

# CITY CLUB CATERING

## GENERAL CATERING INFORMATION

### FOOD AND BEVERAGE

Gourmet and custom menus are available upon request.

Guests may not bring food or beverage (alcoholic or otherwise) into the club from outside sources.

Excess food or beverage may not be taken from the club.

Prices are subject to change without notice and will be confirmed four months prior to the event.

Off-premise catering is a specialty of City Club. Additional surcharges may apply.

A 20% service charge will be added to all food and beverage purchases.

City Club Staff and Bartenders will not serve/sell any alcoholic beverage to any minor (person under the age of 21) nor will we knowingly serve/sell an alcoholic beverage to a parent that is planning to give the alcoholic beverage to their minor child. Staff will ask for identification if there is any uncertainty about the age of a guest.

State Sales Tax will apply to room rentals, resources, food and non-alcoholic products.

There is a cake-cutting fee per cake of \$100 for groups of 200 people or less. For groups over 200 people, \$150 will be charged for the cake cutting.

### TASTINGS

City Club will provide complimentary tastings for 2 people for a seated dinner menu. Additional guests will be charged at the full retail price with a limit of 6 people. All Wedding Package Tastings/Bufquets will be charged a nominal fee depending on menu selection. Wines may be tasted; charges will be based on consumption of wines. Initial Deposits and returned contracts are required for those events requesting a tasting.

Tastings are available with 3 weeks notice and must be scheduled at least 1 month prior to your event. Menus must be received when the tasting is scheduled. Tastings will not be honored if menu is not received 3 weeks in advance or if the tasting is scheduled within one month of your event. Tastings must be scheduled with Heather Puckett, the Wedding Coordinator, and are offered Wednesday or Thursday in the

evening. Any tastings scheduled during the lunch hour of 11a.m. to 1p.m. will be charged an additional \$100.00 for labor costs. Scheduled tastings may be subject to change based on Club's availability and calendar. Tastings will be held in the Main Dining Room on the 3<sup>rd</sup> Floor. There will be no tastings scheduled in November or December.

## **GUARANTEES**

Meals will only be prepared for the number guaranteed. If actual attendance exceeds the guarantee, the actual attendance will be charged.

The club will require a final guarantee by noon three business days (72 hours) prior to the event. This will be the minimum guarantee, not subject to reduction. If a guarantee is not received, the estimated number of guests will be used unless more are in attendance.

Rooms are reserved based on number of attendance anticipated and subject to change with increase or decrease in event guarantee.

A 3% overset for events is available upon request.

## **DRESS CODE**

Guests of City Club are expected to dress appropriately for the occasion. Shorts, t-shirts, jeans, flip-flops and sneakers are not acceptable.

## **ENTERTAINMENT**

The Catering department is pleased to offer entertainment suggestions for your event.

Please ask your entertainers to contact Heather Puckett regarding staging needs, entry procedures, and electrical requirements. Fog machines and special effect equipment may not be used without prior approval by the Catering Director.

## **BANQUET AND MEETING ROOMS**

Because other groups may be utilizing the same room prior to or following your event, please adhere to the agreed upon terms. Should your schedule change, please contact Heather Puckett and every effort will be made to accommodate your needs.

All functions are required to have a beginning and ending time. Functions that exceed the designated ending time will be assessed additional fees. Events in the Ballroom and Oak Room that exceed their scheduled time will be billed \$300 per each hour beyond the designated ending time. All events in other Banquet rooms will be charged \$50 per each half-hour beyond the designated time. Banquet room rental charges are subject to sales tax. Additional meeting space required will be charged accordingly.

There will be a minimum of \$100 per room reset charge for each request to change the approved set-up of a meeting room once the room has been set as originally agreed. In order to efficiently manage the events scheduled, the rooms may be set up at least 24 hours prior to any event. This includes linens, chairs, place settings and wine glasses.

Audio-visual needs may be arranged through the catering office.

## SECURITY

The City Club shall not assume responsibility for damage to or loss of any merchandise or articles. Security is required for proms and fraternal events. Club Manager reserves the right to require security for any event. Arrangements may be made prior to the event through the Catering Director.

