

## University Club of Grand Rapids RECEPTION POLICIES

The University Club of Grand Rapids is a great place to have a reception. You can be certain the evening will be coordinated with the utmost attention to detail. We are very flexible and to insure the evening goes as planned, with no surprises, it is important we communicate well. Please take a moment to read the following rules and regulations:

### **PARKING/ENTRY**

1. Parking is included with dinner or a fifteen dollar per person minimum food purchase (after 5 PM) in the Fifth Third Bank ramp, adjacent to the building. See manager for special requests. Parking is not included prior to the evening of the event; a discount is available.
2. Parking spaces are guaranteed. Parking is available on all three levels of the Fifth Third Ramp.
3. The Fifth Third Bank entry doors are locked on weekends, but will be open for your scheduled event. If you (or your florist, cake delivery, DJ, etc) need to gain entry to the building prior to your scheduled reception time, you must notify the club at least one day before in order to make the necessary arrangements with building security personnel to insure ease of entry.

### **GUESTS COUNT**

1. A tentative count must be given at least two weeks prior to the scheduled event. **A final count must be given no less than one week prior.** In the event you do not give us a final count, we will assume the number of guests has not changed from your tentative count and you will be charged accordingly.  
*Assigned Seating – table count and total number of guests seated at each table must be submitted with the final count. It is also helpful to know where special meals, highchair, booster and wheel chair placement are located at each table. Adjustments on the individual tables may be made any time the week prior.*
2. Parties of 180 people will have use of the Main Dining Room and Fireside Room. Usage of the Front Lounge is not included for parties booked fewer than 180 people.
3. Additional space may be reserved for parties under 180 people for an additional fee. The North, South and West Lounges may be reserved for \$200 each. **These rooms must be reserved and paid for upon booking your event.**
4. Parties over 180 and up to 200 are given the North and West Lounge automatically and parties over 200 automatically get the entire Lounge at no extra cost. Parties over 250 will have use of the entire Club.
5. Parties of 300 people, with a head table, will have seating on the dance floor.
6. **Additional room fees must be paid at the time of the initial deposit to hold these areas.**

### **DINNER**

1. All sit-down dinner entrees include a starter, vegetable, starch, rolls, coffee, hot tea, ice tea. Vegetarian options and Children meals are available upon request. Your choice and count for any specialty entree(s) must be given 2 weeks prior to your event.
2. Split entree choices (not combination plates) will have a \$3 per plate surcharge. Three entrée choices will have a \$4 per plate surcharge, and so on. Vegetarian or children's meal options are an exception. It is our recommendation that parties over 100 people do not have Split entrée choices. Individual counts on your selected entrees must be given with the final count. A place card must be at each place setting designating the entree choice of each guest. Overages will be charged accordingly.
3. Buffet options are available. Generally, the cost per person for a full dinner buffet will be the price of the most expensive entree choice plus a \$3 surcharge. Hors d'oeuvre receptions will be priced according to the cost and quantity of selected items. They may be replenished throughout the evening. Dinner buffets will be available for no more than one hour from the time the first person visits the buffet line.
4. You must determine the time your guests are to be seated for dinner prior to the evening of your reception. You will be charged \$100 for every ½ hour delay.

### **BAR**

1. There are no bartender fees other than exceptions described below in sections 8, 9, and 10.
2. We will design the bar to fit your requests. You may choose different options of bar service for each time period (e.g.: before, during, after dinner). There is an after dinner bar beverage minimum of \$500.

Punch may be included in the bar service minimum. **This is not an additional fee it is a minimum if you choose to use the club more that one hour after dinner.**

3. House and call liquors and house wines are charged by the tenth of a bottle, *not the full bottle*.
4. Keg beer is available in ½ or ¼ barrels. You will not pay for untapped beer. However, you will be billed for a full keg if tapped. Not all beers are available by the keg.
5. **There are no additional fees for staff to pass wine or beer prior to dinner.**
6. The Club will not serve alcohol to people under the age of 21 years of age. In the event that a person under 21 should somehow acquire an alcoholic beverage we would very much appreciate it if you would report it to a manager on duty.
7. To prevent over consumption of alcohol, it is the management's recommendation that you or your DJ do not announce "Last Call".
8. It is the management's recommendation that the bar be closed during a sit-down dinner and reopened after dessert. If you choose to have bar service during a sit-down dinner, there is a \$100.00 per hour bartender fee.
9. One bar will be available for the reception. If you choose an additional bar be open a fee of \$100.00 per hour will be applied.
10. The bar should close by 11:30 PM in order to vacate the premises by 12:30 AM. In the event that you choose to have the bar open later, there is a \$100 fee for each additional ½ hour the Club remains open after this time.

