

## University Club of Rockford Banquet Policies and Contract

Whether it's a business meeting, cocktail party, corporate picnic, or a wedding reception, at the University Club, our goal is to provide wonderful food with innovative style and service. Our Unique menu, created by our own Chef, 'O', is sure to please even the most discerning palate. Membership is not required. Please Kelly Adrian at 815-962-1730 or [uclub@uclubrockford.com](mailto:uclub@uclubrockford.com) to book your next event. We look forward to hearing from you!

### Menu

Enclosed for your consideration are suggested menu selections. We will be more than happy to discuss alternative recommendations, as well. Please note that the menu prices listed do not include the 20% service charge or the current city and state food and beverage tax of 9.75% which are both added to the bill at the time of the event. Menu selections must be submitted at least one month prior to the event. Place cards are required if more than one entrée is selected. All quoted prices are current and subject to change thirty days prior to the confirmed date of your event in order to meet increased market costs.

### Deposit

All events require a **non-refundable deposit** in order to secure usage of our facilities on a definite basis. This deposit is credited to your account at the time of your event.

30-79 People	\$200
80-149 People	\$500
150-225 People	\$750

### Food Minimum and Room Fee

Wednesday Evenings Food Minimum	\$1,500
Saturday & Sunday Food Minimum	\$2,500

Monday through Friday – 2nd level – No food minimum during normal hours of operation

For main level use or usage of the grounds on any day, please inquire.

Non-Member Room Rental	\$1,500
Room Rental with a Member Sponsor	\$500

*Room Fee and Food Minimum are for 5 Hours including set up and tear down. Additional time may be available for an additional fee. All Events Will End By Midnight1.*

## **Food Guarantees**

A preliminary count is to be submitted no later than two weeks prior to the event date. The final count (within 5% of the preliminary count) may be reported up to 72 hours to the event. However, please advise us at once should the number be greatly increased or decreased. You will be billed for the final count submitted up to 72 hours prior to the event. If the guest count increases above 5%, additional charges may be incurred. For any group larger than 15 people, a limited menu is required.

## **Payment**

A payment of the estimated bill is due one week prior to the event for all events of 50 or more people. Final payment is due within 2 weeks after the date of event. The University Club of Rockford accepts cash or checks. Should there be a default; the client is liable for all costs of collection, including collection agency fees, court costs, and reasonable attorney fees.

## **Set Up**

Some events may require more set-up than others. We reserve the right to charge an additional set-up fee at our discretion. All set up fees will be agreed upon prior to the day of the event.

Wedding Ceremony Set Up Fee- Outside \$500

Wedding Ceremony Set Up Fee- Inside \$300

## **Responsibility**

The University Club of Rockford will not be responsible if, for any reason beyond our control, we are unable to fulfill the terms and conditions of this agreement. The University Club of Rockford reserves the right to substitute a similar or comparable room for an event, if attendance should increase or decrease, or if the room is unavailable for any reason. Patrons will accept full responsibility for and agree to pay charges for damages or stolen property. This includes independent contractors hired by patrons. All liquor consumed on premises must be purchased from the University Club of Rockford. The University Club of Rockford will not assume responsibility for any equipment or articles left unattended on our premises. All events must provide a greeter at the entrance designated by the host.

## **Event Agreement**

At least 3 weeks prior to your event, the Banquet Coordinator will contact you to complete an Event Agreement listing specific requirements and your estimated guest count. A copy of the completed Event Agreement will be mailed to you to review, sign and return. The University Club of Rockford must receive a signed copy of the event agreement with your estimated bill payment at least seven days prior to your event.

**Miscellaneous Charges**

Gratuity (Service Charge) 20%

City & State Food and Beverage Tax 9.75%

**University Club of Rockford Banquet Contract**

I, \_\_\_\_\_

HEREBY AGREE TO ALL TERMS & CONDITIONS STATED IN THIS

DOCUMENT ON THIS DATE

OF \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

DEPOSIT \_\_\_\_\_ PAID ON \_\_\_\_\_

SPONSOR \_\_\_\_\_

SPONSOR SIGNATURE &  
DATE \_\_\_\_\_

ROOM RENTAL FEE \_\_\_\_\_ SET UP FEE \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ TIME OF EVENT \_\_\_\_\_

NUMBER OF PEOPLE ATTENDING EVENT \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

BEVERAGE TAB (OPEN OR CASH) \_\_\_\_\_

DESSERT FEE \_\_\_\_\_

RENTAL ITEMS \_\_\_\_\_

MANAGER \_\_\_\_\_