



## FREQUENTLY ASKED QUESTIONS - PRTWC FACILITIES RENTAL

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

For a weekend event (Friday – Sunday)	Please first contact one of the businesses noted below.
For a midweek event (Monday – Thursday)	<ol style="list-style-type: none"> <li>1. First view our <i>Calendar</i>, on the PRTWC website. From the <i>Home Page</i> click the <i>Rentals</i> tab then click the <i>Club Calendar</i>.</li> <li>2. If the date looks open, send an email to <a href="mailto:prtwcrentals@gmail.com">prtwcrentals@gmail.com</a> to confirm it is still available.           <ul style="list-style-type: none"> <li>• Include your contact information and the date you are interested in. One of our rental coordinators will respond to you.</li> </ul> </li> </ol>

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

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

### 2. For a midweek event can I provide my own food?

No; however, our Rental Coordinator can provide you with food and beverage options for midweek events.

### 3. 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. Our *PRTWC Rental Rates* detail the deposit amount and actual costs, click the link on the *Rentals Tab* to view the rates.

A deposit is required to hold a date and is fully refunded to you within thirty days after your event as long as the facilities are left undamaged, clean, and no clause in the *Rental Contract* has been violated or additional charges were incurred. The deposit guarantees the date you select, however, should a date change be needed, as long as the calendar allows for it, we are happy to accommodate that. If your event is cancelled at least 60 days before the event your full deposit will be refunded to you.

### 4. 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.

### 5. 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.

## 6. 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.

## 7. 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.

## 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. 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.

## 9. 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. The use of glassware is restricted as noted below.

- Drinks from the bar are to be served in plastic cups. Your guests may take these cups anywhere in the main room and on the patio only. At no time during your event are glassware or glass bottles permitted to be served from the bar.
- Glassware and glass bottles may only be used during table service at mealtime.

## 10. Can we have music?

Yes, you may have music at your event. However, because our facility is close to a few homes, and we desire to remain good neighbors, music after 6:00 p.m. may only be played inside the clubhouse. Whether inside or outside, we do require that the noise level of music never go above 85 decibels.

## 11. Is it possible to decorate for our event?

Absolutely! Decorations always enhance an event and we encourage it. We do 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 four 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, and if the facility is not booked on the previous day, you may use all or part of those four hours on that day.

## 12. Do we 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.

## 13. 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.