

# **The Woman's Club of Casselberry banquet room**

## **Rental information**

### **Rental Rates**

Monday through Thursday – Fifty Dollars and Zero Cents (\$50.00) per hour.

Friday through Sunday – One Hundred Dollars and Zero Cents (\$100) per hour.

Rental time must be pre-scheduled. It begins at the start of the setup and ends when the last person related to the event leaves the building.

The rental fee is due and payable two weeks prior to the scheduled event.

If the rental fee is not received by the rental manager two weeks prior to the event date, the event will be canceled, and the deposit will be forfeited as liquidated damages as the facility will need to be re-rented, if possible, due to the cancellation.

### **Security Deposit and Reserve an event date**

**The return of the \$300 security deposit can take up to 2 weeks. The check will be dispersed after the event and final inspection and mailed to the name and address on the rental agreement.**

To reserve your event date, a total deposit of three hundred fifty dollars and zero cents (\$350.00) is due upon executing the rental agreement.

The three hundred dollars and zero cents (\$300.00) are a REFUNDABLE security deposit.

The fifty dollars and zero cents (\$50.00) are a NONREFUNDABLE Administration fee.

The security deposit is not a “down payment” and will be held until the final inspection of the building after the event to ensure it is left in the agreed-upon conditions per the terms of the rental agreement.

The Rental Manager will inspect the facility after the event. The facility MUST be in the same condition upon departure as when the renter arrived to receive a refund of the security deposit. This includes the bathrooms.

### **Liability Insurance Requirements**

Event insurance is MANDATORY and shall be purchased by the renter through an unaffiliated vendor of their choice (e.g., [www.theeventhelper.com](http://www.theeventhelper.com)). The insurance policy must have Host Liquor and General Liability insurance coverage. (The approximate cost of premiums is between \$100 and \$200).

Copy of the Host Liquor and General Liability Insurance policy is due no later than ten (10) days prior to your event.

If you plan to hire a bartender for your event, please ensure they provide a copy of their bartender's license and a certificate of liability.

Businesses, schools, Non-profit organizations, churches, and HOAs will need to provide a copy of their certificate of liability policy and host liquor liability insurance.

