

Fees & Amenities

Rental Deposits

1. Medallion Ballroom
 - a. January – November
 - i. Monday – Thursday
 1. There is a \$700 deposit required to rent the Medallion Ballroom Monday – Thursday
 2. There is a \$1,500 deposit required to rent the Medallion Ballroom on a Friday
 3. There is a \$2,500 deposit required to rent the Medallion Ballroom on a Saturday
 - ii. December
 - i. Receptions on December 1st-31st require a \$2,500 deposit when booking the Medallion Ballroom.
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2. Building Rental
 - a. The entire Clubhouse building can be booked for:
 - i. January – November: \$6,000 deposit
 - ii. December: \$7,000 deposit
3. Deposits are used to reserve a room location only.

Room Rental Fees for Specific Locations

1. Medallion Ballroom: \$2,500
2. Balcony: \$125
3. Homer Leonard Game Room (*if available*): \$200
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 Fees Include

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

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Additional Event Fees

1. 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.
2. 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.
3. Coat check: \$75 per function
4. Special cleaning, repairs or damage will be charged per repair invoice.
5. 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

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

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 Medallion 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 \$125 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 \$350/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

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.