

SAUGATUCK WOMEN'S CLUB RENTAL AGREEMENT TERMS – As of 6/10/2026

MAIL: SWC, P O Box 909, Saugatuck, MI 49453-0909 ATT: B. Lowe

The Saugatuck Woman's Club (SWC) is available for rental by individuals, clubs, and other organizations as follows:

1. Smoking or lit candles inside any area of the SWC are not permitted.
2. Pets of any nature are not permitted, but certified service animals for the disabled are allowed.
3. All rentals except members must include liability insurance naming SWC as additional insured. Proof of insurance must be submitted to Rental Director.
4. Beer and wine may be served (per prior approval of SWC). Yes _____ No _____
 - a. If any beer and/or wine is to be served, the renting organization must provide the SWC rental director with documented proof of appropriate liquor liability insurance and proof of appropriate liquor licenses with the local and state agencies.
 - b. For rentals with beverages listed under item 3. a., insurance should include the SWC as an additional insured party.
5. The SWC reserves the right to accept or reject any applicant.
6. The SWC rents the building as a community service. The fee structure reflects this condition.
7. The SWC premises may be occupied by a maximum of 130 persons including catering staff, actors, etc. at any one time. Please see mandatory performance seating floor plan.
8. The tenant shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force, or which may hereafter be in force pertaining to the use of said premises.
9. The door exits may never be locked or blocked for any reason duration of rental unless this is a multiple day rental. In addition, fire ordinance requires that chairs must be set such that an unobstructed aisle not less than 42 inches wide be maintained on the left side, right side, front and back. If a center aisle of 42 inches is present, the two side aisles may be 36 inches for unobstructed egress.
10. Tenant shall keep and maintain the premises in a clean and sanitary condition at all times, and upon the termination of the tenancy shall surrender the premises to the SWC in as good a condition as when received. Ordinary wear and tear is expected.
11. Tenant shall not assign this agreement or sublet any portion of said premises.
12. A security deposit of \$250.00 is required with the initial application. There may also be a cleaning fee. **The total rent must be paid ten (10) days prior to rental and before tenant may be given an entrance code.** Long term leases may be paid in multiple payments. The SWC may use all or a portion of the deposit to satisfy unpaid elements of the rental agreement, but the tenant shall not apply any portion of the security deposit to the rent.
13. If tenant should fail to pay rent due, the SWC may terminate all rights of tenant after three (3) days with a written or email notice, unless tenant pays in full within three (3) days of the rental. Late fees may be charged.
14. Once the rent is received by SWC, an entrance code will be given for the back-stage door.
15. Exit doors at the back of the stage, kitchen, and front of the building must be closed and locked at the end of each day of usage. Last person locks the front door, checks to make sure it is locked, and exits back.
16. All lights must be turned off when finished with meeting or event. This includes the restrooms, auditorium, stage, side walls, hallways, and exterior lights. The light outside stage door is on a motion sensor. The light switches are located as follows:
 - a. Kitchen is on a motion sensor with a timer and will turn off itself.
 - b. Auditorium and Stage – On south wall behind stage curtain. **Use toggle switches not dimmer slides.**
 - c. Side Walls – In center of west wall of auditorium.
 - d. Front Double Doors and Foyer – Switch located beside double door entrance.
17. Nails may not be used on any interior or exterior walls. Absolutely no decorations may be tacked on walls, ceiling or draperies. Consult with rental director for proper procedure to set up displays if necessary.

