

WEDDING RECEPTIONS

You will experience charm and class in a cozy club atmosphere at the University Club. Our professional staff will assist you in designing an event that meets your budget while exceeding your expectations. Our banquet facilities are perfect for wedding receptions, engagement parties, bridal shows and rehearsal dinners. Centrally location downtown Grand Rapids on the 10th floor of Fifth Third Center, the Club offers unparalleled views of the city. The Club's convenient location is near many downtown landmarks and hotels, while offering easy highway access.

FEATURES:

Parking Included
White Table Linen Provided
Your Choice of Napkin Color Included
Place Settings & Glassware Included
Usage of Bud Vases
No Set-up Fees
No Clean-up Fees
No Room Rental Fees

AVAILABLE FOR EXTRA FEES:

Mirrors	<i>3.00 per table</i>
Julep Cup Vases	<i>3.00 per vase</i>
Stage Rental	<i>20.00 per section</i>
Candles	<i>1.00 per candle</i>
Chair Covers	<i>3.00 per chair</i>
Chair Covers w/ Bows	<i>4.00 per chair</i>
Underlays	<i>6.00 per table</i>
Dance Floor Fees	<i>200.00-300.00</i>
Audio Visual Equipment	<i>20.00-100.00</i>

SERVICE CHARGE & SALES TAX

**Member Functions are subject to
20% Service Charges & 6% Sales Tax**

**All Other Functions are subject to
25% Service Charge & 6% Sales Tax**

BEVERAGE LIST

*Bars are individually designed for each wedding.
Our professional event coordinators will assist you in
designing a bar that will be perfect for your special day.
There is a minimum after dinner beverage fee of \$500.*

Punch Bowl—Per Bowl

(Approximately 40 glasses per bowl)

Fruit/Non-Alcoholic 45.00

Wine or Champagne 55.00

Rum Punch 65.00

(Other punches available upon request)

House Wine— Per Bottle

(Charged by the 10th of the bottle)

Moscato **White Zinfandel**

White Blend **Chardonnay**

Cabernet **Merlot**

Red Blend

Large Selection of wines available upon request

Champagne— Per Bottle

Non-Alcoholic Sparkling 18.50

Champagne (House) 22.50

Korbel Brut 25.50

Liquor— Per Bottle

Includes Soda Mix & Garnish

(Charged by the 10th of the bottle)

Banquet Brands 90.00

House Brands 110.00

Call Brands 130.00

Premium Brands 150.00

Top Shelf 170.00

Sodas— Per Soda 1.50

Beer— Per Bottle

Domestic 4.00

Imported 5.00

Keg— Domestic or Imported 375.00 & Up

1/2 Barrel = Approximately 200 glasses

1/4 Barrel = Approximately 100 glasses

Call for Availability and pricing on specific beers

Hot Hors d'Oeuvres

Priced Per Dozen Unless Noted

Thai Chicken Satay 18
Teriyaki Chicken Satay 18
Risotto Croquettes with Basil Aioli 16.25
Quesadilla Dip: Vegetarian, Chicken or Beef 16.25/lb
Artichoke & Spinach Dip with Toast Points 19.25/lb
Crab Dip with Toast Points 21.25/lb
Crisp Vegetarian Spring Rolls with Sweet & Sour Sauce 16.25
Steamed or Fried Pork Potstickers 16.25
Spanakopita- Spinach & Feta Stuffed Phyllo 16.25
Bacon Wrapped Water Chestnuts 15.25
Sesame Chicken with Sweet Thai Chili Sauce 16.25
Mini Beef Wellington 25.50
Baked Brie, Cranberry & Almond Phyllo Roll 19.25
Chicken Wings– Buffalo, Honeycomb, Jalapeno Mustard 15.25
Beef Meatballs in Sauce– Marinara, BBQ, or Swedish 15.25
Stuffed Potato Skins– Vegetarian or Bacon & Cheddar 15.25
Stuffed Mushrooms– Sausage and Provolone 17.25
Stuffed Mushrooms– Crabmeat and Monterey 19.25
Stuffed Mushrooms– Spinach and Mozzarella 16.25

Items available and priced upon request:

