



THANK YOU FOR YOUR INTEREST IN RENTING THE GFWC WOMAN'S CLUB OF MACCLENNY CLUBHOUSE

Thank you for your interest in renting the historic GFWC Woman's Club of Macclenny clubhouse. We're proud to offer our beautifully preserved space for community events, celebrations, and gatherings of all kinds. Built in 1930, our clubhouse has hosted everything from baby showers and birthdays to civic meetings and reunions. By choosing to rent with us, you're not only reserving a warm and welcoming venue—you're also helping support our nonprofit mission of service, leadership, and community enrichment in Macclenny.

To ensure your experience is smooth and enjoyable, we've created this rental packet with everything you need to know. Please take time to read through each section carefully. Our goal is to help you plan a successful event while maintaining the comfort, cleanliness, and historic charm of this space for all who use it.

About the Space

Our historic 1930s-era clubhouse offers a warm, welcoming atmosphere that's perfect for showers, birthday parties, meetings, reunions, and other community events. The space comfortably accommodates up to 75 guests and includes twelve 8-foot tables, 80 chairs, a full kitchen (with stove, refrigerator, and microwave), and access to (2) two restrooms. We also provide paper towels, toilet paper, and garbage bags to make setup and cleanup easier for you. With plenty of on-site parking and flexible rental hours, the Woman's Club of Macclenny is an affordable, charming choice for your next gathering.

Price: \$321 PLUS a \$200 refundable security deposit

Address: 144 S Fifth Street, Macclenny, FL 32063

Rental Time: 8am - 12pm (unless otherwise arranged)

Jessika Johns
Club Rental Administrator

Woman's Club of Macclenny

813-956-0227

PO Box 641

Macclenny, FL 32063

WOMANS CLUB OF MACCLENNY CLUBHOUSE RENTAL AGREEMENT

144 S Fifth St, Macclenny, FL 32063

Event Details

Type of event: _____ Date of event: _____

Today's Date: _____ Time of event: _____

Contact Details

Contact Name: _____ Phone #: _____

Email: _____

Address: _____

City: _____ Zip Code: _____

Payment Details

Rental Fee: \$300 + \$21 tax (total is \$321)

Security Deposit \$200 (refundable upon inspection after event)

Rental Fee:

☐

Check

☐

Cash

☐

Money Order

Security Deposit:

☐

Check

☐

Cash

☐

Money Order

****You must cancel your event 3 days prior or Rental Fee will not be refunded***

Signature

*I have read and understand the rental rules, deposit terms, and payment terms.
Payment has been made in full. I have received a copy of the rules and the contract
via _____.*

Woman's Club
Signature

Renter
Signature

WOMANS CLUB OF MACCLENNY CLUBHOUSE RENTAL AGREEMENT

Rules

1. Clubhouse will be rented on a first come/first served basis. Anyone wanting to rent the Clubhouse must do so through Woman's Club of Macclenny by contacting Rental Contact, **Jessika Johns, 813-956-0227**. All fees must be paid 2 weeks prior to rental date OR paid in cash if 1 week prior to rental date.

2. THE TIME OF THE RENTAL AGREEMENT CONTRACT IS 1:00AM THE MORNING OF THE RENTAL UNTIL 1:00AM THE NEXT MORNING. RENTERS MUST HAVE THE CLUBHOUSE CLEAN AT 1:00AM FOR THE NEXT RENTAL.

3. **NO TAPE, NO TACKS, NO PUTTY, NO OTHER ATTACHING DEVICES shall be used to attach anything to walls, ceilings, doors, windows, woodwork. And DO NOT REMOVE anything currently attached to the walls. Attaching anything else to walls, ceilings, doors, windows, woodwork will be considered to be DAMAGES to the Clubhouse or equipment belonging to the Clubhouse. DAMAGES will be deducted from Security Deposit. All DAMAGES to the Clubhouse or equipment belonging to the Clubhouse in excess of the Security Deposit must be paid by the person(s) signing the Rental Agreement.**

