

Your Special Day

Congratulations on your Engagement!

On behalf of the Austin Club, congratulations you on your forthcoming wedding.

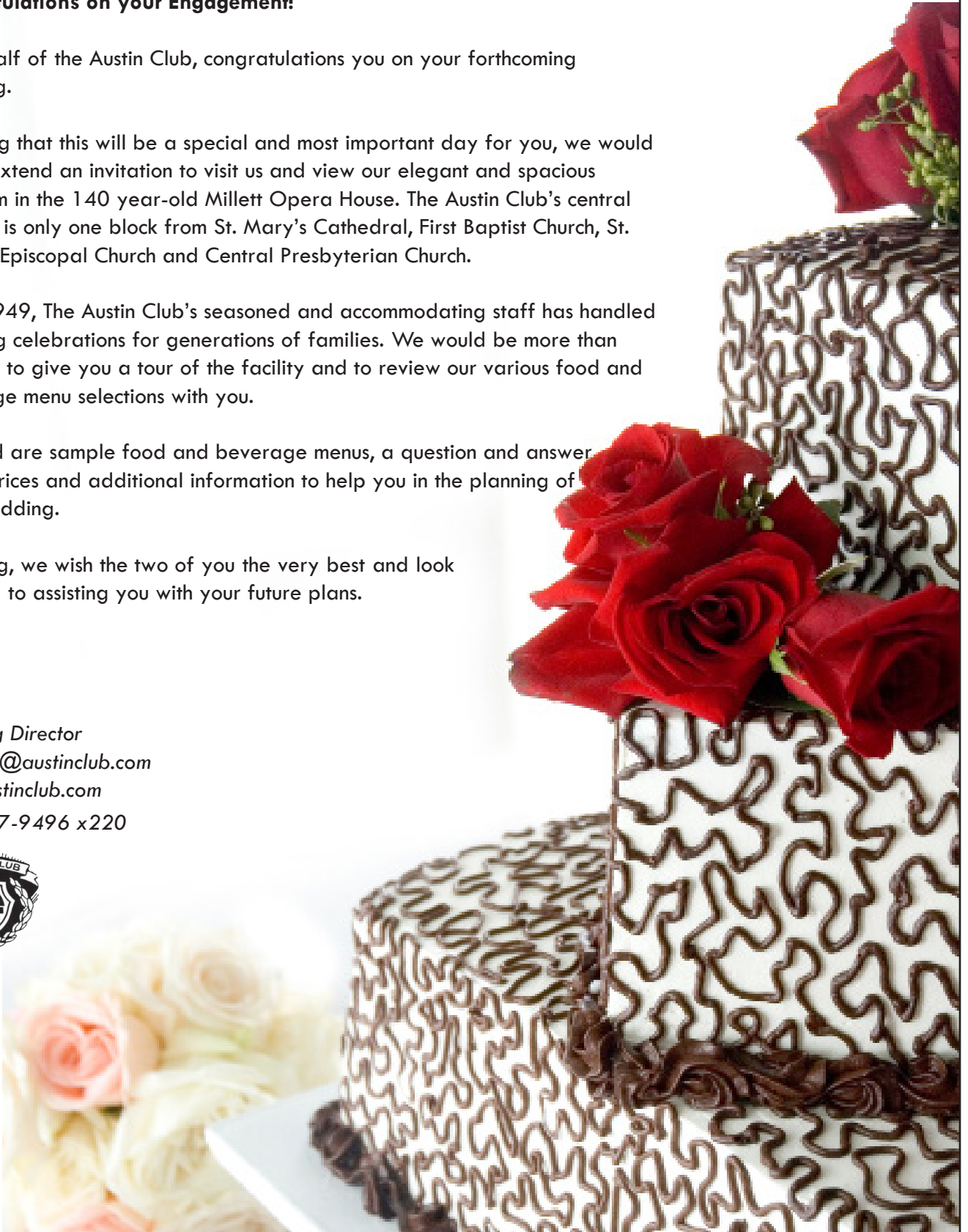
Realizing that this will be a special and most important day for you, we would like to extend an invitation to visit us and view our elegant and spacious ballroom in the 140 year-old Millett Opera House. The Austin Club's central location is only one block from St. Mary's Cathedral, First Baptist Church, St. David's Episcopal Church and Central Presbyterian Church.

Since 1949, The Austin Club's seasoned and accommodating staff has handled wedding celebrations for generations of families. We would be more than pleased to give you a tour of the facility and to review our various food and beverage menu selections with you.

Enclosed are sample food and beverage menus, a question and answer sheet, prices and additional information to help you in the planning of your wedding.

In closing, we wish the two of you the very best and look forward to assisting you with your future plans.

