

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

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

E-mail:

rentals@gfwcwomanscluboftallahassee.org

Mail to:

GFWC Woman's Club of Tallahassee, Inc.

P.O. Box 16101

Tallahassee, FL 32317

Please feel free to call if you have any questions

Jo Ann Tomlinson at 850-688-5698 or Pat Bruner at 850-321-5566