4. **THERE SHALL BE NO ALCOHOLIC BEVERAGES SERVED, DISTRIBUTED, CONSUMED, OR SOLD ON THE PREMISES. Also Baker County can enforce Ordinance #98-15, which carries a \$500 fine and maximum 1 year in jail for violations. Additionally, this violation will cause the loss of the Security Deposit.**

5. NO SMOKING IS ALLOWED IN THE CLUBHOUSE OR ON PORCH.

Rules Continued

6. Renter must leave the Clubhouse and grounds in the same condition as when their use began. Any cost for cleanup, repair of damages will be responsibility of Renter. Inspection of the Clubhouse and property will be made by a member of the Woman's Club House Committee before and after Renter usage to determine if there is need for repairs caused by Renter.

7. RENTER MUST CLEAN THE CLUBHOUSE PRIOR TO LEAVING. CLEANING REQUIRES:

- **Leave 10 tables up.**
- **Stack all chairs folded flat on the tables.**
- **Sweep and mop all flooring inside entire Clubhouse.**
- **Clean kitchen and bathroom areas: sinks, floors, countertops, stove, fridge**
- **Remove all garbage and trash from Clubhouse and place in outside large blue garbage cans.**
- **Pick up all trash on inside and outside of Clubhouse, including cigarette butts.**
- **Remove all decorations.**
- **Return anything you have moved back to the original location.**
- **Remove all your personal items. Anything left in Clubhouse will become property of the Clubhouse.**

FAILURE TO DO SO WILL FORFEIT YOUR DEPOSIT; Inspection will be conducted after your rental.

8. The Clubhouse KEY must be left in the kitchen on the countertop next to the stove. All doors must be locked before leaving. **The AC/Heat must be turned off** before leaving by the thermostat in right rear corner of the Stage. **The Hot Water Heater must be turned off** before leaving by the light switch above the corner cabinet in Rear Restroom.

Activities exempt from rental charges are at the discretion of the Macclenny Woman's Club and Lion's Club of Macclenny.

WOMANS CLUB OF MACCLENNY AFTER-EVENT CHECKLIST

THE FOLLOWING IS A LIST OF INFRACTIONS YOU CAN INCUR AT THE TIME OF INSPECTION AFTER YOUR EVENT. THE AMOUNT WITHHELD IS HOW MUCH OF YOUR SECURITY DEPOSIT WE WILL KEEP. NOT INCLUDED ON THIS LIST ARE DAMAGES DONE BY NOT FOLLOWING THE ATTACHED RULES

		AMOUNT WITHHELD	
01	TRASH FROM KITCHEN AND BATHROOMS NOT TAKEN OUT BACK TO LARGE CANS.	\$10	<input type="checkbox"/>
02	MAIN AREA, KITCHEN, AND BATHROOMS NOT SWEEPED	\$40	<input type="checkbox"/>
03	MAIN AREA, KITCHEN, AND BATHROOMS NOT MOPPED	\$40	<input type="checkbox"/>
04	FLAGS AND FURNITURE ON STAGE NOT RETURNED TO ORIGINAL PLACE	\$10	<input type="checkbox"/>
05	COUNTERTOP SPACES IN KITCHEN AND BATHROOMS NOT WIPED DOWN	\$10	<input type="checkbox"/>
06	FOLDABLE TABLES AND CHAIRS NOT CLEANED/WIPED DOWN OF DEBRIS, FOOD, ETC.	\$40	<input type="checkbox"/>
07	DECORATIONS LEFT BEHIND	\$20	<input type="checkbox"/>

POST EVENT INSPECTION CHECKLIST



DATE: _____

RENTER NAME: _____

AREA	C	N	D	COMMENTS
yard				
front walkway				
ramps/steps				
entry porch				
main floor				
main east wall				
main west wall				
main east wall				
north wall				
blinds				
front bathroom				
rear bathroom				
stage floor				
stage walls				
kitchen floor				
kitchen cabinets				
kitchen stove				
kitchen fridge				
tables/chairs				
furniture				

C: CLEAN N: NOT CLEAN D: DAMAGE