

# *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 document must be received by the Club:

- ✓ Copy of Floor Plan

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

E-mail:

[rentals@gfwcwomanscluboftallahassee.org](mailto:rentals@gfwcwomanscluboftallahassee.org)

Mail to:

GFWC Woman's Club of Tallahassee, Inc.

P.O. Box 16101

Tallahassee, FL 32317

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Please feel free to call 850-224-0825 if you have any questions.