

# Austin Club Wedding Contract

EVENT NAME:  
CONTACT:  
EVENT DATE & TIME:  
ROOM LOCATION:

EMAIL/PHONE:  
NUMBER OF GUESTS:

- A. This contract between said party and the Austin Club confirms the above stated date, room, and time.
- B. The Austin Club holds a Texas Alcoholic Beverage Club Permit. No guest may bring any alcohol onto the premises, nor remove any from said premises. Minors are not to be served any alcoholic beverages. Management and staff are authorized to deny service to anyone who appears intoxicated, and management can assist in providing transportation. The Austin Club, as a private club, reserves the right to refuse service to anyone.
- C. The Club will require a deposit of \$2,500 to reserve the Medallion Ballroom and \$5,000 to reserve the entire Club building. Friday and Saturday night events booked for the month of December require an initial deposit of \$5,000 to reserve the Medallion Ballroom with the amount above the room fee credited to food and beverage. Once we receive the deposit and signed catering contract your event will be booked and confirmed. **No function space will be held on a tentative basis without said deposit and signed contract.**
- D. The food minimum charge is \$60.00 per person with a minimum guarantee of 100 guests plus sales tax and 22% service charge. **Any event booked on a Friday or Saturday night in December requires a minimum guarantee of 125 guests as well as the \$60.00 per person food minimum.**
- E. Cancellation Policy: All cancellations must be in writing/e-mail. If the event is cancelled more than twelve months before the event date, the deposit will be totally refunded. If the event is canceled within twelve months of the event, the deposit will not be refunded.
- F. Payment of Function: **A 75% non-refundable payment is due 90 days prior to the reception.** The remainder of the payment and minimum guaranteed number of guests for all food, bar and miscellaneous charges is **due seven days prior to the reception.** The deposit will be refunded within 10 business days after the event. Payment for weddings and non-members is accepted by check or cashier's check.
- G. Menus can be set a maximum of six months prior to the function and a minimum of 45 days. All fees, prices and menu selections are subject to change until the menu is finalized and signed contract received. Food and beverage prices cannot be guaranteed longer than six months. The guaranteed number of guests is due seven days prior to the wedding. All charges will be billed on the number guaranteed, or the number of actual guests in attendance, whichever is greater.

Special Contract Addendum: \_\_\_\_\_

**I have received, read, and understand the catering policies of the Austin Club, Guidelines, Fees & Amenities and by doing so, agree to the conditions and charges as set forth in those policies. Only those agreements in writing will be recognized and honored. No verbal comments on behalf of any Austin Club employee are valid.**

\_\_\_\_\_  
Signature of Person Responsible for Payment

\_\_\_\_\_  
Austin Club Representative

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

# Austin Club Wedding Policies & Procedures

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

## *Please initial each line item*

\_\_\_\_\_ Menus can be set a maximum of **six months prior to the function** and a minimum of 45 days. All fees, prices and menu selections are subject to change until the menu is finalized. Food and beverage prices cannot be guaranteed longer than six months. The guaranteed number of guests is due seven days prior to the wedding. All charges will be billed on the number guaranteed, or the number of actual guests in attendance, whichever is greater.

\_\_\_\_\_ Delivery, set-up, and removal of gifts, decorations, equipment, etc is limited to specific times as outlined by manager without incurring additional charges. Additional requested time will incur additional fees.

\_\_\_\_\_ The Austin Club will provide the following: bar and bartenders, tables, chairs, house white linen, flatware, glassware and china, food, liquor, servers.

\_\_\_\_\_ All food and beverage, (except for wedding cakes) must be provided by the Austin Club which includes late night snacks.

\_\_\_\_\_ All seated events and tableside butler service will incur a service fee of \$3.00 per person.

\_\_\_\_\_ A non-alcoholic beverage package at \$20.00 per person plus 22% service charge and sales tax is required if an alcoholic beverage package is not purchased.

\_\_\_\_\_ All vendors and wedding professionals working your event will be included in the guest count and offered the food and beverage options served to guests unless arrangements have been made with your vendors to not offer any kind of food or beverage service.

\_\_\_\_\_ The second floor Medallion Ballroom is the primary space, along with any additional rooms as designated by the Catering Director. The first-floor main lobby area and dining rooms are not included (unless specifically contracted), as these areas are designated for Austin Club members. Decorating may only take place in the area of rental (second floor Medallion Ballroom). Please do not plan florals or décor 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.

\_\_\_\_\_ The Ballroom can accommodate up to approximately 250 guests. With a dance floor, seating is limited to approximately 200 guests in the Ballroom. The second-floor balcony is available upon request for an additional \$125 rental fee. The Homer Leonard Suite, adjacent to the Ballroom, is available for buffet placement. Buffets must be set in the Homer Leonard Suite if the guest count is more than 125 guests and use of this suite would be complementary. For groups under 125 guests, buffet placement will be in the Medallion Ballroom, however, the Homer Leonard Suite is available upon request for a rental fee of \$125.00.

## Austin Club Wedding Policies & Procedures - Page 2

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

### *Please initial each line item*

\_\_\_\_\_ DJs & Bands – Risers are available for bands (8 x 24 feet) at \$200.00. The sound board for a band must be positioned next to the band, not in the middle of the room or any area that would prevent further table seating. No Sub-woofers are allowed. A Green Room can be provided for the band complementary. Should the band request additional power, the fee is \$200 to run (2) 20-amp circuits. Additional audio/visual equipment is available: Screen & projector at \$175 and a podium and microphone for \$175.

\_\_\_\_\_ Receptions may be scheduled for a four-hour period. A fee of \$500.00 will be charged for one extra hour as an additional room rental fee. Receptions cannot go beyond five hours or past 11:30pm. The start time for the reception begins once more than 20 guests have arrived. 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. The set-up time for a wedding reception is three hours prior to arrival. Additional time is allowed if the ceremony is booked at the Austin Club as well.

\_\_\_\_\_ The Austin Club will not be held responsible for missing personal items, wedding cake parts, cake cutting sets, toasting glasses, decorations, damaged articles of personal property or automobiles, rental linens, or items left in automobiles belonging to sponsors, hosts, or guests of a party. No purses will be accepted for safekeeping.

\_\_\_\_\_ 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. Special cleaning, repairs or damage caused by guests will be charged per invoice and deducted from deposit.

\_\_\_\_\_ Wedding ceremonies in the Ballroom are limited to 150 guests and will incur a fee of \$2,200. This fee includes floor to ceiling draping for the ceremony area, theater style chair seating, the conversion of the ceremony set up to the dinner/dance set up, four hours set up time prior to the ceremony and complimentary changing rooms for the bridal party. An Outside Certified Wedding Coordinator approved by the Austin Club is required and must attend the final planning meeting at the Club.

\_\_\_\_\_ For the Bridal couple exit fresh petals or bubbles are allowed and may be thrown **outside** the Club. A fee of \$500 will be charged for any compromise of this policy. No sparklers, rice, or any other food substance may be used (inside or outside the Club).

**I have received, read, and understand the catering policies of the Austin Club, Guidelines, Fees & Amenities and by doing so, agree to the conditions and charges as set forth in those policies. Only those agreements in writing will be recognized and honored. No verbal comments on behalf of any Austin Club employee are valid.**

\_\_\_\_\_  
Signature of Person Responsible for Payment

\_\_\_\_\_  
Austin Club Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date