



# EVENT POLICIES AND INFORMATION

Park City Club Catering | 214.373.0756 | [www.parkcityclub.net](http://www.parkcityclub.net)

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 500
- Full service event planning
- Flowers, place cards, menu cards, entertainment and decor
- Wi-Fi
- Audio visual presentation equipment

## Room Fees

A \$1,500 (plus tax) charge is required to book the Main Dining Room. A \$750 (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 20% is applicable to all food and beverage charges.

## 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.

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## **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 Catering staff is 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.

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## **Guarantees and Cancellations**     *Events Requiring a Deposit*

A \$2500.00 deposit is required to secure your reservation in the Main Dining Room and is applicable to all charges. A \$1500.00 deposit is required to secure your reservation in the Grill, H I & II and is applicable to all charges. A deposit may be required for events booked in other rooms.

A 50% payment of the total estimated food, beverage and miscellaneous charges is due 60 days prior to the event date. The remaining balance of the estimated charges is due in full ten business days prior to the event date.

The total number of guests attending your event must be communicated to the Catering Department ten working days prior to the event. This number will be considered the final guarantee, not subject to reduction. If the Catering Department does not receive a final guarantee ten business days prior to the event, the estimated number of guests most recently communicated is considered the final guarantee. The bill is based on the number of guests actually served if the number served is greater than the final guarantee. Last minute set ups or changes may incur an additional charge.

Event cancellations more than 120 days from the start time of the event will receive a 50% refund of the deposit. Event cancellations within 120 days of the event are not eligible for a refund of the deposit, and will forfeit any other payments made toward the event. All cancellations must be received in writing/email prior to the dates as outlined above.

## **Inclement Weather**

Park City Club does not close for inclement weather. Events cancelled by the host due to inclement weather are subject to a cancellation fee.

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## MEETING ROOMS & AUDIO VISUAL EQUIPMENT

*Set Up Style Maximum People*

U-Shape	50
Classroom Style	100
Round Tables	350
Conference Style	200
Theater Style	275
Reception Style	500
Crescent Style	150

*Setups Dependent on Room Size and Availability*

## Equipment Rental Price

DVD Player	100
Easel	25
Flip Chart	30
Laptop	100
Lavaliere Microphone	65
LCD Projector	175
Cordless Microphone	45
Podium and Microphone	75
Podium Only	30
Projector Screen 60"x80"	45
Speakerphone	60
Staging 8'x4'x15" - per piece	25
50" Flat Screen TV	100

Wi-Fi is available at no charge

