

# Your Day...



# Our Vow...

To ease the planning so you can relax...

To perfect the details so you can enjoy...

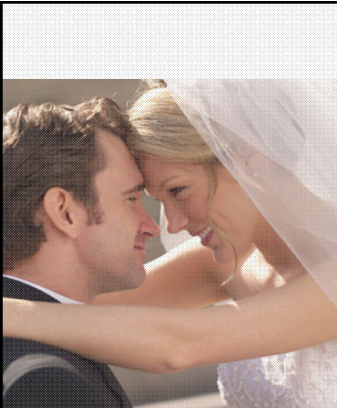
To create the moments that you will remember.

**UNIVERSITY**  
*Club*

**MICHIGAN STATE UNIVERSITY**  
677.333-6333 • [www.UniversityClubMSU.org](http://www.UniversityClubMSU.org)



# *Creating a Memorable Event . . . Begins at the University Club!*



When you choose  
the University Club  
for your  
wedding events,  
you receive  
professionalism,  
creativity, and  
proven expertise  
in the coordination  
of every detail!



## *Congratulations!*

*You've dreamed of this day for most of your life . . . Now let the professionals at the University Club help make those dreams come true.*

*Creating memorable events is our specialty—from the first bridal shower to a festive brunch the morning after. We can help you plan an elegant rehearsal dinner that complements the choices you've made for your reception.*

*Family and friends will appreciate your careful plans for their entire experience while away from home...with comfortable and convenient hotel accommodations; seasonal access to swimming, tennis, and golf; pampering at our first-class Fitness Center & Spa; and delicious private club dining...all at their fingertips throughout their stay.*

*Our convenient Wedding Package has been planned with YOU in mind—complete in every detail, creatively tailored to capture your unique desires and personal taste. Trust the planning to us, so you can relax and enjoy this moment of a lifetime!*



## *Planning your Wedding weekend is as easy as . . .*

- 1** Meet your personal Wedding Planner, tour the Club, and reserve all the space you will need for your events.
- 2** Select your reception package (with the help of your Catering Representative), including your menu and bar preferences. At that time, we'll also discuss room arrangements and décor details.
- 3** Mail your invitations and give us your final number of guests. Then **relax and enjoy your wedding day**...while we take care of **you!**

# Wedding Package

*The University Club brings elegance, creativity and that “special flair” to your wedding celebration! Our expert staff will skillfully execute an unforgettable event, from beginning to end—with careful attention to every detail, an exceptional level of service, and the highest quality of fine food and beverage.*

*Our carefully crafted Wedding Package makes planning your event easier than ever, and contains every service and menu detail essential to that memorable “once-in-a-lifetime” wedding day.*

*Our package requires a minimum of 100 guests, and includes all of the amenities listed below, as well as the food and beverage selections outlined on the next page.*

*All details will be coordinated by our professional Wedding Planners and executed by our experienced service staff.*



## Room Set-up & Club Amenities:

- Complete room set-up and tear-down of tables, chairs, buffets, service tables
- Parquet wooden dance floor custom built to your specific room arrangement
- Guest Book podium and/or easels for your signature board and photo display
- Covered entrance canopy for comfortable guest arrival and departure.
- Complimentary self-parking for all guests
- Elegant lobby, where guests are greeted by our professional receptionist, and spacious coatroom
- Well-appointed and convenient restrooms

## Dining & Décor Amenities:

- Floor-length table skirting to elegantly drape the bridal head table and other specialty tables, in your choice of white or black
- Decorative satin ribbon trim on all skirted tables, in your selected color
- Table linens in your choice of white, black, or ivory
- Linen napkins in a variety of color choices, in your choice of decorative fold
- ‘Simply Elegant’ centerpiece comprised of a round mirror with three votive candles
- White china, silverware, all service pieces, glassware, and stemware
- Your choice of gold or silver charger plates

