RENTER GUIDE

PLEASE KEEP THIS FOR REFERENCE

The Porch Club is currently open for a rental on ______. The Rental Agreement form is available upon request. Please read the Rules, Renter Guide, and Rental Agreement very carefully. All the rules and instructions are contained in these documents.

Please sign and return the Rental Agreement to the Porch Club Rentals Chairperson address listed on the Rental Agreement via United States Mail:
1. an Original Copy of this Porch Club Rental Agreement with the
2. security deposit check, rental fee (separate check) and certificate of insurance

Please do not attempt to drop these documents off at the Porch Club or any other address.

The security deposit check is held until after the rental takes place and will be returned if the rules are followed on the agreement and the building is left in good order. It is not a check to reserve your date. YOUR RENTAL DATE IS NOT RESERVED UNTIL THE $300.00 SECURITY DEPOSIT, THE ENTIRE RENTAL FEE, CERTIFICATE OF INSURANCE, AND THE SIGNED AGREEMENT ARE RECEIVED BY THE PORCH CLUB.

It is important to remember that we cannot reserve a date until these items are received by the Porch Club at the address listed on the form. Others may be looking at the same date. We can only take the first one in with their checks and forms.

A certificate of insurance is as much for you own benefit and protection as it is for the Porch Club. You would purchase a certificate of insurance from your own house or renter’s insurance company specifically for this event. They are not expensive. Barclay’s Insurance Group here in Riverton issues them as does other Insurance companies. Event Helper online also writes this insurance. The standard coverage is for $300,000. The agent you purchase the policy from can email a pdf of the certificate to porchclubrentals@gmail.com. The cost varies based on the type of event, number of attendees and if liquor is being served. This has been a standard procedure, for individuals, businesses, or charity groups who rent or use property, for many years.

There is a list on the refrigerator in the kitchen to be followed when your event is finished. We expect the Porch Club to be left in the same condition as when you entered the premises. Please make sure bottom of ice bags are clean when putting in freezer.

On day of rental, the rental chairperson will meet you with the key – time specified by you.

Decorations may be brought into the facility but nothing can be taped or attached to walls, windows, furniture or fixtures. No confetti allowed $50 charge if violated. As stated, this is a nonsmoking facility – both inside and outside. Please check outside for cigarette butts. $50 fine for violation of smoking rule.

**TABLES & CHAIRS SUPPLIED:**
(11) 8 FOOT TABLES – 30” WIDE
(5) 6 FOOT TABLES – 30” WIDE
(100) CHAIRS