

The Woman's Club of Casselberry banquet room

Rental information

Banquet room is rented per hour.

Hours must be in a continuous time block.

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.

Capacity is 90 people.

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

Rental Rates

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

Friday – Eighty -Five Dollars and Zero Cents (\$85.00) per hour.

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

Security Deposit and Reserve an event date

A deposit of 50% of the rent amount will confirm your reservation and be applied to your total due. The remaining rental balance will be due two-weeks (2) prior to the rental date.

REFUNDABLE DEPOSIT. Client shall pay a refundable deposit in the amount of \$300.00 Three hundred dollars to The Woman's Club of Casselberry, INC. not later than 48 hours prior to the event by CASH.

There are instances under the terms of this Agreement which shall deem the refundable deposit a non-refundable deposit. Said refundable deposit shall be returned to Client not later than 48 hours after a complete review of the Client's vendors' and guests' actions are completed.

Said \$300.00 Three hundred dollars deposit is NOT applied towards the balance of any monies or fees owed by Client to The Woman's Club of Casselberry, INC.

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.

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). 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.