## Wedding Concierge Services:

- Customized timeline of your wedding reception
- Placement and collection of your reception items (menu cards, place cards, favors, programs, guest book, card holder, toasting glasses, assembled centerpieces, photo displays, etc.)
- Confirmation of set-up and delivery times with outside vendor services, including baker, florist, and band/DJ
- Meet and greet vendors, coordinate delivery and set-up
- Assistance packing gifts and personal items afterward

## Candlewood Suites Hotel Amenities:

- Complimentary guest room for the Bride & Groom on the wedding night
- Champagne & chocolate truffle gift basket
- Special room rates at the Candlewood Suites for family and guests (your guests enjoy full use of the University Club’s member services during their stay)
- Complimentary hotel self-parking



# Wedding Package



*For an elegant event your guests will long remember, your University Club Wedding Package includes the amenities outlined on the previous page, plus the food and beverage selections and services listed below.*

- **Four hours of University Club “Call” Bar Service**, including all bar set-up, soft drinks, juices, garnishes, and professional bartender service. This time may be continuous, or allocated throughout the evening based on your timeline.

- **One-hour Hors d’Oeuvres reception**, offering your choice of:

*~ Fresh Seasonal Fruits & Berries with a selection of Gourmet Cheeses & Fancy Crackers  
Colorful Vegetable Crudité & Batonettes with two Dipping Sauces*

**OR**

*~ Choice of four Silver Service Hors d’Oeuvres to be passed to your guests at arrival, chosen from an extensive list of the Club’s most popular hot and cold selections*

- **Salad Course**, selected from one of the University Club’s Signature Salads:

*~ Tossed Salad of Mixed Greens with Tomatoes, Cucumbers, Carrots, Buttermilk Ranch Dressing*

*~ Mesclun Salad with Gorgonzola Cheese, Toasted Walnuts, Michigan Dried Cherries, Vanilla Bean Chardonnay*

*~ Classic Caesar Salad with Seasoned Croutons, Grape Tomatoes, Freshly Grated Parmesan Cheese*

*~ Tomato and Mozzarella Napoleon with Mixed Baby Greens, Crusty Baguette Crouton, Fresh Basil Dressing*

- **Selected Entrée**, accompanied by Chef’s vegetable & starch, freshly baked rolls, and butter

- **Champagne Toast**, offering each of your guests a choice of the University Club’s select champagne or sparkling juice

- **Wedding Cake Service**, including professional cutting, plating, and service to guests

- **Gourmet Coffee & Hot Tea Station**—a beautiful silver samovar service of freshly brewed coffee and gourmet tea selections, accompanied by whipped cream, chocolate shavings, and various spices

- One Complimentary pre-event **Tasting for Two** of your selected Lunch or Dinner menu



*We offer many delightful enhancements to customize your wedding package.*

*If you can imagine it, we can create it!*

## *Customize your Wedding*

In addition to the University Club’s exceptional wedding package, we offer a wide variety of services and special touches to help make your entire event and unforgettable experience for you and all your guests:

- A world-class Fitness Center & Spa, including a full menu of spa services for the bridal party
- Custom-designed bachelorette parties, golf outings, rehearsal dinners, and spa parties to round out your weekend
- An exceptional Sunday Brunch, with private rooms available for your party’s enjoyment
- Seasonal use of the University Club’s pool and tennis courts
- Airport shuttle for guests staying at the Candlewood Suites (subject to hours of operation)
- Your Wedding Planner can assist you in procuring outside services for enhancements such as ice carvings, musicians, florists, bakers, decorators, photographers, and more.

# Making Your Personal Selections...

To complete your Wedding Package, simply select...

1. Your desired **Hors d'Oeuvres** from the selections listed below
2. Your **Entrée** from our extensive list of luncheon and dinner options
3. Your **Beverage Package** from the choices outlined on page 3 (the Call Bar Package is included in package pricing; the Premium Bar Package is available for an additional per-person charge).