Catering Director
catering@austinclub.com
www.austinclub.com
512-477-9496 x220

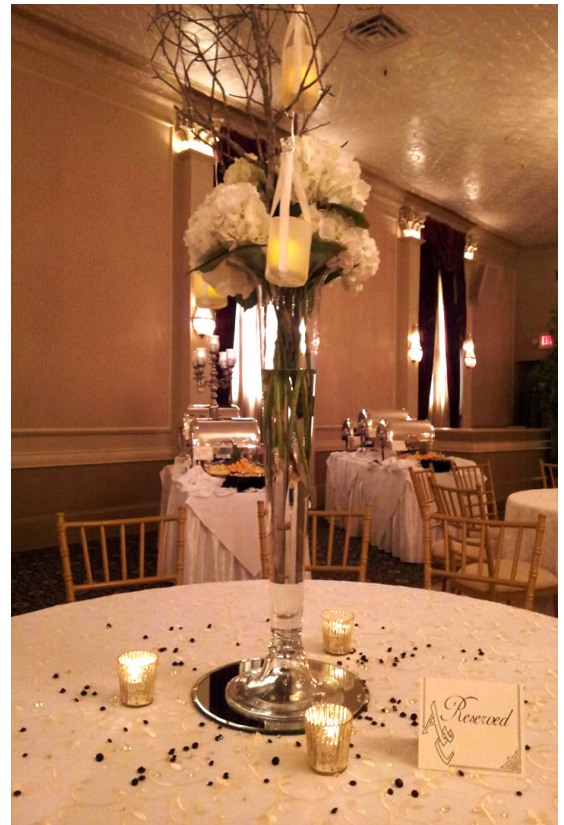


Medallion Ballroom

The Historic Millet Opera House has added style and grace to downtown Austin for 120 years. The Austin Club came into existence in 1949, and moved into the Millet building in 1980. The seasoned and accommodating staff have handled wedding celebrations for generations of Austin families.

The traditional and elegant Grand Medallion Ballroom has high ceilings and five giant chandeliers sparkling over the huge dance floor. The mahogany bar is a replica of one found in England, and there is even seating on a balcony overlooking the city street. Plenty of room to celebrate!

But there is much more to The Austin Club than beauty and character. There is a sensitivity that comes only with experience. The Chef is classically trained and both the Catering Director and Banquet Manager have been orchestrating weddings in Austin for over twenty years. It is a perfect place for a wedding reception.



Hors d'Oeuvres Buffet Selection

Design Your Own Package

Included with Each Package:

A tray of Domestic and Imported Cheeses, garnished with grapes, berries, assorted nuts and dried fruit, served with assorted crackers, wafers and sliced French bread

Package A: \$48.95 per person
Please select 5 hot and 5 cold selections

Package B: \$44.50 per person
Please select 4 hot and 4 cold selections

Hors d'oeuvres packages are refilled for two (2) hours
Above prices do not include tax or 22% service charge.

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Cold Hors d'oeuvres

Goat cheese and honeycomb on a pear crisp

Classic deviled egg, paprika and chive

Caprese skewers, Mozzarella di bufala, sun dried tomato, torn basil

Avocado toast points, dusted with togarashi spice on black bread

Traditional smoked salmon canape, fresh dill, cream cheese and capers

Lime marinated shrimp and scallop ceviche shooter

Mini Maine lobster roll, with tarragon, shallot and chive

Tuna tartare, Asian pear, lemon oil, and chive in a spoon

Crab Louie endive cups, sieved egg, asparagus and tomato

Prosciutto-wrapped asparagus, whipped cream cheese and white truffle oil

Chicken liver mousse on toast, fresh fig and sea salt

Steak tartare, spoon shallots, cornichon and curried Dijon mustard

Spinach and artichoke dip tartlet on Parmesan crisp

Mini potatoes Hasselback, crème fraiche, chive and sea salt

Feta cheese, watermelon and blueberry bite

Note: Hot & Cold selections are stationed around the room.

Passage of selected items will incur an additional labor charge of \$150 per guest.

