

SWIM AND RACQUET CLUB
3500 KENNY RD.
COLUMBUS, OHIO 43221
614-451-3762

SWIM AND RACQUET CLUB EVENT RENTAL POLICY

1) All events must meet the approval of the Swim and Racquet Club General Manager, Tim Casey 614-451-3762.

2) Non-Members must provide certificate of insurance for caterer and/or bartender at least 7 days prior to the rental date. Please note that this is at the discretion of the Swim and Racquet Club General Manager.

3) A security deposit in the amount of \$_____ must accompany the signed contract before a rental date is confirmed. The security deposit will be returned in full contingent upon if any additional services are performed which may include, but not limited to:

- Trash Removal \$30.00
- Extra cleaning due to rice, bird seed, etc. \$25.00
- Damage to club facility Based on damage
- Snow removal(at S & R discretion) \$125.00

4) Cancellation Policy. Any lease that cancels within 30 days prior to their scheduled event, will forfeit 100% of their security deposit. Cancellations received 31-60 days prior to their scheduled event will forfeit 50% of their security deposit. Cancellation received 61 days or more prior to their scheduled event will receive their security deposit less \$100.00.

5) The premises must be vacated prior to the end of the rental time or a fee of \$25.00 per 15 minutes will be charged. It is the responsibility of the lessee to have all guests and hired professionals follow the scheduled deadline.

6) At least 14 days prior to rental date, all release of liability forms must be returned to Swim and Racquet Club.

SWIM AND RACQUET CLUB
RENTAL CONTRACT

Name of Organization or Individual _____

Address

Phone _____
Home Business

I, _____ as authorized
representative for _____

Request the use of the Swim and Racquet Club on _____

From _____ A.M./P.M. and _____ P.M./A.M.

The fee for the room rental is \$ _____ which will be paid in full
within 10 days upon receipt of the contract.

RELEASE OF LIABILITY AND INDEMNIFICATION

Swim and Racquet Club and its Trustees, Employees, Staff and Agents (the Club) are not responsible for and shall not be held liable for any claims, loss or damages to persons or property during or arising out of the undersigned's rental of the facility. The undersigned hereby releases the Club from any and all claims arising out of the use of the facility by the undersigned and guests. The undersigned further agrees to protect, indemnify, defend and hold the Club harmless from any claims, loss or damages to persons or property, governmental charges or fines, and all costs (including attorney fees) arising out of or connected with the undersigned's function or rental of the facility.

Signature

Date

Security Deposit _____ Received by _____ Date _____

Rental Fee _____ Received by _____ Date _____

Please sign/copy and return original
You have 10 days to return the following to secure your date
1) Security Deposit 2) Rental Fee 3) Signed Contract

