

# The Woman's Club of Fort Worth: Facilities Rental

	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.

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 Woman's 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.