



San Jose Woman's Club

75 South 11th San Jose California 95112

HISTORIC VENUE RENTAL GUIDELINES

ROOMS AVAILABLE TO RENT

FULL FACILITY (including Ballroom, Tearoom and Fireside room):

300 Banquet seating with dance floor, 350 Banquet seating only, 400 Theater style seating

TEAROOM: 80 Banquet seating, 100 Theater style seating

FIRESIDE ROOM: 24 theater style seating or at tables

EQUIPMENT AVAILABLE AT NO CHARGE

- 300 chairs
- 20 long (rectangular tables) tables (8' x 3')
- 30 round tables (60-inch diameter)
- Garbage cans and bags
- Paper products for the restroom

KITCHEN USAGE

- Food must be prepared off-site; on site cooking is not allowed.
- Ovens may be used for warming purposes only.
- No garbage disposal is available.
- No ice, food, or grease is allowed in the sinks or drains.
- Client or caterer must bring utensils for heating and serving.
- Commercial refrigerator is available for beverages and food only. No ice.
- Client must bring beverage ice. Freezer is available for ice storage.
- Client or caterer must supply ice containers, and containers must not leak or weep.

LAYOUT AND DECORATING

- Four weeks prior to the event, the Client will meet with SJWC staff to create the floor plan indicating placement of tables and chairs, finalize arrival time for decorators, caterers, and guests and to review all required paperwork.

BAR SERVICE

- Client must have at least one licensed and insured bartender if beer, wine, or other alcoholic beverages are available. (Caterers are often licensed to serve beer and wine).
- The Client is responsible for hiring licensed and insured bartenders.
- The San Jose Woman's Club does not provide bar supplies or ice.
- Guests requesting alcohol who look under 30 years of age will be asked to provide identification.
- If underage drinking takes place, the event may immediately end and the deposit will be withheld.
- Alcohol service will stop 30 minutes before the end of the event.
- Champagne bottles must be opened at the bar by the bartender.
- All alcoholic beverages must be served by the bartender. Bottles on the tables are not allowed.

CLIENT MAY USE

- Table decorations.
- Non-Helium filled balloons.
- Paper products (plates, napkins, tablecloths, crepe paper ONLY if they are COLOR FAST and will not stain tables or floors if they get wet).

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HISTORIC VENUE RENTAL GUIDELINES

- Blue painters tape ONLY on walls and floors (tape must not leave any marks on wall or floors)
- SJWC art work and wall hangings may be removed if prior arrangements have been made. Damage to any art work will be charged to the Client.

CLIENT MAY NOT USE

- Any helium balloons in the Ballroom
- Rice, birdseed, or confetti of any kind inside or outside the building.
- Confetti for table decorations.
- Push pins, tacks or tape on **any walls, floors or stage curtains**
- Hanging decorations on light fixtures.
- Chewing gum.
- Smoking in the building.
- Block ice. Only beverage ice may be used.
- Any tape on the floor or walls other than blue painters tape.
- Drones in the building or outside.

CLEAN UP

- Tables must be completely cleared and wiped off.
- Trash must be cleared from the floor.
- Kitchen must be cleaned according to 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 event.
- Any spills during event must be wiped up to prevent slips or falls or damage to the flooring.
- Trash must be placed in the exterior dumpster.
- Recycling should be placed in the exterior recycling bins.

MISCELLANEOUS

- Adult supervision of children is required at all times.
- SJWC is in a residential area. Bands and DJ's 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.

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 guest and vendors.**

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