

# Private Event Guide

---

The Woman's Club of Fort Worth





## **A Legacy of Service and Quality**

The Woman's Club of Fort Worth has been making history on "Cattle Baron's Row" in Fort Worth's Historic Quality Hill since 1923. Our four historic mansions feature prime examples of Colonial Revival, Craftsman, and Victorian architecture that has been thoughtfully preserved over our 95 years of service to the Fort Worth community. Our mission is to empower and support the Fort Worth Woman by engaging her through various cultural, professional, and philanthropic programs. When you host your private function in our space you are not only treating your guests to a unique experience in a beautiful setting, but 100% of proceeds from your event are reinvested to support the mission of our organization.

## **Private Events At The Woman's Club**

Our historic facilities provide the perfect setting for a wide range of events. We have eight unique rooms that can accommodate groups as small as 15 and as large as 400. We provide amenities such as on-site catering, a full city block of secured parking, and high speed internet to make planning and logistics stress free.



# Image Gallery



Image courtesy of Lightly Photography





# Corporate and Social Event Rental Prices

	Non-Business Hours (flat fee)	Business Hours (\$5 per person)
<b>Shelton Hall:</b>	\$2,500	50 Person Guarantee
<b>Waples Hall:</b>	\$1,500	100 Person Guarantee
<b>Shelton &amp; Waples Hall:</b>	\$3,500	150 Person Guarantee
<b>Meacham Hall:</b>	\$1,000	40 Person Guarantee
<b>Legacy Room:</b>	\$500	15 Person Guarantee
<b>Shuman Hall:</b>	\$800	30 Person Guarantee
<b>Newby Suite:</b>	\$350	20 Person Guarantee
<b>Bewley Hall:</b>	\$350	20 Person Guarantee
<b>Ida Saunders Hall:</b>	\$250	15 Person Guarantee

Business hours meeting space is available for \$5.00 per person from 8 am on Monday until 4 pm on Friday. Additional hours are available at a rate of \$3 per person per hour.

Meetings hosted during business hours are priced in 3-hour intervals. And Non-Business Hours are priced at 7-hour intervals. Pricing includes tables, chairs, and up to 200 settings of our standard china pattern


Waples Hall is not available for rental between the hours of 11:30am and 2:00pm without a guaranteed guest count of 100 people.

Non-business hours pricing includes rental for up to seven hours. This includes one hour before and after the event for load-in and load-out. Additional hours are available for a rate of \$100 per hour.

## Rental Policies:

The following are The Woman's Club of Fort Worth rental policies which must be reviewed by the lessee prior to confirming a reservation. If you have any questions about our policies, please speak to our Club Coordinator.

1. A 50% deposit is required to guarantee a date at the Woman's Club of Fort Worth. This non-refundable deposit will be forfeited if the event is cancelled by the renter. Otherwise, the deposit will be applied to the final bill. All rental payments must be made via cash, check, or money order (no credit cards).
2. The remainder of the balance for the event is due 30 days prior to the event.
3. A security deposit of \$250 must be made thirty days prior to the event. This deposit will be returned to the renter if there are no damages caused by the event. All items including refuse, must be removed within the time frame allotted for the event. Any damages or additional staffing costs will be deducted from the deposit.
4. All vendors for your event must present proof of insurance with The Woman's Club listed as an additional insured.
5. Catering services must be contracted through our in-house caterer. If an outside caterer is used, a facility use fee of \$300 will be charged for groups larger than 50 guests and \$150 for groups of 50 or fewer. Outside caterers must be approved in writing by the Executive Director of TWCFW.
6. Professional security and TABC certified bartenders are required for all events where alcohol will be served, as well as event insurance with TWC listed as an additional insured party.



# Wedding Services Additional Fees and Considerations

## **Standard Add on Charges**

Additional Event or setup Hours- \$150

Security Deposit (Refundable) - \$250

Private Event Insurance- \$80-300 Depending on event details

Extra Cleaning Fee- \$400

## **Staffing**

Dedicated Day-of Event Coordinator in addition to TWC on-site staff - \$500

Additional TWC Staff- \$50 per hour 2 hour minimum

TABC Certified Bartender or Server- \$25-45 per hour with 4 hour minimum

Off-Duty FWPD Provided Security Guard- \$60 per hour with a 4 hour minimum

## **Amenities**

Piano Usage- \$80 per piano

Portable Audio System- \$80

Projector and Screen- \$80

Large Furniture Relocation Fee- \$100-\$450 depending on piece

Add-on Rooms- \$250-\$500 depending on room

## **Ancillary Events**

Additional Photography Sessions- \$150 per hour

Bridal Luncheon, Shower, Rehearsal Dinner- \$350 (Newby Suite or Bewley Hall)

