

The Dayton Woman's Club
225 N Ludlow Street
Dayton, OH 45402-3001
Phone: (937) 228-1124
Fax: (937) 228-8486
dwc@donet.com
www.thedaytonwomansclub.com



EVENT PLANNING GUIDE

Effective January 1, 2012

This guide contains important information regarding your event;
Please read it thoroughly!

WELCOME TO THE DWC

The Dayton Woman's Club is housed in a historic Victorian mansion dating back to 1848. The Dayton Woman's Club was founded in 1916 and has been serving the community for over 90 years.

We thank you for the opportunity to serve your social, conference and banquet needs. Our professional staff is at your service!

At The Dayton Woman's Club we pride ourselves on offering great service, timeless elegance and superb food, while our historic Victorian mansion provides an atmosphere not found anywhere else in Dayton.

MEMBERSHIP INFORMATION



The Dayton Woman's Club is a private social club with a 501 (c) 7 status with the Internal Revenue Service. Membership information is available at the reception desk or by mail upon request. While your membership is not required to hold an event at our facility, membership does include significant benefits and discounts as you will see throughout this guide. Non-members using our facility should have a Member sponsor to hold an event.

Membership in 2012 for an individual is \$660.00 and for a business is \$810.00. Membership dues are not tax deductible. New members must also include a \$25.00 application processing fee. New members must pay a full year's dues prior to holding an event at our facility. Dues are non-refundable and automatically renew each year without formal resignation.

We do hope that you will join our historic club and continue to enjoy the benefits and privileges of membership throughout the year.



ROOM CAPACITIES

The Dayton Woman's Club facility houses a variety of areas for your banquet and/or meeting needs.

Our facility can accommodate up to 275 guests total. Each room can accommodate to the estimates below depending on room arrangement, i.e. classroom, meeting, theatre or banquet/dining:

Main Floor:

Ballroom seats up to 112 banquet/dining or 140 theatre

Dining Room seats up to 120 banquet/dining or 130 theatre

Private Dining Area seats up to 20 banquet/dining & theatre

Ballroom/Dining Room seat up to 232 banquet/dining only

Lower Level:

Dreese Room seats up to 48 banquet/dining or 60 theatre

Second Floor:

Wright-Miller Auditorium seats up to 40 banquet/dining or 60 theatre

Front Card Room seats up to 10 banquet/dining or 8 for bridge

Thomas Room seats up to 10 banquet/dining or 8 for bridge

All rooms are assigned by the approximate number of persons attending an event. An effort will be made to reserve the room of your choice; however we reserve the right to change room locations to best suit the needs of your group and/or The DWC.

Handicap Accessibility:

There are four (4) handicap accessible parking spaces in our parking lot at a first come first served availability. In addition there is a handicap accessible ramp into the facility at our side entrance nearest the parking lot. A doorbell is available at this entrance for handicap assistance into the facility. There is a handicap accessible restroom available in the coatroom at the side entrance.

Elevator Access:

An elevator is available to reach all public levels of the facility.

Restrooms:

Women's restrooms are available on the main and lower levels; men's restrooms are available on the lower and second floor levels; a handicap accessible restroom is available on the main level in the coatroom.



ROOM RENTAL / USAGE FEES

Room rental and usage fees are priced assuming that a meal will also be served whether it be from the regular lunch menu during lunch hours or from the daily events or banquet menus. If no meal is served a beverage service and set up fee will apply.

Individual members and their immediate family only are considered 'MEMBERS' for the purpose of the following room rental/usage fees when holding an event.

Business members are considered 'MEMBERS' for the purpose of the following room rental/usage fees when holding events for that business only.

A full year's membership dues and application fee for new members must be paid in full to be entitled to the benefit of 'MEMBERS' room rental/usage fees for an event.

A security deposit equal to 50% of the applicable room rental rate is required to secure a date for facility usage. The security deposit is paid for a specific date and is only refundable according to the specifics outlined in the 'EVENT CONTRACT'.

