

Private Rooms



Room Set-Up

The University Club offers banquet rooms with seating capacities ranging from 10 to 400 guests per room (or more, when utilizing connecting rooms) for members' private use. Standard set-up services include use of the room for the designated period of time; set up and use of tables, chairs, and house linens; service of ice water and glasses; clean up and room breakdown. Available University Club rooms and approximate maximum capacities for some standard set-ups are listed below.

Room Name	Reception Style	Banquet Rounds	Theater Style
Founders Room	N/A	16	20
Fireplace Room	100	96	100
Shibui Room	175	150	175
Ballroom	250	225	250
Main Dining Room	400	350	400

IMPORTANT NOTE: Please keep in mind that actual capacity depends on the overall room set-up. Additional items like dance floor, registration area, head table, audio-visual equipment, décor, display tables, etc. will reduce the capacity of your room.

Set-Up Fees & Policies

Room set-up rates are charged for use of a room, including time prior to or following an event for set-up and removal of materials, decorations, entertainment, or audio-visual equipment. Charges are based on the following periods:

- Business days (Monday - Friday, 8:00 a.m. - 5:00 p.m.)
- Weekend days (Saturday - Sunday, 8:00 a.m. - 3:00 p.m.)
- Evenings (5:00 p.m. - 12:00 midnight)

Groups reserving a meeting or banquet room for both the day and evening periods, or portions of both, will be charged for both time periods. Charges per period are as follows:

Lower Level Rooms:

Founders Room.....	\$100
Fireplace Room.....	\$250
Ballroom	\$450

Upper Level Rooms:

Shibui Room	\$350
Main Dining Room...	\$500/\$1,000 (non-member events)

Henry Center Rooms:

Please contact the Catering Department at (517) 353-5112.

Waiver of Set-Up Fees

The set-up fees will be waived for private member-hosted events in any room except the Main Dining Room and Henry Center rooms, providing the member is present to sign for all charges, whenever:

- An entrée selection from the banquet menus is served to a group of 15 or more people, **OR**
- The food and non-alcoholic beverage charges equal \$15.00⁺⁺ or more per person for a group of 15 or more people

Set-up charges for private rooms will apply, with or without food service, in the following situations:

- For reciprocal club members
- For non-members hosting an event at the Club under a member's sponsorship
- For use of the Henry Center Rooms and the Main Dining Room (see below)
- When served a meal from the Club's à la carte restaurant menu in a private room
- When a group reserves a meeting room and then dines in the Club's à la carte dining room

Any group reserving more than one room for a function will be charged for the set-up of all rooms but the one in which meals are served (in accordance with the policies outlined above).

Main Dining Room

The University Club's Main Dining Room is reserved for member dining service. However, it may be reserved for a private member event at the discretion of the Catering Department for a set-up fee of \$500 (\$1,000 for sponsored non-member events). If an event in the Main Dining Room does not meet the \$15.00⁺⁺ per person food and beverage service minimum, an additional \$500 room set-up charge may be assessed. Should the guarantee for a function booked in the Main Dining Room fall below 200 guests, the University Club reserves the right to relocate the function to an alternate room within the complex.