

Events

POLICIES AND INFORMATION

Nestled in the heart of the Park Cities neighborhood, Park City Club offers seven private dining rooms for business entertaining, social events, wedding receptions and rehearsal dinners.

Each private dining room features original art with warm wood wainscoting and a panoramic view of the Dallas skyline.

Recently voted **Best Private Club in Dallas** by the Dallas Business Journal, our professional catering staff will attend to each detail to assure your complete satisfaction.

Park City Club facilities can accommodate:

- Seated breakfasts, lunch and dinner for up to 350
- Seminars and corporate presentations
- Receptions up to 450
- Full-service event planning
- Flowers, Menu cards, entertainment and decor
- Wi-Fi
- Audio visual presentation equipment

ROOM FEES

A \$2,500 (plus tax) charge is required to book the Main Dining Room. A \$1000 (plus tax) charge is required to book the Grill, Highland I & II. Room fees are in addition to all other charges. Charges may also apply for smaller rooms and set-up preferences.

PAYMENT

Charges are billed to a Park City Club Member account, Reciprocal Club Member account or paid by personal or company check. Payments by credit cards can be arranged with the Catering Department prior to event date.

TAX AND SERVICE CHARGE

State sales tax of 8.25% applies to all food, alcoholic and non-alcoholic beverages and miscellaneous charges. A service charge of 22% is applicable to all food and beverage charges. Prices are subject to market fluctuations and availability.

TEXAS ALCOHOLIC BEVERAGE COMMISSION (T.A.B.C.) FEE

A small TABC fee (plus state sales tax) is applied to any non-member event in which alcoholic beverages are served. This fee secures your right to purchase alcoholic beverages at Park City Club, a private club, for one year.

PARKING

A per-person parking charge is assessed unless all charges are billed to a Park City Club Member account. Parking tickets are validated at the Club's reception desk. Ask your Event Coordinator for details.

VALET

Third party valet services may be hired for an event at the hosts' expense. All valet arrangements must be made in advance. The event host is responsible for providing proof of liability coverage from the valet company for \$1,000,000.00 to the property management company for Sherry Lane Place no later than 14 days prior to the event. All valet companies must abide by rules for the parking garage as set forth by the property management company.

LIABILITY

The host of an event assumes responsibility for the conduct of his/her guests, employees, contractors and vendors while on Park City Club premises. Damage to the premises or equipment is charged accordingly. Park City Club reserves the right to decline service of alcoholic beverages to any guest or Member at our sole discretion. The Club is not responsible for personal property or equipment brought to the Club including, but not limited to, cake and decorating accessories or musical equipment. Park City Club is not responsible for building operations provided by Sherry Lane Place Building Management Company or Acts of God.

BUFFET SERVICE POLICY

Park City Club's culinary team prepares an ample amount of food to ensure guests enjoy a bountiful buffet, elegantly and attractively presented throughout the event. It is in this tradition that we follow and support local codes of health, which prohibit the removal of food in carry-out containers during or after buffet service. Wedding, anniversary and birthday cakes are exempt.

DRESS CODE

We ask that your guests and vendors dress in a manner that is appropriate for a distinguished private club. Please, no jeans or t-shirts at formal engagements. Shorts are not allowed in the Club.

SMOKING POLICY

Park City Club and the Sherry Lane Place building are non-smoking facilities.

DECORATIONS AND ENTERTAINMENT

To add elegance to your event, a floral or appropriate centerpiece is recommended for all guest tables. The Club's Event Planners are happy to assist you with decorating ideas if you desire. Please adhere to the following decorating policies:

- No nails, hooks, staples or heavy tape can be used on the walls, ceilings, floors or any areas of the Club.
- All decorations must be removed before the next business day, unless prior arrangements have been made with the Catering Director or General Manager.
- The Club Member sponsoring the event is liable for all damages incurred by his or her guests or any Club items missing.
- All elaborate decorating plans must be approved by the General Manager in advance of the event. No sparklers, birdseed, rice or bubbles may be used inside the Club or outside on Sherry Lane Place property.

FORCE MAJEURE

The failure of any party to comply with the terms and conditions of a contract because of a "Force Majeure Occurrence" shall not be deemed a breach of any agreement with Park City Club. "Force Majeure Occurrence" shall be defined to include, without limitation, Acts of God, strike, labor disputes, war, fire, earthquake, serious weather anomalies, acts of public enemies, acts of terrorism, epidemic, action of any governmental authority or an event or reason beyond the reasonable control of a party that makes performance impossible or impracticable. A party must deliver to the other party written notice of a Force Majeure Occurrence prior to the occurrence of the Event for the Event to be cancelled. If the Event is cancelled due to a Force Majeure Occurrence, each party shall be relieved of its obligations hereunder with respect to the performance so prevented. In such event neither party shall have a claim against the other party. Park City Club shall refund deposits received from Client applicable to the performance so prevented.

EQUIPMENT RENTAL PRICE

Easel	30	Podium and Microphone	100
Flip Chart	40	Podium Only	50
Laptop	100	Projector Screen 60"x80"	75
Lavaliere Microphone	75	Speakerphone	100
LCD Projector	250	Staging 8'x4'x15" - per piece	50
Cordless Microphone	75	50" Flat Screen TV	100

Wi-Fi is available at no charge