## DECORATIONS

All decorations must be supplied at the expense of the host. Deliveries to the club must be coordinated through the Catering department and/or Heather Puckett. No nails, heavy tape, staples or tacks may be used on walls, ceilings or furniture. Confetti, sparklers, and open flame candles are not permitted. White Fresh rose petals can be thrown outside the building per Sundance Square management policy. Dried rose petals are also a good alternative. Bubbles may only be used outside the building. Event signs are prohibited in public areas of the club, including the business towers and elevators. All décor and misc. items provided by vendors/host must be removed at the conclusion of your event.

## VENDOR INFORMATION

All Vendors must have a liability insurance policy of a million dollars with City Club and City Center Development Co. L.P. as additional insured entities. All Vendors must have Catering Department Clearance to access the building. City Club Staff must be present while vendors are on property. Vendors must use allocated entrance and check in with Security to get access badges. Once the equipment is unloaded the vendor will need to move the vehicle so it does not obstruct the ramp or platform. Vendors must return badges to Security upon leaving City Club.

### City Club Hours

#### **MONDAY - FRIDAY**

8a.m. - 9p.m.

Saturday

4p.m. - 9 p.m.

### Loading Dock Hours

#### **MONDAY - FRIDAY**

6a.m. - 10 p.m.

Saturday

7a.m. - 3 p.m.

Additional times are available if coordinated with Catering Department, and or Heather Puckett. We require that all equipment, floral set-up or special rental items be removed the evening of the event. City Club allows for the tear down of each event not to exceed one hour. Please note that there will be an overtime fee applied to the final invoice for any vendor that stays passed one hour.

In order to efficiently manage the events scheduled, the rooms may be set up at least 24 hours prior to any event. This includes linens, chairs, place settings and wine glasses. Please note that there is a reset fee of at least \$100 for any change made 24 hours prior to the event.

Any damage incurred will be the responsibility of the person in charge of the event, and charges will be applied. See Indemnification Agreement Enclosed for more details.

## CANCELLATION POLICY

In the event of cancellation four months out or less, a cancellation fee of 50% of estimated charges will be required. If a menu has NOT been set then we will base charges on the food minimum set for your event. Cancellation within two weeks of your event will result in a charge of all food items and room fees. **If a deposit is required, the deposit is non-refundable.** If the wedding date is changed 3 months out or less to above date, the initial deposit will be forfeited.\*

## PAYMENT AND BILLING ARRANGEMENTS

50% of all estimated charges will be **due four months prior to the function.** If a menu has NOT been set then the charges will be based on the room minimum contracted for your event. Estimated Charges include room rental, food, bar estimate, cake cutting fees, attendant/bartender/cashier fees, vendor payments and deposits, service charge, applicable taxes and all rental items. Estimated charges will be calculated based on estimated guest count listed on contract unless a signed BEO is on file with the Catering Department. The remaining 50% of all estimated charges will be **due one month prior to the function date.** City Club will update the event order with final numbers once the guarantee is turned in and at that time, any outstanding estimates must be paid before your event. Discrepancies on invoices must be reported in writing to Catering Manager within 30 days of invoice date. After 30 days, invoices will be considered accurate and host will be liable for the balance.

City Club reserves the right to cancel any event with delinquent payments. Host(s) of any event canceled by City Club due to delinquent payments will be responsible for 100% of all estimated charges. All accounts not paid in full within 30 days of date of invoice shall accrue interest at the rate of 1.5% per month. If the host defaults in payment of bills, such bills may be turned over for collection. Host shall then be totally liable for all fees and sums charged by the collection agency or attorney. If

any suit or other judicial proceeding is instituted or brought or if collected through probate or bankruptcy proceedings, client shall be totally liable for all attorneys' fees and court costs incurred by City Club in said bills.

## **PARKING**

Parking is available in Garage I located at the 200 block of Commerce and Garage II located at Calhoun Street between 3<sup>rd</sup> and 4<sup>th</sup> streets. City Club may arrange for guest parking to be charged to the host's account or guests may pay upon conclusion at the exit gate.

There is no charge for parking after 5:00PM or on Saturdays.

City Club can assist groups if they would like to arrange valet parking for their guests.

## **SMOKING**

City Club is a non-smoking facility. Smokers may go to Street level to smoke.