

Hampstead Women's Club Building  
14435 US Highway 17  
Hampstead, NC 28443  
(910) 270-9549

## Rental Agreement

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Driver License # \_\_\_\_\_ (please attach copy)

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Time of Event \_\_\_\_\_ Approximate Number of Guests \_\_\_\_\_

(Rental time includes time for set-up, delivery or any supplies, and clean up)

### **Security Deposit:**

To reserve the Hampstead Women's Club building a down payment (security deposit) must be received. We cannot guarantee the space will be held until the deposit is received. **Full payment is due no less than fourteen (14) days in advance** of the event at the Hampstead Women's Club office by US mail or in person with the building manager.

### **MAIN ROOM:**

(Maximum occupancy 140)

#### Deposit

\$250.00 (up to 4 hours)  
\$500.00 (over 4 hours)

#### Rental Fees

\$125.00 Hour  
\$75.00 Hour (Non Profits)

### **O'HARA ROOM:**

(Maximum occupancy 30)

\$100.00 (per event)

\$75.00 Hour

### **KITCHEN:**

\$100.00

\$100.00 (per event)

**(ABC PERMIT - \$50.00/event)**

I have read and understand the Regulations, Terms and Conditions and agree to abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Deposit \_\_\_\_\_ + Room Rate \_\_\_\_\_ +  
Kitchen/ABC \_\_\_\_\_ = \_\_\_\_\_ Total

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## Reservations, Terms and Conditions for leasing the HWC Building

- The building is available for rental between the hours of 10am and 12 midnight: exceptions to these hours may be made at the discretion of the building manager.
- Those leasing the building are responsible for the set up before and take down after each event.
- Those leasing are responsible for returning the building in the condition upon arrival.
- Keys may be picked up one business day prior to the event and must be returned to the lockbox immediately following the event. Key replacement fee is \$25.00 and will be taken out of the deposit.
- The serving and/or consumption of alcoholic beverages is permitted only with payment for our ABC permit and inside the building. No alcoholic beverages may be consumed outside. **NO BOTTLED BEER**
- Those leasing the building are responsible for the conduct of their guests.
- Building Manager, members of the HWC Executive Board, and/or members of the Pender County Sheriff's Department are authorized to and may enter the building at any time during an event.
- The use of tobacco products is not permitted inside the building.
- There shall be no illegal drugs allowed on the property.
- There may or may not be concurrent events and rentals in other parts of the building and you must respect their space.
- HWC property, including but not limited to tables and chairs should not be removed from the building.
- No concealed firearms are permitted on the property.
- No sparklers or fireworks are permitted on the property.
- No pets are allowed on the property with the exception of service animals.
- Nothing can be attached to the walls, windows, doors, light fixtures, or ceiling. Piñatas are expressly prohibited.
- Lit candles are not permitted, except those customarily placed on a cake.

### ***Before exiting the building the leaser agrees to do the following:***

- ✓ Tables and chairs should be returned to their original locations.
- ✓ Remove all food from the building.
- ✓ Remove all trash from the building and parking lot and place it in the dumpster in the parking lot.
- ✓ Flush all commodes and clean any spillage in bathrooms.
- ✓ If kitchen was used, clean all surfaces including stove, oven, countertops and refrigerator.
- ✓ Floors should be dust mopped, and then wet mopped. (instructions posted at mop station in kitchen)
- ✓ Turn off all lights.
- ✓ Lock all outside doors. Return key to drop box outside front doors.
- ✓ Building must be vacated at scheduled end of rental term.

**Failure to return the building to the conditions as outlined in these regulations may result in loss of part or all of the deposit.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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### Rental Rates

**Main Room:**

(Maximum Occupancy 140) \$75.00 hour  
Non-Profit Groups (with tax id#) \$50.00 hour

**O'Hara Room** \$40.00 hour  
(Maximum Occupancy 30)

**Kitchen Use** \$100.00 event

**ABC Permit** \$50.00 event

### Cancellation Policy

Should we receive written notice that you must cancel your event more than two weeks in advance your full deposit will be returned. If less notice is given then the HWC reserves the right to retain your deposit.

Should a weather emergency present itself with the threat to life or property the HWC reserves the right to cancel or postpone the use of the facilities. In that highly unlikely event, a full refund will be returned.

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Welcome to Hampstead, North Carolina and thank you for considering the Hampstead Women's Club Building for your upcoming function.

*Wedding Ceremonies/Receptions*

*Family Reunions*

*Workshops*

*Club Meeting*

*Business Meetings/Seminars*

*Baby/Bridal Showers*

*Luncheons*

*Class Reunions*

*Anniversary Parties*

*Birthday Parties*

*Rehearsal Dinners*

*Fund Raisers*

*Private Parties*

Our main building with a capacity of 140 people provides the perfect setting for any occasion. Our O'Hara room offers a smaller setting for more intimate gatherings with a maximum capacity of 30 guests. The Women's Club staff is committed to helping you in a way that will ensure your function runs smoothly and efficiently. Should you have any question please feel free to contact our building manager at (910) 270-9549.

***Our Facility Features:***

- All ABC Permits
- Catering Kitchen (Stove, Refrigerator, Microwave, Freezer, Warming Table)
- A Smoke Free Environment
- Outside patio space
- Rectangular Tables (30 inches wide, 6 feet long)
- 200 Folding Chairs
- Large Parking area
- Serving counters
- Portable speaker's podium and stand along national flag
- Stage
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