floors and other surfaces fully cleaned			100	
Chairs and tables wiped clean, stacked and stored as to their original condition/placement			200	
Furniture, building property, appliances, and fixtures left undamaged			300	
Trash and other debris recovered from property (both grass and paved parking areas) Placed in dumpster.			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	
Nuisance complaint (Sherriff Department, local citizen, or Ruritan member)			350	
Acoustic panel damage of any kind (stained, torn, or destroyed)			500	

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: _____ Date: _____

Signature of Bahama Ruritan Rep _____ Date: _____