Hors d'Oeuvres Buffet Selection

Hot Hors d'oeuvres

Herbed shrimp scampi and fried farfalle pasta on a skewer
New England style crab cakes, chipotle aioli
Fried shrimp toasts, charred scallion and sesame
Chicken, bacon, jalapeno skewers with smoked tomato butter
Fried chicken and waffle bites, spiced maple butter
Quail poppers with smoked bacon, jalapeno, and cranberry reduction
Chicken fried chicken bites, country gravy drizzle
Mini beef Wellington, creole béarnaise drizzle
Kobe sliders with cheddar and chipotle aioli
Grilled steak and shishito pepper yakitori skewer, sesame glaze
Grilled chicken and poblano pepper, ginger glaze
Prosciutto, pear and bleu cheese flat bread, arugula and chili oil
Grilled lamb meatball on a skewer with tzatziki and dukkha (contains nuts)
Traditional meatball, barbecue sauce
Smoked tomato bisque in a deitasse cup, mini grilled cheese
Mushroom and Gruyere flat bread, jam of onions and fine herbs
Grilled scallion, shiitake, and sweet pepper skewer, sesame glaze
Pomme frites, condiments of ketchup, mayonnaise and dijon mustard

Note: Hot & Cold selections are stationed around the room.
Passage of selected items will incur an additional labor charge of \$150.00

Supplements

These optional supplements to accompany Hors d'oeuvres Buffet packages

Carving Station, staffed by Austin Club Carver

All carved items include soft cocktail rolls, horseradish, Dijon mustard, and mayonnaise sauces.

Peppered Beef Tenderloin	\$24 per person
Prime Rib of Beef	\$21 per person
Pork Loin	\$18 per person
Breast of Turkey	\$16 per person

Jumbo Gulf Coast Shrimp , 16/20 per pound	\$60 per pound
Oysters: choice of Rockefeller or on the half shell	\$460 per 100
Steamed and Halved Lobster Tails	\$21 per piece

Masher Bar

Garlic mashed potatoes, with assorted toppings, butter, sour cream, scallions, bacon, shredded cheddar cheese, crumbled blue cheese, grilled corn and cream gravy
\$9 per person

Avocado Toast Bar

Assorted toasts (sourdough, wheat, and black), with crushed avocado and assorted toppings including sieved eggs, chives, radishes, sea salt, sprouts, diced tomatoes, cilantro, and spicy sauces
\$11 per person
\$13 with trout roe
\$14 with sliced prosciutto

Full Pasta Station (with cooking attendant)

Orecchiette and elbow pasta, marinara sauce, pesto and cheesy Alfredo, shredded Parmesan, green peas, garlic, Kalamata olives, roasted mushrooms, cherry tomatoes, spinach, bacon, and truffle oil
\$13 per person
\$16 with Grilled Chicken
\$19 with Shrimp

Fiesta Bar

Green chile con queso, fresh tortilla chips, house-made salsa, chicken flautas, beef quesadillas, mini pork tortas
\$16 per person

Cheese, Olive and Charcuterie Display

A selection of cow, sheep and goat cheeses, both hard and soft, along with assorted black and green olive varieties, sliced prosciutto and other cured meats, fresh and dried fruits, mustards, compotes and accompanying crackers and breads
\$21 per person

Hors d'oeuvres packages are refilled for two (2) hours
Above prices do not include tax or 22% service charge.

Please note: the service charge associated with food and beverage **IS NOT A GRATUITY**; this charge is used to offset employee benefits and a higher hourly wage.

Buffet Dinner Selections

Silver: \$55 per person

2 Hot and 2 Cold Hors D'oeuvres
3 Salad Selections
2 Hot Entrees
3 Side Dishes
Rolls and Butter

Gold: \$59 per person

2 Hot and 2 Cold Hors D'oeuvres
3 Salad Selections
2 Hot Entrees
3 Side Dishes
Includes Choice of: Masher Bar, Avocado Toast Bar or Pasta Station
Rolls and Butter

Diamond: \$68 per person

2 Hot and 2 Cold Hors D'oeuvres
3 Salad Selections
2 Hot Entrees
3 Side Dishes
Includes Choice of: Masher Bar, Avocado Toast Bar or Pasta Station
Includes Choice of: Roasted Pork Loin or Turkey Carving Station
Rolls, Butter, and appropriate Sauce Selection

Note: Hot & Cold selections are stationed around the room.
Passage of selected items will incur an additional labor charge of
\$150.00

Buffet Dinner

Hors d'Oeuvres Selections

Please choose the appropriate number according to your buffet dinner package selection.
The package includes each of the hors d'oeuvres chosen, per person, refilled, for one hour.

