

2016 Royal Oak Woman's Club Rental Frequently Asked Questions:

What is the cost per hour? Rental fee is \$75 per hour, with a minimum of 3 hours, or a flat daily rate of \$400.00 for up to an 8 hour day. There is a \$55.00 custodial fee for set up and tear down. This fee is mandatory.

Is alcohol allowed at the facility? Yes. You are responsible for any service to your guests, just as you would be responsible at your home.

How many people will the dining room hold when tables are set for food service? A maximum of 70 guests are comfortable using 10 chairs at 7 oblong tables that are 8 foot each, allowing additional room for buffet service, gifts, etc. There is also a round table that is often used for beverages. Alternatively, card tables are available for your use if you prefer, however the number of seats will be fewer.

May we use the entire clubhouse? You will have exclusive use of the entire clubhouse; however food and beverage are limited to the lower level.

Can we bring in our own food? Yes, you have full use of our kitchen. If you need time to prepare food, please consider this when determining the number of hours you are renting.

How much time is allowed for set up? Always include your set-up and clean-up requirements in your total rental time.

Can I use the ROWC free for my fundraiser? No. The Royal Oak Woman's Club is a non-profit organization run by volunteer members. Rental revenue allows us to maintain our facility and grounds as well as support our scholarships and community causes. *On rare occasions, the ROWC board may permit nonprofit/ community meetings at the clubhouse. Any decision to use the clubhouse without cost must first be approved by the ROWC Board of Directors.*

When and where do I get the key? A few days prior to your rental, the Rental Chairman will coordinate the delivery of the clubhouse key. The key must be returned that same day after your rental.

Can we put up decorations? You may decorate the tables and the mantles, but nothing can be attached or affixed to the walls, doors or ceiling.

Can we use the patio and do you offer set-up outside? Yes, you are welcome to use the patio; however we do not set-up our tables and chairs outside. You may rent your own outdoor furniture, but delivery, set-up, and removal must be within your full rental time.

What is included in the rental of your dishes? Our dish rental includes dinner plates, salad/dessert plates, coffee cups and saucers, some serving dishes, and flatware. We do NOT have glassware. Dish-rental fee is \$75, which includes washing after your event; renter leaves dishes rinsed and stacked at the sink. All cooking utensils, pots, pans and coffee makers must be thoroughly cleaned and put away by the renter.

What about parking? The lot next to the clubhouse belongs to the adjacent church; however, we have an agreement with them to provide parking for clubhouse use. Occasionally, they have an event which could restrict parking near the clubhouse, but all parties will know well in advance. Parking is also available nearby on 4th Street and So. Pleasant Street, but please pay attention to the street parking signs. The alley is only available for drop-off and pick-up – no parking.