

# 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.

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# 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: \$40.95 per person  
Please select 5 hot and 5 cold selections

Package B: \$36.95 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 \$5 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 \$5 per guest.

# 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

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

# Buffet Dinner Selections

## **Silver: \$48.95 per person**

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

## **Gold: \$56.95 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: \$64.95 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  
\$5 per guest.

# 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 b ernaise 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 \$5 per guest.

# 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*

*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

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

### Beef:

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

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

**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

# Buffet Dinner Selections

## 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 selected 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 7 days prior to the event.

## Beef

### **Grilled New York Strip, 10 oz, \$44**

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

### **Pan Seared Sliced Cote de Boeuf Ribeye, 8 oz, \$47**

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, \$47**

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

## Pork

### **Braised Pork Shoulder Braciola, \$36**

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

### **Braised Pork Belly, \$42**

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

### **Grilled or Oven Roasted Double Cut Pork Chop (Approx 10-12oz), \$39**

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

## Poultry

### **Crispy Chicken Picatta, \$38**

Lemon caper sauce, Yukon gold whipped potatoes, crispy Brussels

### **Crispy Lacquered Half Chicken, \$35**

### **Pan Roasted Poussin (young chicken), \$38**

### **Grilled Mojo Airline Chicken Breast, \$39**

Forbidden black rice, roasted fennel, saffron-coconut broth

### **Seared Boneless Duck Breast, \$42**

Cherry sauce, wild rice, broccoli rabe

### **Grilled Bacon Wrapped Texas Quail, (4 per plate), \$38**

Spicy Moroccan carrot salad, charmoula sauce, roasted haricots verts

# Seated Dinners (continued)

## Seafood

### **Pan Roasted Texas Striped Bass, \$42**

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

### **Seared Scottish Salmon, \$42**

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

### **Olive Oil Poached Atlantic Cod, \$39**

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

### **Grilled Half Maine Lobster, \$48**

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

### **Cornmeal-Crusted Softshell Crab, (seasonal), \$44.50**

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

## Vegetarian

### **Eggplant Parmesan, \$32.00**

Eggplant, Parmesan cheese, marinara sauce

### **Heirloom Carrots En Croute, \$34.00**

Rice pilaf, mushroom cream sauce, braised Tuscan kale

### **Bow Tie Pasta Primavera, \$32.00**

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 beurre 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 beurre blanc, \$52**

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

**Seared Shiner Bock Grilled Shrimp (3), Lemon beurre blanc drizzle, \$52**

# 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.

# 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.

	3 Hours	4 Hours	5 Hours
<b>**House Wine, Beer &amp; Champagne Only</b>	\$28	\$36	\$42
<b>Add House Liquors</b>	\$34	\$39	\$45
<b>Add Call Liquors</b>	\$40	\$43	\$51
<b>Add Premium Liquors</b>	\$44	\$49	\$55

### House Liquors

**Scotch:**  
Old Smugglers  
**Bourbon:**  
Bellows  
**Vodka:**  
Gordon's  
**Gin:**  
Miles  
**Rum:**  
Castillo  
**Tequila:**  
El Toro Silver

### Call Liquors

**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 Peltas, 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.

# Other Beverages

## **Coffee & Tea Station**

\$4.25 per person

## **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)

\$10 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 \$3.00 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. 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
    - b. December
      - i. Receptions on December 1<sup>st</sup>-31<sup>st</sup> require a \$2,500 deposit when booking the Medallion 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. Deposits are used to reserve a room location only.

## Room Rental Fees for Specific Locations

1. Medallion Ballroom: \$2,500, excluding ceremony events
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. 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. For each seating table we provide a 12" round table mirror and three mercury glass votive cups with candles
6. Waitstaff and bartenders
  - a. Carvers and pasta station attendants incur an additional fee of \$75 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 \$300. 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. Coat Check is available for \$100 per reception
5. Mirrors and Votives: \$15 per table
6. 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 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

# *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 \$2,500 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: 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.



# 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 date** and a minimum of 45 days. 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.

\_\_\_ Deposits will be used to cover any additional charges beyond your guarantee number of guests.

\_\_\_ Delivery, set-up, and removal of gifts, decorations, equipment, is limited to specific times as outlined on definition listed in our Policies & Guidelines, page 1.

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

\_\_\_ All food and beverage, (except for wedding cakes) must be provided by the Austin Club. There is a \$225 cake cutting fee.

\_\_\_ All plated events will incur a service fee of \$5.00 per person.

\_\_\_ A non-alcoholic beverage package of \$20.00 per person plus 22% service charge and sales tax of 8.25% 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 same food and beverage options served to guests unless written 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, nor can lobby furniture, statues, etc. be removed.

\_\_\_ 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 (game-room), adjacent to the Ballroom, is available for use for an additional \$200.00. 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.

