

WOMAN'S CLUB OF ARLINGTON

Rental FAQs

What do we offer?

- ☐ A two-story facility with a maximum capacity of 94 people per floor. Upstairs dimensions: 30' x 46'; downstairs dimensions: 30' x 45.'
- ☐ Parking lot with 37 unrestricted spaces and two handicapped spaces. Use of the parking lot is included in the rental fee, but it is possible to rent just the parking lot.
- ☐ Raised stage in the main ballroom.
- ☐ Fully equipped kitchen. Dimensions: 14' x 10.5.' You may also hire your own catering company.
- ☐ Two restrooms (two stalls in the women's room; one stall and one urinal in the men's room).
- ☐ Chair lift and exterior ramp (please let us know in advance if these are needed for your event).
- ☐ Approximately 175 metal folding chairs.
- ☐ 28 6' rectangular folding tables; two 8' rectangular folding tables; 6 round tables that seat six people. You may also rent your own tables and chairs.

When and how can I rent the Club?

- ☐ Currently, we have a few long-term renters who use the Club. However, the Club is generally available for rent Monday - Friday from mid-morning through the late afternoon, with limited availability on some Monday and Tuesday evenings; Saturdays in the afternoon and evening; and Sunday afternoon from 12:30 pm – 4:30 pm.
- ☐ You can submit rental requests via email (womansclubarlington@gmail.com) or leave a message at 703 553-5800. We don't have full-time staff available to respond to emails and messages, but we do check them frequently, and someone will get back to you. It's helpful if you provide information about the date, time, type of event, event duration, number of guests, and whether you plan to serve alcohol.

- ☐ If your requested date is available and the event is approved, we will send you a contract. You will be asked to provide a \$250 deposit in advance of the event.

How much does it cost to rent the Club?

- ☐ Pricing depends on the day of the week and time. Saturdays and evenings are considered premium times and are priced accordingly. We will provide a rental cost for your event based on the event information you provide.
- ☐ We accept checks or Zelle as forms of payment.
- ☐ In the event of damage to the Club, your deposit will be applied to the cost of any necessary cleaning or repairs.

What else do I need to know?

- ☐ We require renters to acquire special event liability insurance no later than ten days before their event.
- ☐ We allow alcohol to be served on our premises, but you must obtain a Virginia ABC Banquet Permit in advance of the event. You can apply online at <https://www.abc.virginia.gov/licenses/banquet-licenses>. On average, this can take 7 – 10 days.
- ☐ You are responsible for disposing of trash from the event off-site.
- ☐ Due to the age of the building, it is not fully ADA-accessible, but we do have a chairlift and external ramp. Please consider whether this will meet your guests' needs and let us know in advance about any special accommodation you may need.