Hellings Curry Museum

Key West Woman's Club

319 Duval Street, Key West. FL. 33040

Rental Agreement

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Rental Fee Table

Rental Option	Details	Cost
Special Event Space Rental (4 Hours)	Includes 1 hour set-up & 1 hour breakdown, seating 100 dinner / 150 cocktail. additional hour $200	$3,500
Front Courtyard and Porch Only Event Space Rental (2 Hours)	Max 50 guests, additional hour $200	$1,500
Non-Profit rate	Max 50 guests	

1. Parties

This Rental Agreement ('Agreement') is between:
Owner: Key West Woman's Club, Inc., a 501(c)(3) nonprofit organization

Renter:

_____

2. Event Information

Date of Event: _____

Event Load-In/Set-Up Time: _____

Event Start Time: _____ End Time: _____(Events must end by 10:00 PM)

Event Breakdown/Cleanup Time: _____

Type of Event/Purpose: _____

Expected Attendance: _____

4. Additional Fees

- Non-refundable usage fee: $400
- Renter must provide heavy-duty garbage bags and remove all garbage, food, and event waste from the property.
- Overtime Fee: $100/hour (if event exceeds agreed-upon time)
- Damage Fee: Cost of repair or replacement for any damages to the property

5. Payment

- **Deposit:** 50% of the total rental fee is due upon signing the agreement to secure the date.
- **Final Balance:** Due no later than **7 days prior** to the event date.
- **Check:** Made Payable to: **Key West Woman's Club, Inc.**
- Mailing Address: **319 Duval Street, Key West, FL 33040**
- You may also hand-deliver to an authorized board member.
- **Credit/Debit Card**
- A 3% processing fee applies to all card payments

6. Responsibilities & Code of Conduct

- Renter is responsible for all guests, vendors, and contractors during event hours, set-up, and breakdown.
- The Museum's historic nature must be respected. No open flame on the historic property including candles. No nails, screws, adhesives, or rearranging of furnishings without written approval.
- KWWC reserves the right to remove any guest or vendor for inappropriate behavior.

- KWWC assumes no responsibility for lost, stolen, or damaged personal items.
- All clean-up must be completed immediately following the event.

7. Smoking, Vaping & Drug Policy

- Smoking/vaping is prohibited anywhere on the property. No designated smoking area is provided.
- Illegal substances are prohibited; legal prescribed medications allowed per Florida law.

8. Alcohol & Food Service

- All alcohol service must comply with Florida law.
- If alcohol is sold, Renter must obtain a temporary license.
- Caterers must provide all necessary equipment, utensils, and serving materials.

9. Indemnification

The Renter agrees to indemnify and hold harmless the Owner, its officers, members, and volunteers from any claims, damages, or expenses arising from the event.

10. Agreement & Signatures

By signing, both parties agree to all terms herein.

Renter:

Name: _____

Signature: _____

Date: _____ Contact# _____

KWWC Representative:

Name: _____

Signature: _____

Date: _____

This Rental Agreement is made and entered into as of today, _____ 20____

by and between the Key West Woman's Club and,

_____.

It contains the entire agreement of the parties and there are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter hereof.

This document outlines everything agreed upon during the consultation phase and should be reviewed carefully.