Cold Hors d'oeuvres

Goat cheese and honeycomb on a pear crisp
Classic deviled egg, paprika and chive
Caprese skewers, Mozzarella di bufala, sun dried tomato, torn basil
Avocado toast points, dusted with togarashi spice on black bread
Traditional smoked salmon canape, fresh dill, cream cheese and capers
Lime marinated shrimp and scallop ceviche shooter
Mini Maine lobster roll, with tarragon, shallot and chive
Crab Louie endive cups, sieved egg, asparagus and tomato
Prosciutto-wrapped asparagus, whipped cream cheese and white truffle oil
Chicken liver mousse on toast, fresh fig and sea salt
Spinach and artichoke dip tartlet on Parmesan crisp
Mini potatoes Hasselback, crème fraiche, chive and sea salt

Hot Hors d'oeuvres

New England style crab cakes, chipotle aioli
Chicken, bacon, jalapeno skewers with smoked tomato butter
Fried chicken and waffle bites, spiced maple butter
Quail poppers with smoked bacon, jalapeno, and cranberry reduction
Mini Beef Wellington, creole bèarnaise drizzle
Kobe sliders with cheddar and chipotle aioli
Grilled steak and shishito pepper yakitori skewer, sesame glaze
Prosciutto, pear and bleu cheese flat bread, arugula and chili oil
Grilled lamb meatball on a skewer with tzatziki and dukkha (contains nuts)
Traditional meatball, barbecue sauce
Smoked tomato bisque in a deitasse cup, mini grilled cheese
Mushroom and Gruyere flat bread, jam of onions and fine herbs
Grilled scallion, shiitake, and sweet pepper skewer, sesame glaze

Note: Hot & Cold selections are stationed around the room.
Passage of selected items will incur an additional labor charge of
\$150.00

Buffet Dinner Selections

Buffet Salad Selections

Classic Caesar with romaine, Parmesan, herb croutons, house-made dressing

Spicy Tuscan Kale with creamy harissa dressing, aged smoked Gouda, toasted pumpkin seeds

Grilled Trevino with Serrano ranch, candied pecans, French breakfast radish, fine herbs

Mixed Field Greens with pickled shallots, shaved fennel, watermelon radish, scallion,
sesame-yuzu citronette

Baby Iceberg Wedge with bleu cheese, smoked bacon, cherry tomato, tobacco onions

Orzo e Pesto with marinated radicchio, shaved Parmesan, toasted pine nuts

Traditional Greek Salad with Roma tomato, salted cucumber, purple onion, Kalamata olives, feta

Toasted Farro and Fennel with orange segments, baby spinach, pomegranate, chili-lime vinaigrette

The Austin Club 'Waldorf' with lettuce, marinated celery, grapes, green apples, walnuts,
broken lemon vinaigrette

Boston Lettuce carrot, cucumber, tomato, and avocado, avocado vinaigrette

Spinach Salad goat cheese, blueberries, candied pecans, red wine vinaigrette

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Entrees

Seafood:

Choice of pan roasted fish with choice of accompanying sauce

Fish Options: Scottish Salmon, Texas Striped Bass, Idaho River Trout, Wild Caught Cod

Sauce Options: Salsa Verde, Herb Veloute, Saffron Coconut Broth, Pistou, French Curry Sauce

Poultry:

Oven Roasted Chicken, with thyme butter and grilled lemon

Crispy Chicken Picatta, with lemon caper sauce

Stuffed Boneless Breast of Chicken w/Velute Sauce

Roast Breast of Turkey w/Classic Turkey Gravy

Seared Boneless Duck Breast, with cranberry-orange compote (additional \$9 per person)

Pork:

Braised Pork Shoulder Braciola, with spicy tomato sauce

Crispy Pork Loin Confit, with tart cherry glaze and brown butter pecan streusel

Smoked Tenderloin of Pork w/Raspberry Chipotle Sauce

Stuffed Loin of Pork w/Bourbon-Rosemary Sauce

Buffet Dinner Selections

Beef:

Red Wine Braised Boneless Short Ribs, with sauce bordelaise (additional \$6 per person)

Grilled Brisket (sliced), with chimichurri (additional \$9 per person)

Beef Stroganoff with buttered egg noodles

BBQ Brisket

Grilled Skewered Marinated Beef with assorted vegetables served on a bed of herb rice

Sliced Herb Crusted Roast Round of Beef accompanied with bordelaise sauce

Note: Carving Stations are available, please see Supplements page

All beef items are USDA Choice Black Angus.

USDA Prime is available for an additional \$10 per person

Side Dishes

Creamy potatoes au gratin

Buttery white bean fagioli alla Toscana rosemary and pecorino

Orecchiette chili oil, lemon oil and roasted broccoli rabe

Penne pasta with Alfredo cream and tossed with sautéed mushrooms and early peas

Garlic pommes purée

Crispy fried fingerling potatoes with rosemary and sea salt

Coconut rice, charred scallions, and fried garlic

Smoked andouille and crab fried rice

Fried Brussels sprouts with bacon and shallot

Steamed pencil asparagus lemon aioli and dill

Roasted French green beans fried garlic and oven-dried tomatoes

Roasted heirloom carrots with chili oil and dukkha (Egyptian nut & spice blend)

Seated Dinners

All seated entrée price includes salad, side dishes and rolls and butter

The Duet Plate of 2 entrees per plate may be selected and is limited to a total of 150 guests or less. [Duet Plates of any two entrees not noted as duet plate will incur an additional \$10 per plate.] Choice of two entrees is limited to a maximum of 150 guests and color coded cards must be provided for each choice of entree. All seated dinner will incur an additional \$5 per person charge. The entree breakdown must be provided 10 days prior to the event.

