

**WEDDING/RECEPTIONS**  
**PRIVATE RENTAL INFORMATION**  
**FIRST FLOOR - \$650.00**

AUDITORIUM      \$450.00  
DINING ROOM      \$100.00

PARLORS (2) \$100.00

Facility is available for meetings, receptions, luncheons. Discuss prices and requirements with Manager. Above prices cover rental for four (4) hours. Extra hours available at \$40.00/hr. No rentals after 11:00 PM. Manager or member of management committee must be present at all outside events.

Above prices include china, glasses, table flatware and cooking utensils but do not include paper products (other than toilet tissue and paper towels) aluminum foil and plastic wrap. Some linens and serving pieces are available – check with Manager about prices.

Table and chairs are provided by club for set up. If tables are brought in from another source, set-up is the responsibility of the renting party. Set-up should be done during normal operating hours. Table setting and table clearing are the responsibility of the renting party or the caterer. Caterer must remove all equipment immediately after an event unless other arrangements are made with the Manager.

Names of catering services are available. No self-catered weddings are allowed. The caterer needs to provide the Women’s Club with a Certificate of Insurance naming the Club as the Additional Insured.

Housekeeper/dishwasher services are available at \$12/hr.

Deposit of one-half is due upon booking. This fee is non-refundable. Remainder of fee is due either prior to or on the day of the event. Hours of event will be stated in the contract, such as 6 to 10 or 2 to 6.

Decorating time – by arrangement with Manager. Preferably during Managers working hour of 9 AM to 1 PM. If not during regular working hours a \$20.00/hr fee is charged.

Children must be under strict supervision at all times. No one is allowed above the first floor.

**NO SMOKING IS ALLOWED INSIDE THE BUILDING.**

The renting party is liable for any damaged occurring during the event.

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Manager

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Renting Party

Board of Director’s approved July 2008.