



THE UNIVERSITY CLUB AT THE UNIVERSITY OF ALABAMA

CATERING GUIDE

We wish to thank you for selecting The University Club for your special event. The University Club offers a wide variety of meeting and dining facilities as well as full food & beverage catering services. Our professional and dedicated staff is prepared to assist you in coordinating every detail of your meeting, luncheon, reception, social event, wedding, or any other special occasion.

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THE UNIVERSITY CLUB VISION

A historical landmark in Tuscaloosa providing excellent cuisine and service for private club dining and special events, creating memorable experiences for the university community and other area residents, and educating University of Alabama students in effective hospitality management practices.



THE UNIVERSITY CLUB AT THE UNIVERSITY OF ALABAMA

PRIVATE EVENT RENTALS

Eligible Events

In order to reserve The University Club for a private event, you must be a member of the Club or be sponsored by a current Club member.

University Club members receive a 50% discount on rental fees for after-hours use of the Club. Club members who have upgraded their membership to the Championship level pay no rental fees for after-hours use of the Club. Non-member, sponsored events are required to pay full rental fees for private events at the Club.

Please see pages 9-10 of the Catering Guide entitled, *Room Capacities & Rental Fees*, for rental fees for each room/area of the Club.

Event Sponsorship

Events are considered to be sponsored if the member is not the primary contact, is not paying for the event, and/or if the member is not in attendance for all consultation appointments. Both the member and the sponsored host must sign the event contract.

Sponsored clients assume all pricing and facility policies of The University Club. If the sponsored client fails to make payment for the event, the member sponsor assumes all responsibility for the charges.

Rental Period

Events held Monday through Friday and Sunday before 4pm are reserved for 4 hours. Events held on Saturday can be reserved for 8 hours (including setup/clean-up). Weddings are always booked for 8 hours.

For Saturday events needing 8 hours of rental time, the best use of your time is to use 4 hours before the event start time for set up, 3 hours for the actual event, and the last hour for clean up (a total of 8 hours). If the client wishes to purchase additional hours, they may do so at a rate of \$125/hr.

The University Club will set up and break down all of the items that they provide. The client is responsible for the set up and break down of all materials they bring into the Club, e.g., flowers, outside vendor equipment, any other decorations, etc. If the client is still breaking down past their rental time, the client is charged \$125 for every hour they remain in the building.

Coordination of arrival times for both event hosts and vendors should be communicated and approved through the Events Coordinator to ensure that the times do not conflict with normal Club operations.



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EVENT BILLING

Event Contract

The event contract is an acknowledgement of all University Club event and catering policies found in the Catering Guide. All events held at The University Club require an event contract. For sponsored events, both the Club member and event host must sign an event contract. A signed event contract is required, along with payment of event deposit, to officially book an event at the Club.

Event Deposit

Deposits are required for all after-hours/weekend events held at the Club. The event deposit must be received in order to officially book the event. Payment of the deposit is preferred within 72 hours of the event inquiry. All event reservations are considered tentative and subject to cancellation until the Club has received a contract and deposit for the event.

The amount of the event deposit is based on the rental fee for the room(s)/areas of the Club being used for the event. Club members pay a deposit equal to 50% of the rental fee for the room(s)/areas being booked for the event. Club members who have upgraded to the Championship level are not required to pay a deposit as they do not pay a rental fee for after-hours events held at the Club. Non-members must pay a deposit equal to the full rental fee for the room(s)/areas being used for the event.

Event Billing

Event clients will receive 2 copies of the final event invoice at the conclusion of their event. One copy must be signed and left at the Club for our records. The second copy may be kept by the event client for their records.

For Club members, the event invoice/balance will be billed to their Club account and will be reflected on the monthly statement for the month following the event date. As such, this means that the event balance is due on the 25th of the following month for members. For non-members, payment of the event balance is due in full 1 week (or 5 business days) prior to the event date.

Host bars are billed based on consumption and, therefore, are billed following the event. Any missing or damaged items will be billed after the event to the event host or the sponsoring member. Additions to the confirmed guest count will also be billed following the event.

Additional Fees

An 18% service charge and applicable state and city sales taxes will be added to all event invoices. The service charge is **not** gratuity; we pay our service staff at least minimum wage instead of \$2.13/hr. The service charge allows us to generate the revenue needed to pay our service staff the increased hourly wage. If you wish to leave an additional gratuity for the staff that serves you the day of your event, you may do so when signing the final event ticket.