Beef

Grilled New York Strip, 10 oz, \$47

Truffle-fried fingerling potatoes, demi-glace, baby beet salad, lemon aioli, and chive oil

Pan Seared Sliced Cote de Boeuf Ribeye, 8 oz, \$49

Truffle-fried fingerling potatoes, demi-glace, baby beet salad, lemon aioli, and chive oil

Red Wine Braised Boneless Short Rib, \$40

Roasted garlic pommes purée, demi-glace, and roasted asparagus

Grilled Filet of Beef Tenderloin, 6oz, \$49

Roasted garlic pommes puree, demi-glace, and roasted asparagus

Roast Prime Rib of Beef w/Au Jus \$49

Pork

Braised Pork Shoulder Braciola, \$41

Pan fried maitake mushrooms, buttery white beans, bacon jam and chimichurri

Braised Pork Belly, \$44

Pan fried maitake mushrooms, buttery white beans, bacon jam and chimichurri

Grilled or Oven Roasted Double Cut Pork Chop (Approx 10-12oz), \$42

Andouille and crab fried rice, spicy cream sauce, seared okra and oven-dried tomatoes

Poultry

Crispy Chicken Picatta, \$40

Lemon caper sauce, Yukon gold whipped potatoes, crispy Brussels

Crispy Lacquered Half Chicken, \$38

Pan Roasted Poussin (young chicken), \$38

Grilled Mojo Airline Chicken Breast, \$41

Forbidden black rice, roasted fennel, saffron-coconut broth

Seared Boneless Duck Breast, \$44

Cherry sauce, wild rice, broccoli rabe

Grilled Bacon Wrapped Texas Quail, (4 per plate), \$42

Spicy Moroccan carrot salad, charmoula sauce, roasted haricots verts

Seated Dinners (continued)

Seafood

Pan Roasted Texas Striped Bass, \$44

Beluga lentils. French curry sauce, nectarines, spiced pecans, charred onion and jicama

Seared Scottish Salmon, \$44

Creamy potatoes au gratin, basil pistou, fried Brussels sprouts, green olives, pickled chili

Olive Oil Poached Atlantic Cod, \$42

Creamy potatoes au gratin, basil pistou, fried Brussels sprouts, green olives, pickled chili

Grilled Half Maine Lobster, \$49

Forbidden black rice, steamed haricots verts, pickled shallot, saffron rouille

Cornmeal-Crusted Softshell Crab, (seasonal), \$48

Forbidden black rice, steamed haricots verts, pickled shallot, saffron rouille

Vegetarian

Eggplant Parmesan, \$38

Eggplant, Parmesan cheese, marinara sauce

Heirloom Carrots En Croute, \$38

Rice pilaf, mushroom cream sauce, braised Tuscan kale

Bow Tie Pasta Primavera, \$38

Carrot, bell pepper, celery and squash, tossed in Pesto sauce

Duets

All duets include Chef's choice of side dishes

Pan Seared Sliced Cote de Boeuf Ribeye (6 oz, sliced) with Demi-glace and

Seared Scottish Salmon, Lemon buerre blanc, \$52

Grilled Sliced Hanger Steak (6oz, sliced) chili and garlic marinated and

Olive Oil Poached Cod, with Chimichurri, \$52

Grilled New York Strip (6 oz) with Demi-glace and

Ginger Glazed Salmon, Lemongrass buerre blanc, \$56

Grilled Filet of Tenderloin (5oz) with Demi-glace and

Seared Shiner Bock Grilled Shrimp (3), Lemon buerre blanc drizzle, \$54

Seated Dinners (continued)

Salads

The Austin Club Classic Salad Lettuce, carrot, cucumber, tomato, avocado vinaigrette topped w/crumbled bleu cheese & bacon

Mixed Field Greens Pickled shallots, shaved fennel, watermelon radish, scallion and sesame-yuzu citronette

Iceberg Wedge Bleu cheese, smoked bacon, cherry tomato, tobacco onions

Classic Caesar Romaine, Parmesan, herb croutons, house-made dressing

Traditional Greek Salad Roma tomato, salted cucumber, purple onion, Kalamata olives and feta

Baby Spinach Salad Goat cheese, blueberries, candied pecans, red wine vinaigrette

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Desserts

\$8.50 per person

New York Style Cheese Cake, strawberry sauce

Austin Club Pecan Ball, Blue Bell vanilla ice cream rolled in candied pecans, and chocolate sauce

Vanilla Bean Creme Brulee with whipped cream and berries

Layered Chocolate Cake, raspberry sauce

Key Lime Pie, whipped cream, mint leaf, & drizzle

Fresh Assorted Berries, whipped cream

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Please add sales tax of 8.25% and service charge of 22% to the price of each entrée.