**The fee to rent the entire building for a 14 hour window is \$8,000**

# Wedding Packages- Anna Shelton Hall, 200 People

## Reception Only Pricing- \$4,500

- 3 Hours for load in plus set up prior to event
- 5 Hour Event
- 1 Hour for load-out and clean up after event
- 60 inch round tables- 20
- Cocktail Tables with black or white linens- 8
- 8 foot rectangle table with black or white linens- 6
- 6 foot rectangle table with black or white linens- 6
- 4 foot rectangle table with black or white linens- 2
- Padded Banquet Chairs- 200
- Standard china pattern- 200
- 100 Private Parking Spaces
- Use of one adjoining garden space for outdoor cocktail reception
- 1.5 hour on-site photo shoot before date
- 5 hours of security provided by off duty FWPD officer
- An event attendant to facilitate your event for all 9 hours

## Ceremony and Reception Pricing \$5,500

### ***Includes all benefits of Reception Only Pricing PLUS:***

- 14 total hours of access to the facilities for load-in, set-up, event time, cleaning, and load-out
- Use of two adjoining garden spaces for outdoor cocktail reception and or ceremony
- Use of bridal party family suite for lounging, photos, and preparation area prior to ceremony
- Inclement Weather Backup.

## A La Carte Additions

- Bridal or Engagement Portrait Session- \$150 per hour
- Rehearsal Dinner, Bridal Shower, or Brunch in the Newby Suite or Bewley Hall- \$350
- Additional Hours for clean up or set up- \$150

# Wedding Packages- Bewley Hall- 60 People

## Reception only pricing- \$1,800

- 3 Hours for load in plus set up prior to event
- 5 hour event
- 1 hour for load-out and clean up after event
- 60 inch round tables- 6
- Cocktail Tables with black or white linens- 4
- 8 foot rectangle table with black or white linens- 3
- 6 foot rectangle table with black or white linens- 2
- 4 foot rectangle table with black or white linens- 2
- Padded Banquet Chairs- 60
- Standard China Pattern- 200
- 50 Private Parking Spaces
- Use of one adjoining garden space for outdoor cocktail reception
- 1.5 hour on-site photo shoot before date
- 5 hours of security provided by off duty FWPD officer
- One event attendant to facilitate your event for all 9 hours

## Ceremony and Reception Pricing \$2,500

### ***Includes all benefits of Reception Only Pricing PLUS:***

- 14 total hours of access to the facilities for load-in, set-up, event time, cleaning, and load-out
- Use of Newby Suite for Cocktail Reception and additional seating
- Use of Ida Saunders Hall for lounging, photos, and preparation area prior to ceremony

## A La Carte Additions

- Additional Portrait Session- \$150 per hour
- Room Rental for Rehearsal Dinner, Bridal Shower, or Brunch in the Newby Suite or Bewley Hall- \$350
- Add on Newby Suite for Reception Only- \$500
- Additional Hours for clean up or set up- \$150

# Are you ready to book your event?

- Schedule a tour (if you haven't already)
- Contact us to get a temporary hold on your date
- complete this contract
- write a check to The Woman's Club of Fort Worth for half of the rental fee and mail it to:

**The Woman's Club of Fort Worth**  
**Attn: Raven Summers**  
**(817)335-3525**  
**events@thewomansclubfw.com**  
**1316 Pennsylvania Ave**  
**Fort Worth, TX 76104**

Type of Event\_\_\_\_\_

Contact Name\_\_\_\_\_ Business Name\_\_\_\_\_

Address\_\_\_\_\_

Apt\_\_\_\_\_ City\_\_\_\_\_

State\_\_\_\_\_ Zip\_\_\_\_\_ Phone\_\_\_\_\_

Email\_\_\_\_\_

Approximate time for event to begin: \_\_\_\_\_ End Time: \_\_\_\_\_

Approximate number of guests\_\_\_\_\_

Name of Event Planner (if applicable) \_\_\_\_\_

Additional Information\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

Print Name\_\_\_\_\_