



GFWC ARLINGTON WOMAN'S CLUB

Club Organized in 1920



5714 Arlington Road, Jacksonville, Florida
Reservations: Phone 904-743-1066, or email: sanaylor@aol.com

Standing Rules for Clubhouse Rentals

1. Renters are not allowed in the clubhouse prior to 7 am the day of your event.
2. Renters must be out of the clubhouse by 2 am. An additional charge of 100.00 per hour will be assessed for each hour after 2 am. Our janitor begins cleanup at 2 am.
3. Kitchen must be clean and in an orderly condition before leaving. All trash must be bagged, tied, and placed in the AWC dumpster.
4. Turn off all lights: One in foyer. One in meeting hall. Two kitchen lights. Turn off all four heating and conditioning controls. Turn off lights in both Men's and Women's bathroom and lock all doors. Do not open any windows in the clubhouse.
5. Piano is not to be moved to the stage. Furniture in foyer is not to be moved for any reason. No pins, tacks or tape is to be used on the wallpaper or stage. No articles are to be hung from the ceiling, wallpaper or woodwork.
6. WE DO NOT SET UP. Keep tables and chairs from walls and drapes. All tables are to be wiped off after event DO NOT PUT TABLES AND CHAIRS AWAY. Our janitor will put them back in the proper place. We have round tables that you may rent for \$15.00 plus tax. We do not furnish table linens.
7. No keg beer is allowed in the clubhouse.
8. NO ALCOHOLIC BEVERAGES MAY BE SOLD ON THE PREMISES.
9. This is a non-smoking building, we provide ash containers on the front porch. PLEASE USE THEM, NOT THE FRONT LAWN. A CHARGE OF \$50.00 WILL BE DEDUCTED FROM YOUR DEPOSIT IF THERE IS ANY SMOKING IN THE CLUBHOUSE.
10. Keys must be returned after the event. They are to be placed in the mail slot on the front porch. A lost key charge of \$30.00 will be assessed if the keys are not returned.
11. There will be a \$50.00 charge for any check returned for insufficient funds. NO POST DATED CHECKS WILL BE ACCEPTED. Payment must be made in money orders or a check only.
12. For wedding parties, please throw birdseed outside. NO RICE, PLEASE.
13. We have (21) 8-ft. fiberglass tables and (190) chairs for rental use. If we do not have enough chairs or tables for your event, you must rent them from another source.
14. If you use a rental store for chairs, tables, or any other items, it is your responsibility to take care of them and see that they are returned after your event.
15. REMEMBER, YOU ARE TOTALLY RESPONSIBLE FOR EVERYTHING THAT HAPPENS DURING YOUR EVENT. WE TAKE PRIDE IN OUR CLUBHOUSE AND WE EXPECT YOU TO DO THE SAME. WE WILL ENFORCE OUR DAMAGE POLICY AND KEEP YOUR DEPOSIT SHOULD ANY DAMAGE OCCUR.

Additional information and clubhouse photos are available on our web site: www.gfwcarlington.com