The Guaranteed number of guests is required 7 days prior to the event.
After the deadline, numbers are subject to increase only with the Chef's approval,
without approval menu entrée cannot be guaranteed.

All beef items are USDA Choice Black Angus
USDA Prime is available for an additional \$10.00 per person

These menus are only suggestions.
We will be happy to customize a special menu for your event.

Please note: the service charge associated with food and beverage **IS NOT A GRATUITY**; this charge is used to offset employee benefits and a higher hourly wage.

Beverage Packages

Beverage Packages

All beverage packages are priced per person, for every guest over 21 years of age, and include house, call, or premium liquors (see below), house wine (Chardonnay, Sauvignon Blanc, Cabernet Sauvignon, & Merlot), house champagne, imported beer, domestic beer, assorted sodas, mineral water & juice.

Packages include butler passed wine upon guest arrival.

Packages do not include a champagne toast or wine served table side with dinner.

	2 hours	3 hours	4 hours	5 hours
House Wine, Beer & Champagne only	\$28	\$32	\$38	\$44
Add House Liquor	\$34	\$36	\$41	\$47
Add Call Liquors	\$40	\$42	\$45	\$53
Add Premium Liquors	\$44	\$46	\$51	\$57

House Liquors

Scotch:

Old Smugglers

Bourbon:

Bellows

Vodka:

Gordon's

Gin:

Miles

Rum:

Castillo

Tequila:

El Toro Silver

Scotch:

Dewar's

Bourbon:

Jack Daniels

Vodka:

Tito's

Gin:

Beefeater

Rum:

Bacardi Silver

Tequila:

Sauza

Premium Liquors

Scotch:

Chivas Regal

Bourbon:

Crown Royal

Vodka:

Grey Goose

Gin:

Bombay Sapphire

Rum:

Meyers Dark

Tequila:

Patron Silver

Beer

Domestic:

Bud Light

Coors Light

Shiner Bock

Miller Light

Imported:

Heineken

Dos Equis

Altstadt

Non-Alcoholic:

Beck

Wine

House: CK Mondavi: Chardonnay, Sauvignon Blanc, Cabernet Sauvignon, Pinot Noir

Upgrade: Sterling: Chardonnay, Sauvignon Blanc, Cabernet Sauvignon, Pinot Noir

House Champagne: Jacques Pelvas, Grand Cuvee, Brut Blanc de Blancs, France

Please add 22% service charge and 8.25% state sales tax. Liquor is taxable.

Additional liquor, liqueurs, & cordials are available upon request.

**This Beverage Package may include a cash bar for liquor service. The fee for a cashier is \$75 per 125 guests.

Please note: the service charge associated with food and beverage **IS NOT A GRATUITY**; this charge is used to offset employee benefits and a higher hourly wage.

Other Beverages

Coffee & Tea Station

\$4.50 per person - 4 Hours

\$3.25 per person - 2 Hours

Beverage Package for Guests Under 21

Assorted soft drinks, juices and bottled water

\$12 per person

Non-Alcoholic Beverage Bar

(This is required for receptions not hosting an alcohol bar)

Included: Iced tea, coffee, soft drinks, lemonade, mineral water and orange mint punch

\$22 per person

Specialty Beverages

Orange Mint Punch, an Austin Club Specialty

\$42 per gallon (4 gallon minimum)

Margarita Machine

\$575.00 per 100 drinks

(House Liquor)

Machine Rental: \$250.00

***Champagne Toast**

(House Champagne)

\$9 per person

***Wine Service with Dinner**

(House Wine)

\$12 per person

Upgraded wine options are available and priced per bottle

*All table side butler service (including Champagne Toast and Wine Service with Dinner) will incur a service fee of \$5.00 per person

Please add 22% service charge and 8.25% state sales tax. Liquor is taxable.
Additional liquor, liqueurs, & cordials are available upon request.

Wedding Fees & Amenities

Rental Deposits

1. Ballroom
 - a. January – November
 - i. Monday – Thursday
 1. There is a \$900 deposit required to rent the Ballroom Monday – Thursday
 2. There is a \$2,000 deposit required to rent the Ballroom on a Friday
 3. There is a \$3,000 deposit required to rent the Ballroom on a Saturday
 - b. December
 - i. Receptions in December 1st-31st require a \$3,000 deposit when booking the Ballroom.
 2. Building Rental
 - a. The entire Clubhouse building can be booked for:
 - i. January – November: \$6,000 deposit
 - ii. December: \$7,000 deposit
 3. A Room Rental fee is used to reserve a room location only.
 4. A Security Deposit of \$2,500 is required at the time of booking as noted in the policies and procedures.

