



2120 Speedway, Wichita Falls, TX 76308 ❖ 940.766.3347 ❖ (FAX) 940.766.6369  
[www.womansforum.org](http://www.womansforum.org)

## RENTAL FEES

Rental fees are assessed for use of the Forum Building as shown below. Rates are based upon a four hour time limit. However, there is a two-hour set-up time allowed at no additional charge the day of the event. Additional time will be billed in one hour increments with prorated rates as shown.

ROOM	<u>WEEKDAYS</u>				<u>OFF-HOURS</u>			
	General Public		Non-Profit		General Public		Non-Profit	
	(Hrly)		(Hrly)		(Hrly)		(Hrly)	
Auditorium	250.00	63.00	189.00	47.25	675.00	168.75	607.50	158.88
Dining	120.00	30.00	90.00	22.50	250.00	62.50	225.00	56.25
Directors	120.00	30.00	90.00	22.50	200.00	50.00	180.00	45.00
Fountain	155.00	39.00	117.30	29.33	300.00	75.00	270.00	67.50
Garden	250.00	63.00	189.00	47.25	675.00	168.75	607.50	158.88
Sr Jr Room	175.00	43.50	130.50	32.63	275.00	68.75	247.50	61.88
Foyer	80.00	20.00	72.00	18.00	100.00	25.00	90.00	22.50
Lounge	185.00	46.50	140.00	34.88	300.00	75.00	270.00	67.50
Club	185.00	46.50	140.00	34.88	300.00	75.00	270.00	67.50

\*WEEKDAYS: MONDAY -- FRIDAY, 9:00 a.m. to 4:00 p.m. June, July, August  
 MONDAY -- FRIDAY, 9:00 a.m. to 5:00 p.m. all other months

\*\*OFF-HOURS: ALL EVENINGS AND WEEK ENDS

Events must be concluded no later than 11:00 p.m. Sunday through Thursday and 12:00 a.m. on Friday and Saturday evenings. A responsible Host(ess) is required to stay until everyone connected with the event has left the premises (except Forum employees).

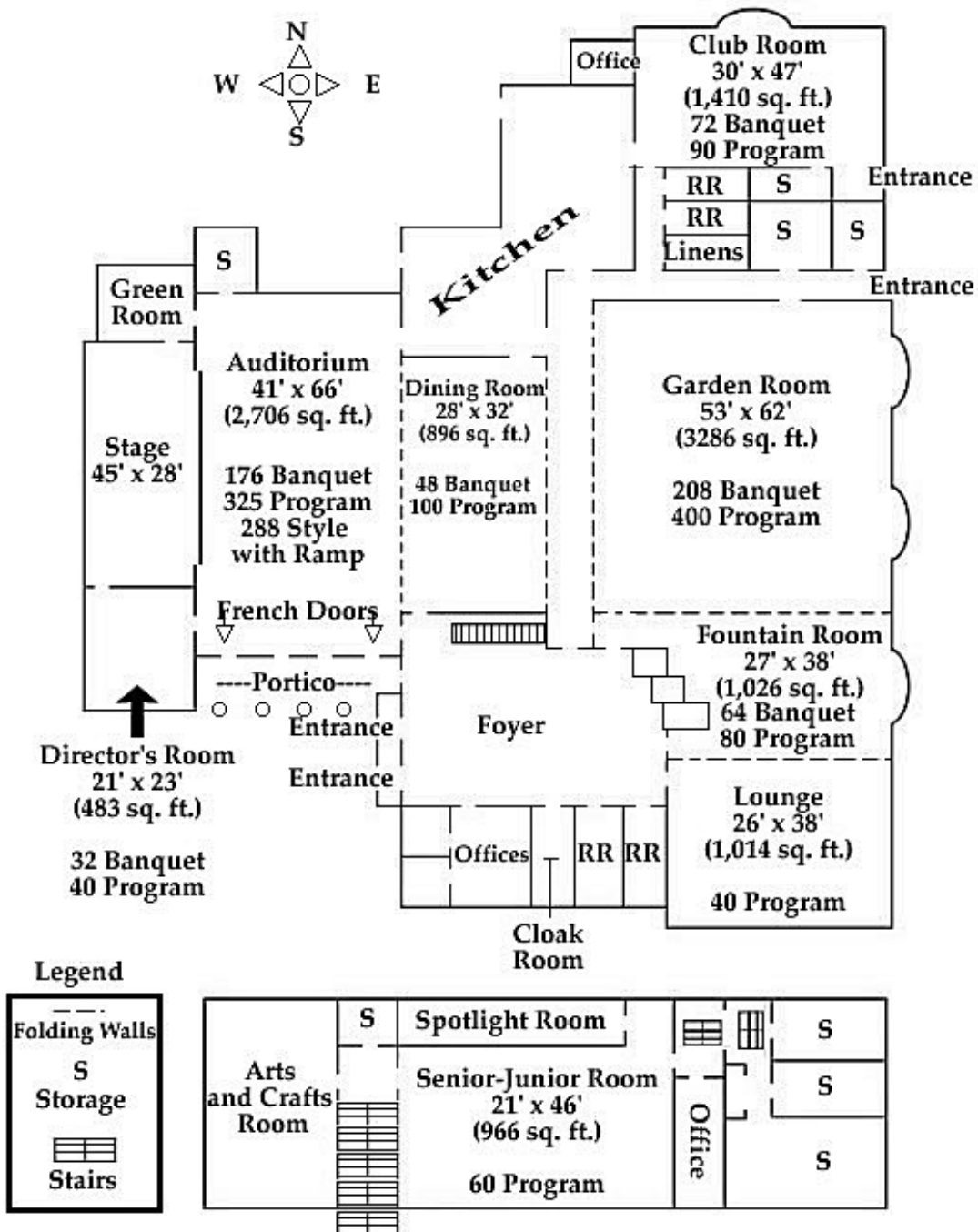
In the event the Forum is required to stay open after closing hours for ANY REASON, including guests, band, etc having not left the premises, *prorated hourly rates are doubled.*

