

NC State University Club Function Contract

This contract is by and between _____ (the organization) and the NC State University Club (the Club) for an event to be held on the _____, 20____. This contract must be signed by **both the client and the member sponsor. This contract must be returned with a non-refundable deposit \$400.00 for groups spending \$750 or less and an \$800 deposit for groups spending over \$750. The Club will not guarantee or hold space until the Club receives the deposit and this signed contract.**

Menu Selection/Prices: All private rooms must have some food service, or they will be subject to a room rental fee. The menus and other arrangements must be completed no later than **two weeks prior to the event**. The event arrangement can be made by email or it can be done in person by making an appointment in advance. **All prices are subject to change without notice due to market fluctuation. Confirmed prices will be quoted no sooner than 60 days prior to the event_____ (Initials required.)** There is a standard **20% service charge** and an **8.25% sales tax** added to all parties.

Only food and beverage that has been purchased from the Club may be consumed on Club property. **No outside food** may be brought into the club with the only exceptions to this policy are food and beverage such as special event cakes or special diet requirements, which cannot be provided by the Club. Due to the Wake County Board of Health regulations and the nature of catering services, any food or beverage purchased and not consumed remains property of the Club and may not be removed from the service location. Food from buffets or hors d' oeuvres will only remain out for 2.5 hours. ***If you choose to order a split menu, the price will be the higher menu price for both items. There is a minimum of 2 choices.** We must have a 1-week guarantee on all split menus. _____ **(Initials Required)** It is your responsibility to indicate to the Club who gets what choice.

Set-Up/Clean Fees: The club will have the function room set according to specifications mutually agreed upon in advance. Any changes in this setup on the day of the function will result in additional labor charges of \$100 per hour with a 1-hour minimum. The Club must allow at least three hours between events on the same day. Any set-up before or during this time will be billed at a charge of \$100 per hour. The Club will not permit anything to be hung or taped to the walls or floor without prior permission from the Management. In the case of a wedding reception, there will be a \$100 charge added to the invoice if birdseed or rice is found on the grounds. **There will be a \$3 per person set up fee charged for all banquets.** The organization is responsible for the behavior of all its guests. Club management reserves the right to terminate the function if the organization fails to maintain control of its guests. _____ **(Initials Required)**

Guarantees: All events must have a guaranteed number of people, which is required at least 72 hours in advance. This number will be considered your final guarantee. If you do not call within 72 hours, your guaranteed number will be the highest number estimated. It is your responsibility to call in your numbers on time. All charges will be based upon this guarantee, or the actual number of guests, whichever is greater. _____ (Initials Required) We will set for and prepare for 5% over the amount the organization guarantees. If the actual number attending exceeds this overage, the Club cannot guarantee the same food or quality service the organization would receive at the original amount. If additional tables, chairs and/or equipment are required or to be removed, labor charges of \$100 will apply. The Club reserves the right to move events between rooms if there is a variation in guaranteed attendance and another room would be more compatible.

Cancellation/Attrition Clause: Cancellations must be within 60 days of the function; otherwise, 50% of estimated total will be charged. If you are booking an event less than 60 days out and you should cancel, 75% of estimated total will be charged. If you cancel within 2 weeks of your planned event, you will be requested to pay the entire estimated total. Cancellation fees will not be applied to events postponed or terminated due to natural disasters, acts of war or inclement weather (i.e. snowstorms, hurricanes, etc.) _____ **(Initials Required)**

Deposit/Payment: A non-refundable deposit of \$400 for groups spending \$750 or less and an \$800 for groups spending over \$750 is required____ **(Initials Required)**. Unless satisfactory credit has been arranged in advance, payment in full, less the deposit, will be required 72 hours in advance of the event. Cash or credit cards will be accepted for this payment. If payment is made with MasterCard or Visa, an additional 3% will be added to the final bill. Complete the Credit Card Waiver Attached ____ **(Initials Required)** Deposits *do not apply to University events.*

Bar Area: **The Club bar is for members and their guests only.** Under no circumstances will any person attending a private party be permitted or served in the bar unless a member of the Club accompanies them.

Club Operating Hours: The Club is open for normal banquet hours Tuesday through Saturday 8am-10:30pm, and Sunday 11:00am-2:00pm. We do offer extended Sunday banquet hours 5pm – 10:30pm. Members must pay listed room rental fee plus food and beverage minimum and non-members must pay double the listed room rental fee plus food and beverage minimum. For the Club to open early or stay open late, there is a fee of \$100 per half-hour. _____ **(Initials Required)**

Parking Notice: Parking is not permitted in front of the clubhouse unless a legal handicap emblem is displayed. Temporary parking will be allowed in marked spaces only for the purpose of loading and/or unloading equipment providing the fire lane is not blocked. Vehicles not complying will be towed at the owner's expense for violation of fire ordinances and/or legal handicap parking.

