

**PROSPECT HALL
THE WOMEN'S CLUB, INC.
31 SOUTH PROSPECT STREET
HAGERSTOWN, MARYLAND 21740**

PRICE LIST FOR FACILITY RENTAL

Whole 1st Floor*	4 hour period	\$1,000
Prospect Hall*	4 hour period	700
Prospect Hall*	2 hour period	400
Dining Room**	4 hour period	200
Parlors	4 hour period	100

***Includes use of commercial kitchen**

****Includes use of kitchen off the dining room**

Additional hours are priced at \$40 per hour. No rentals after 11:00 PM. Hours of event will be stated in the contract. Capacity of Prospect Hall is 100 and the capacity of dining room is 30-40 people.

***A deposit of ½ of the total fee is due upon booking plus a \$100 security fee (for any damages to the premises) which is refundable upon inspection after the event.**

***No refunds 60 days before the event. Final payment plus security deposit due 60 days prior to the event. If a reservation is made less than 60 days prior to the event, full rental cost plus security fee are due at the time of booking.**

***Price includes china, glasses, table flatware and cooking utensils but does not include the cost of dishwashing service which is \$15/hour (if needed).**

*** Price does not include paper products such as aluminum foil or plastic wrap. Some linens are available at \$2.00/piece and some serving pieces are also available – check with Club Manager about these prices.**

***Tables and chairs are provided by the club. Set-up and take down is the responsibility of the renting party.**

***Trash removal is the responsibility of the renting party.**

*** Set-up should be done during the Club's normal operating hours (9 am – 1 pm) or by arrangement with the Club Manager. Non-regular working hours will incur an additional fee of \$20 per hour.**

***Table setting and table clearing are the responsibility of the renting party or the caterer. Caterer or renter must remove all equipment immediately after an event unless other arrangements are made with the Club Manager. No self-catered events of over 50 attendees unless approved by Club Manager.**

***Please see the Club Manager to discuss any special needs for your event.**

***Nothing may be affixed to the walls, light fixtures, furniture or stage.**

***Children must be under supervision at all times. No one is allowed above the first floor.**

THE WOMEN'S CLUB IS A NON-SMOKING PROPERTY

DATE OF EVENT

HOURS OF EVENT

WOMEN'S CLUB

RENTING PARTY/E-MAIL

DATE