



## Welcome to the University Club of Palo Alto

The University Club of Palo Alto is a private club nestled in the foothills of Palo Alto, California. We offer the finest in facilities, food, service and ambience for your special event.

For many years, the University Club of Palo Alto has had a reputation for quality and fine dining. You and your guests will experience the finest cuisine and beverage service available. We are readily available to assist in menu selection and our diverse experience in event planning is sure to create the perfect affair. Be assured that all food will be beautifully prepared, presented and served in a professional manner by our staff.

We will coordinate and oversee all activities at your event so you can relax and enjoy yourself, knowing that all details and special requests will receive appropriate attention.

Thank you for considering the University Club of Palo Alto for your special event.

Sincerely,

Pamela Fields  
Food & Beverage Director  
650.493.3972

## BANQUET POLICIES and CONTRACT

### Capacity

Main Dining Room: 175 maximum seated with full dance floor\*

Beech Room: 90 maximum seated\*

Board Room: 20 maximum seated conference-style\*

\* Max capacity can increase depending on room setup & style of event

### Club Rental

Fee structure is based on a 4-hour period plus one hour setup and one hour breakdown. Reserving party will be charged \$200.00 for each additional 1-hour period.

#### Main Dining Room

- Member \$1200

- Non-Member: \$2400 Sunday – Friday / \$3000 Saturday

#### Beech Room

- Member: \$500

- Non-Member: \$750 Sunday – Friday / \$900 Saturday

#### Board Room

- Member: \$85

- Non-Member: \$200

#### Wedding/Outdoor Ceremony Site (includes chair rental – up to 150)

Ceremonies must be on Saturday or Sunday at a start time of 4:30pm or later.

- Member: \$500

- Non-Member: \$900

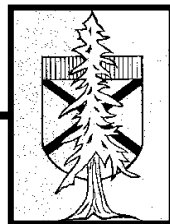
### Food & Beverage

- All Member events receive 10% off all food items.
- \$10,000 minimum required for Saturday evening events (Main Dining Room).
- The University Club must provide all food and beverages, with the exception of wedding cakes. We do not have an offsite catering license; hence food and beverages may not leave the premises.
- Due to insurance restrictions, no remaining food from contracted events will be allowed to leave the premises.
- The University Club requires confirmation of all menu arrangements two (2) weeks prior to the event. Special food requests i.e. vegetarian/vegan can be accommodated based on our onsite fresh food preparation.
- Due to market fluctuations, quoted or estimated food and beverage pricing may change up to one month prior to an event. Quoted or estimated prices will only be honored if a signed food and beverage contract is on file prior to the price increase.
- If more than two (2) entrees (not including vegetarian option) are selected for your event menu, entree prices will increase by \$2.00 (plated menu only).
- It is our intent to accommodate any requests due to dietary restrictions. These requests must be provided 72 hours prior to the event.

### Beverage Policy

- Bar packages are available in our banquet menu, or bar charges can be based upon consumption and billed at the conclusion of your event.
- Bartenders included in rate, up to 150 people.
- Over 150, additional bartender \$200.00.
- Additional bar setup \$200.00
- Wine corkage fee is \$15.00 per bottle for non-members, \$7.50 for members.
- Last call for alcoholic beverages is 30 minutes prior to the end of the event.
- All State of California and Federal laws apply to the serving of minors and/or anyone who appears to be intoxicated.

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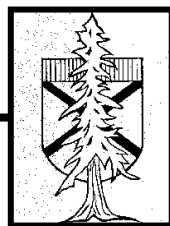