## Hors d'Oeuvres

Your Wedding Package includes your choice of either option below:

### Hors d'Oeuvres Station

This option features an artistically designed culinary display, creating a visual and gourmet delight that your guests may visit at their convenience. Selections will include:

- Fresh Seasonal Fruits and Berries with a selection of Gourmet Cheeses and Crackers
- A variety of fresh Vegetable Crudités and Batonnettes with two Dipping Sauces

### Silver Service Passed Hors d'Oeuvres

This option offers you the flexibility to select four items from the list below, passed Silver Service by our professional wait staff.

#### Cold Hors d'Oeuvres:

- Poached Pear & Blue Cheese Crostini**—Diced pears poached with cinnamon and port wine, topped with blue cheese mousse and chives.
- Wild Mushroom & Goat Cheese Crostini**—Toasted baguette topped with goat cheese, wild mushrooms & fresh herbs.
- Tomato Bruschette**—Traditional tomato bruschetta served on basil-flavored crostini and garnished with Parmesan cheese.
- Fresh Fruit Kabobs**—Skewers of bite-sized and perfectly ripened fresh fruit.
- Roast Beef Roulade**—Thinly sliced beef wrapped around asparagus and julienne sweet bell peppers, with horseradish cream.
- Asparagus & Prosciutto Bundles**—Italian prosciutto wrapped around blanched tender-crisp asparagus, garnished with Parmesan cheese.
- Smoked Salmon Cups**—Smoked salmon puréed with cream cheese, garnished with dill and caviar.
- Curry Chicken Salad in Phyllo Cups**—Mildly seasoned chicken salad, served in bite-sized phyllo cups...a delicious taste of the Caribbean.
- Shrimp Cocktail Shooters**—Shrimp, cilantro cocktail sauce, sliced lemon, and chives beautifully presented in shooter glasses.

#### Hot Hors D'Oeuvres:

- Parmesan Artichoke Hearts**—Fried artichoke hearts filled with parmesan cheese, marinara sauce.
- Spanikopita**—Spinach and feta cheese wrapped in phyllo dough triangles.
- Vegetarian Spring Rolls**—Served with plum sauce.
- Fried Brie with Raspberry Coulis**—Lightly breaded brie cheese, fried and served with a raspberry coulis.
- Asparagus in Crispy Phyllo**—Buttery asparagus and asiago cheese wrapped in phyllo dough.
- Wild Mushroom Beggars Purse**—Wild mushrooms blended with herbs and cream, wrapped in phyllo dough and baked until golden.
- Coconut Shrimp with Banana-Curry Sauce**—Medium shrimp coated with panko crumbs and coconut, with a banana-curry sauce.
- Crab & Gruyere Cheese Beignets, Cajun Aioli**—Fresh lump crab and gruyere cheese in a beignet batter, with Cajun aioli.
- Grilled Beef Kabobs**—Morsels of beef tenderloin tossed with rosemary, garlic and olive oil, skewered with peppers and onions and grilled.
- Tempura Shrimp**—Jumbo shrimp dipped in a fresh tempura batter and flash-fried, served with a miso-sake sauce.
- Maple Glazed Chicken Skewers**—Chicken tenders brushed with a maple glaze and served with a warm sweet peach relish.

# Dinner Entrées

All entrées are accompanied by chef's selection of vegetable and starch, rolls, butter, and banquet beverages (coffee, tea, milk, soft drinks).

