

Banquet Policies



DEPOSIT: Based on the date and/or size of your event, a non-refundable deposit of \$500 may be required at the time a reservation is made. Without this deposit, there is no guarantee that a space will be held for you. This deposit will be applied as a credit to the final cost of your function.

PAYMENT: All banquet charges will be billed to the account of the University Club member hosting or sponsoring the event. A detailed invoice will be sent to the event contact for payment. Duplicate copies of the invoice will be provided upon request. Payment in full is due immediately upon receipt of the invoice. The sponsor's account will be credited only upon receipt of payment.

BOOKING PROCEDURE: To ensure the accurate communication of information necessary in making your function as successful as possible, we prefer to work with one person in the planning of your event. The Catering Department must be notified of meal selection, estimated number of guests, room arrangement, equipment requests and all other details no less than three weeks prior to your event.

GUARANTEE POLICY: The University Club must be notified of the exact number of guests attending a function by 12:00 noon, two business days prior to your event. ***This number will be considered your guarantee, and may not be reduced after this time.*** If no guarantee is received by the Catering Department prior to this deadline, the University Club will consider your last indication of expected guests to be the guarantee. The guaranteed number is the established minimum number for billing purposes on all functions. If fewer guests attend than the number guaranteed, you will be charged for 100% of the guaranteed number.

The University Club will set up and prepare for 5% above the guaranteed number of guests. If the number of guests attending exceeds the guarantee plus 5% allowance, you will be charged at 1.5 times the per-person cost of the event for the "extra" guests. The University Club reserves the right to substitute other available food and services if necessary in the event the number of guests exceeds 105% of the guaranteed number of guests, or when the guaranteed number is received less than two business days prior to the event.

CANCELLATION POLICY: If an event is canceled between 21 and 8 days prior to the event, you will be assessed a full room charge; between 7 and 3 days prior to the event you will be assessed 50% of your estimated number of guests; within 48 hours of the event you will be assessed 100% of your estimated contract or guarantee.

PRICE QUOTATIONS: Price quotations, verbal or written, are subject to change due to fluctuation in food costs or increased costs of operation. Confirmed prices will be quoted 30 days in advance of the function. ***All food and beverages served are subject to a 20% service charge and 6% Michigan sales tax.*** Groups requesting tax exemption must complete a tax-exemption form prior to the date of the function.

FOOD AND BEVERAGES: All federal, state, and local laws pertaining to food and beverage purchases or consumption are strictly adhered to. All food and beverages must be purchased from the University Club by prearrangement with its Catering Department. No food or beverages of any kind, with the exception of pre-approved specialty items (such as wedding cakes), may be brought into the University Club by club members, guests, or others. In these cases, plating charges may apply. The University Club prepares the quantities of food and beverages based on the guaranteed number of guests, in ample amounts to ensure that all guests at the event enjoy an attractive selection of food. ***Leftover food or beverages may not be taken from the premises due to state health regulations.***

All alcoholic beverages must be served by a University Club employee and consumed on University Club premises; open beverage containers or glasses may not be taken out of the Club. ***In accordance with the General Rules of the Michigan Liquor Control Commission, all beer, wine and liquor served on the premises of the University Club must be purchased from the University Club.*** No alcoholic beverages will be served to persons under the age of 21. The University Club reserves the right to discontinue service of alcoholic beverages to any group or individual guest, without refund of packaged pricing, should University Club personnel determine that to continue such service would not be in the best interest of the guest or of the Club.

MULTIPLE ENTRÉE SELECTIONS & SUBSTITUTIONS: The event host will select one entrée to be served to all guests attending the event. If multiple entrée selections are ordered, a multiple entrée charge of \$2 per person will be assessed for two selections; \$4 per person for a three-selection menu. Substitutions may be made for guests with special dietary needs or religious restrictions at no additional charge.

SMOKING POLICY: The University Club and Henry Center for Executive Development are smoke-free facilities. Smoking is permitted outside of the building's front entrance only. No smoking is allowed on the pool deck when the pool is open for member use.

Banquet Policies (cont'd)



PRIVATE PROPERTY: The University Club does not allow anything to be affixed to any walls, floors, ceilings, or room furnishings with nails, tape, staples, or any other substances. The Club member host or sponsor of an event assumes responsibility and will be billed for any and all damages to or loss of property from the function room or other areas of the Club caused by the guests, invitees, staff, independent contractors, or any others affiliated with the sponsored function. No fireworks, fire hazards, glitter, rice, birdseed, or confetti is allowed on the University Club premises.

PERSONAL PROPERTY: The University Club does not have space available to store personal property, equipment or supplies belonging to or rented by the member before or after scheduled functions. All such items must be removed from the Club immediately following the function. The University Club will not assume or accept responsibility for damage to or loss of personal articles or rented equipment left in the Club prior to, during, or following any function.

BUSINESS HOURS: The University Club is open for private event service Tuesday through Saturday, 7:00 a.m. to 1:30 a.m. The Club is also open Monday, 7:00 a.m. to 5:00 p.m., and will consider accommodating private banquet events of 30 or more people after 5:00 p.m. at the discretion of the Catering Department. In addition, the University Club is able to accept private banquet reservations on a limited basis on Sundays. Please consult with the Catering Department.

CLOSING: All bands or other entertainers must finish their last set by 1:00 a.m. All banquet rooms must be vacated by 1:30 a.m. Last call will be given on all cocktail service no later than 12:30 a.m. The University Club reserves the right to control all functions held on Club premises and to discontinue service of alcoholic beverages at any time if, in the judgment of Club management, it would be in the best interest of the Club and the guests to do so.

ROOM ASSIGNMENT AND CHANGES: The University Club's private meeting rooms are reserved for members at the discretion of the Catering Department based on other bookings and attendance estimates given at the time of the initial booking. **The University Club reserves the right to relocate any function to an alternate room within the complex,** including rooms in the James B. Henry Center for Executive Development. A \$50 change fee will be charged for room set-up changes requested less than two business days prior to the event.

AUDIO-VISUAL SERVICES: A complete line of Audio-Visual (A/V) equipment is available, but must be ordered at least 48 hours in advance. Please discuss your needs with the Catering Department. A \$50 change fee will be charged for A/V set-up changes requested less than two business days prior to the event.

CHAPERONES: The University Club reserves the right to require hosts to provide chaperones or security personnel, at the host's expense. If required hosts or chaperones are not provided, the University Club reserves the right to provide the chaperones at the host's expense, or to cancel the event.