



Weddings & Special Events Policies

DEPOSIT AND FINAL PAYMENTS

For non-member events, a deposit in the form of a check equivalent to the room rental is required in order to confirm the booking. Until this is received as well as a signed Banquet Event Order (BEO), the event is not confirmed. This payment and signed BEO guarantees the date and room reservation. The remaining balance of the event is due 7 days prior to the event in the form of a check. Any remaining balances after the event (i.e. beverages based on consumption, additional labor, etc.) will be due at the conclusion of the event. A credit card is also to be kept on file to be charged in the event the balance is not paid or for any damage fees.

CANCELLATION POLICY

Deposits are non-refundable. There is a 9 month cancellation notice required. Cancellations within the 9 months are subject to 50% of the food and beverage minimum which will be charged to the credit card obtained during initial booking.

Members are not required to place a deposit, but must adhere to the above guidelines. Cancellations made after the same given deadlines will result in the appropriate charges being invoiced to their account for payment within 30 days.

FINAL GUEST COUNT

A final guarantee 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 guarantee. 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.

FOOD AND BEVERAGE POLICY /WEEKEND MINIMUMS

For Saturdays and Sundays from November- April, we require a \$5,000 food and beverage minimum (excluding facility fee and tax). During Peak Season which is May-October, Saturday events require a \$10,000 food and beverage minimum and Sunday events require a \$7,000 food and beverage minimum (excluding service charge and tax). Weekday events, Monday through Friday, do not require a food and beverage minimum. Local health department rulings prohibit guests from taking food and beverage from the Club, with the exception of weddings cakes and clients' personal wine. Wines brought into The Faculty Club will have a corkage fee of \$25 per 750 ml bottle. THE FACULTY CLUB OBSERVES ALL NATIONAL AND ADMINISTRATIVE HOLIDAYS AND RESERVES THE RIGHT TO CANCEL OR CHARGE A PREMIUM FEE FOR EVENTS ON THESE DAYS.

No outside food or beverage is allowed in The Faculty Club. The Faculty Club does reserve the right to request guests to remove the food and beverages if deemed necessary and/or charge the Client appropriately.

EVENT RULES

All music must be turned off by 11pm.

All events must conclude by 11pm.

Open flames are allowed but must be in a votive or candleholder.

No confetti inside or outside of the building. Use of confetti will incur a \$300 cleaning charge to the client.

No tape (with the exception of painter's tape), staples, tacks, nails, etc. can be put on the walls.

Professional DJ, Band or Music Professional is required if music is desired.

Any lighting (i.e. up lighting, bistro lighting, etc.) must be done by an event lighting professional.

Any damage to property of The Faculty Club including outside Vendor's property (i.e. linen, rented chairs, tables, etc.) are subject to appropriate damage fees.

We are not responsible for any Décor/Personal Property left behind after an event.

I, _____, agree to adhere to above stated policies.
(Print Name)

Client Signature

Date

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