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EVENT CONFIRMATIONS & CANCELLATIONS

Event Confirmations

Once the event contract has been signed and returned, along with the appropriate deposit for the event, the event will be officially booked with The University Club.

After receiving the event confirmation, the event host should review the event details listed on the confirmation and respond to the Events Coordinator via e-mail regarding approval of the confirmation and/or corrections to the event confirmation.

If the event host would like to schedule a site visit to discuss details of the event, please contact the Events Coordinator at (205)348-4849 or ucevents@uclub.ua.edu.

Event Cancellations

Events cancelled 90 days prior to the event date will receive a full refund of the deposit/rental fee. Events cancelled 30-89 days prior to the event date will be refunded 50% of the deposit/rental fee. Events cancelled less than 30 days prior to the event date will receive no refund of the deposit/rental fee.

Events booked less than 30 days prior to the event date will have a 1 week (5 business days) grace period to cancel and receive a full refund of the deposit/rental fee.

Tradition level memberships will be retrospectively charged their discounted rental fees if they cancel their membership within 6 months of the event. Championship level memberships will be retrospectively charged their discounted rental fees if they cancel their membership within 1 year of the event (effective Oct. 2017).



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EVENT TIMELINES

Within 72 Hours of Event Inquiry

A deposit/rental fee must be received to officially book an event. All event reservations are considered tentative and subject to cancellation until the Club has received a deposit for the event.

An event contract must be signed and returned along with the deposit/rental fee.

Once the signed event contract and deposit are received, a copy of both documents will be e-mailed to the event host for their records.

30 Days Prior to Event

There will be no refunds issued for events cancelled within 30 days of the event date.

Events booked within 30 days of the event date have a 1 week (5 business days) grace period to cancel and receive a full refund of the deposit./rental fee.

Two Weeks Prior to Event

Band/DJ requirements for electrical power must be presented to the Events Coordinator a minimum of two weeks prior to the event date.

One Week Prior to Event

Confirm menu for event with Events Coordinator.

Confirm guest count for event with Events Coordinator 3 business days before the event. If a final guest count is not provided, your last catering estimate becomes your guarantee and you will be charged accordingly. After providing a final guest count, catering charges cannot decrease. Minor increases in guest count after this point may be accommodated on a case-by-case basis.

Confirm Itinerary (arrival time, departure time, pre-set schedule and outside vendor set-up times, etc) with Events Coordinator.

For non-members, full event payment is due for event.

Special Exceptions for Weddings

Because weddings are of a different nature than most other events, we require a menu to be finalized 2 weeks before the event date, and a guarantee number finalized 1 week before the event date. This gives both the Client and the Club the flexibility to make any last minute adjustments with greater ease.



THE UNIVERSITY CLUB AT THE UNIVERSITY OF ALABAMA

EVENT EXTRAS

Linens

The University Club's standard table linen colors are ivory or white. The Club's standard linen napkin color is black. Use of these standard colors of table linens/napkins is included in the rental price for the event.

Additional table linen/napkin colors are available for an additional charge of \$3 per table linen and \$0.75 per napkin. If you need a special cut or size outside of what we normally carry, we can order them for you; those additional charge prices will be determined at that time. You may consult with the Events Coordinator regarding available color options.

Musical Entertainment

Band/DJ requirements for electrical power must be presented to the Events Coordinator a minimum of two weeks prior to the scheduled event. The University Club is a historic facility and is limited in its ability to accommodate some power equipment demands.

If you plan on having outdoor entertainment by way of music, we require that by 9pm the music be moved inside, as we are in the middle of a residential neighborhood. Please help us be considerate to our neighbors.

Alcohol Service

Events serving alcohol are required to have a University Club bartender. One bartender is required per 75 guests at a rate of \$80 per bartender for 4-hour bar service. Bar service over the allotted 4 hours will be billed at a rate of \$30 per bartender, per hour. If choosing a cash bar, there is a \$50 fee for 4-hour bar cashier service (in addition to the bartender fee).

Please note, our liquor license does not allow any offsite alcohol to come onto the premises. Any violation of local and state alcohol laws will result in a \$500 fine (added onto the final event ticket) and may result in the cancellation of your bar service during your event. The University Club also reserves the right to call UAPD and/or other local law enforcement for any violations of its alcohol policies.

Cake Fee

The University Club does not currently provide specialty cakes.

For \$1.00 per person, per cake, The University Club will provide plates, utensils, and waitstaff for the cutting and serving of a host provided cake.

