

GFWC Woman's Club of Tallahassee, Inc.

Documents Required for Rental

Upon choosing the Club for your event, the following must be received in order to **reserve the date** for your event:

- A **Signed Agreement** and a **\$500 Deposit** (be sure to keep a copy of the Agreement)

30 days prior to the event, the following documents must be received by the Club:

- **All Rental Fees**
- **Event Insurance** in the amount of **\$1,000,000.00**
- **Liquor Liability Insurance** coverage in the amount of **\$1,000,000.00**, if serving alcoholic beverages

10 days prior to the event, the following documents must be received by the Club:

- **Copy of Floor Plan**
- Name(s) of **Certified Law Enforcement Officers** (if not using Club's preferred officers)

All documents must be **mailed or E-mailed** to the addresses provided below:

E-mail:

MLBOONE2047@comcast.net

Mail to:

GFWC Woman's Club of Tallahassee, Inc.

P.O. Box 38211

Tallahassee, FL 32315

Please feel free to call if you have any questions

Linda Hale 422-2210

or

Melanie Boone 386-5966