

Orange Park Woman's Club

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

RENTAL PROCEDURES: 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/venuereental>.
- **What is the rental price?**
 - Saturdays - \$1200
 - Fridays and Sundays - \$1000
 - Monday thru Thursday - \$800
 - Business meeting special Monday thru Thursday only - 4 hours for \$400.
 - Rental fees are taxed at 7%.
- **What hours are included?**
 - You can access the building as early as 8:00 am on the day of your rental and there is not a cutoff time. However, the town of Orange Park has a 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 remove all trash to the dumpster.
- **What is needed 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 choose to use and they will send us a copy of your policy if you use this link:
<https://www.theeventhelper.com/#ucv4TC>

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- **Who sets up the room?**
 - You are responsible for all room setups. 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. If canceled within 90 days before the rental date, no refunds will be given, 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. 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 and additional fee.

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INSTRUCTIONS FOR YOUR UPCOMING RENTAL:

1. You may access the building on the day of your rental at 8:00 am.
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 door.
3. The fireplace light switch is on the 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. The Parlor thermostat is located next to the china cabinet - use the +/- buttons to change it - do not press any other buttons.
5. The entryway Chandelier light switches are located in the hallway next to the ladies' room.
6. Each archway entrance door has a locking mechanism on the left side at the top and bottom of the door - these locks must be in place for the right side door to close properly. The right side doors have a lock on the door handle.
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.
9. The TV remote & instruction sheet is located in the 3rd kitchen drawer. You can only connect to the TV remotely - using Bluetooth, AirPlay, or Screen Mirroring. Do not use a ladder to plug in a cord!! Please note that the TV WIFI is not the same as the main WIFI.
10. Guest WIFI is posted on a black chalkboard on the kitchen counter.
11. Do not use or move the piano.
12. Do not set the thermostat below 70 degrees at any time. Condensation will leak onto the floor and create a hazard.
13. If you did not rent Miss Lucy's Parlor, please do not allow your guests to use that space and keep the door closed.
14. Extra paper towels, toilet paper, and trash bags are located in the cabinet to the left of the kitchen sink.
15. 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.

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WHAT TO DO AT THE END OF YOUR EVENT:

- After your event, leave tables and chairs the way you used them - do not store them away.
- Return the TV remote to the basket in the kitchen drawer.
- Turn off lights except for leaving on all of the porch lights.
- Remove everything you brought in - all decor, all food, etc. - inside and outside the clubhouse.
- Place all trash in the dumpster outside.
- Wipe down tables and kitchen counters.
- Remove all items you brought in from the refrigerators.
- After your event, leave tables and chairs the way you used them - do not put them back in the storage area. Do not lean chairs against the walls in the Hall.
- Set the HVAC thermostat to 78 degrees in the summer, and 68 degrees in the winter.
- Return the building key to the red zipper pouch in the first kitchen drawer and lock all doors as you exit.