



FREQUENTLY ASKED QUESTIONS - PRTWC FACILITIES RENTAL

1. 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.

A Reservation Fee of \$250 is required to hold a date and is fully Non-Refundable. The Fee 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.

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

First contact one of the Caterers noted in question #10. Each of those Caterers has full access to our facility and will check the event calendar to see if your preferred date is available. Or call (714) 993-4560 and leave your contact information on the voicemail and someone will return your call.

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

There is a 200-guest maximum. You are allowed up to six hours for your event.

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?

Please call Placentia Round Table Women's Club at (714) 993-4560 to make an appointment for a tour. Leave your contact information and someone will return your call.

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 *Preferred Caterer's List*. See the list under question #10. Your event planner may contact one of them for your food service.

9. Can we bring our own food for the event?

Home-cooked foods may not be brought in 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 must have a current and valid food preparation license and insurance.

All food served at an event must be prepared off-site; the kitchen is used for service prep only.

10. Can your facility provide the food?

All food may be brought in only by the Renter (Host) or Caterer. Below, is a list of approved Caterers that may help with food service for your event.

CATERER	SANDOR'S GOURMET CATERING	714-774-0424 OR 714-292-4419
CATERER	FIESTA CENTER	714-290-1490
CATERER	CRAFTSMAN CATERING	562-213-5971
CATERER	EFREN'S CATERING	949-866-3399
CATERER	COLETTE'S CATERING & EVENTS	714-447-9190

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. Music should stop 30 minutes prior to the close time of your event. DJs, Bands or Speakers are not allowed on the patio after 8:00pm.

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 three 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 three hours on that day.

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.

Security charges are based on the number of hours of your event.

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. Any charges for damages will be your responsibility.

16. What is included in the standard Rental rate?

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