***Following are brief descriptions of each room available at The Woman's Forum:***

- **AUDITORIUM** measures 41' x 66' and has carpet, beautiful French doors and a ceiling that is two stories high. This room has a stage that is 45' x 28'.  
Maximum capacity: 176 banquet, 325 program, and 288 for style show with ramp.
  
- **DIRECTOR'S ROOM** measures 21' x 23', is carpeted and has lovely furnishing.  
Maximum capacity: 32 banquet, 40 program.
  
- **CLUB ROOM** measures 30' x 47' is carpeted and has its own entrance on the East side of the building.  
Maximum capacity: 72 banquet, 90 program.
  
- **DINING ROOM** measures 28' x 32' and can be opened to provide additional space for the Auditorium and/or the Garden Room.  
Maximum capacity: 48 banquet, 100 program.
  
- **GARDEN ROOM** measures 53' x 62' and has a tile floor. It can be opened to provide additional space in connection with the Dining Room and/or the Fountain Room. This room also has three separate circuits for bands and D J electrical connections.  
Maximum capacity: 208 banquet, 400 program.
  
- **FOUNTAIN ROOM** measures 27' x 38' and has a raised area of topiaries, plants, and statuary. It can be opened to connect with the Garden Room or Lounge.  
Maximum capacity: 64 banquet, 80 program.
  
- **LOUNGE** measures 26' x 39' and has comfortably appointed furnishings as well as a fireplace. It can be opened to combine with the Fountain Room.  
Maximum capacity: 40 for program.
  
- **SENIOR-JUNIOR ROOM** measures 21' x 46' and has recently been redecorated with lovely furnishings.  
Maximum capacity: 60 for program.

**Maximum occupancy of the facility at any given time is 751 people.**

# Woman's Forum Building Layout



## **DEPOSIT AND PAYMENT POLICY**

### **Reservation Deposit:**

- a. One-half (1/2) of the agreed rental fee, plus a refundable Security Deposit, is required to be paid at the time of booking.
- b. The remaining balance of the estimated event fees is required to be paid ten (10) working days in advance of the event.
- c. Any additional charges incurred during the final set-up or event will be billed to the client the first working day after the event. The client will then have five (5) working days to pay the amount in full.