Room Rental Fees for Specific Locations

1. Ballroom: \$3,000, excluding ceremony events
2. Balcony: \$125
3. Homer Leonard Game Room (*if available*): \$125
4. Third Floor Looney Suite (*if available*): \$250
5. Private Rooms on the First Floor are Subject to Availability. Please ask for Specific Pricing.

Room Rental Fee for the Ballroom Includes

1. Large, permanent dance floor
2. Lace draped Bride's cake table, silver and gold cake elevations, toasting glasses and cake cutting sets
2. Silver chafing dishes, All table linens and buffet table skirting,
3. Tables, house linen and napkins, gold chivari chairs, flatware, glassware, china and ice

Wedding Fees & Amenities

4. Fabric gift/card box for gift table
5. Waitstaff and bartenders
 - a. Carvers and pasta station attendants incur an additional fee of \$100 per attendant
 - b. Additional requested labor will be quoted per attendant per hour

Additional Wedding Reception Fees

1. Receptions may be scheduled for a four-hour period
 - a. An additional fee of \$750 will be charged for receptions going 5 hours
 - b. Receptions may not go past 11:30pm
2. All band equipment and decorations must be removed within one hour after the completion of the reception, otherwise a late fee of \$250. Per hour will be applied
 - a. If arrangements are made in advance, in writing, this fee does not apply
3. Special engineering set-up: \$100 per hour
 - a. I.E: ceiling mirror balls, special lighting or staging and assembling.
 - b. The Club DOES NOT provide electrical equipment or extension cords.
4. Mirrors and Votives: \$15 per table
5. All wedding receptions incur a 22% service charge along with appropriate sales tax
 - a. The 22% Service Charge on food & beverage is applied toward offering employees a higher hourly rate and used toward offsetting costs associated with employee benefits
 - b. Additional optional gratuities are greatly appreciated by not required

Food removal

1. Due to potential health hazards, leftover food may not be removed from the club.
 - a. Wedding cakes, cookies, and boxed sweets are excluded from this policy

Wedding Policies & Guidelines

Cancellations

1. All cancellations must be in writing or via email to secure a deposit refund
 - a. 12+ Months in advance will be refunded at 100%
 - b. 8-12 Months in advance will be refunded at 75%
 - c. Under 8 Months in advance will result in a 100% forfeiture of your deposit

For the Ballroom the Following Apply

1. Our minimum Food Charge is \$60 Per Person
2. Our minimum number of adult guests is 125
3. Buffet receptions are supplied with unlimited refills for two-hours
 - a. Menus can be set a maximum of six months prior to the function date and a minimum of 45 days before
 - b. Prices and menu selections are subject to change until food and beverage menus are finalized
 - c. All plated events will incur an additional surcharge of \$5 per person due to labor costs

Independent Contractors & Vendors

1. Outside contractors may have access to the Austin Club facility at 3pm on Friday and Saturday for evening receptions and 9am for noon-time receptions
 - a. Earlier access can be arranged at a rate of \$250 per hour
 - b. Contractors include bands, florists, bakers, etc.
2. All band equipment and decorations must be removed within one hour of the end of the reception or a \$250/hour fee will apply
 - a. This fee will not apply to arrangements made in writing a minimum of 48-hours prior to the start time of the event

Wedding Policies & Guidelines

Alteration of Contract

1. Any alterations to the reception contract can be made with the agreement of both parties.
2. Any alterations of the contract must be in writing, no exceptions

Guarantee

1. The Austin Club requires a set minimum guaranteed number of guests 7 business days prior to the reception.
2. The minimum guarantee will be billed unless the actual number of guests in attendance is larger.
 - a. If so, the larger figure will be used to calculate the charges.

Payment of Reception for Non-Members

1. All set food and estimated bar charges must be paid 15-days prior to the reception. Any credit will be refunded within two-weeks.

Deposit Refund

1. Host of said function is responsible for theft or damage to the property of the Austin Club caused by the host, invitees or hosted contracted services.
2. Special cleaning, repairs or damage caused by guests will be charged per invoice and deducted from deposit.
3. Any remaining deposit will be returned via check to the address on file within two weeks of the event date.

Food & Beverages

1. All food and beverages must be provided by the Austin Club and it's staff with the exception of wedding/specialty cakes, and boxed sweets to-go.

Questions & Answers

Q: What is required to reserve my wedding reception date?