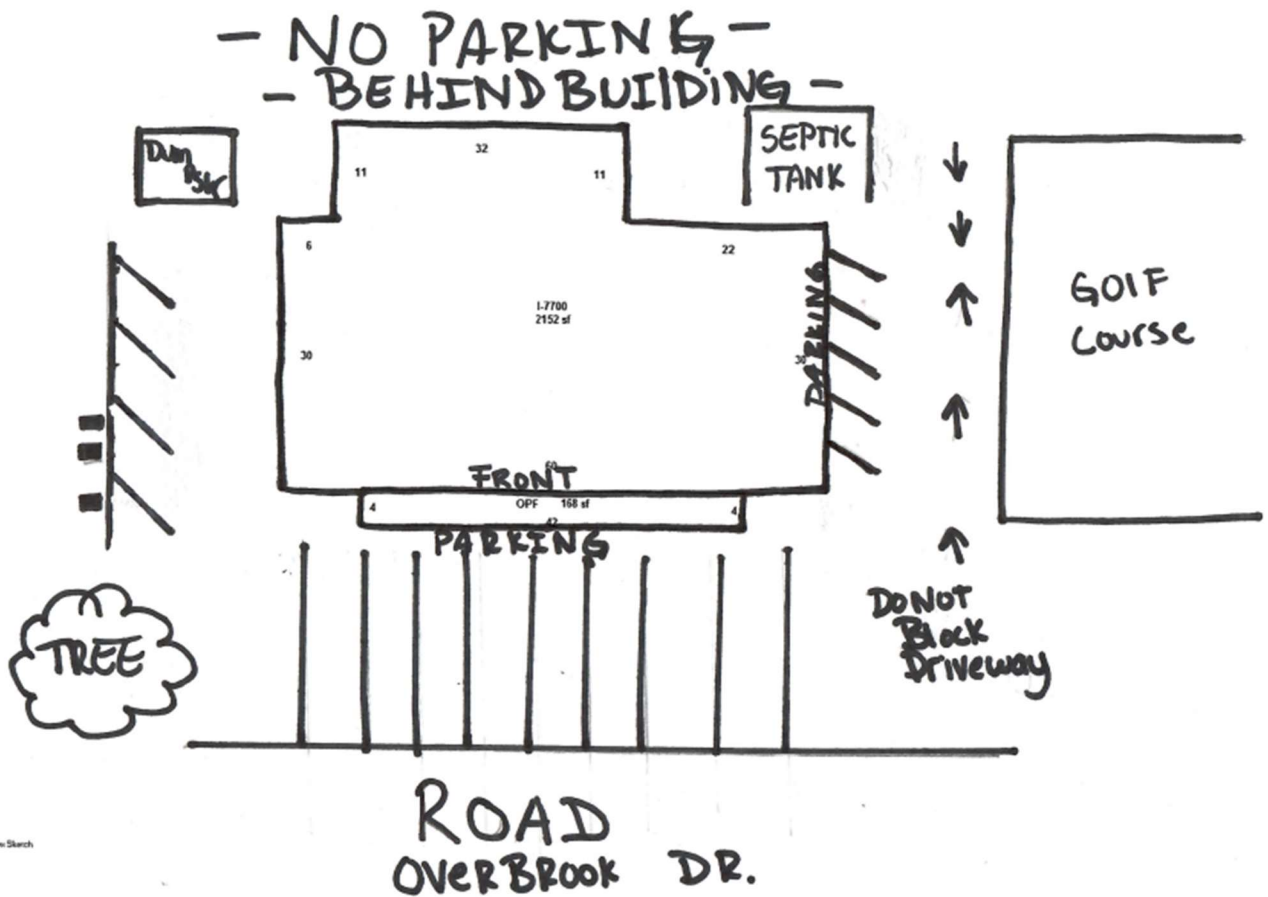


**Chairs should only be stacked 6 chairs high.**

**7 Stacks of chairs in main room**

**4 rows of 2 stacks in storage room**

# GOLF COURSE



## PARKING RULES

**DO NOT PARK PAST THE BUILDING OR IN THE BACK OF THE BUILDING**

**We are on a golf course – golf balls come towards the building.**

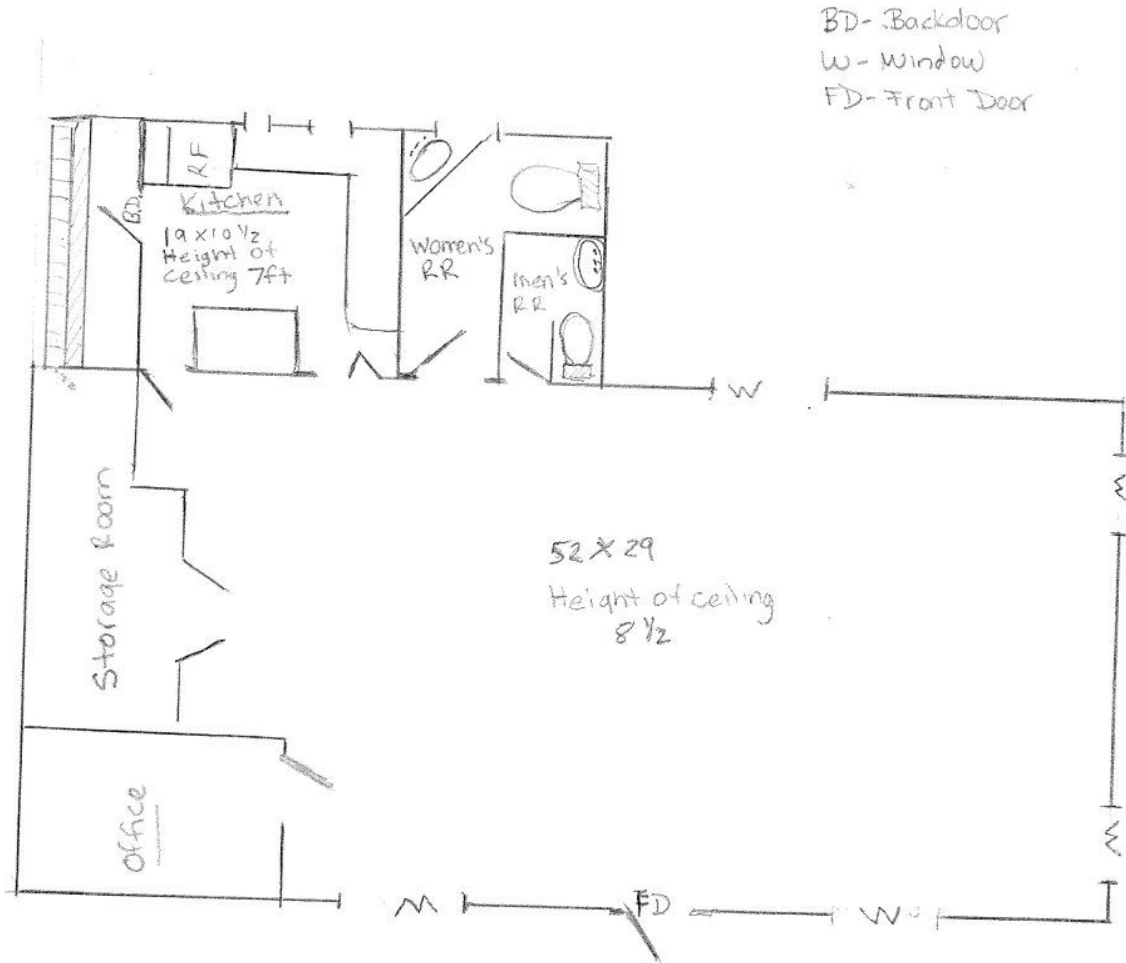
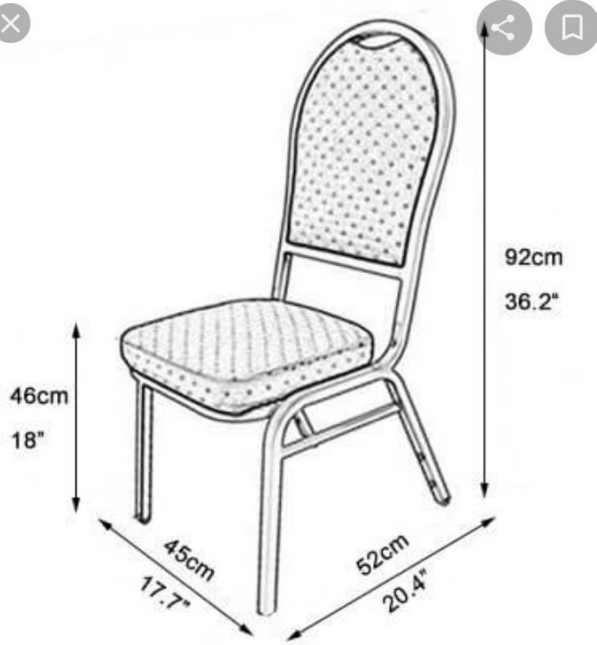
**You can park on the grass in front of the building. First, have cars pull up all the way up to the flower bed. Two cars can fit back to front.**