### **Damage Security Deposit:**

A Damage Security Deposit for parties up to 250 attendees is \$150.00 and \$300.00 for parties of more than 250 attendees. The Damage Security Deposit payment is required at time of booking. This deposit is required for excessive clean-up, damages, or failure to comply with the policies and rules of The Woman's Forum. Any breakage or property damage is the responsibility of the person(s) signing the Rental Contract.

Deposit will be forfeited if the building, grounds, and/or parking lot are not left in acceptable condition upon the conclusion of the event.

Refund will be made on a prorated basis.

### **Cancellations:**

**A written notice of cancellation must be submitted to the Business Office of the Woman's Forum and requires the client(s) signature.**

Room Retainer Fees will be forfeited if the event is cancelled less than forty-five (45) days before the reserved event date. The Refundable Cleaning / Damage fee will be returned upon cancellation.

---

## **REHEARSALS, PRACTICES and PREPARATION POLICY**

Upon agreement, a 2-hour preparation / rehearsal time will be allowed at no charge to each client for each event, must be scheduled in advance, and must occur during normal operating hours of the Woman's Forum.

Additional preparation / rehearsal time, or preparation / rehearsal time needed during non-business hours, will be billed to the client at a rate of \$20 per hour.

*PAID RENTALS TAKE PRIORITY OVER ALL REHEARSALS.*

## **ALCOHOL POLICIES**

*Alcohol, by definition, includes all intoxicating liquors such as wine, wine coolers, beer, champagne, mixed drinks, etc.*

### ❖ **Selling of Drinks:**

- The Woman's Forum does not sell alcoholic beverages.
- \*TABC Rules as of November 19, 2002. These may change at any time.
- Any private party contracted with the Woman's Forum cannot sell any alcoholic beverages. **CASH BARS - STRICTLY PROHIBITED**
- A bartender certified by the Texas Alcoholic Beverages Commission is required to serve at all times and must be arranged and paid for by Client.

❖ **Minors:** Minors are not to be served or be allowed to be in possession of alcohol under any circumstances on Forum premises.

❖ **Open Containers:** Open containers are not allowed to be carried into or out of the Forum. All public intoxication laws apply.

❖ **BYOB -STRICTLY PROHIBITED**

❖ **Security:** Security is required to be present at all times when alcohol is being served. The Forum will hire uniformed security personnel and requires one (1) officer for every 150 guests. Charges for security will be added to the rental fees.

## **SECURITY POLICIES**

*Security is required in any of the following situations:*

1. Alcohol is being served
2. Jr. High or High School students are the primary participants.
3. Groups of 100 or more (*at the discretion of the Woman's Forum*).

**Charges** – Charges for security will be added to the rental fees.

**Disturbances** -- The Client, along with security, is required to see that no disturbances occur inside or outside of the Forum. This includes fights, brawls, horseplay, harassment, etc. Noise must be kept to a reasonable level inside and outside of the Forum so that neighboring homes are not disturbed. The noise level of one group is not allowed to become disruptive to another group.

**Hiring** – The Forum will hire a uniformed police officer and instruct him of his duties; fees for security will be allocated to renter.

**Hours** – The Client, along with the security, is required to see that no guest, bands, DJ's etc. remain inside the Forum, in the parking area, or on the grounds after 11:00p.m. Sunday through Thursday, or after 1:00a.m. Friday & Saturday. Loitering on the premises will not be allowed. Prorated hourly rates will double for failure to leave the Forum premises at the conclusion of the event.

**Minors** – Minors are not allowed to leave or return to the building without a chaperone accompanying them. They cannot re-enter without an adult.

**Property Damage** – Security will report all instances of damages to the Forum and/or appropriate law enforcement agencies. Renter will be held responsible.

**Rooms** – The renter, along with security, will see that guests do not go into rooms that have been not been rented (other than the Foyer and restrooms).

**Student Dances** – All Junior High and High School events are required to have a uniformed police officer at all times.