A: An \$3,000 deposit and signed contract are required to reserve the Medallion Ballroom. No function space will be held on a tentative basis without said signed contract and deposit. Deposits do not guarantee set prices for food or beverage. **Menus must be set to guarantee prices.**

Q: A Security Deposit of \$2,500 is required at the time of booking.

A: The Security Deposit is used to cover any overage/damage/theft.

Q: When should we begin planning our function?

A: The menu can be set a maximum of 6 months prior to the wedding. All menus and plans must be finalized no later than 45 days prior to the wedding.

Q: What should happen if I have to cancel my reservation?

A: All weddings canceled twelve months prior to wedding date will receive 100% refund of deposit. Canceling less than twelve months prior to the event will result in forfeiture of the deposit and all additional funds paid to date.

NOTE: ALL CANCELLATIONS MUST BE MADE IN WRITING/EMAIL.

Q: Can I supply my own food and beverage?

A: The Austin Club must provide all food and beverage except for wedding cakes.

Q: Is it required that I serve alcoholic beverages at my reception?

A: No, but a non-alcoholic beverage bar package must be purchased for all guests. Non-alcoholic beverage prices for a four hour event start at \$20.00 per person plus 22% service charge 8.25% sales tax.

Q: What times can florist, cake, and band equipment deliveries be made?

A: Three hours prior to the start time as indicated on the invitation.

NOTE: All band equipment & decorations must be removed within one hour of the end of the function, or a fee of \$250.00 per hour (or portion thereof) is charged.

Q: Can the Austin Club provide me with a wedding cake?

A: Sorry, we do not have accommodations for baking wedding cakes. However, we will be happy to recommend a bakery. A professional baker must supply all cakes – homemade cakes are not allowed due to health department regulations.

Q: Can the Austin Club book vendors such as musicians and florists?

A: Due to personal preference on your part, you would need to make these decisions. The Austin Club does not book third party vendors. However, we would be pleased to recommend vendors to you.

Q: Can payment for music and cakes be added to my bill?

A: Sorry, all external contractual arrangements must be paid to the vendor by the actual person requesting service.

Q: Can the Austin Club provide me with ice carvings?

A: We will be happy to recommend an ice carver.

Questions & Answers (continued)

Q: Does the Austin Club provide decorative centerpieces for any tables?

A: We do provide round table mirrors and three mercury glass votive candles for each seating table. The Austin Club has four large silver candelabras included at no charge. All decorations are limited to the area of rental (Medallion Ballroom). Please do not plan floral or decor on the bar. Any additional requests for areas for decoration must be approved by the Club's General Manager. Austin Club seasonal decorations may not be altered.

Q: What types of linens does the Austin Club have available?

A: We have 100% cotton, four-pointed white linen tablecloths with matching napkins. Serving tables have floor-length white skirting. We can also arrange rental for custom table skirting, floor length table cloths and chair covers. There may be additional handling charges associated with any rental linens or chairs.

Q: Is there a dance floor available?

A: We have a permanent dance floor in the Medallion Ballroom. To maximize seating, tables must be set on part of the dance floor.

Q: What style of tables are available?

A: We have the following table sizes and shapes:

Round: 60" and 72"; **Long:** Six feet and eight feet; **Square:** 32" x 32"; 6 - 36" **Standing Cocktail**

Q: Is there an additional charge for wait staff and bar service?

A: No. The 22% service charge on food & beverage is appropriated to offset the staff salaries & benefits. Additional optional gratuities are greatly appreciated but not required.

Q: Is parking available?

A: Yes, self-parking is available in the garage adjacent to the Austin Club, a surface lot across the street and there is street parking along 9th Street. All parking is at hourly rates. If you would like to pay for your guest's parking charges we can validate the garage parking tickets upon departure and the parking charges will be calculated after the event and deducted from your deposit.

Q: Can leftover food and beverages be taken home after my reception?

A: We are sorry, but due to the club's policy regarding the potential health hazard from improper storage, we cannot allow food or beverages to be taken off premise. The only exception to this is the wedding cake and any pre-packaged, to-go treats.

Q: What is the latest time we can stay for an evening function at the Austin Club Medallion Ballroom?

A: 11:30 p.m. All band equipment and decorations must be removed within one hour after the completion of the function, otherwise a late fee of \$250.00 per hour (or portion thereof) will be applied.

Q: Is there a food minimum per person?

A: Yes, there is a minimum of \$60.00 per person plus tax & 22% service charge. A minimum of 125 adult guests is required for wedding receptions in our Ballroom.

Q: Is there a room clean-up charge?

A: Not generally speaking. Exceptions would be if there is extensive staging, excessive carpet or floor cleaning required or if any glitter is used in the room.