Ordering

To schedule catering for your event, please call the Events Coordinator at (205) 348-4849. You may also e-mail the Events Coordinator at ucevents@uclub.ua.edu.



THE UNIVERSITY CLUB AT THE UNIVERSITY OF ALABAMA

CATERING POLICIES

Exclusivity

Southern Foodservice Management is the sole provider of food, beverage, and alcohol services for The University Club.

Please note, our liquor license does not allow any offsite alcohol to come onto the premises. Any violation of local and state alcohol laws will result in a \$500 fine (added onto the final event ticket) and may result in the cancellation of your bar service during your event. The University Club also reserves the right to call UAPD and/or other local law enforcement for any violations of its alcohol policies.

Food Minimums

Catered events that are scheduled to occur outside of regular business hours (8am-5pm) Monday through Thursday require a \$750 food minimum. Weekend events (beginning Friday at 5pm) require a \$1,000 food minimum. This means that you must spend at least that amount in food and beverages (excluding alcohol) in order for us to host your event.

Food Removal Policy

Due to the regulations of the Health Department, as well as catering industry standards, any food not consumed at the event may not be taken from the venue. Food removal following the event may only be handled by University Club personnel.

Guest Count Guarantees

A guaranteed guest count is required 1 week (or 5 business days) prior to the event. If a final guest count is not provided, your last catering estimate becomes your guarantee and you will be charged accordingly. After providing a final guest count, catering charges cannot decrease. Minor increases in guest counts may be accommodated on a case-by-case basis.

Security

The University Club may require security for an event based on management's discretion. The University Club will make security arrangements for the event with The University of Alabama Department of Public Safety. The cost of security is determined by the current rates established by the Department of Public Safety. The University of Alabama Department of Public Safety has a 4-hour minimum when booking security needs. The cost of security will be passed on to the event client by applying it to the final event ticket amount.

Rental Property

The University Club is not responsible for any third party rental property. Storage and return of the rental property is the sole responsibility of the client.



THE UNIVERSITY CLUB AT THE UNIVERSITY OF ALABAMA

CATERING POLICIES (CONTINUED)

Decorations

All decorations and rental equipment must be broken down and removed by the event client by the scheduled end time of the event. If the client is still removing items from the Club, the client will be charged \$125 for every hour that they remain in the building.

Furniture

Only authorized University Club personnel are allowed to move the Club's furniture and fixtures. University Club furniture may not be used outdoors; we have specific furniture for outdoor use that you may rent. We have 200 white folding chairs and 10 5ft round tables available for your use. We set up and break down the outdoor furniture. Our white folding chairs are \$3.25 each, and our 5ft round folding tables are \$10 each. All floor plans should be created, discussed, and approved by the Events Coordinator.

Missing/Damaged Items

Any missing or damaged items will be billed to the event client or the sponsoring member following the event.

Prohibited Items and Actions

In accordance with Tuscaloosa County health codes, access to the house is restricted to public areas only. "Employee Only" areas are restricted to authorized personnel.

No nails or tape will be allowed on any finished surface. Please help us preserve our historic home.

All candles must be enclosed in glass, and the glass must be higher than the flame.

Bird seed or flower petals are not permitted inside the building. Rice and confetti may not be thrown anywhere on the premises. Sparklers or fireworks of any kind are not allowed on the premises. You cannot throw fake flower petals anywhere on the premises; please use real, white flower petals. Please consult the Events Coordinator for accepted sendoff items.

Due to the operation of the heating and air conditioning systems, the doors in the house may not be propped open during an event.

Smoking and vaping is prohibited inside the building.

Nothing is allowed to be placed in the ground on the premises. If you are planning on having outdoor furniture from outside vendors, please ask about the specific do's and don'ts for setup.



