



# THE BERKELEY FACULTY CLUB (TFC)

## RESERVATION AGREEMENT & POLICY FORM

### PAYMENT

All clients must have an account setup with the accounting department prior to the day of the event. Please complete and return the Credit Card Authorization Form along with the signed Banquet Event Order, and the Reservation and Catering Policy Agreement within seven (7) days from the date the room was reserved. Once the forms are received, your reservation will be confirmed.

**Events paying by Credit Card or Check:** Client is responsible for payment of estimated event balance (room rental and any catering listed in the BEO) 10 days prior to the event. The Faculty Club will charge this balance to the card on file. Any additional fees accrued by the Group during the event are due upon event conclusion and will be applied to the credit card on file.

The Faculty Club reserves the right to cancel any event for non-payment.

### CANCELLATION POLICY

All cancellations for smaller meeting rooms (10 guests or less) must be made 10 days before the event. All cancellations for large meeting rooms (11 guests or more) must be made 30 days before the event. Cancellations made after the given deadline will result in billing of the room charges, applicable food cost and other contracted services.

### GUEST COUNT

A final guarantee of guest attendance is required 10 days before the day of your event. If we do not receive a guarantee number, the expected number may be used as a guarantee number. The Faculty Club will be prepared to serve up to 5% above the guaranteed number if needed. If the number of guests in attendance exceeds your final count, we will bill you for the total number in attendance. The final count cannot be lowered within the 10 days leading up to the event, only increased.

Any and all changes to your guaranteed order received within 10 days of the scheduled event date are not guaranteed and will be subject to additional charges.

### FOOD AND BEVERAGE POLICY

**No outside food or beverage is allowed in the Faculty Club.** If a guest is found to have brought in food and beverages, a per-plate fee equal to the food brought in will be charged to the account. The Faculty Club reserves the right to request guests to remove the food and beverages if deemed necessary. Should a guest be approved to bring in outside wine, The Faculty Club will charge a \$25 corkage fee per 750ml bottle. Please note that local health department rulings prohibit guests from taking food and beverage from TFC.

**When ordering from our Catering Menus, please observe the following procedures:** The first course, as well as the dessert course, must be the same selection for all guests. A maximum of three entrees may be chosen. If you choose the maximum number of entrees, all entrees will be billed at the highest price.

The meal selection (quantity needed of each entrée) must be provided 10 days in advance.

### Catering Minimums

Weekday events, Monday through Friday, do not require a food and beverage minimum. For Saturday and Sunday events held from November-April, The Faculty Club requires a \$5,000 food and beverage minimum (excluding facility fee and tax). During Peak Season (May-October), Saturday events require a \$10,000 food and beverage minimum and Sunday events require a \$7,000 food and beverage minimum (excluding facility fee and tax) Please refer to the Faculty Club's "Wedding and Special Events Policy" for complete details.

**By signing below, I certify that I have read, understand, and agree to comply with all rules and regulations of The Faculty Club. I understand that I am responsible for any guests attending my event and their actions in The Faculty Club.**

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Name

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Date

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Name of Event

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Date of Event

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