***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. This Contract can only be altered or modified with the agreement of both parties. Any changes of the contract must be in written form.***

\_\_\_\_\_  
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***

\_\_\_\_ DJs, Bands & Audio/Visual – Risers are available for bands (8 x 24 feet) at \$200. 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 not allowed on dance floor. Additional audio/visual equipment is available: Screen & projector at \$175 and a podium and microphone for \$175. A storage room for the band or vendors is available for \$250 if there is availability at time of booking.

\_\_\_\_Receptions may be scheduled for a four-hour period. A fee of \$750 will be charged for receptions going 5-hours. 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 \$300 per hour will be applied (*unless prior written approval is given with 48-hours notice*). 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.

\_\_\_\_All Dining services must begin by 8pm at the latest, otherwise a \$500 surcharge will incur.

\_\_\_\_Rental of the **ENTIRE** Austin Club building is \$6,000 January - November and \$7,000 in December.

\_\_\_\_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, rental linens, or items left in automobiles belonging to sponsors, hosts, or guests of a party. No purses or furs 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 an additional fee of \$2,500. Unique Events will be doing the pipe and drape and will be in attendance during your ceremony. This fee includes floor to ceiling draping for the ceremony area, theater style chair seating, the conversion of the ceremony 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 reception 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).

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

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

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

\_\_\_\_\_  
Date

# Austin Club Wedding Contract

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

EMAIL/PHONE: \_\_\_\_\_  
NUMBER OF GUESTS: \_\_\_\_\_

EVENT DATE & TIME: ROOM LOCATION: \_\_\_\_\_

- 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 \$6,000 deposit to reserve the entire Club building. Friday and Saturday night events booked for the month of December require an initial deposit of \$7,000 to reserve the Medallion. 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 125 guests plus 8.25% sales tax and 22% service charge. **The 22% service charge on food & beverage is appropriated to offset the staff salaries & benefits. Additional optional gratuities are greatly appreciated but not required.**
- E. Cancellation Policy: All cancellations for events must be given in writing/e-mail. If the event is canceled more than twelve months before the event date, the deposit is 100% refundable. If the event is cancelled 8 – 12 months prior to your event, the deposit is 75% refundable. Cancellations received with less than 8 months notice will result in a 100% forfeiture of your deposit.
- F. Payment of Function: **A 75% non-refundable payment is due 60 business 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 business days prior to the reception.** Payment for weddings and non-members is accepted by check, cashier's check, *plastique credit card service or cash.*
- 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. This Contract can only be altered or modified with the agreement of both parties. Any changes of the contract must be in written form.**

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

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

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

\_\_\_\_\_  
Date

## Austin Club Wedding Policies and Procedures

1. A deposit is used to reserve a rooms location only and does not guarantee the pricing for either food or beverage unless contract is signed within 6 months of event
2. Room rental fee various depending on the room that is rented
  - a. Ballroom is \$2500, excluding ceremony
  - b. Balcony - \$125
  - c. Game Room (if available) \$200
  - d. Looney Suite - \$250
  - e. All other rooms are on a first come first served basis
3. Hours of usage
  - a. A reception is either 2, 3, or 4 hours, depending on what you choose.
    - i. A \$750 fee is added for receptions going 5 hours.
  - b. Ceremony/reception - the Austin Club will be opened and available 3 hours prior to ceremony. Any times outside of that window will incur a fee of \$250 per hour
4. The service charge calculated on all food and beverage transactions is applied toward offering employees a higher hourly rate and used toward offsetting costs associated with employee benefits.

### FORCE MAJEURE

Neither party shall be considered in default in the performance of its obligations under this Agreement to the extent that performance of its obligations is prevented or delayed in whole or in part by any cause beyond its reasonable control, including, without limitation, acts of God; acts or omissions of governmental authorities or the other party; strikes; lockouts or other industrial disturbances; acts of public enemies; wars; blockades; riots; civil disturbances; curtailment of transportation; epidemics; floods; hurricanes; tornadoes; and any other similar acts, events, or omissions (each a "Force Majeure Event") that make it illegal, commercially impracticable or impossible for a party to perform its obligations under this Agreement. The affected party may terminate this Agreement, without liability, upon providing written notice to the other party as promptly as possible but in no event later than five (5) days following any such Force Majeure Event. In the event the Group decides to hold its Reception despite such circumstances, the The Austin Club agrees to waive any fees related to a reduced sized Reception (including any room and food and beverage attrition fees).

In the event that Force Majeure is executed any prepayment or deposits made by the Group will be refunded by the Austin 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. This Contract can only be altered or modified with the agreement of both parties. Any changes of the contract must be in written form.***

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Signature of Person Responsible for Payment

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Austin Club Representative

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Printed Name

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Date