



FREQUENTLY ASKED QUESTIONS - PRTWC FACILITIES RENTAL

1. Who do I contact to see if the date I'm interested in is available?

- a. First view our *Calendar*, on www.placentiawomensclub.org. From the *Home Page* click the *Rentals* tab then click the *Club Calendar*.
- b. If the date looks open, send an email to prtwcrentals@gmail.com to confirm it is still available. Or call 714.993.4560 and leave a message.
 - Include your contact information and the date you are interested in. One of our rental coordinators will respond to you.
 - An appointment can be made for you to tour the facilities.

To use our facility for an event with a meal, you must use one of these approved Caterers. Choose whichever one fits your needs and they will book your event for you.

EVENT PLANNER	C S Event Designs	714-290-1490
CATERER	Efren's Catering	949-991-8641
CATERER	Mia's Catering	714-409-7191
CATERER	Sandor's Gourmet Catering	714-774-0424 OR 714-292-4419
CATERER	Fiesta Center Catering	714-586-2107 OR 714-809-2859

2. How much does it cost to rent your clubhouse?

Costs vary depending upon the time and day of the week as well as the type of group. Please contact us via email or phone for the current rates and provide as much known information as possible.

Email: prtwcrentals@gmail.com

Phone: 714-993-4560

A \$250 non-refundable Reservation Fee is required to hold a date at the time that a contract is signed.

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

There is a 200-guest maximum which allows you up to six hours for your event.

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

There are photos on our website for you to view. Our Main room is 80 ft. by 34 ft. with floor length windows and glass doors which open out onto the patio. The outside area is about the same size as the main room and has a gazebo surrounded by trees and different types of foliage.

We are a non-smoking facility so smoking is not allowed in the building, on the patio, or within 25 feet of our building entrances.

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

5. Will PRTWC meet with my event/wedding planner?

Yes. We are happy to work with your event planner; however, we only allow specific caterers the use of our facility, refer to the *Caterer's List* in Question 1. Your event planner may contact one of them for your food service.

6. Are we allowed to serve alcohol?

Yes. Alcohol may be served by a hired or designated, licensed 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. The use of glassware is restricted as noted in the contract.

7. Can we have music?

Yes; however, whether inside or outside, the noise level should not go above 85 decibels. Also, because our facility is close to a few homes, music after 8:00 p.m. may only be played inside the clubhouse.

8. Is it possible to decorate for our event?

You have four hours on the day of your event to decorate. Florists, Caterers, Bartenders, Decorators, etc. may deliver during this setup time period. If this timeframe does not accommodate your needs, the rental Coordinator will be able to suggest other options. Also, there are a few decorating restrictions due to safety and property management concerns which are listed in the *Rental Contract*.

9. Do we need to hire our Security?

PRTWC provides security personnel for all events in our facility.

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

- Prior to the event you will be asked to review and sign the *Contract Confirmation Form* which highlights the requirements noted in the signed *Rental Contract*.
- Prior to and directly after the event, you will complete a "walk-through" with an assigned person to ensure everything is as we both expect it to be. Anything found out-of-order, will be recorded on the *Walk-Through Form* and require both your and our signatures.

11. What is included in the standard Rental rates?

- Round and/or Rectangular Tables
- Gold Chiavari Chairs
- Use of a Large Refrigerator, Freezer, Ice Machine, and Microwave
- Kitchen Prep Space
- Strands of Lights on Patio (for evening events)
- Banquet Room and Patio set-up and tear-down at conclusion of event