

Orange Park Woman's Club

130 Kingsley Ave. | Orange Park, FL 32073 | (904) 264-8269
www.orangeparkwomansclub.com | opwrentals@gmail.com

FREQUENTLY ASKED QUESTIONS

- **What dates are available?**
 - Call us at (904) 264-8269, email: opwrentals@gmail.com, or check the rentals availability calendar on our website:
<https://www.orangeparkwomansclub.com/venue rental>.

- **What is the rental price?**
 - Saturdays - \$1500
 - Fridays and Sundays - \$1000
 - Monday thru Thursday - \$800
 - Rental fees are taxed at 7%.

- **What hours are included?**
 - You can access the building as early as 8:00 am on your rental day, and there is no cutoff time. However, the town of Orange Park has a very strict noise ordinance starting at 10:00 pm, so loud noise is not allowed after that time.

- **Are there any restrictions for food and vendor services?**
 - We do not have any restrictions - you may use any caterer or vendor of your choosing.

- **Is cleaning included after my event?**
 - You only need to remove all the items that you brought in, wipe down the tables and kitchen counters, and take all trash to the dumpster.

- **What is required to reserve a date?**
 - A refundable damage deposit of \$300, plus half of the rental fee is due at the time of booking. The other half of the rental fee is due 90 days prior to your rental date. If booking within 90 days of the rental date, 100% of the rental fee is due at the time of booking.

- **Is insurance required?**
 - An Event Insurance Policy is required and the Certificate of Insurance must be provided to us at least 3 days prior to your rental date. You may use any insurance provider to obtain a policy - they must list "Orange Park Woman's Club" as the "additional insured". We have a recommended vendor that you may

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choose to use and they will send us a copy of your policy if you use this link:
<https://www.theeventhelper.com/#ucv4TC>

- **Who sets up the room?**

- You are responsible for all room setups. The room will be left as it was used by the last event. At the end of the night, you do not need to move any tables or chairs – simply leave them as you used them.
- We provide:
 - (12) 6-foot round tables
 - 125 white folding banquet chairs
 - Six 6-foot rectangular banquet tables
 - Six 8-foot rectangular banquet tables
 - 2 cocktail tables
 - Trash cans

- **What is the cancellation policy?**

- If the booking is canceled up to 90 days before the rental date either 50% will be refunded or 100% may be applied to a future date. No refunds will be given if canceled within 90 days before the rental date, but you may reschedule without penalty.

- **Where do the guests park?**

- Parking is open all along Kingsley Avenue, from the church to the river. There is additional side-street parking as well. In total, there are approximately 80-90 parking spaces. Do not park in the business lot next door to our facility - they will tow. A dedicated parking lot across the street from our clubhouse may be available by request for an additional fee.

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INSTRUCTIONS FOR YOUR UPCOMING RENTAL:

1. You may access the building on the day of your rental after 8:00 am. A digital keypad lock is located on the door next to the garbage dumpster. A special code will be emailed to you on the Monday prior to your event. Enter your four-digit code, then tap the checkmark. The lock will open automatically. You can lock the door from the inside by turning the deadbolt towards the doorframe. If you have any trouble with the door code, please call 504-258-7530.
2. Weaver Hall overhead light switches are located by the East and West entrance doors. The large chandeliers near the fireplace are operated with a dimmer switch next to the West entrance door.
3. The fireplace plug is on the left side of the mantel and the switch to turn it on is on the right side of the mantel.
4. The HVAC thermostat is located next to the fireplace mantel - use only the up/down arrows to change the temperature. Do not set the thermostat below 70 degrees at any time. Condensation will leak onto the floor and create a hazard. (If you rented the Parlor, the thermostat is located next to the china cabinet - use the +/- buttons to change the temperature - do not press any other buttons).
5. The entry Chandelier light switches are located in the hallway across from the ladies' room.
6. Each archway entrance door has a locking mechanism on one side at the top and bottom of the door - these locks must be in place for the other door to close properly. The door handle each has a lock, which you turn to lock or unlock.
7. Storage area light switches are located just behind each doorway.
8. A mop and bucket are located in the storage area by the table carts. If there is a spill, please mop it up immediately to limit any damage to the floor. If you leave a spill and it damages the floor, you will be charged an additional cleaning fee and the amount required to replace the flooring.
9. Extra paper towels, toilet paper, and trash bags are located in the cabinet to the left of the kitchen sink. Take only what you need during your event.
10. Guest WIFI is posted on a black chalkboard on the kitchen counter.

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11. The piano may be played. It may not be moved. Moving the piano will result in forfeiture of the \$300 damage deposit.
12. Extra tables and chairs are in the back storage room. After your event, leave tables and chairs the way you used them - do not put them back in the storage area. If there are tables and chairs out in the Hall that you do not need for your event, please store them in the storage room. Do not lean chairs against the walls in the Hall.
13. The TV remote & instruction sheet is located in the 3rd kitchen drawer. You can only connect to the TV remotely (use Bluetooth, AirPlay, or Screen Mirroring). Do not use a ladder to plug in a cord to the TV – this will result in forfeiture of your damage deposit!! Please note that the TV WIFI is not the same as the main WIFI. Follow the instructions provided on the paper to connect your phone or laptop.
14. If you did not rent Miss Lucy's Parlor, please do not allow your guests to use that space and keep the door closed.
15. No loud noise after 10:00 pm. The Town of Orange Park has a strict noise ordinance after 10 pm. Please be kind to our neighbors and obey this rule.

WHAT TO DO AT THE END OF YOUR EVENT:

- After your event, leave tables and chairs the way you used them - do not put them back in the storage area, and do not lean chairs against the walls in the Hall.
- Return the TV remote to the basket in the kitchen drawer.
- Remove everything you brought in - all decor, food, etc. - inside and outside the clubhouse.
- Remove all items you may have placed in the refrigerators.
- Wipe down tables and kitchen counters.
- Place all trash in the dumpster outside.
- Set the HVAC thermostat to 76 degrees in the summer, and 68 degrees in the winter.
- Turn off lights except for the porch lights.
- Lock all doors as you exit.