



Woman's Club, Incorporated

259 East Boulevard

Baton Rouge, Louisiana 70802

(225) 383-8748

RENTAL POLICY

Availability: The Woman's Clubhouse is available to individuals and organizations for private functions. Individuals and organizations using the facility must adhere strictly to the following policies and guidelines. Failure to do so will result in loss of all or part of the contingency deposit made at time of confirmation of the event. Each User will be given an information packet containing complete guidelines and responsibilities for rental of the Woman's Clubhouse. Information included in the packet must be shared with the appropriate vendors or persons working the event.

Rental Hours: The User (person or group renting the clubhouse) and the Woman's Club Manager, hereafter called W/C Manager, shall agree upon the rental time. No event will run later than 12:00 midnight. The building must be vacated within the time frame stated in the rental fee agreement. The time frame agreed to on the rental fee agreement must include time for the event or party, time for User's set up (food, decorating, D. J. or band set up, etc.) prior to the event, and time following the event to take out what has been brought in. An additional fee per half hour will be charged for time beyond that stipulated on the signed rental fee agreement.

The User assumes full responsibility for the conduct of their guests, vendors and other persons attending or working the scheduled function. Woman's Club staff will be present throughout a scheduled event.

Deposits: A refundable contingency deposit (\$250.00) and 20% of the rental fee are required to confirm a date. User will be invoiced for the balance of the contract. The Woman's Club must receive the balance ten (10) days prior to the event. Any balance received after that ten (10) day time must be paid in cash or money order. Any unusual expenses incurred by the clubhouse (damage, disruption, extended time, inadequate kitchen or clean-up help, etc.) will be deducted from the contingency deposit. The Club reserves the right to assess these deductions. If estimates to repair damages to Woman's Club property incurred during an event exceed the \$250.00 deposit, payment will be the responsibility of the User.

Refunds due to cancellation:	90 or more days prior to event.....Full refund of deposits
	30-90 days prior to event.....No refund of deposits
	Within 30 days of event.....No refund and full payment of contract due

Event Contact: The User must provide the name of a single contact person responsible for the event. Full plans for the event must be discussed with the W/C Manager. Final set up details and names and phone numbers of all vendors working the event must be submitted at least two weeks prior to the event. To facilitate this, a blank floor plan will be provided in the information packet. The W/C Manager reserves the right to contact any and all of the vendors providing services for the event.

Furnishings and Equipment: The Woman's Club maintains folding tables and chairs that are available upon agreement with the W/C Manager and are included as part of the rental agreement. The clubhouse is also furnished with

several antique tables on casters which can be moved and utilized during an event upon approval of the W/C Manager.
The upholstered love seats, foyer couch, antique secretary and pianos cannot be moved.

A podium with microphone and a large pull-down screen suspended from the stage ceiling are also available for use at no additional charge. User must provide own projector, etc. for power point or slide presentations. D.J.'s and bands need to be advised that the electrical system is not designed for extremely heavy output.

The grand pianos remain covered unless arrangements have been made beforehand with the W/C Manager for one to be played during an event. Only professional musicians are permitted to play the pianos with the exception of piano students at recitals. Decorations, food, drinks, or any other items may not be placed on the pianos.

Appropriate dollies, hand trucks or other moving equipment used for the setup and removal of supplies must be used to protect the wood floors. Sliding or dragging of equipment on the floors is strictly prohibited. Tape may not be used on the floors. Extension or other cords must be covered by mats provided by User or vendor providing equipment.

Food Service: One caterer or designated person must be in charge of the kitchen and food service for any one event. This person must be given a copy of the Catering Information and Requirements (included in each information packet) and be willing to follow them. The ultimate responsibility that these requirements are followed falls on the User. Licensed caterers should provide a copy of their license and proof of insurance to the Woman's Club prior to the event. If food and food service are provided by the User or unlicensed caterer, User must sign a Hold Harmless Agreement and accept all responsibilities of the caterer. Special occasion cakes may be provided by bakeries or individual bakers.

Bar Service: Alcohol must be served by licensed bartenders or licensed catering staff. The bar service, bartender or caterer providing bar service must be given a copy of the Bar Service Information and Requirements (included in each information packet) and be willing to accept the responsibility. The ultimate responsibility that these requirements are followed falls on the User. Bars will be closed one half hour before the end of the party following a last call for alcohol. No alcohol may be served following that time.

Safety and Security: To meet guidelines set by the Fire Marshal, all entrances must have a four foot open space for exits. Exits are marked with lighted exit signs. Nothing can block the hallways leading to the back door exit. When chairs are set up auditorium style, there must be a four foot aisle down the center and both sides for freedom of exit.

The Woman's Clubhouse is a smoke free building. Smoking inside the building is strictly prohibited.

The type of event and set up arrangements will determine the number of guests that can be comfortably accommodated.

**For seated banquet style events, the maximum is 120.
Maximum occupancy of the Woman's Clubhouse is 200.**

Security is provided for all night time events and is included in the rental fee. Security is not provided for daytime events unless requested by the User. The cost for that would be the responsibility of the User.

All candles must be contained in glass containers (vases, hurricane globes, votives). Open flames will not be allowed. The throwing of rice, birdseed and burning of sparklers are prohibited on clubhouse property. Bubbles are prohibited inside the clubhouse but may be used outside at Users own risk. The Woman's Club assumes no liability in injury.

**The Woman's Club cannot be responsible for any items or equipment left on the premises overnight.
Breakdown and removal should occur immediately following the event. Arrangements may be made with the W/C Manager for additional time to remove leftover items. Additional charges may apply.
Anything left in the facility is done so at the User's or Vendor's own risk.**

Revised 1/2013

**RECEIPT AND ACCEPTANCE OF RENTAL POLICY AND
INFORMATION PACKET**

This paper must be signed and returned to the Woman's Club as part of the final confirmation of the event.

My signature below verifies that I received a copy of the Woman's Club Rental Policy and the complete information packet. I have read and understand all of the policies and information as stated and will share the necessary information with the appropriate vendors or persons working my event. I also understand that failure to abide by these policies and guidelines may result in the loss of all or part of my contingency deposit refund. I also understand that repair charges for any damage incurred during my event amounting to more than the contingency deposit are my responsibility.

The User assumes all liability and holds harmless the Woman's Club, Incorporated and all of its representatives from the violation of these policies and accepts responsibility for the conduct of his/her guests.

User's Signature

Date