## BANQUET POLICIES and CONTRACT

- Set Up We will advise you of proper and maximum room set up, with no charge for normal set up. Should you have extensive or unusual set up, please ask your catering manager what additional labor charges may be incurred.
- Linens Ivory napkins with ivory tablecloths are our standard linens. Alternate linen colors or specialty linens are available at an additional charge. Please ask your catering manager what additional charges may be incurred.
- Decorations Centerpieces and room decorations are not included in the menu prices quoted. Our catering manager will be happy to work with you to design a special look for your event and will coordinate with our florist or yours.
- Candles Votive candles (3 per round table) are provided at no charge. Taper candles, that you may wish to provide, are allowed as long as they are contained in a hurricane lamp shade or an appropriate candle container approved by the catering manager.
- Dance Floor A 25' x 25' genuine wood dance floor shall be provided in the Main Dining Room at no charge.
- Entertainment All outsourced entertainment and their equipment must vacate the building no later than 1 hour following the contracted event conclusion time. In the event that they take longer than 1 hour, we will impose an overtime charge of \$200.00 per hour pro-rated accordingly.
- Equipment The University Club does have the following equipment available for rental:
- |                              |                                 |
|------------------------------|---------------------------------|
| Projector - \$25             | Podium - no charge              |
| Portable Screen - \$25       | Wireless Microphone - no charge |
| Portable Sound System - \$45 | LED TV Screen - \$25            |
- Parking Sufficient outdoor parking is available. Events expecting over 125 cars are required to book valet services.
- Any event with 60 or more cars between the hours of 9am and 7pm, Monday through Friday, require parking attendant services.
- Events with 60 or more cars must hire a UC staff member at the rate of \$20 per hour as parking attendant to direct parking.
  - Events with 80 or more cars are required to pay for valet services through one of our preferred vendors. Cost determined by # of cars/attendants.
  - UCPA will maintain 20 parking spots in the upper lot for member parking only.

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- Additional Fees
- Cake cutting fee is \$2.00 per person (wedding & sheet cakes only).
  - Outside vendor fee - \$100 flat rate (desserts only).
  - Optional coat check attendant charge is \$100.00.
  - Taxable Service charge of twenty percent (20%) charge will be applied to all food, beverage service, audio-visual, and labor charges. A Service Charge is not a cash gratuity, thus subject to sales tax.
  - California State sales tax of (9%) is applied to the total on the final bill.
  - Please do not affix any item to the walls without prior approval. The University Club reserves the right to charge the appropriate cleaning fee for work required to return the property to its original condition and/or to be reimbursed for damage to property and/or furnishings.

Final Guarantees We require a guaranteed number of guests attending the function NO LATER THAN seven (7) working days prior to the event. This number is referred to as the GTD (guaranteed date) and is not subject to reduction. You will be charged for that minimum number even if fewer guests attend. If no guaranteed number is given, you will be charged for the original estimated attendance number. If your party increases after the GTD has been received, we will attempt to accommodate them. In any case, we will be prepared to accommodate up to 5% over your guaranteed minimum number. A signed contract must accompany the GTD. **Absence of a signed contract implies a non-scheduled event.**

Cancellation The initial deposit is only refundable should you cancel your event no less than sixty (60) days before your scheduled event. Any function cancelled less than one week prior to the event is subject to full charges.

Billing \$1,000 deposit to secure date. 75% of estimated final bill is due 2 weeks before the event date. A statement of charges will be mailed to you following your event. All charges are due within ten (10) days of event date.

Payments Acceptable forms of payment are cash, or check made out to “University Club of Palo Alto.” Payments made via credit card will incur an additional 3% convenience fee.

- General
- The reserving party is responsible for conduct of guests, any damage or theft that may occur during the event, and handling of outside rentals not booked by The University Club of Palo Alto. The University Club of Palo Alto will assume no responsibility for damage, loss or theft of equipment and/or outside rentals booked by the reserving party, or articles left in the University Club or parking lot prior to, during or after the event.
  - At no time are rice and/or birdseed allowed to be thrown on University Club of Palo Alto property.

I, \_\_\_\_\_, the undersigned, acknowledge that I have read, understand and agree to abide by all aforementioned terms, fees and policies set forth by the University Club of Palo Alto. Please sign and return your acknowledgement with your deposit of \$1000 and sponsorship (if applicable) to the Events Department.

Event Date: \_\_\_\_\_ Event: \_\_\_\_\_  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_