

WOMAN'S CLUB of CHEVY CHASE

EVENT INFORMATION

Use of the Club

As you finalize plans for your event, please consider these guidelines and conditions for utilizing our Clubhouse:

Responsibility: The Club provides the venue only, along with complimentary rectangular tables and folding chairs. You are responsible for all other needs, such as table linens and settings, meeting materials, refreshments, etc. We offer some supplemental items available as a flat fee, referenced on Page 4 of the Rental Agreement.

Refreshment/catering: You are responsible for providing refreshments of all types. You can choose your own vendor with prior approval of our Clubhouse Administrator, or you can self-cater. Please review the requirements for cleaning and serving alcohol referenced in the Renter's Agreement and Caterer's Agreement. Access to the kitchen is included with some rental spaces and is available at a supplemental charge for other spaces. Please review Page 2 of the Rental Agreement for details.

Power/technology: The Club's power and technology can support *almost* any event. WiFi is available throughout the Clubhouse and Garden and the password is posted in several locations for your convenience. There are multiple outlets in every meeting space, both inside and outside, including specialty outlets for needs such as bands, DJs, sound systems etc.

Noise Restrictions: Please refer to Page 5 of the Rental Agreement for information on the Montgomery County Noise Ordinance in a Residential Zone.

Set-up/teardown: The rental agreement specifies a minimum rental period depending on the day of the week for your event. This time frame defines the beginning and end of your access to the Club. Set up and tear down must occur within this window, or you can arrange for additional hours at an hourly rate if you or your vendors require more time. The Rental Contract requests the start time of your actual event, as well as your estimate of the time to set up and time to tear down.

Furnishings: The Club is fully furnished in the Lobby and Library, and these furnishings will remain in place for your event. Please respect the surroundings and take reasonable care of all furnishings and accessories during your use of the Club.

Trash removal: The Club will be clean and ready for you and your guests at the beginning of your rental period. You are responsible for removing trash and recyclables generated by the event from the Club building and grounds. All trash and recyclables must be securely closed and deposited in the Club's onsite trash bins in the parking lot. Any client who leaves trash on Club premises will incur a disposal fee of up to \$500.

Prohibited items: Due to the historic nature of our Clubhouse and furnishings, you may not use any of the following for your event at the Club: bird seed, bubbles, fake snow, confetti, glitter, paper streamers, rice, SillyString, sparklers, candles or torches with flames, or other damaging materials. Flower Petals are permissible but must be removed before the event ends. Fog machines are allowed with advance permission of the Clubhouse Administrator.