## WOMAN'S FORUM GENERAL BUILDING POLICIES

1. **SMOKING** – *NO Smoking is allowed any place in the building.*
2. **CHAPERONES** – All parties for minors must have a minimum of eight adults present for each two hundred guests. Chaperones must be in the party room and remain until all guests have left the premises.

Minors must be accompanied by a Chaperone when leaving from and upon returning to the building during all events. If a minor leaves the building without chaperone, re-entering will not be permitted.

3. **FOOD** – Permission must be granted by the Executive Director before bringing in specialty cakes. No food may be brought in to the Forum building unless provided by a Forum approved caterer. The approved caterers list is available at the Woman's Forum Business Office. (Receptions will be permitted to bring in mints and nuts.)
4. **FURNITURE / PROPERTY** – Furnishings may be moved only by forum personnel . Furnishings, equipment, or other property of the Woman's Forum are never to be loaned, rented, or used off the Woman's Forum premises.
5. **PIANOS** – The Lounge and Auditorium pianos CANNOT be moved unless approved by the Building Committee. *The piano may require tuning at the renter's expense.*
6. **GAMBLING** – Gambling as defined by law is prohibited in the building or on the grounds.
7. **PLANTERS** – Walking on the tiled planters is never allowed.
8. **ROOMS** – Guests are permitted only in the rooms they have rented, as well as the foyer, restrooms and coat room.
9. **ALCOHOL & SECURITY** – (Separate policies)

## **WOMAN'S FORUM DECORATING POLICIES**

**NOT ALLOWED**- Crepe paper streamers, confetti, glitter, rice, birdseed, bubbles or flammables are not to be used in the building. Gossamer cannot be used in any carpeted area of the Forum.

**BUBBLES/BIRDSEED** – May only be used outside the building.

**CANDLES** – Allowed in appropriate container – no open flames unless otherwise approved by Executive Director. Candles are never allowed on the stage.

**SPARKLERS / FIREWORKS** – STRICTLY PROHIBITED either inside or outside of building.

**CEILINGS** – No items may be attached to the light fixtures or the ceiling tiles without permission from the Executive Director.

**DRAPES** – Nothing is to be pinned to, covering, or hung on any of the drapes. This includes the Stage curtains.

**PAINT/SPRAY ADHESIVE** – Painting of objects for decoration purposes is never permitted in the building. Use of spray adhesive is not allowed in any area of the building.

**PARTITIONS/MOVABLE DOORS** – These doors are not to be moved by anyone other than trained Forum personnel. Only masking tape may be used on these doors.

**WALLS** – Nails, screws, tacks, staples, glue, scotch tape, or any other items that may cause damage may not be used on the walls of the building. Only masking tape may be used. If you are not sure please ask the Executive Director!

**\*\*\*ALL DECORATIONS ARE TO BE REMOVED AT THE END OF THE EVENT\*\*\***

There will be additional charges for any decorations left behind, excessive clean-up, or damage caused by the renter or guests.

Items left behind more than two (2) weeks after an event become the property of the Woman's Forum.

## **Staff Requirements**

**SIT-DOWN MEALS:** 2 EVENT STAFF PER 20 GUESTS

Event staff is \$15.00 / hr with a 4-hour minimum.

**BUFFET:** 2 EVENT STAFF PER 30 GUESTS

**FINGER FOODS / HORS D'OEUVRES:** 2 EVENT STAFF PER 50 GUESTS

**COCKTAIL PARTIES:** 1 BARTENDER + 1 WAITSTAFF PER 50 GUESTS

Bartender must be certified– Forum can provide list.

**SECURITY OFFICERS:** (\$30 / hr) 1 OFFICER PER 150 GUESTS

Forum will arrange and bill client.

**\*\* SECURITY IS REQUIRED ONLY WHEN ALCOHOL IS BEING SERVED.**

## **TABLES & LINENS**

Table Linens -- \$7.50 each

Cloth Napkins -- \$0.50 each (Decorative Fold, add \$0.25 additional each)

Round tables (60" diameter) seat 8

Rectangular Tables (8' long x 30" wide)

Room set-up and use of Forum tables and chairs is included in room rental price.