Cocktail Cut Crab Legs
Oyster on the Half Shell
Marinated Herring

Cold Hors d'Oeuvres

Priced Per Dozen Unless Noted

Blue Cheese Stuffed Celery Bites with Walnuts 14.25
Assorted Finger Sandwiches 15.25
Deviled Eggs 14.25
Fresh Mozzarella & Cherry Tomatoes Skewers 14.50
Beef Tenderloin Crostinis 18.25
Salmon Pate' with Toast Points 13.25/lb
Smoked Lox, Salmon or Trout Display 16.25/lb
Citrus Shrimp Skewers 18.25
Deviled Eggs with Lump Crab Meat 18.25
Tomato Bruschetta with Crostinis 18.25/lb
Shrimp Cocktail (21-25 per pound) 31/lb
Jumbo Shrimp Cocktail (11-15 per pound) 3 each
Asparagus Boursin Pinwheels
with Turkey or Ham 14.50

*Passed or Butler Style available
for additional charge*

**Ask about our Pasta Bar, Potato Bar
and Assorted Coffee Stations!**

Final Counts

*Parties under 100 people–
48 hours prior to event*

*Parties over 100 people–
one week prior to event*

*If counts are not received by
required date, higher initial
count will be charged*

15 Person Minimum—Priced Per Person

Vegetable Crudités with Buttermilk Ranch 4
Fresh Fruit Display 5.50
Domestic & Imported Cheeses and
Cracker Tray 6
Domestic & Imported Cheeses and
Fruit Tray 7
Display of Assorted Bruschettas
and Relishes 7
Domestic & Imported Cheeses, Local Smoked
Sausages & Cracker Display 8.50
Antipasto Display– Assorted Cured Meats,
Cheeses & Crostinis 9

Hors d'Oeuvre Assortments

The assortments below are priced to include two pieces per person of the hot items and an appropriate amount of cold items. These assortments are perfect for light hor d'oeuvres for a short affair or to accompany dinner.

Italian Assortment

14.50 per person

Sausage & Provolone Stuffed Mushrooms

Risotto Croquettes with Basil Aioli

Meatballs Marinara

Marinated Olives

Tomato Bruschetta with Grilled Bread

Grana Padano Cheese

Asian Assortment

14.50 per person

Crisp Vegetarian Spring Rolls with Sweet & Sour Sauce

Sesame Chicken with Sweet Thai Chili Sauce

Steam or Fried Pork Potstickers

Cilantro Chili Cucumbers

Edamame Carrot Salad

Tailgaters Assortment

13.75 per person

Tri-Colored Tortilla Chips & Salsa

Vegetable Crudités with Buttermilk Ranch

Buffalo Wings with Bleu Cheese

Spinach & Artichoke Dip with Toast Points

BBQ Meatballs

DINNER

Entrées served with starter, vegetable, starch, dinner rolls and beverage**

Additional fees apply for split entrée choices.

Vegetarian & Children options available upon request– no additional fee.

UC– University Club Specialty

Seafood & Poultry

Breast of Chicken*	\$23.50
Stuffed Chicken Florentine	\$25.50
Stuffed Boursin Chicken <i>UC</i>	\$24.50
Pan Seared or Grilled Salmon*	\$26.00
Pan Seared Walleye*	\$27.00
Herb Garlic Roasted Shrimp	\$27.50

Pork

Roasted Pork Tenderloin*	\$25.00
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Beef

Tenderloin of Beef, 6oz* <i>UC</i>	\$27.00
Tenderloin of Beef, 9oz* <i>UC</i>	\$33.00
Filet Mignon, 6oz*	\$28.00
Filet Mignon, 9oz*	\$34.00
Prime Rib of Beef au Jus, 12oz	\$29.00
Prime Rib of Beef au Jus, 14oz	\$34.00
New York Strip*	\$34.00

Combination Plates

Chicken and Salmon*	\$28.00
Tenderloin of Beef and Chicken*	\$30.00
Tenderloin of Beef and Salmon*	\$31.00
Petite Filet and Shrimp Scampi	\$32.50

Vegetarian

Grilled Vegetable Risotto <i>UC</i>	\$23.50
Fennel and Leek Risotto	\$23.50
Pasta Option	\$22.50

Sauces*

Bruschetta:

Tomatoes, Shallots, Garlic, Balsamic Vinegar

Champignon:

Mushroom Cream Sauce

Marsala:

Mushroom Marsala Wine Sauce, Touch of Cream

Bordelaise:

Bordeaux Wine Brown Sauce

Bearnaise:

Tarragon Egg Sauce

Beurre Blanc:

White Wine Butter Sauce

Citrus Beurre Butter:

Citrus Infused White Wine Butter Sauce

Pesto Cream:

Basil, Garlic, Parmesean Cream Sauce

Artichoke Basil:

Artichoke Cream with Chiffonade Basil

Piccata:

Lemon, White Wine, Capers

*Entrées served with optional choice of sauce.

** Beverages include iced tea, lemonade, coffee and hot tea. Sodas available for an additional cost.

DINNER ACCOMPANIMENTS

Starters

Garden Salad*

Caesar Salad

Fresh Fruit Plate

Soup Du Jour

Romaine & Spinach Salad* (+\$1.00)

*Romaine Lettuce, Baby Spinach,
Roasted Pineapple, Roasted Red
Pepper & Walnuts*

Arugula Salad* (+\$1.00)

Arugula, Almonds, Poached Pears

** More than one dressing choice:
\$0.50 per person, per dressing*

Starches

Boursin Mashed Redskins

Garlic Herb Duchess Potatoes

Creamy Risotto

Yukon Potato Lyonnaise

Roasted Rosemary Potatoes

Baked Potato

Rice Pilaf

Saffron Rice

Herbed Cous Cous

Twice Baked Potato (+\$1.00)

Dauphinoise Potato (+\$1.00)

Vegetables

Herbed Green Beans

Herb Roasted Zucchini

Buttered or Honey Glazed Baby Carrots

Steamed Asparagus

Broccoli Parmesan

Parmesan Roasted Tomato

Assorted Julienne Vegetables

Sugar Snap or Snow Peas (+\$1.00)

Add Roasted Red Pepper Relish Accent \$0.25

Late Night Food Available!

Ask for more details.

Options include:

Hot Dog Station

Pizza

Sliders

Cookies & Milk

Tatar Tot Station

You name it!

Wedding Cakes

Cupcakes

\$2.00 per cupcake

\$2.50 per cupcake with filling

Sheet Cake

Three Layers, Rectangle, Choice of Flavor, Filling and Frosting

Half Sheet Cake, Serves 64 \$120.00

Full Sheet Cake, Serves 128 \$240.00

All Occasion Cake

Three Layers, Round, Choice of Flavor, Filling & Frosting

6 Inch Round, Serves 12 \$48.00

8 Inch Round, Serves 24 \$96.00

10 Inch Round, Serves 48 \$192.00

12 Inch Round, Serves 56 \$224.00

14 Inch Round, Serves 78 \$312.00

Flavors

Chocolate, Vanilla, Marble, Carrot, Almond, Lemon, Snickerdoodle

Fillings

Lemon Cream, Raspberry Cream, Buttercream, Chocolate Mousse

Frostings

Buttercream, Chocolate, Cinnamon Swirl, Cream Cheese, Oreo, Peanut Butter Mousse, Vanilla, Raspberry

We love to personalize so please ask about our many dessert options and anything special we can do to make your day one of a kind!



RECEPTIONS POLICIES

PARKING/ENTRY

1. Parking is included with dinner or a minimum food purchase of \$15.00 per person (after 5 PM) in the Fifth Third Bank ramp, adjacent to the building. See manager for special requests. Parking is not included prior to the evening of the event; a discount is available.
2. Parking spaces are guaranteed no matter what is taking place downtown. Parking is available on all three levels of the Fifth Third Ramp.
3. The Fifth Third Bank entry doors are locked on weekends, but will be open for your scheduled event. If you (or your florist, cake delivery, DJ, etc) need to gain entry to the building prior to your scheduled reception time, you must notify the club at least one day before in order to make the necessary arrangements with building security personnel to insure ease of entry.

GUESTS COUNT

1. A tentative count must be given at least two weeks prior to the scheduled event. **A final count must be given no less than one week prior.** In the event you do not give us a final count, we will assume the number of guests has not changed from your tentative count and you will be charged accordingly.