Cash is not accepted for a security deposit. Check or credit card must be used for payment of the security deposit. We do not accept American Express®. Payments over \$25.00 made by credit card will be charged a 2% fee of the total charge to cover bank fees. Checks returned for insufficient funds will be charged a \$25.00 fee.

RENTAL ITEMS:

	MEMBERS	NON-MEMBERS
Linen Napkins	N/C	\$0.25 each
Tablecloths	N/C	\$15.00 each
Piano on Stage	N/C	\$20.00
Screen	N/C	\$15.00
Slide Projector	N/C	\$15.00
Overhead Projector	N/C	\$15.00
LCD Projector	N/C	\$30.00
Flip Chart	N/C	\$15.00
TV/VCR/DVD	N/C	\$15.00



ROOM RENTAL / USAGE FEES

Dining Room or Private Dining Area or Dreese Room or Wright-Miller Auditorium or Card Room or Thomas Room:

Monday-Friday	9am to 5pm	\$200.00
Monday-Thursday	5pm to 1am	\$300.00*
Monday-Thursday	5pm to 1am	\$400.00**
Friday	5pm to 1am	\$450.00*
Friday	5pm to 1am	\$500.00**
Saturday & Sunday	All Hours	\$450.00*
Saturday & Sunday	All Hours	\$550.00**

*Event lasting 4 hours or less.

**Event lasting 5 to 8 hours.

MEMBERS

Monday-Friday	9am to 5pm	NO FEE
Monday-Thursday	5pm to 1am	\$100.00*/**
Friday	5pm to 1am	\$200.00*/**
Saturday & Sunday	All Hours	\$200.00*/**

*Event lasting 4 hours or less.

**Event lasting 5 to 8 hours.

Ballroom:

Monday-Friday	9am to 5pm	\$250.00
Monday-Thursday	5pm to 1am	\$425.00*
Monday-Thursday	5pm to 1am	\$550.00**
Friday	5pm to 1am	\$425.00*
Friday	5pm to 1am	\$550.00**
Saturday & Sunday	All Hours	\$525.00*
Saturday & Sunday	All Hours	\$650.00**

*Event lasting 4 hours or less.

**Event lasting 5 to 8 hours.

MEMBERS

Monday-Friday	9am to 5pm	NO FEE
Monday-Thursday	5pm to 1am	\$150.00*/**
Friday	5pm to 1am	\$250.00*/**
Saturday & Sunday	All Hours	\$250.00*/**

*Event lasting 4 hours or less.

**Event lasting 5 to 8 hours.



ROOM RENTAL / USAGE FEES

Full House includes: Entire Dining Room, Ballroom, Dreese Room, Wright-Miller Auditorium, Card Room and Thomas Room:

Monday-Friday	9am to 5pm	\$500.00
Monday-Thursday	5pm to 1am	\$650.00*
Monday-Thursday	5pm to 1am	\$750.00**
Friday	5pm to 1am	\$850.00*
Friday	5pm to 1am	\$950.00**
Saturday & Sunday	All Hours	\$850.00*
Saturday & Sunday	All Hours	\$950.00**
Wedding & Reception	All Hours	\$1350.00*
Wedding & Reception	All Hours	\$1525.00**

*Event lasting 4 hours or less.

**Event lasting 5 to 8 hours.

MEMBERS

Monday-Friday	9am to 5pm	\$225.00
Monday-Thursday	5pm to 1am	\$300.00*
Monday-Thursday	5pm to 1am	\$375.00**
Friday	5pm to 1am	\$400.00*
Friday	5pm to 1am	\$500.00**
Saturday & Sunday	All Hours	\$400.00*
Saturday & Sunday	All Hours	\$500.00**
Wedding & Reception	All Hours	\$600.00*
Wedding & Reception	All Hours	\$700.00**

*Event lasting 4 hours or less.

**Event lasting 5 to 8 hours

Events lasting over 8 hours in length will be charged an additional \$100.00 per hour.