**You can park on the right side of the building, Headlight towards the building. You must leave a driveway to back out and golf carts to drive through.**

**You can park on the left side of the building.**

### Rental includes

- 10 – 8ft Rectangle tables – Measurements – 96x30
- 19 Square Card tables Measurements 33 1/2x 33 1/2
- 90 Banquet chairs
- Kitchen area with Refrigerator, warming oven and microwave.
- Free WIFI
- Pre-drilled holes along the wall can be used. The entire wall measures 15 feet 7 inches. There are 5 hooks, and there is about 4 feet between each hook.



Room Layout and Measurements

# End of Event Checklist

Please make sure the following are completed at the end of your rental period.  
This will ensure you will receive your full deposit.

<input type="checkbox"/> Floors	Make sure any spills are immediately spot cleaned. Cleaning supplies can be found in the storage closet. Floors should be Swept with the dust mop found in Storage closet
<input type="checkbox"/> Food	Make sure all food is removed. Check the warming oven, refrigerator, counter tops, main room. Clean the trays in the warming if any spills.
<input type="checkbox"/> Empty Refrigerator	Should be left empty, check drawers and freezer. Make sure you take all BAGS of ice. Clean the shelves in the refrigerator if any spills.
<input type="checkbox"/> Countertop and sink	Wipe the countertop of all residues. The sink should be left clean and empty. Please no food in sink, we DO NOT HAVE FOOD DISPOSAL. Cleaning supplies under sink.
<input type="checkbox"/> Tables and Chairs	Please return all tables and Chairs to the correct place. Please review pictures page 11 and in storage room. Do Not stack more than 6 chairs per stack. Should be a total of 15 stacks of chairs. Table Cart and Chair Cart available for easy transport.
<input type="checkbox"/> Trash Bins	Make sure all trash bins are emptied. Bathroom, Main room, and kitchen. All should be taken to Dumpster outside the back door. Please break down any larger boxes and pop all balloons prior to taking to the dumpster
<input type="checkbox"/> Outside	Please make sure any bottles or trash is picked up
<input type="checkbox"/> Cigarettes Bucket	Please make sure cigarette bucket in the front porch is emptied.
<input type="checkbox"/> Turn off Water Heater	Switch is located under the kitchen counter, right of sink

## **DO NOT DO THE FOLLOWING**

**Any violation of the below items will cause loss of security deposit.**

<input type="checkbox"/> NO Confetti, Glitter of any kind.
<input type="checkbox"/> Do not tape, glue dot, tack, teacher putty or stick or hang decoration on the walls
<input type="checkbox"/> Do not hang anything from drop ceiling
<input type="checkbox"/> Do not congregate outside, Do not let kids run onto Golf Course or in between homes.
<input type="checkbox"/> NO SMOKING IN THE BUILDING
<input type="checkbox"/> Do not let your guest sit, stand, or lean against the Handicap railing.
<input type="checkbox"/> NO cooking should be done in kitchen or outdoors
<input type="checkbox"/> Do not sublet building