### CAKE

1. You are welcome to bring your own cake. We will cut and serve your cake for \$2.00 per person or cut-only and place on buffet for self service for \$1.00 per person. Any other dessert options, not provided by the club are also subject to the \$1.00 per person fee since a table, plates, silverware and napkins are provided, cleared and cleaned. We will box any leftover cake as well as your anniversary cake and return them to the gift table for your convenience. **The Club is not responsible for cake parts left overnight.**
2. To insure a timely dinner schedule, the ceremonial "cake cut" should take place prior to dinner service.
3. If you would prefer to cut the cake after dinner there will be a \$100 surcharge. Some exceptions apply. Please advice us if we need to provide a knife/server for your cake cutting ceremony.

### DECORATIONS

1. You may bring your own flowers, candles and favors. **You are responsible for the set-up, removal, boxing, clean-up and returning of your items including the lighting of the candles.** An additional cleaning fee will be applied if excessive clean-up is necessary.
2. For your convenience you may bring your decoration items the day before your event. Please note that often the tables and rooms are on their way to being set-up the day before or the morning of your reception but we do not guarantee complete set-up until one hour prior to arrival of guests.
3. Votive candles, vases, mirrors and many other items are available through the club. See the "RENTAL ITEMS" category for prices and details.
4. You may use our simple, fresh flowers (in small glass vase) on each table at no additional charge.
5. Included with your event is a white table cloth and variety of colored napkins for you to choose from. There is an **extra \$3.00 charge per table** if you wish to have an ivory or black overlay or underlay cloth. Additional tablecloth colors are available for \$5.00 to \$7.00 per table.
6. All skirting is provided at no additional fee.
7. Gift table, guestbook table and entry tables are complimentary.
8. Confetti and sparkle dust are prohibited. A \$200 cleaning fee will be applied if so.

### SMOKING

1. Although the Fifth Third Bank building is a non-smoking environment, the University Club allows smoking in the annex of the Press Club Lounge.
2. If you wish to prohibit all smoking during your event or after dinner only, the Club will be happy to accommodate your wishes. Guests will then have to exit the building to smoke.
3. Cigar smoking is not allowed in any area of The Club.

## **MISCELLANEOUS**

1. The Club is guaranteed at 4 PM on Saturday evenings. In most cases, however, access is granted the prior day or morning of the event. Please be aware that the rooms, table settings and their condition will not be completed until one hour prior to your event.
2. In the event that you are able to decorate the day prior, the University Club does not pay for the parking.
3. Food and beverage, other than that supplied by the Club, is not permitted without management permission. Handling fees will be determined accordingly. Drinking liquor/beer items not provided by the Club will result in additional fees.
4. There are additional fees for any food, nuts, mints, etc, brought into the Club.
5. Assigned seating is easily accommodated. We will be happy to arrange your place cards on a table in the entryway. Please have them in alphabetical order.

## **RENTAL ITEMS**

1. Votive candles with glass holders are available through the club at a cost of \$1.00 per unit. We will place, light and clean up candles and holders. If you should choose to use you own, we are not responsible for placement, lighting or collecting them at the end of the evening.
2. Mirrors are available for \$2.00 per table
3. A stage is available with a \$20.00 per section fee. (i.e. A head table of 10 people will need 5 sections.)
4. Dance floor fees range from \$200 -\$300.
5. Audio Visual items: LCD projector, screen and AV Cart: \$150.00. Screen and AV cart only: \$20.00. Laptop: \$100.00
6. Silver mint julep cups may be rented for \$2.00 each
7. Chair covers: with ivory or black bows, \$4.00 plus tax and service. All other color bows, extra \$1.00

## **DEPOSITS**

1. A short-term tentative hold may be accommodated on a particular date.
2. Upon securing the date, a confirmation letter will be sent along with a copy of our reception policies. This letter must be signed by you and the member sponsoring your event. See below on membership
3. The signed confirmation letter is returned along with the first \$1,500.00 deposit and any additional room charges that may apply together with the membership application. (See "Membership"). **Room charges or minimums do not apply if you stay within the counts allocated.** See "Guest Count" for rooms automatically included with specific counts.
4. A second \$1,500.00 deposit is due six months prior to the event.
5. The third \$1,500.00 deposit is due 30 days prior. The deposit will be deducted from the final bill. The final payment must be received within 30 days after the reception to avoid finance charges.
6. We accept Visa, Master Card and Discover.

## **MEMBERSHIP**

1. A special "trial membership" may be easily obtained for a flat rate of \$240.00 for one year. Your service charge (gratuity) will then be reduced from 25% down to 19%.
2. In order to have an event at the University Club, you or a close relative must be or have a member sponsor. If you or a parent are not related to the member sponsor (i.e. are not paying the bill), the service charge is 25%.
3. A member of one of our many reciprocal clubs may also have a function or sponsor a function here at The University Club. The service charge is 25%.

## **PRICE QUOTATIONS**

1. Any prices quoted are subject to change. Food and beverage pricing will not be locked in until three months prior to the event.