## Entrée Selections

<b>Monterrey Champagne Chicken</b> <i>Herb seasoned breast of chicken with artichokes and grapes, champagne-lemon sauce</i>	\$55
<b>Chicken Saltimbocca</b> <i>Sautéed breast of chicken topped with prosciutto ham, sage and fontina cheese, sauce velouté</i>	\$56
<b>Rosemary Herb Chicken</b> <i>Pan-seared breast of chicken with caramelized shallots, garlic and rosemary, roasted tomato sauce</i>	\$55
<b>Michigan Cherry Chicken</b> <i>Chicken breast stuffed with seasoned bread crumbs, macadamia nuts, and Michigan dried cherries, topped with cherry velouté sauce</i>	\$56
<b>Classic Chicken Scaloppini Dore</b> <i>Tender sautéed chicken breast, white wine cream sauce and capers</i>	\$56
<b>Grilled Filet Mignon*</b> <i>Grilled filet of beef, sweet tomato demi-glace</i>	\$64
<b>Roast Tenderloin of Beef*</b> <i>Herb-roasted tenderloin of beef, mushroom bordelaise sauce</i>	\$64
<b>Marinated Flank Steak*</b> <i>Grilled herb marinated flank steak, shallot-mushroom demi-glace</i>	\$58
<b>Maple-Glazed Atlantic Salmon</b> <i>Pan roasted Atlantic salmon brushed with maple syrup reduction, Fuji apple relish</i>	\$57
<b>Teriyaki Sea Bass</b> <i>Sautéed Chilean sea bass, citrus-ginger glaze</i>	\$61
<b>Portobello Mushroom Ravioli</b> <i>With artichokes, roasted peppers and fresh basil, herb Mornay sauce</i>	\$53
<b>Gemelli Pasta Primavera</b> <i>Grilled fresh seasonal vegetables with roasted tomato sauce, topped with freshly grated Parmesan cheese</i>	\$52

## Perfect Pairings

<b>Duet of Tenderloin of Beef* Pinwheel with Rosemary Herb Chicken</b> <i>Spinach, garlic and wild mushroom stuffed tenderloin of beef, truffle demi glace, served with herb breast of chicken with caramelized shallots, garlic &amp; rosemary, roasted tomato sauce</i>	\$68
<b>Duet of Petite Filet of Beef* and Maple-Glazed Salmon</b> <i>Grilled filet of beef with blackberry red wine drizzle, served with maple-glazed Atlantic salmon, Fuji apple relish</i>	\$65
<b>Duet of Roast Tenderloin of Beef* and Grilled Shrimp</b> <i>Herb-roasted tenderloin, morel mushroom cream served with grilled shrimp skewer, lemon grass sauce</i>	\$67

\*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food-borne illness.

**A 20% service charge and 6% Michigan sales tax will be added to all food and beverages.**

# Dinner Buffet

Our spectacular buffet option, available for a maximum number of 250 guests (or as space allows), permits you to hand-pick the multiple selections your guests will enjoy. In the top box, select either a plated salad served at the table, or multiple salad selections on the buffet. In the second box, simply select your preferred entrées for the buffet. We'll do the rest!

## Served Salad Option

*or*

## Complete Buffet Option

Select one salad to be served at the table:

- ~ Tossed Salad of Mixed Greens with Tomatoes, Cucumbers, Carrots, Buttermilk Ranch Dressing
- ~ Mesclun Salad with Gorgonzola Cheese, Toasted Walnuts, Michigan Dried Cherries, Vanilla Bean Chardonnay
- ~ Classic Caesar Salad with Seasoned Croutons, Grape Tomatoes, Freshly Grated Parmesan Cheese
- ~ Tomato and Mozzarella Napoleon with Mixed Baby Greens, Crusty Baguette Crouton, Fresh Basil Dressing

Buffet with Served Salad Option: \$61

Select four salads for your buffet:

- Seasonal Fresh Fruit Bowl • Chilled Italian Pasta Salad  
Mushroom & Artichoke Salad • Redskin Potato Salad  
Coleslaw • Cheese Tortellini Salad • Greek Pasta Salad  
Tossed Salad of Mixed Greens with Tomatoes, Cucumbers, Carrots, Buttermilk Ranch Dressing  
Mesclun Salad with Gorgonzola Cheese, Toasted Walnuts, Michigan Dried Cherries, Vanilla Bean Chardonnay  
Classic Caesar Salad with Seasoned Croutons, Grape Tomatoes, Freshly Grated Parmesan Cheese

Complete Buffet Option: \$64

Complete your buffet by selecting **THREE** entrées from the list below:

