

# Event Policies & Guidelines

## ROOM RESERVATION CONFIRMATION

A room rental deposit, a signed contract, and a security deposit are required at the time of booking to confirm your reservation. The security deposit is intended to cover any potential overages, damages, or theft that may occur during the event. Any unused portion of the security deposit will be refunded within two weeks following the event.

## FOOD & BEVERAGE

- No outside food may be brought in with the exception of cakes, sweets, or dessert.
- Our minimum Food Charge is \$60 Per Person
- A minimum number 40 will be charged for all buffets
- A \$5 charge will be included for all plated meals to cover the cost of additional labor needed
- Buffet receptions are supplied with unlimited refills for two-hours
- Menus must be set a minimum of 10 days before your event.
- Prices & menu selections are subject to change until F&B menus are finalized
- All food and beverages must be provided by the Austin Club with the exception of wedding/specialty cakes, and boxed sweets
- Leftover buffet or food of any kind **cannot be removed** from the Club with the exception of wedding/specialty cakes, and boxed sweets.
- Carving/Omelet/Pasta stations will incur a charge of \$125 per attendant
- We can provide child's meals as needed with a **72-hour notice**. Our standard child meal is chicken fingers, fruit cup house made kettle chips. **\$16.95**.

## GUARANTEE

The guaranteed number of guests and your completed menus **are required ten business days prior to your event**. The minimum guarantee will be billed unless the actual number of guests in attendance is larger.

## PAYMENT

**Prepayment Requirement:** All estimated charges, based on the guaranteed number of guests, must be paid in full at least 10 days prior to the event.

**Payment Methods:** Accepted forms of payment include cash, check, or credit card. Please note that credit card transactions will incur a 3% service fee.

**Refunds:** Any overpayments or credits will be refunded within two (2) weeks following the event.

## INDEPENDENT CONTRACTORS & VENDORS

**Event Access:** Outside contractors, such as wedding coordinators, bands, or family members (e.g., brides and mothers), are granted access to the Austin Club facility up to **three (3) hours** prior to the event. Early access may be arranged at a rate of **\$350 per hour**.

**Post-Event Cleanup:** All band equipment and decorations must be removed from the premises within **one (1) hour** of the reception's conclusion. Failure to comply will result in a **\$350 per hour** fee for additional time.

**Vendor Meals:** Vendor meals can be provided with a **72-hour notice**. You may choose to serve vendors the event's planned meal, delivered immediately after the event plate-up, or permit them to go through the event buffet after guests have been served. Alternatively, the Austin Club's standard vendor meal, priced at **\$18.95**, includes:

Spinach and turkey wrap with cheese, fruit cup, pickle, house-made kettle chips

## ALTERATION OF CONTRACT

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

## CANCELLATIONS

- All cancellations must be in writing or via email to secure a deposit refund
  - 12+ Months in advance will be refunded at 100%
  - 6-12 Months in advance will be refunded at 75%
  - Under 6 Months in advance will result in a 100% forfeiture of your deposit

## SECURITY DEPOSIT REFUND

- The Host is responsible for theft or damage to the property of the Austin Club caused by the host, invitees or their contracted vendors.
- Special cleaning, repairs or damage caused by guests will be charged per invoice and deducted from the security deposit.
- Any remaining deposit will be returned via check to the address on file within two weeks of the event date.
- Confetti, sparklers, or glitter is strictly forbidden.

## ENTRÉE CHOICES

For events with up to 100 guests, entrée selections are limited to a maximum of two options.

To ensure smooth service, each guest must have a clearly defined, color-coded card indicating their entrée choice. The final breakdown of entrée selections is required no later than ten (10) days prior to the event. Minor adjustments to the entrée count may be accommodated up to 72 hours before the event. Adherence to this timeline ensures a seamless dining experience for you and your guests.

## BEVERAGE OPTION

**Hosted Bar**- The host pays a set price per guest depending on the liquor package chosen ie. House brands, call brands or premium brands of liquor.

**Consumption Bar**- The host pays for the tally count of beverages consumed. There is a bar set up/breakdown fee of \$450 and a charge of \$125 per bartender required. \**For Members Only – 40 guests max or below\**

**Ticket Bar**- The individual guests pay for the drinks they order. There is a bar set up/breakdown fee of \$450 and a charge of \$125 per ticket seller required. \*only accept Credit/Debit Cards.

**Tableside Wine Service / Champagne Toast** - Wine and/or champagne poured tableside is not included in any hosted drink package. This service is available and charged based on the number of bottles consumed. Each bottle of wine/champagne serves 4 glasses and is charged at \$32 per bottle.

## CLUBHOUSE FURNISHINGS

The Austin Club strictly prohibits the relocation or removal of any permanent furnishings. This includes, but is not limited to, artwork, statues, credenzas, hallway tables, lamps, and lobby furniture. This policy applies under all circumstances, including full clubhouse buyouts or private events. Compliance with this policy is mandatory and non-negotiable to preserve the integrity and aesthetic of the clubhouse.

## WEDDING TASTINGS

Wedding tasting are hosted Tuesday, Wednesday, and Thursdays from 2pm – 4pm. This allows our chefs, managers, and banquet director to give you their undivided attention and focus solely on your big day. This relaxed and detailed experience will be charged to your wedding at a cost of \$85.00 per person with max of 6 people. Six appetizers, three salads, three entrees per tasting and one glass of wine, beer or cocktail per person.