



## FREQUENTLY ASKED QUESTIONS -- PRTWC FACILITIES RENTAL

### 1. How much does it cost to rent your clubhouse?

Costs vary depending upon the number of guests and the type of group as well as the amount of time you will be using our facility. Our *PRTWC Rental Rates* detail the actual costs, click the link on the *Rentals Home Page* to view the rates.

Usually, a \$500 deposit is required upon booking and is fully refunded to you within fourteen days after your event as long as the facilities are left undamaged, clean, and no clause in the *Rental Contract* has been violated. The deposit guarantees the date you select and should a date change be needed, as long as the calendar allows for it, we are happy to accommodate that.

### 2. Who do I contact to see if the date(s) I'm interested in is available?

To view our *Calendar*, click the *Club Calendar* link on the *Rentals Home Page*. If the date looks open, please call 1.714.993.4560 to confirm it is still available. If no one answers, leave your contact information and the date you are interested in on the voicemail and someone will get back to you.

Note: If an event is already scheduled on the date you want, it cannot be moved.

### 3. How many people can I have at an event?

- There is a 200-guest maximum which is considered a "large event" and allows you up to six hours.
- For parties of 60 guests or less, our "small event" designation offers up to three hours of rental time.
- Both event types above can be set up for sit-down meals.

### 4. How big is the facility and what is it like?

Our Main room is 80 ft. by 34 ft. with floor length windows and glass doors which open out onto the beautiful patio. There is a non-working fireplace at one end which adds to the ambiance. The room is painted in lovely neutral colors which will compliment any color scheme you have in mind for your event. Our outside patio area is approximately the same size as the main room. Check out the photos on our website.

### 5. What is the outside area like?

Our outside patio and garden area has a gazebo where numerous couples choose to exchange their vows. There are many trees and different types of foliage which beautify the area and your guests can sit down or just stand and mingle.

### 6. What is the parking like?

We have a very large off-street parking lot adjacent to the clubhouse that can accommodate up to 120 cars.

### 7. How do I schedule an appointment to see the facility?

You can arrange a viewing by calling 1.714.993.4560 and leaving your contact information on the voicemail. One of our Rental Committee members will usually return your call within 24 hours to schedule a time for you to look around our facility and answer any questions you have.

If you wish, you will have the opportunity at this showing to view the standard *Rental Contract*, discuss the rental costs, and check for open dates on our *Calendar*.

**8. Will PRTWC meet with my event/wedding planner?**

We are happy to work with your event planner so your event is as special and “uneventful” for you as possible.

**9. Can your facility provide the food and drinks?**

All food and drinks may be brought in only by the Renter (Host), Caterer and/or Bartender that you hire. If needed, we can offer names of some companies used in the past by other rental clients but PRTWC does not endorse or support any company names that we may provide upon your request.

**10. Can we bring our own food for the event?**

We strongly discourage bringing home-cooked food in for an event due to potential health concerns. Though we have a large kitchen area, which is available for Caterers use, due to Health Department rules those using our kitchen for your event must have a current and valid food preparation license and insurance. All food served at your event must be prepared off-site by the Caterer; the kitchen is only used for service prep.

**11. Are we allowed to serve alcohol?**

Yes. Alcohol may be served by a hired or designated Bartender. The alcohol may be provided by your Caterer, a Bar Service company, or brought in by you the Renter/Host. Guests are not allowed to bring alcohol to your event.

**12. Can we have music?**

Yes, you may play music. However, because our clubhouse is close to a few homes, and we desire to remain good neighbors, we do require that the noise level never go above 85 decibels.

**13. Is it possible to decorate for our event?**

Absolutely! Decorations always enhance an event and we encourage it. We do however have a few restrictions due to safety and property management concerns which are listed in the *Rental Contract*. Your rental includes access to our facility for two hours on the day of your event for this purpose. Florists, Caterers, Bartenders, Decorators, etc. are welcome during this time period to set up.

If same day set up time does not accommodate your needs, if the facility is not booked on the previous day, you may rent hours on that day for the additional fee noted in the *PRTWC Rental Rates*.

**14. Do we have to have or need to hire our Security?**

As a part of the agreed-upon rental, PRTWC provides security personnel for your event. The details of security responsibilities are outlined in the *Rental Contract*. It is not necessary to hire your own security.

**15. Is there anything else that would be helpful for me to know?**

- We are a non-smoking facility. Smoking is not allowed in our building, on our patio, or within 25 feet of our building entrances.
- Prior to and directly after the event, you will complete a “walk-through” of our facilities with an assigned PRT person to ensure everything is as you and we expect it to be. Anything found out-of-order, will be recorded on our *Walk-Through Form* and require both your and our signatures.
- Should you choose to sign a *Rental Contract*, you may also be asked to sign certain health-related Waivers if required by local agencies. As an example, currently PRTWC and its rental clients sign a waiver agreeing to abide by all local and State limits imposed by COVID 19.