- Chicken Scallopine Doré, Lemon-Caper Butter Sauce
- Rosemary Herb Chicken, Roasted Tomato Sauce
- Grilled Marinated Flank Steak, Shallot-Mushroom Sauce
- Carved Roast Prime Rib of Beef, au jus & Horseradish Cream
- Grain Mustard Marinated Pork Tenderloin, Porcini Mushroom Demi-Glace
- Maple-Glazed Atlantic Salmon, Fuji Apple Relish
- Orange Roughy topped with Spinach & Crab, Chive Lemon Sauce
- Gemelli Pasta Primavera, Roasted Tomato Sauce
- Portobello Mushroom Ravioli, Herb Mornay Sauce

Your buffet will also include:

- Bakery Fresh Rolls with Butter
- Chef's Choice of Starch & Vegetable
- Choice of Coffee, Tea, Iced Tea, Milk & Soft Drinks



Dinner buffet option available for up to 250 guests (or as space allows).  
A 20% service charge and 6% Michigan sales tax will be added to all food and beverages.

# Luncheon Entrées

All entrées are accompanied by chef's selection of vegetable and starch, rolls, butter, and banquet beverages (coffee, tea, milk, soft drinks).

## Entrée Selections

<b>Monterrey Champagne Chicken</b> <i>Herb seasoned breast of chicken with artichokes and grapes, champagne-lemon sauce</i>	\$49
<b>Hot Chicken Salad</b> <i>Tender chicken morsels with onions, celery, walnuts and cream cheese wrapped in puff pastry, topped with supreme sauce</i>	\$48
<b>Rosemary Herb Chicken</b> <i>Pan-seared breast of chicken with caramelized shallots, garlic and rosemary, roasted tomato sauce</i>	\$48
<b>Classic Chicken Scaloppini Dore</b> <i>Tender sautéed chicken breast, white wine cream sauce and capers</i>	\$50
<b>Grilled Filet Mignon*</b> <i>Grilled filet of beef, sweet tomato demi-glace</i>	\$53
<b>Roast Tenderloin of Beef*</b> <i>Herb-roasted tenderloin of beef, mushroom bordelaise sauce</i>	\$53
<b>Marinated Flank Steak*</b> <i>Grilled herb marinated flank steak, shallot-mushroom demi-glace</i>	\$50
<b>Maple-Glazed Atlantic Salmon</b> <i>Pan roasted Atlantic salmon brushed with maple syrup reduction, Fuji apple relish</i>	\$51
<b>Portobello Mushroom Ravioli</b> <i>With artichokes, roasted peppers and fresh basil, herb Mornay sauce</i>	\$49
<b>Gemelli Pasta Primavera</b> <i>Grilled fresh seasonal vegetables with roasted tomato sauce, topped with fresh grated Parmesan cheese</i>	\$47

## Perfect Pairing

<b>Duet of Petite Filet of Beef* and Maple-Glazed Salmon</b> <i>Grilled filet of beef with blackberry red wine drizzle, served with maple-glazed Atlantic salmon, Fuji apple relish</i>	\$54
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\*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food-borne illness.



A 20% service charge and 6% Michigan sales tax will be added to all food and beverages.

# Beverage Packages

The University Club Wedding Package includes four hours of the University Club's **Call Bar** beverage service outlined below. For an additional charge, you may add the beverages featured in the **Premium Bar**, extend the hours of service, add a **Wedding Martini Bar**, or include other enhancements. Please consult your Wedding Planner for details.



## Call Bar

Your guests will enjoy the wide array of quality beverages offered in our Wedding Package (includes soft drinks, mixers, juices, garnishes).

### Liquors

Absolut Vodka  
Amaretto  
Bacardi Rum  
Captain Morgan Rum  
Christian Brothers Brandy  
Dewars Scotch  
Jack Daniels Whisky  
Jim Beam Bourbon  
José Cuervo Especial Tequila  
Kahlua  
Peachtree Schnapps  
Seagram's 7 Whisky  
Smirnoff Vodka  
Tanqueray Gin  
Triple Sec  
Vermouth (Sweet & Dry)

