

**RENTAL AGREEMENT FOR USE OF THE BRANCH FACILITIES**  
**NEW YORK CITY BRANCH, INC.**  
**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN**  
**111 EAST 37<sup>TH</sup> STREET**  
**NEW YORK, NEW YORK 10016-3041**  
**TELEPHONE/FAX: (212) 684-6068**  
**EMAIL: [aaunyc1@aol.com](mailto:aaunyc1@aol.com) OR [lwaauwnyc@aol.com](mailto:lwaauwnyc@aol.com)**

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Today's Date: \_\_\_\_\_  
Organization Name: \_\_\_\_\_ Business Card ( ) \_\_\_\_\_  
Organization Type: ( ) Profit ( ) Non-profit  
**PAYMENT TYPE:** ( ) CASH \_\_\_\_\_ Check number: \_\_\_\_\_  
Credit card: ( ) Visa ( ) Master card Expiration Date \_\_\_\_\_

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**CONTACT INFORMATION**

Name: \_\_\_\_\_ Referral source: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Purpose: \_\_\_\_\_

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**EVENTS:**

( ) Private party **Frequency:** Daily, Weekly, Monthly, Special, Annual  
( ) Meeting/Seminar Date of Week \_\_\_\_\_  
( ) Lecture  
( ) Rehearsal/Recital Date: \_\_\_\_\_ Number of people: \_\_\_\_\_  
( ) Filming  
( ) Other Time: \_\_\_\_\_

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**Parlour Floor Limit: 75 ---- Ground Floor (45 approximately) & Garden**

**RATES:**

\$10 per hour for supervision  
Parlour Floor: \$275 for three hours (\$75 for each additional hour)  
Ground Floor and Garden: \$275 for three hours (\$75 for each additional hour)  
Security Deposit: \$275 plus  
Winter rate for garden level effective October 15, \$175 for three hours and \$75 each additional hour.

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**TOTAL:** \_\_\_\_\_ **GRAND TOTAL:** \_\_\_\_\_

**Payment Received:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cancellation Policy:** refunded if event cancelled more than one week in advance less \$25 administrative fee. If cancelled less than one week, administration fee is \$50.

**Signature, Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature, AAUW/NYC Branch President** \_\_\_\_\_ **Date:** \_\_\_\_\_

- **Renter is liable for any damages including those in excess of security deposit.**
- **The hours paid includes set-up/clean-up time which is not free.**

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