(\* Platforms require an additional \$40 set-up fee)

## **DISCLAIMER**

ANY MISREPRESENTATION CONCERNING THE IDENTITY OF THE PERSON OR ORGANIZATION RENTING THE FACILITIES OR MISREPRESENTATION CONCERNING THE STATED PURPOSE OF THE RENTAL SHALL BE GROUNDS FOR IMMEDIATE CANCELLATION OF THIS AGREEMENT.

THE RESPONSIBLE PARTY WILL ASSUME RESPONSIBILITY FOR LEAVING THE WOMAN'S FORUM IN THE SAME GENERAL CONDITION IN WHICH IT WAS FOUND INCLUDING THE PARKING LOT AND GROUNDS.

IN THE EVENT CIRCUMSTANCES ARISE WHICH ARE NOT COVERED BY THESE REGULATIONS, REPERCUSSIVE ACTIONS SHALL BE THE DECISION OF THE FORUM PRESIDENT AND BUILDING COMMITTEE.

**THE WOMAN'S FORUM  
AUTHORIZED CATERERS**

**Luby's Catering**  
Attn: Javier or Todd  
1801 Ninth Street  
Wichita Falls, TX 76301  
723-6022

**Branding Iron**  
Attn: Larry  
104 E. Scott  
Wichita Falls, TX 76301  
723-0338

**Hunan's Catering**  
Attn: Mark  
4516 Maplewood  
Wichita Falls, TX 76308  
691-8999

**Aramark Corp**  
MSU Clark Student Ctr  
3410 Taft #23  
Wichita Falls, TX 76308  
397-4424 (Lynn Myers)

**Food with a Flair**  
P.O. Box 91  
Frederick, OK 73542  
Linda Whitworth/Suzanne Taylor  
580-334-2086

**Eleni Moshtaghi**  
**Salt & Pepper**  
2611 Plaza Parkway  
Wichita Falls, TX 76308  
691-9800

**Catering Manager**  
**Johnny Cariono's Catering**  
4330 Kell Blvd.  
Wichita Falls, TX 76309  
691-8900

**The Traveling Bistro**  
**Ryan Dennis**  
940-2241171  
thetravelingbistro@gmail.com

**Catering Manager**  
**El Chico's**  
1028 Central Freeway  
Wichita Falls, TX 76306  
322-1455

**Troy Collier**  
**Texas Best BBQ**  
7043 Seymour Hwy.  
Wichita Falls, TX 76310  
691-3664

**Greg Stockton**  
**Golden Chick**  
414 West Highway St  
Iowa Park, TX 76367  
767-1155

**Juston Liles**  
**Pasqual's**  
2601 Harrison St.  
Wichita Falls, TX 76308  
716-0202

**Barbara Douglas**  
**Secret Garden Tea Room**  
615 Ohio Ave.  
Wichita Falls, TX 76301  
767-5570

**Manager**  
**On The Border**  
3111 Midwestern Parkway  
Wichita Falls, TX 76308  
689-0195

**Kathy Hicks**  
**Kathy's Bakery & Deli**  
111 W. Park  
Iowa Park, TX 76367  
592-4357

**McBride & Son Catering**  
**Attn: Becky**  
2824 Elmwood  
Wichita Falls, TX 76308  
691-0014

**Steve Shipp**  
**Saladeli**  
2617 Plaza Parkway  
Wichita Falls, TX 76308  
692-2226

**Rose Perry**  
**Rosemary's Thyme**  
P.O. Box 1807  
Wichita Falls, TX 76307  
642

**Manager**  
**Texas Roadhouse**  
3111 Lawrence Rd  
Wichita Falls, Tx 76308  
940-687-7427

**Two Guys Catering**  
Formerly Matlock's  
Wichita Falls, TX 76301  
642-9147 Ken Matlock  
613-1183 Ted Knox Jr.

**Catering Manager**  
**United Market Street**  
4950 Kell  
Wichita Falls, TX 76309  
691-4031

**Atlanta Bread Co.**  
**Melissa Benda**  
2801 Midwestern Pkwy Ste 300  
Wichita Falls, Tx 76308  
689-9098



**THE WOMAN'S FORUM**  
**APPROVED CERTIFIED BARTENDERS**

Fellie Donaldson – 767-4241

Annie Hamm – 767- 4491

Chris Byrd- 692-3396

Debra McKay – 782-2484

Horace Pope – 766-1355      (works as a team)