Alcoholic Beverages: The Club will operate in full compliance with all North Carolina Alcoholic Beverage Commission rules and regulations. All guests consuming alcoholic beverages must be of legal age and drink responsibly. We reserve the right to control all alcoholic beverage consumption and a bartender must be present at all functions where and when alcohol is served. No self-serve bars will be permitted.

Host/ Cash Bars are available for functions wishing to provide alcoholic beverages for their guests. We recommend 1 bartender per 100 guests. Set up fees for bars are \$25 each and will be waived with sales exceeding \$150. Bartenders are \$30 for the 1st hour and \$18 for each additional half hour afterward. _____ **(Initials Required)**

Food & Room Minimums: Every room has a rental fee. Food & beverage minimums are required sales and do not include service charge and tax. If a group needs a "break-out" area or a room for a meeting only, under special circumstances we will accommodate a group without food service, however there will be an additional charge. If the attendance for an event requires more than one room, there will be an additional charge. **Anytime a member books a private room, this **does not** go towards your quarterly dining minimum.

Wolfpack Conference Room (16 people and under)
\$ 175 room rental

Groups (15 – 30 people)
\$385 food & beverage minimum
\$230 room rental (if minimum is not met for members)
\$230 room rental (Non-member events)

State Room (30 - 45 people)
\$600 food & beverage minimum
\$350 room rental (if minimum is not met for members)
\$350 room rental (Non-member events)

University Room (45 – 70 people)
\$825 food & beverage minimum
\$460 room rental (if minimum is not met for members)
\$460 room rental (Non-member events)

Lutz Ballroom (70 – 150 people)
(Wedding Receptions (110- 120 people max)
\$2,750 food & beverage minimum
\$575 room rental (if minimum is not met for members)
\$575 room rental (Non-member events)

Main Dining Room (only on Saturday) (110 people and under)
\$2,200 food & beverage minimum
\$575 room rental (if minimum is not met for members)
\$575 room rental (Non-member events)

Ballroom and Main Dining Room (350 people and under)
(if rented together as one room)
\$4,400 food & beverage minimum
\$800 room rental (if minimum is not met for members)
\$800 room rental (Non-member events)

Room requested: _____ Estimated # of people: _____

Event Time: _____ Billing Name: _____

Contact name: _____ Billing Address: _____

Contact address: _____ Billing Phone Number: _____

City, State, Zip: _____ Member Sponsor: _____

Telephone (H): _____ Member's Phone Number: _____

Telephone (C): _____ Member's Account #: _____

Client Signature: _____ Sponsor's Signature: _____

Unpaid balances 60 days past due become the responsibility of the member sponsor

Authorized Club Signature: _____

Credit Card Payment

In the event my banquet is not paid within 60 days after the event date I authorize the NC State University Club to charge my credit card listed below for the unpaid balance including the additional 3% fee.

***VS/MC/Amex ONLY**

Name: _____

Date: _____

Card number

Exp. Date /

CVV / CSID

(Amex- 4 digit code on front of card)

Street Address: _____

State/ Billing Zip Code : _____

Signature: _____

Unrelated Business Income (UBI) Form NC State University Club, Inc.

In order to comply with the provisions of the Tax Reform Act of 1969, the Club is required to obtain and file the information contained on this form for all private functions.
Please complete this form and return it to the Catering Director.

Name of Event			
_____	_____	_____	_____
Host Member's Name	Account #	Function Room	Date of Function
_____	_____	_____	_____
Total in Attendance	Number of Members	Number of Non-Members	

The remaining portion of this form must be completed and signed by the member.

1. This party will be paid for by me without reimbursement by anyone. (If yes, stop here and sign below)
- _____ Yes _____ No
2. I have been or will be reimbursed for all or part of the charges, or my employer will pay the club directly.
- _____ Yes _____ No

If yes, please complete the following:

Employer's Name _____

Address _____

Member's Position to Firm _____

Purpose of the Party _____

3. I will be reimbursed by a non-member other than my employer, or they will pay the club directly
- _____ Yes _____ No

Name of Person/Organization _____

Relationship to Member _____

Date

Member's Signature

NC State University Club, Inc.
Raleigh, North Carolina 27606
Phone: (919) 828-0308 Fax: (919) 834-2977