

The Woodward House

First Floor Only

Rentals for Non-Members

The Woodward House, owned by The Woman's Club of San Antonio, a non-profit organization, appreciates your interest in our facility. We hope that you will honor and care for our beautiful home while using it for your very special event. Proceeds are used for the maintenance and restoration of the Woodward House and college scholarships for Bexar County residents.

Rental Rates The Woodward House first floor..... \$1,800.00 (half as down payment at the time of contract; the remaining amount due no later than 30 days before the event; additional \$1,000 damage deposit due no later than 30 days before the event)

Prices based on 8 hours..... \$50 each additional hour

Capacity

First Floor..... Seated event 75-80 people

Standing event 100

Package Includes

- \$900 holds the date (non-refundable deposit that applies to rental fee)
- Two-hour wedding rehearsal; must be scheduled; based on availability
- Day before setting up, during office hours, must be scheduled
- Use of The Woodward House for Wedding Pictures, during office hours; must be scheduled
- Parking
- Tables and chairs
- All events end at 11:00 pm. The House must be clean and vacated by midnight.

Lessee Responsibility

- Servers are required and should be the responsibility of the caterer. Servers are available through the Woodward House for \$15 an hour
- A security guard is required from the approved list and is the financial responsibility of the lessee* The security guard must remain on duty until the last person vacates the premises.
- Set up \$65.00 – Take down \$65.00 * Clean up \$75.00
- House Supervisor \$20 an Hour and is the financial responsibility of the lessee*

Package Does Not Include

- Caterer : The use of a caterer who is familiar with the preparation and service of food in The Woodward House is highly recommended. Caterer is responsible for the cleaning and clearing of tables and trash and removal to the dumpster. If the caterer cannot or will not provide this service, there is an additional fee of \$100, which will be deducted from the damage deposit.
- Beverages: Provide your own beverages; alcoholic or non-alcoholic * A TABC licensed bartender and security staff are required.

Damage Deposit

- \$1000 due 30 days before event (fully refundable if there are no damages or additional charges for after hours supervisor or security, will be refunded two weeks after event)

The Woodward House is a non-smoking facility. * See facility use agreement

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