Bob Baggot- 691-4692      (requires 2 weeks advance notice)

Derrick Jones – 636-9576

Russell Fitzwater 631-4016

Jamie Lavery 224-3106

## Woman's Forum Price List

<b>Linens:</b>		<b>Candelabras:</b>		<b>Extras:</b>	
Tablecloth (Round or 8ft. Long Tables)	\$7.50	Antique Silver Candelabra (5 candles, tabletop)	\$15.00	Coffee / Tea (Urn)	\$15.00
Table Skirts	\$7.50	Silver Floor Candelabra (39" tall, 5 candles, pair)	\$50.00	Coffee (Pot)	\$2.50
Cloth Napkin	\$0.50	9" Silver Flower Bowl for Floor Candelabra (topper)	\$5.00	Tea (Pitcher)	\$2.50
Cloth Napkin (Fancy Fold)	\$0.75				
				<b>Event Needs:</b>	
<b>For Receptions:</b>		<b>Decorative Accessories:</b>		Event Staff (4-hour min.)	\$15.00 per hour
Ornate Silver Punch Bowl	\$20.00	White Lattice Screen (3 panel)	\$15.00	Refundable Damage Fee	\$150.00
Tall Silver Punch Bowl (grape motif, twisted stem)	\$25.00	Brass Easel (Floor)	\$10.00	Room Retainer	½ Room Rate
Plain Silver Punch Bowl	\$5.00	Tabletop Easel	\$2.00		
Silver Cake Pedestal (19" Round)	\$35.00	White Arch (lighted)	\$5.00	<b>Room Rates:</b>	<b>(Bus. Hrs / After Hrs.)</b>
Silver Cake Pedestal (17" Square)	\$25.00			Auditorium	\$250.00 / \$675.00
Antique Silver Cake Serving Set	\$6.00			Club Room	\$185.00 / \$300.00
Tall, Pedestal Ornate Punch Bowl (New)	\$35.00			Dining Room	\$120.00 / \$250.00
Chaffers	\$5.00			Director's Room	\$120.00 / \$200.00
				Fountain Room	\$155.00 / \$300.00
<b>Table Decorations:</b>		<b>Faux Stone Classical Accents:</b>		Garden Room	\$250.00 / \$675.00
Hurricane (non-footed, for taper)	\$3.00	Pedestal	\$8.00	Lounge	\$185.00 / \$300.00
Hurricane (Footed, 3 styles)	\$5.00	Urn	\$5.00	Sr. / Jr. Room	\$175.00 / \$275.00
Venice Rose Bowl (8" Cut Crystal)	\$5.00	Balustrade	\$10.00	Foyer	\$80.00 / \$100.00
Silver Floral Epergne	\$4.00				
Round Mirror (18")	\$5.00	<b>Meeting Necessities:</b>			
Square Mirror (12")	\$3.00	Podium w/ Microphone	\$10.00		
Rectangular Mirror (30x12")	\$8.00	Projection Screen (Small)	\$10.00		
Clear Globe with Ruffled Edge	\$1.00	Projection Screen (Large, AUD)	\$20.00		
Clear Bowls (raised with gold twist stand)	\$2.00	TV/VCR (on cart)	\$15.00		
Clear Votive Holder (No Candle Included)	\$0.75	Platforms / Risers	\$40.00		
		<b>Place Setting:</b>	\$1.50		
<b>Silver Service (New, Asst.)</b>		(Per Person, up to \$150.00)			
64 oz. Ritz Pitcher (tea or water)	\$3.00				
80 oz. Coffee Server Pitcher	\$10.00				
Cake Plates (set of 3 graduated pedestals)	\$7, \$5, \$4				
Three-Tiered Server (Square)	\$15.00				
Rectangular Tray (deep with curved sides)	\$12.00				
Oval Tray 22x16 (double handled, with lattice trim)	\$12.00				