### Bottled Beer

Budweiser  
Bud Light  
Miller Light  
O'Doul's

### Canyon Road Wines

Chardonnay  
Merlot  
Cabernet  
White Zinfandel

## Premium Bar

When only the finest will do, we suggest adding the Premium Bar option to your Wedding Package for an additional \$3.00 per person, for four hours. The Premium Bar includes everything provided in the Call Bar, plus the following premium beverages:

### Liquors

Amaretto di Saronno  
Bailey's Irish Cream  
Belvedere Vodka  
Bombay Sapphire Gin  
Courvoisier Cognac  
Crown Royal Whisky  
Glenlivet Scotch  
Grey Goose Vodka  
Hennessy Cognac  
Johnnie Walker Black Scotch  
Southern Comfort  
One Stoli Flavored Vodka

### Additional Bottled Beer

Labatt  
Heineken

### Enhanced Wines

Johann Klaus  
Piesporter  
Maso Canali  
Pinot Grigio

## Suggested Enhancement: Wedding Martini Bar

(Not included in the Wedding Package; additional charge of \$3 per drink)

### Something Old:

#### Cosmopolitan

Absolut Vodka, Lime Juice,  
Triple Sec, Cranberry Juice

### Something New:

#### Pomtini

Absolut Citron, Triple Sec,  
Freshly Squeezed Lime Juice,  
Pomegranate Juice

### Something Borrowed:

#### German Chocolate Cake Martini

Malibu Coconut Rum,  
White Cream de Cocoa,  
Frangelico, Splash of Half & Half

### Something Blue:

#### Blueberry Lemon Martini

Stoli Blueberry Vodka,  
Lemonade, Blue Curacao

## Please note these policies regarding beverage service:

- Final billing will be based on the guaranteed number of guests or actual number of guests attending the function, whichever is greater, for the specified number of hours (or portion thereof).
- Parties must have a stated closing time for bar service. Time extensions may be allowed for a fee as long as the total time of the bar does not exceed five hours and at the manager's discretion based on the safety of the guests.
- Guests may not accumulate drinks or request double pours; shots and pitchers will not be served at any time.
- In accordance with the General Rules of the Michigan Liquor Control Commission, all beer, wine and liquor served on University Club premises must be purchased from the University Club.
- No alcoholic beverages will be served to persons under the age of 21. The University Club reserves the right to discontinue service of alcoholic beverages to any group or individual guest should University Club personnel determine that to be in the best interest of the guest or of the Club.

A 20% service charge and 6% Michigan sales tax will be added to all food and beverages.

# Customize Your Special Day

A Five-Star Experience



Our Wedding Package is designed to make your job easy. To further customize your special day, your Wedding Planner will work with you every step of the way. You can start with a package and tweak it, or build a unique event from the ground up. Plus... While friends and family are gathered around to celebrate with you, the University Club offers conveniently located five-star facilities and services ready to make your entire event an unforgettable success...whether it lasts four hours or four days! This is your once-in-a-lifetime, special day, so have it your way, all the way. If you don't see what you want, just ask!

## Menu Selections

The University Club can create any menu you desire, from the simplest to the most elaborate, from a family favorite to an all-out ethnic celebration. Ask your Wedding Planner for a complete set of our banquet menus listing standard hors d'oeuvres, luncheon, dinner, and dessert selections, or for a private consultation with our culinary staff.

## Décor & Audio-Visual

Our package presents our most popular items. However, we offer many additional décor items, amenities, and services, from a digital grand piano to accompany your reception, to a full line of state-of-the-art audio-visual equipment and technical support. Your catering representative can provide complete details.

## Hotel Accommodations

If your event involves out-of-town guests, the University Club offers convenient and comfortable accommodations. The Candlewood Suites Hotel connects with the University Club complex and features 128 well-appointed suites. Any guests staying at the Candlewood Suites Hotel receive full University Club membership privileges throughout their stay, including à la carte dining, use of the U-Club pool and tennis courts, and member rates at the U-Club Fitness Center & Spa.

## Pool Parties

Refresh & relax at the U-Club Pool! From Memorial Day through Labor Day, the University Club pool is open and available to University Club members and their guests. Enjoy a refreshing dip in the pool, a relaxing afternoon in a chaise lounge, or a quick bite at the Maui Beach Snack Bar.