Decorating for an event may begin no more than 4 hours before the event start time if the facility is available at that time. If more time is needed for decorating and the facility is available a charge of \$100.00 per hour will be charged.

Cake and/or floral deliveries must arrive no more than 4 hours before the event start time.

Rehearsals for wedding ceremonies may have 1 hour the day before if the facility is available at that time. See Events Manager for details.



EVENT GUIDELINES & RULES

OVERVIEW:

To tour our facilities and discuss the particular needs of your event, please call us for an appointment. Appointments are necessary as The DWC is a private club!

The Dayton Woman's Club house is over 160 years old and is on The National Register of Historic Places. We ask that you help preserve and protect our beautiful house. Please be prepared to support us as necessary to enforce these rules with your guests.

The DWC is a non-smoking facility. NO smoking is permitted in the facility at any time. No food or drinks are permitted in the front parlors. Guests are NOT permitted in the upstairs or basement levels not secured for your event.

Proper attire is required during regular business hours. Proper attire is defined as business casual, tie not required for men. No jeans, shorts or tennis shoes.

PAYMENTS:

All deposits and/or payments must be paid by check or credit card. We do not accept cash or American Express©. Payments over \$25.00 made by credit card will be charged a 2% fee of the total charge to cover bank fees. Any balance due must be paid the day of the event or as approved by the House/Financial Services Manager. A 7% local sales tax and an 20% gratuity will be added to your food total before the deposit is deducted unless our event is under an 'all inclusive' price point. Members of The DWC pay only the list price.

A security deposit equal to 50% of the applicable room rental rate is required to secure a date for facility usage. The security deposit is paid for a specific date and is only refundable according to the specifics outlined in the 'EVENT CONTRACT'.

PARKING:

The DWC has limited parking on the north side of the building available after weekday business hours for private events. These spaces are marked 'RESERVED' with letters, not numbers.

Additional parking is available in the PMI parking lot to the north of The DWC on Ludlow & Monument. Please check with PMI at (937) 223-PARK at least 1 month prior to your event to arrange use of the lot. The DWC is not responsible for any changes in PMI's policies or fees. Individuals must put the posted fee in the appropriate slot in the PMI lot boxes prior to entering our facility.

SECURITY:

The DWC reserves the right to require security for any event housed in our facility. Security will be at the sole expense of the patron. The DWC reserves the right to approve all security agreements and personnel.

The DWC does not assume responsibility for damage or loss of merchandise/articles left in the facility before, during or after an event. All college and/or high school events require chaperones and/or security.

LOSS AND/OR DAMAGE OF PROPERTY:

The Dayton Woman's Club, members of The Board, individual members and/or the staff cannot be held responsible for the loss and/or damage to property brought into the facility by members, patrons or organizations.



EVENT GUIDELINES & RULES

During an event, a member, patron or organization is responsible for their guests' well being and behavior. Children must be under the control of an adult at all times! Any damage to The DWC property directly caused by an event attendee is the responsibility and financial obligation of the member, patron or organization.

ENTERTAINMENT & DECORATIONS:

Provisions for any type of entertainment are the responsibility of the member, patron or organization. Any band or disk jockey may only set up 4 hours prior to the event start time. Any band or disk jockey must end by 12:30am. ***NO smoke machines or pyrotechnics shall be used.*** Any damage to the facility or its property by guest or entertainment is the responsibility of the member, patron or organization.

Members, patrons or organizations may enter the facility NO more than 4 hours prior to the event start time to decorate for the event. If more time is needed for decorating and the facility is available a charge of \$75.00 per hour will be charged. ***NO open flames/NO candles are permitted to be burned in the facility*** unless approved by the House/Financial Services Manager. Battery operated votives are available for use in the facility. ***NO items may be attached to the walls, floors, ceilings or light fixtures of any room in the facility*** unless approved by the House/Financial Services Manager. ***NO furniture or furnishings will be removed or moved*** unless approved and moved by DWC staff and approved by the House/Financial Services Manager. A minimal fee may apply to furniture or furnishings that are approved to be moved. ***NO bubbles, sparklers, glitter or live flower petals shall be used in the facility.***

BAR SERVICE:

A \$75.00 bartender fee will apply for each bartender requested for an event. It is recommended that 1 bartender be available per 75 guests. This fee is based on an event lasting up to 8 hours. Events lasting more than 8 hours shall be charged an additional \$100.00 per bartender per hour after that.

