

Fees & Amenities

Medallion Ballroom Rental

- A \$1,000 deposit and a signed contract are necessary to reserve the Medallion Ballroom on the date of your choice.
 - December function dates require a \$2,500 deposit when booking the second floor Medallion Ballroom.
- There is a \$650 charge to use the Austin Club Medallion Ballroom Monday through Thursday.
- Friday functions are \$1,500.
- Saturday functions are \$2,500.

Full Building Rental

- The entire Clubhouse building can be booked for \$5,000 January - November.
- December rental is \$6,000.

This fee includes:

- Wait staff and bartenders
 - Carvers and pasta station attendants incur an additional \$75 per person fee
 - Additional requested labor will be quoted per person per hour
- Dance floor
- Custom room arrangement set-up
- Silver chafing dishes
- All tables, chairs, china, cutlery, Club linens for seating tables and service tables
- Table mirrors
- Set-up and clean-up

Additional Event Fees

- Events may be scheduled for a four-hour period. An additional fee of \$750 will be charged for functions going five hours. All band equipment and decorations must be removed within one hour after the completion of the function, otherwise a late fee of \$300 per hour will be applied. Events may not go past 11:30pm.
- Special engineering set-up: \$100 per hour, i.e., ceiling mirror balls, special lighting, or staging and assembling. Club does not provide electrical equipment or extension cords.
- Coat check: \$75 per function
- Special cleaning, repairs or damage will be charged per repair invoice.
- All private parties incur a 22% service charge, along with appropriate sales tax. *The 22% service charge on food & beverage is appropriated to offset the staff salaries & benefits. Additional optional gratuities are greatly appreciated but not required.*

Food Removal

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

Policies and Guidelines

Cancellations

- Twelve months prior to the function date: 100% refund. Less than twelve months prior to the function date: forfeiture of deposit.
- All cancellations must be in writing to secure deposit refund, **no exceptions**.

For the Medallion Ballroom the following apply

- Our minimum food charge is \$60 per person.
- Our minimum number of adult guests is 125.
- Buffet receptions are supplied with unlimited refills for two hours.
 - Prices and menu selections are subject to change until food and beverage menus are finalized.
 - Menus planned more than four months prior to the event are subject to price increases.
 - All plated events will incur an additional surcharge of \$5 per person due to labor costs.

Independent contractors and vendors, i.e., bands, florists, bakers:

- Outside contractors may have access to the Austin Club facility at 3:00pm on Friday and Saturday for evening receptions and 9:00am for noon time receptions.
 - Earlier access can be arranged at a rate of \$125 per hour.
- All band equipment and decorations must be removed within one hour of the end of the function or a special fee will apply as previously noted.

Payment of function for Non-Members:

- All set food and estimated bar charges must be paid fifteen days prior to the function. Any credit will be refunded within two weeks.
- Payment is accepted in the form of a personal check, cashier's check, or online via Plastiq. Credit cards are not accepted in house.

Guarantee

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

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