## Golf Outings

"Link"-up with friends & family! While everyone's together, why not have some fun and play a round? The University Club overlooks beautiful Forest Akers West golf course, an award-winning championship eighteen-hole course that tees off directly behind the Club. Additional facilities include Forest Akers East golf course, a driving range, a short game area, a professional teaching staff, and two golf shops filled with golf clothing, accessories, and MSU items.

## Tennis Parties

The University Club offers five outdoor tennis courts, and can also make arrangements for indoor play at the MSU Tennis Center. For court reservations and costs, ask your catering representative.

## Additional Events

From the rehearsal dinner to the "morning after" brunch, the University Club offers the perfect facilities and services to make every day of your event unique and special. Our spectacular Sunday Brunch provides a hassle-free way to relax and visit with family while everyone enjoys their favorite selections.

## Spa Services

The University Club's exclusive Spa offers an extensive menu of spa treatments, from relaxing and therapeutic massages to facials, manicures, pedicures, and more. Let us pamper the bride with a special package, or organize a spa event for the entire bridal party! Relax and enjoy the fun of being together!

## Fitness Center

This luxurious and intimate facility offers opportunities for an invigorating workout or relaxing escape before or after any of your events. Whether starting your big day with a workout or relaxing in the sauna, our outstanding staff is eager to serve your needs.

## Child Care

The University Club offers a child care room staffed by caring professionals, available to University Club members and their guests whenever on premise. Whether services are needed during a family golf outing or throughout the reception itself, we can meet your needs.

**DEPOSIT:** Based on the date and/or size of your event, a non-refundable deposit of \$500 may be required at the time a reservation is made. Without this deposit, there is no guarantee that a space will be held for you. This deposit will be applied as a credit to the final cost of your function. No deposit is required for events booked through a special event membership.

**PAYMENT:** All banquet charges will be billed to the account of the University Club member hosting or sponsoring the event. A detailed invoice will be sent to the event contact for payment. Duplicate copies of the invoice will be provided upon request. Payment in full is due immediately upon receipt of the invoice. The sponsor's account will be credited only upon receipt of payment.

**BOOKING PROCEDURE:** To ensure the accurate communication of information necessary in making your function as successful as possible, we prefer to work with one person in the planning of your event. The Catering Department must be notified of meal selection, estimated number of guests, room arrangement, equipment requests and all other details no less than three weeks prior to your event.

**GUARANTEE POLICY:** The University Club must be notified of the exact number of guests attending a function by 12:00 noon, two business days prior to your event. ***This number will be considered your guarantee, and may not be reduced after this time.*** If no guarantee is received by the Catering Department prior to this deadline, the University Club will consider your last indication of expected guests to be the guarantee. The guaranteed number is the established minimum number for billing purposes on all functions. If fewer guests attend than the number guaranteed, you will be charged for 100% of the guaranteed number.

The University Club will set up and prepare for 5% above the guaranteed number of guests. If the number of guests attending exceeds the guarantee plus 5% allowance, you will be charged at 1.5 times the per-person cost of the event for the "extra" guests. The University Club reserves the right to substitute other available food and services if necessary in the event the number of guests exceeds 105% of the guaranteed number of guests, or when the guaranteed number is received less than two business days prior to the event.

**PRICE QUOTATIONS:** Price quotations, verbal or written, are subject to change due to fluctuation in food costs or increased costs of operation. Confirmed prices will be quoted 30 days in advance of the function. ***All food and beverages served are subject to a 20% service charge and 6% Michigan sales tax.*** Groups requesting tax exemption must complete a tax-exemption form prior to the date of the function.

**CANCELLATION POLICY:** If an event is canceled between 21 and 8 days prior to the event, you will be assessed a full room charge; between 7 and 3 days prior to the event you will be assessed 50% of your estimated number of guests; within 48 hours of the event you will be assessed 100% of your estimated contract or guarantee.