THE UNIVERSITY CLUB

AT THE UNIVERSITY OF ALABAMA

ROOM CAPACITIES & RENTAL FEES

	Minimum Number of Guests	Room Capacity			Room Setup/ Clean-Up Fee	After-Hours Rental Fees	
		Seated	Theater	Reception		Mon-Thurs	Fri-Sun
Parlor	0	-	45	30	\$ 15.00	\$ 50.00	\$ 75.00
Private Dining Room	0	8	-	-	\$ 15.00	\$ 50.00	\$ 75.00
Music Room	0	24	25	50	\$ 20.00	\$ 65.00	\$ 125.00
Sun Porch	0	24	35	45	\$ 35.00	\$ 75.00	\$ 150.00
Social Dining Room	12	30	55	65	\$ 30.00	\$ 100.00	\$ 175.00
Red Room	12	32	55	60	\$ 40.00	\$ 150.00	\$ 200.00
Blue Room	25	52	-	100	\$ 55.00	\$ 175.00	\$ 275.00
Main Dining Room	25	75	120	150	-	\$ 250.00	\$ 350.00
Side Garden & Patio	-	50	150	100	-	\$ 50.00	\$ 75.00
Front Yard	-	80	175	300	-	\$ 100.00	\$ 200.00
Main Floor	50	160	-	300	-	\$ 750.00	\$ 950.00
Entire House	100	240	-	500	-	\$ 1,225.00	\$ 1,500.00



THE UNIVERSITY CLUB AT THE UNIVERSITY OF ALABAMA

ROOM CAPACITIES & RENTAL FEES (CONTINUED)

Room Setup/Clean-Up Fee:

The Room Setup/Clean-Up Fee will be charged for use of a private room on weekdays (Mon-Fri) during normal business hours (8am-5pm).

Rental Fee:

The Rental Fee will be charged for use of a private room(s) after business hours and/or on week-ends.

University Club members receive a 50% discount off the published rental fees. Those members who have upgraded to the Championship Level of membership have no rental fees. The rental fee is due at the time of signing an event contract in order to secure the date for an event.

For non-members, the rental fee listed is charged separately and in addition to the catering bill for an event. The rental fee is due at the time of signing an event contract in order to secure the date for an event.

Event Hours & Venue Access:

Events held during business hours (8am-5pm) on weekdays may arrange to have access to the venue prior to/after the event for decorating or other special setup. However, the hours of access must be coordinated through the Events Coordinator as there may be some limitations on access based on other events, operational hours, staff arrival times, etc.

After-hours events are booked for 4 hours (i.e. 6pm-10pm). In addition to the scheduled event time, clients are allowed access to the venue up to 4 hours prior to the event. However, the hours of access must be coordinated through the Events Coordinator as there may be some limitations on access based on other events, operational hours, staff arrival times, etc. Clients have until their rental end time to remove all personal items and/or any décor or third-party rental property that was brought into the venue for the event.

If additional hours are needed to allow the client time for additional setup and/or clean-up, they will be billed at a rate of \$125 per hour. Special exceptions to the venue access policies may be considered and arranged by the Events Coordinator on a case-by-case basis.

Audio Visual Pricing:

The University Club now owns several pieces of AV equipment which may be used for events held at the Club. Be sure to discuss any AV needs with the Events Coordinator to ensure availability and proper setup for your event.

Podium with Microphone - \$25

Laptop - \$10

Digital Projector - \$45

Speaker - \$25

Projection Screen - \$10

Blue Room AV (built-in sound, 80" TV, Powerpoint, etc) - \$30



THE UNIVERSITY CLUB AT THE UNIVERSITY OF ALABAMA

BAR BRANDS & ADDITIONS

House Brand Liquors (\$6/drink):

Smirnoff Vodka, Bacardi Rum, Jim Beam Bourbon Whiskey, Seagram's 7 Whiskey, Seagram's Gin, Dewar's Scotch, Jose Cuervo Gold Tequila, Old Forester Bourbon

Premium Brand Liquors (\$7/drink):

Absolut Vodka, Mount Gay Rum, Maker's Mark Bourbon, Crown Royal Whiskey, Jack Daniel's Whiskey, Beefeater Gin, Bombay Gin, Chivas Regal Scotch, Sauza Tequila

Super Premium Brand Liquors (\$8/drink):

Grey Goose Vodka, Captain Morgan Rum, Woodford Reserve Bourbon, Glenlivet Scotch, Bombay Sapphire Gin

House Wines (\$22/bottle)

Albertoni Brand:

Chardonnay, Pinot Grigio, White Zinfandel, Cabernet Sauvignon, and Merlot

Specialty Wines

Specialty wine list and pricing are available upon request

House Sparkling Wine (\$24/bottle)

Cristalino Cava

Domestic Beer (\$3.50/bottle)

Bud Light, Coors Light, Michelob Ultra, Yuengling

Import Beer (\$5.50/bottle)

Stella Artois, Corona

*University Club policy states that each drink contains 1.5 ounces of liquor.
All food and beverage prices incur an additional service charge and tax.*