



Woodacre Improvement Club / Rental Policy

RENTAL RATES / Full Main Hall – including kitchen & stage.

Main Hall Capacity: 140 Dining/300 Dancing / Total Floor 2,120 sq. ft. (stage area separate)

- **Commercial use for non-members**
This rental rate is for events that are business related or for income.
\$650 for 6 hours, \$59 for each additional hour including set-up/take-down time.
- **Private use for non-members**
This rental rate is for personal parties for or hosted by non-members.
\$520 for 6 hours, \$59 for each additional hour.
- **WIC Club members**
A WIC member and/or renter must be present at the entire event.
\$325 for 6 hours, \$39. each additional hour.

Half Main Hall – including the kitchen but not the stage

- **Small group meetings** for non-members
\$97.50 for 2 hours, \$39. each additional hour
- **WIC Club members**
\$78 for 2 hours, \$33 each additional hour.
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Full hall rentals and all Open Events must be reserved at least 1 month in advance with WIC General Manager.

Rental rates are as charged below and cannot be reduced.

WIC members must be current members in good standing.

Any group, regardless of number, that books the entire hall must pay full hall fees.

OTHER RENTAL RATES

- **Grounds Rental** / \$260 for 6 hours
- **Small Yoga Room** / \$46 for 2 hours
- **Picnic Area** / \$78. Non-members. WIC members no charge but must be present – contact the office to reserve a date.
- **Tennis Courts** / Contact the office.
- **Parking Lot** / Parking zones available for rent. Contact the office, we will need to know more about your needs.
- **Baseball Field** / Available only for “ball” related sports

REQUIREMENTS FOR ALL RENTALS

Payment

Full payment in advance

Refunds

No refund unless the WIC receives 10 days written notice of cancellation

Insurance

All renters must submit either: a) a home owners one-day insurance rider for \$500,000 ~\$1,000,000 listing the WIC as additionally insured or b) a certificate of liability insurance for \$500,000~ \$1,000,000 with the WIC as additionally insured.

Security Guards

Must be hired by renter if alcohol is served – one guard per 100 people. Renter must show evidence of hiring security prior to event.

Trapeze Equipment

Any renter requesting the absence of trapeze equipment must allow trapeze subcontractors to both remove and replace the trapeze equipment. There will be a separate renter charge for this service, payable to trapeze sub-contractors. Amount upon request.

Floors

All floors, including the bathrooms and kitchen, must be swept and wet mopped if necessary. All renters must organize and pay for their own After Events clean-up crew. The WIC reserves the right to approve of the clean-up. If clean-up is unsatisfactory, the renter must agree to pay for proper clean-up.

Bathrooms

All fixtures must be cleaned and sanitized by the renter.

Garbage Disposal Fee

All renters will be charged a \$50. garbage disposal fee if garbage disposal is available. If not available, renter must haul garbage and recycling away.

Open Events

WIC Special Event Request must be filled out.

All proposed Open Events that sell or serve alcohol to the general public must obtain a 1 day liquor license from the Alcohol Beverage Control that includes liquor liability.

Renter must provide a Certificate of Liability insurance listing the WIC as additionally insured for \$1,000,000. and that the WIC Officers, Directors, and all volunteers are exempt from liability.

To book the room or inquire about details of a rental call (415) 488-0708