

# CITY CLUB

F O R T W O R T H

## GENERAL CATERING INFORMATION FOOD AND BEVERAGE

Gourmet and custom menus are available upon request. Off-premise catering is a specialty of City Club, additional surcharges may apply. Guests may not bring food or beverage (alcoholic or otherwise) into the club from outside sources, wedding cakes are an exception. Excess food and beverage may not be taken from the club. Pricing is based on a maximum of two hours of food display.

Prices are subject to change without notice and will be confirmed four months prior to the event. State Sales Tax will apply to room rentals, resources, and food and non-alcoholic products. A 22% service charge will be added to all food and beverage purchases. We require 1 bartender per 75 guests at the rate of \$130 per bartender (covers a four hour party).

### TASTINGS

City Club will provide complimentary tastings for 2 people for a plated meal. Additional guests are charged \$25++ each with a limit of 6 people. All Wedding Package/Buffer Tastings 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. See contract for more about scheduling a tasting.

### 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.

### DRESS CODE

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

### 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 with the Catering Department.

### SMOKING

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

## BANQUET AND MEETING ROOMS

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, Terrace and Oak Room that exceed their scheduled time will be billed \$500 per hour beyond the designated ending time for groups of 200 or less. Events in the Ballroom and Oak Room for groups of 200 or more that exceed their scheduled time will be billed \$800 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.

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 48 hours prior to any event. This includes linens, chairs, place settings and wine glasses.

## DECORATIONS

All decorations must be supplied at the expense of the host. Deliveries to the club must be coordinated through the Catering department. No nails, heavy tape, staples or tacks may be used on walls, ceilings or furniture. Confetti, sparklers and open flame candles are not permitted. Fresh white or ivory rose petals can be thrown outside the building per Sundance Square management policy. Dried rose petals are 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.

If City Club rents or orders something on your behalf, you are responsible for full payment and all deposits necessary to obtain equipment, linens and décor. If such items are lost or damaged and cannot be replaced by the standards of the rental company, you will be responsible for any replacement or damage fees. All décor and misc. items provided by vendors/host must be removed at the conclusion of your event. We suggest bringing bags and boxes to assist with the removal of décor items. If necessary, City Club can provide a cart to be checked in/out for easy delivery to your vehicle. Items left will not be the responsibility of City Club and will result in a storage fee of \$50.00 per day. 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 anyone that stays past one hour.

## 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 the charges will be based on the room minimum contracted for your event. Cancellation within two weeks of your event will result in 100% of estimated charges. If a deposit is required, the deposit is non-refundable and will not be applied to cancellation fee. If the contracted event date is moved within 4 months out or less of contracted date, the initial deposit will be forfeited.

## PAYMENT AND BILLING ARRANGEMENTS

City Club does not accept credit cards for initial deposits, estimated charges or final payments. A credit card is required to secure the space and may be charged at the conclusion of the event if the account is not paid in full after 30 days of statement date. Personal checks, money orders and cashier's checks are all accepted as forms of payment.

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, 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. See contract for more payment policies.

## 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. 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. See contract for more about vendor policies.

## 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. There is no charge for parking after 5:00 PM weekdays or on all day on weekends. City Club can assist groups if they would like to arrange valet parking for their guests.