The Dayton Woman's Club will reserve the right to ask for proof of legal age from anyone and also reserve the right to stop service to anyone who seems to be overly intoxicated. The DWC will NOT permit consumption of alcohol by minors. Alcohol service shall end by 12:30 am and all non-consumed beverages will be pulled at that time. All alcohol must be purchased and served by The DWC. ***Outside beverages are not permitted in the facility.*** Any outside beverages found on any person shall be confiscated and the guest may be asked to leave the facility. We will make reasonable attempts to get special request items for your event. Items not stocked regularly may be purchased by the member, patron or organization by the bottle and shall not leave the facility should any remain at the end of the event.



NOT FOR PROFITS

Not-for-Profits {501 (c) 3 or 501 (c) 7}:

The Board of Directors of The Dayton Woman's Club has decided that The Dayton Woman's Club philanthropic and charitable nature would be best served by providing other Not-for-Profits with 501 (c) 3 or 501 (c) 7 statuses to use our facility without charging room rental fees.

This policy however does offer some pre-qualifications that must be met as well. One of these is that the policy of no room rental fees for Not-for-Profits is only valid should a meal be served for that event from the 'BANQUET MENU' only. **This meal must reflect a minimum of \$12 per person for all attending.** Furthermore an 20% gratuity per person will still apply to the final meal cost per person. Sales tax of 7% will also be added to the final meal cost per person should the organization not qualify for some reason for sales tax exemption with the State of Ohio. If your organization has tax exempt status please make sure to have a copy of your exempt status available for our records.

Rental items such as tablecloths, napkins, etc. as listed earlier in this guide also apply unless special permission has been granted by the House/Financial Services Manager.

A deposit equal to half (1/2) of what the room rental would have been for the event must be made to hold the date of the event. This deposit shall be refundable if the event is cancelled three (3) months prior to the event. The deposit will be deducted from the food and beverage portion of the final bill after gratuity and applicable sales tax are added.

Payments over \$25 made by credit card will be charged a 2% fee to cover bank fees.

TIMELINE AT THE DWC

Fourteen (14) days prior to your event please schedule an appointment with the Events Manager to finalize floor plans, table set ups and any other details of your event. You must call in your preliminary meal count at this time as well. The preliminary meal count allows us to schedule the appropriate number of dining room attendants and allows the kitchen to order the appropriate quantity of food. Be sure to tell us at this time if any of your guests require special meals such as vegetarian or children's meals. With advanced notice, we will make every effort to accommodate any special dietary needs. ***Fifty percent (50%) of your estimated meal cost is due fourteen (14) days prior to your event also.***

Seven (7) days prior to your event please call in your final meal count. **This is the minimum number for which you will be billed!** The balance due is payable on the day of the event. Any changes in floor plans or set up details needs to be called in as well. Any other vendors, such as photographers, florists, bands/DJs, cake artists, etc. that will be part of your event will need to coordinate with the Events Manager at this time. Other vendors must follow the rules of this guide including but not limited to arrival times.

CHECKLIST:

- Schedule Appointment to Tour Facility/Pay Deposit to Hold Facility
- If Becoming Member of The DWC Turn in Application & App. Fee & Pay Dues
- Preliminary Party Sheet Completed w/ Contact Information
- Floor Plan and Preliminary Details to The DWC
- Menu to The DWC
- 14 Days Prior Preliminary Meal Count to The DWC
- 14 Days Prior 50% Estimated Meal Cost Deposit Paid to The DWC
- 7 Days Prior Final Meal Count & Table Assignments to The DWC
- 7 Days Prior Inform Other Vendors of The DWC Timeframe for Arrival/Delivery