

## 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 (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 day of the event.
2. Parking spaces are guaranteed. Parking 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 two weeks prior to the scheduled event. A final count must be given 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.*
2. Parties of 160 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 160 people.
3. A section of the lounge may be reserved for \$200 for parties under 160 pp if desired. Both lounges may be reserved for \$400. These rooms must be reserved and paid for upon booking your event.
4. Parties between 160 and 200 will get the North and West Lounge. Parties over 200 will get the entire Lounge with additional fees. Parties over 230 will have use of the entire Club.

### **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. 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.
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.
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 fee 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 full, ½ or ¼ barrels. You will not pay for untapped beer. However, you will be billed for a full keg if tapped.
5. There are no additional fees for staff to pass wine or beer.
6. The Club will not serve alcohol to people under the age of 21 years of age. In the event that a person over 21 should get a minor an alcoholic beverage we would very much appreciate it if you would report it to a manager on duty.

7. 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.
8. To prevent over consumption of alcohol it is management recommendation that you or your DJ do not announce "Last Call."
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 and the premises vacated by 12:30 AM. There is a \$100 fee for each additional ½ hour the Club remains open after this time.

### **CAKE**

1. Cakes are available through the Club at a pre-determined price with no additional cake-cut fee.
2. 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. We will provide plates and silverware as part of this cake service and will box any leftover cake as well as your anniversary cake. We will also return your cake parts to the gift table area where you can conveniently take them home that evening.  
**The Club is not responsible for cake parts left overnight.**
4. To insure a timely dinner schedule, the ceremonial "cake cut" should take place prior to dinner service. If you would prefer to cut the cake after dinner there will be a \$100 surcharge.
5. Please advise us if we need to provide a knife/server for you 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.** 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 the tables and rooms will not be set the day before.
3. Votive candles with glass holders are available through the club at a cost of \$1 per unit. We will place, light and clean up candles/holders. If you should choose to use your own, we are not responsible for placement, lighting, or collecting them at the end of the evening.
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 double tablecloths (overlay or underlay).
6. All skirting is provided at no additional fee.
7. Gift table, guestbook table and entry tables are complimentary.
8. No confetti of any sort. A \$200 cleaning fee will be applied if so.

### **SMOKING**

1. The Fifth Third Bank building is a non-smoking environment. The University Club allows smoking only in the annex of the Press Club Lounge.
2. If you wish to prohibit all smoking during your event, the Club we will be happy to accommodate your wishes. Guests will then have to exit the building to the parking lot to smoke.
3. Cigar smoking is allowed only if the entire Club is booked.

### **MISCELLANEOUS**

1. The Club generally is not available before 5 PM on Saturdays. In most cases 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. 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.
3. Assigned seating is easy to accommodate. We will be happy to arrange your place cards on a table in the entryway. Please have them in alphabetical order.
4. A stage is available with a \$20.00 per section fee. (ie. A head table of 10 people will need 5 sections.)
5. Dance floor fees range from \$200-\$300.