Assigned Seating – table count and total number of guests seated at each table must be submitted with the final count. It is also helpful to know where special meals, high-chair, booster and wheel chair placement are located at each table. *Adjustments on the individual tables may be made any time the week prior.*

2. Parties of 180 people will have use of the Main Dining Room and Fireside Room. Usage of the Front Lounge is not included for parties fewer than 180 people.
3. Additional space may be reserved for parties under 180 people for an additional fee. **These rooms must be reserved and paid for upon booking your event.**

4. Parties over 180 and up to 220 are given the North and West Lounge automatically and parties over 220 automatically get the North, West and South Lounges at no extra cost (*permitting there is a bar & sit down dinner*).
5. Parties over 300 people, with a head table, will have seating on the dance floor.
6. Additional room fees must be paid at the time of the initial deposit to hold these areas.

DINNER

1. All sit-down dinner entrees include a starter, vegetable, starch, rolls, coffee, hot tea, and ice tea. Vegetarian options and Children meals are available upon request. Your choice and count for any specialty entrée(s) must be given 2 weeks prior to your event.
2. Split entree choices (not combination plates) will have a \$3 per plate surcharge. Three entrée choices will have a \$4 per plate surcharge, and so on. Vegetarian or children's meal options are an exception. It is our recommendation that parties over 100 people do not have Split entrée choices. Individual counts on your selected entrees must be given with the final count. A place card must be at each place setting designating the entree choice of each guest. Overages will be charged accordingly.
3. Buffet options are available. Generally, the cost per person for a full dinner buffet will be the price of the most expensive entree choice plus a \$3 surcharge. Hors d'oeuvre receptions will be priced according to the cost and quantity of selected items. They may be replenished throughout the evening. Dinner buffets will be available for no more than one hour from the time the first person visits the buffet line.
4. You must determine the time your guests are to be seated for dinner prior to the evening of your reception. You will be charged \$100 for every ½ hour delay.

RECEPTIONS POLICIES

BAR

1. There are no bartender fees other than exceptions described below in sections 8, 9, and 10.
2. We will design the bar to fit your requests. You may choose different options of bar service for each time period (e.g.: before, during, after dinner). There is an after dinner bar beverage minimum of \$500. Punch and sodas may be included in the bar service minimum. **This is not an additional fee, it is a minimum if you choose to use the club more than one hour after dinner.**
3. Liquors and wines are charged by the tenth of a bottle, not the full bottle.
4. Keg beer is available in ½ or ¼ barrels. You will not pay for untapped beer, however, you will be billed for a full keg if tapped. Not all beers are available by the keg.
5. There are no additional fees for staff to pass wine or beer prior to dinner.
6. The Club will not serve alcohol to people under the age of 21 years of age. In the event that a person under 21 somehow acquire an alcoholic beverage we would very much appreciate it if you would report it to a manager on duty.
7. To prevent over consumption of alcohol, it is the management's recommendation that you or your DJ do not announce "Last Call".
8. It is the management's recommendation that the bar be closed during a sit-down dinner and reopened after dessert. If you choose to have bar service during a sit-down dinner, there is a \$100.00 per hour bartender fee.
9. One bar will be available for the reception. If you choose an additional bar be open a fee of \$100.00 per hour will be applied.
10. The bar should close by 11:30 PM in order to vacate the premises by 12:30 AM. In the event that you choose to have the bar open later, there is a \$100 fee for each additional ½ hour the Club remains open.
11. The Club has the right to not serve any person they feel has had too much alcohol.

CAKE

1. You are welcome to bring in a cake from any vendor. All cakes, not provided by the University Club are subject to a service fee: Cut & Serve for \$2.00 per person, or Cut Only for self service on a buffet station for \$1.00 per person.
2. The University Club offers various in-house dessert options. Ask for details.
3. All other dessert options, not provided by the Club, are subject to \$1.00 per person fee for use of table, plates, silverware and napkins, as well as items being cleared and cleaned.
4. To ensure a timely dinner schedule, the ceremonial "cake cut" should take place prior to dinner service. If you would prefer to cut the cake after dinner there will be a \$100 surcharge. Some exceptions apply.
5. We will box any leftover cake and place on the gift table for your convenience.
6. The Club is not responsible for cake parts left overnight.
7. Please advise us if we need to provide a knife/server for your cake cutting ceremony.