**FOOD AND BEVERAGES:** All federal, state, and local laws pertaining to food and beverage purchases or consumption are strictly adhered to. All food and beverages must be purchased from the University Club by prearrangement with its Catering Department. No food or beverages of any kind, with the exception of wedding cakes, may be brought into the University Club by club members, guests, or others. The University Club prepares the quantities of food and beverages based on the guaranteed number of guests, in ample amounts to ensure that all guests at the event enjoy an attractive selection of food. ***Leftover food or beverages may not be taken from the premises due to state health regulations.***

All alcoholic beverages must be served by a University Club employee and consumed on University Club premises; open beverage containers or glasses may not be taken out of the Club. ***In accordance with the General Rules of the Michigan Liquor Control Commission, all beer, wine and liquor served on the premises of the University Club must be purchased from the University Club.*** No alcoholic beverages will be served to persons under the age of 21. The University Club reserves the right to discontinue service of alcoholic beverages to any group or individual guest should University Club personnel determine that to continue such service would not be in the best interest of the guest or of the Club.

**MULTIPLE ENTRÉE SELECTIONS & SUBSTITUTIONS:** The event host will select one plated entrée to be served to all guests. If multiple entrée selections are ordered, a multiple entrée charge of \$2 per person will be assessed for two selections; \$4 per person for a three-selection menu. Substitutions may be made for guests with special dietary needs or religious restrictions at no additional charge.

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# Policies (continued)

**PRIVATE PROPERTY:** *The University Club does not allow anything to be affixed to any walls, floors, ceilings, or room furnishings with nails, tape, staples, or any other substances.* The Club member host or sponsor of an event assumes responsibility and will be billed for any and all damages to or loss of property from the function room or other areas of the Club caused by the guests, invitees, staff, independent contractors or any others affiliated with the sponsored function. No fireworks, fire hazards, glitter, rice, birdseed, or confetti is allowed on University Club premises.

**PERSONAL PROPERTY:** The University Club does not have space available to store personal property, equipment or supplies belonging to or rented by the event host before or after scheduled functions. All such items must be removed from the Club immediately following the function. The University Club will not assume or accept responsibility for damage to or loss of personal articles or rented equipment left in the Club prior to, during, or following any function.

**BUSINESS HOURS:** The University Club is open for private event service Tuesday through Saturday, 7:00 a.m. to 1:30 a.m. The Club is also open Monday, 7:00 a.m. to 5:00 p.m., and will consider accommodating private banquet events of 30 or more people after 5:00 p.m. at the discretion of the Catering Department. In addition, the University Club is able to accept private banquet reservations on a limited basis on Sundays. Please consult with the Catering Department.

**CHAPERONES:** The University Club reserves the right to require hosts to provide chaperones or security personnel, at the host's expense.

**CLOSING:** All bands or other entertainers must finish their last set by 1:00 a.m. All banquet rooms must be vacated by 1:30 a.m. Last call will be given on all cocktail service no later than 12:30 a.m. The University Club reserves the right to control all functions held on Club premises and to discontinue service of alcoholic beverages at any time if, in the judgment of Club management, it would be in the best interest of the Club and the guests to do so.

**SMOKING POLICY:** The University Club and the James B. Henry Center for Executive Development are smoke-free facilities. Smoking is permitted outside of the building's front entrance only. No smoking is allowed on the pool deck when the pool is open for member use.

**ROOM ASSIGNMENT AND CHANGES:** The University Club's private meeting rooms are reserved for members at the discretion of the Catering Department based on other bookings and attendance estimates given at the time of the initial booking. **The University Club reserves the right to relocate any function to an alternate room within the complex**, including rooms in the James B. Henry Center for Executive Development. A \$50 change fee will be charged for room set-up changes requested less than two business days prior to the event.

**AUDIO-VISUAL SERVICES:** A complete line of audio-visual (A/V) equipment is available, but must be ordered at least 48 hours in advance. Please discuss your needs with the Catering Department. A \$50 fee will be charged for A/V set-up changes requested less than two business days prior to the event.