



SAN JOSE WOMAN'S CLUB GUIDELINES

RENTALS INCLUDE:

- Up to (300) Chairs
 - Up to (20) 8' Tables
 - Up to (30) 60" Round Table
 - Day-of Event Captain
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LAYOUT & DECORATING

- Within 30 days prior to the event, our Director of Events and Client will collaborate to create the event floor plan and confirm details for the banquet event order (BEO)
 - Floor Plan and BEO are finalized and signed within 14 days prior to the event
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CLIENT MAY USE

- Table Decorations
- Non-Helium Filled Balloons
- Paper Products (Plates, Napkins, Tablecloths, Crepe Paper only if they will not stain tables or floors if they get wet. Stained floors, walls, or tables will result in a deduction of the security deposit)
- Blue painters tape on walls and floors (tape must not leave any marks on wall or floor. Any markings will result in a deduction of the security deposit)
- SJWC artwork and wall hangings may only be removed if prior arrangements with our Director of Events have been made. Damage to any artwork will be charged to the Client and 100% of the security deposit will be withheld

Email: rentals@sjwomansclub.org or
Call: 408-294-6919 & schedule a tour today!



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KITCHEN USAGE:

- Kitchen is available for your Caterer's convenience
 - All food must be prepared off-site
 - Ovens and Stove may be used for warming purposes only
 - No Garbage Disposal is available
 - No Dishwasher is available
 - No ice, food, or grease is allowed in the sinks or drains
 - Client or Caterer must bring own utensils for eating and serving
 - Commercial Refrigerator is available for beverages and food only - no ice
 - Client or Caterer must bring own beverage ice- freezer is available for ice storage
 - Client or Caterer must supply ice containers (containers must not leak or weep)
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BAR SERVICE

- One licensed and insured Bartender per 100 guests is required to serve any alcoholic beverages (beer, wine, spirits)
- Client is responsible for hiring licensed and insured Bartender(s).
- The San Jose Woman's Club does not provide bar supplies or ice.
- All Guests presenting to be under 30 years of age may be required to provide proof of age.
- If underage drinking takes place, the event may **immediately** end and 100% of the security deposit will be withheld.
- Alcohol Service will conclude 30 minutes prior to the conclusion of the event.
- All alcoholic beverages must be served by a Licensed Bartender. Bottle Service on the tables is not allowed.

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CLIENT MAY NOT USE

- Helium balloons
 - Rice, birdseed, or confetti of any kind inside or outside the building
 - Confetti/Confetti Cannons
 - Push pins & tacks
 - Light fixtures to hang decorations
 - Chewing gum
 - Smoke of any kind in the building
 - Block ice- only beverage ice may be used
 - Tape on the floor or walls (other than blue painters tape or soft sticker strips)
 - Drones in or out of the building
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CLEAN UP

- Tables must be completely cleared and wiped off
- Trash must be cleared from the floor
- Kitchen must be cleaned according to the Club guidelines. A cleaning checklist will be provided at the floor plan meeting and again at the start of the event
- All Client supplies and equipment must be removed at the end of the contracted time
- Any spills during the event must be wiped up to prevent slips or falls or damage to the flooring
- All trash must be placed in the exterior dumpster
- All recycling should be placed in the exterior recycling bins



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INSURANCE

- A certificate of insurance naming the San Jose Woman's Club as an additional insured with a \$1 million per occurrence limit is required of the Client and all vendors prior to date of use
 - All vendors must also show evidence of Worker's compensation
 - Caterers who will serve liquor must show host liquor liability coverage
 - **Client is responsible for any and all liability of its guests and vendors**
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SECURITY PERSONNEL

- Security Personnel is required at all events
 - Security vendor(s) shall only be supplied by SJWC
 - Security Personnel is scheduled to be at the facility from the event start time until the facility has been vacated
 - The event will not be allowed to begin until the officer-in-charge is present
 - If the event does not end at the time specified, the Client will be required to pay the officer(s) added fees for each additional hour per person, or portion thereof until the end of the event
 - Payment must be made to the officer prior to the event start time
 - **This fee is not part of any payments due to SJWC**
 - Note any changes in fees or contracts need to be resolved directly with the Security officer.
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MISCELLANEOUS

- Adult supervision of children is required at all times
- Bands and DJs must maintain an appropriate outside sound level (no louder than 55 dB at the building property line)
- No loitering is allowed before, during, or after the event in the parking lot, front entrance area, or on surrounding sidewalks
- Police may ask guests to leave who are disturbing the surrounding residents or other guests

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