DECORATIONS

1. You may bring your own flowers, candles and favors. **You are responsible for the set-up, removal, boxing, clean-up and returning of your items including the lighting of the candles.** An additional cleaning fee will be applied if excessive clean-up is necessary.
2. For your convenience you may bring your decoration items the day before your event, it is not guaranteed that you can place them on the tables. Please note that often the tables and rooms are on their way to being set-up the day before or the morning of your reception but we do not guarantee complete set-up until one hour prior to arrival of guests.
3. Votive candles, vases, mirrors and many other items are available through the Club. See the "RENTAL ITEMS" category for prices and details.

RECEPTIONS POLICIES

DECORATIONS CONTINUED

4. You may use our simple, fresh flowers (in small bud vase) on each table at no additional charge.
5. Included with your event is a white table cloth and variety of colored napkins for you to choose from. There is an extra \$6.00 charge per table if you wish to have an ivory or black overlay or underlay cloth.
6. All skirting is provided at no additional fee.
7. Gift table, guestbook table and entry tables are complimentary.
8. Confetti and sparkle dust are prohibited. A \$200 cleaning fee will be applied if these items are used.

MISCELLANEOUS

1. The Club is guaranteed at 4 PM on Saturday evenings. In most cases, however, access is granted the prior day or morning of the event. Please be aware that the rooms, table settings and their condition will not be completed until one hour prior to your event.
2. In the event that you are able to decorate the day prior, the University Club does not pay for the parking.
3. Food and beverage, other than that supplied by the Club, is not permitted without management permission. Handling fees will be determined accordingly. Drinking liquor/beer items not provided by the Club will result in additional fees.
4. There are additional fees for any food, nuts, mints, etc, brought into the Club.
5. Assigned seating is easily accommodated. We will be happy to arrange your place cards on a table in the entryway. Please have them in alphabetical order.
6. The University Club of Grand Rapids is not responsible for lost or stolen items.
7. All price quotations are subject to change. Food and beverage pricing will not be locked in until three months prior to the event.
8. The Fifth Third Bank building is a non-smoking environment; the University Club does not allow smoking.

RENTAL ITEMS

1. Votive candles with glass holders are available through the club at a cost of \$1.00 per unit. We will place, light and clean up candles and holders. If you should choose to use you own, we are not responsible for placement, lighting or collecting them at the end of the evening.
2. Mirrors are available for \$3.00 per table
3. A stage is available with a \$20.00 per section fee. (i.e. A head table of 10 people will need 5 sections.)
4. Dance floor fees range from \$200 -\$300.
5. Audio Visual items: LCD Projector, Screen & AV Cart: \$100.00, Screen and AV Cart Only: \$20.00, Laptop: \$100.00
6. Silver mint julep cups may be rented for \$3.00 each.
7. Chair covers: Please inquire about availability and pricing.

DEPOSITS

1. A short-term tentative hold may be accommodated on a particular date.
2. Upon securing the date, a confirmation letter will be sent along with a copy of our reception policies. This letter must be signed by you and the member sponsoring your event. See below on membership.
3. The signed confirmation letter is returned along with the first \$1,500.00 non-refundable deposit and any additional room charges that may apply together with the membership application. (See "Membership"). **Room charges or minimums do not apply if you stay within the counts allocated.** See "Guest Count" for rooms automatically included with specific counts.
4. A second \$1,500.00 non-refundable deposit is due six months prior to the event. A third \$1,500.00 non-refundable deposit is due 30 days prior. These deposits will be deducted from the final bill.
5. **The final payment must be received within 30 days after the reception.**
6. All deposits are non-refundable.
7. All major credit cards are accepted.

RECEPTIONS POLICIES

MEMBERSHIP

1. In order to have an event at the University Club, you or a close relative (parent or grandparent) must be or have a member sponsor. If you or a parent are not related to the member sponsor (i.e. are not paying the bill), the service charge is 25%.

2. A special “trial membership” may be easily obtained for a flat rate of \$360.00 for one year. Your service charge will then be reduced from 25% down to 20%.

3. A member of one of our many reciprocal clubs may also have a function or sponsor a function at the University Club. The service charge is 25%.