



Events



COLUMBIA CLUB



Catering Add-Ons & Additional Fees

Menu Tasting	\$150
Butler-Passed Hors d'oeuvre Service	\$100
Bartender Fee*	\$100
Chef Attendant Station	\$100
Private Server Fee	\$50
Silver or Gold Charger Plates	\$1 per charger
Glass Charger Plates with Gold Beaded Edge	\$3 per charger
Votive Candle Holders with Tea Lights	\$2 per votive
Table Numbers & Frames (variety of styles)	\$3 - \$5 per table
Easel	\$20 each
Polycam Telephone	\$110 each
Podium with Microphone	\$70 each
Podium	\$35 each
60 inch Television	\$50 each
Up-Lighting (variety of colors)	\$25 per light
Band/Performer Stage Risers	\$100 per section
8 8ft. x 6ft. sections – 3ft. in height	
3 8ft. x 4ft. sections – 1ft. in height	
Piano Rental	
Grand Lobby	\$300
Crystal Terrace	\$100
Stardust Foyer	\$100

Valet Parking:
\$15 per car

Host Valet parking is available to your groups attendees for \$15 per car with a validated voucher. Valet parking does not include overnight parking for guest rooms.

Please ask about our specialty linen options, Club floral center pieces and custom designed menus. Any specialty linen, chairs and equipment orders must be arranged through your Club catering sales manager.

*Bartender fee is for one bartender for up to three hours. Each hour past three hours will be charged an additional \$25 per hour per bartender. One bartender will be staffed for 100 guests.



Columbia Club Tasting Policies

- Menu tastings are optional. Tastings can be scheduled Tuesday through Thursday from 2:00pm – 6:00pm.
- Tastings are \$150.00 in addition to your event balance. Payment is collected with initial deposit.
- Up to six guests may attend your tasting.
- Option to select four entrees for menu tasting.
- Hors d'oeuvres and desserts may be tasted for an additional fee that is paid prior to the tasting.
- Tastings are scheduled four to six months prior to event date.
- Final tasting guest count and meal selections are due two weeks prior to the tasting date.
- Linen sample requests are due two weeks prior to the tasting date.
- A signed Columbia Club catering contract is required before a tasting may be scheduled.



Room	Monday - Thursday F&B Minimum	Friday F&B Minimum	Saturday F&B Minimum	Sunday F&B Minimum	Club Usage Fee
Grand Lobby	\$500	\$2,000	\$3,000	\$2,000	\$500
Amen Corner	\$100	\$500	\$650	N/A	\$100
Library	\$300	\$500	\$650	N/A	\$100
*Heritage Wine Cellar	\$500	\$1,500	\$1,500	N/A	N/A
Circle Room	\$100	\$200	\$300	N/A	\$50
Crystal Terrace	\$1,000	\$3,500	\$5,000	\$3,500	\$500
Tea Room	\$100	\$200	\$300	N/A	\$50
Capehart Room	\$200	\$400	\$500	N/A	\$50
Riley Room	\$200	\$400	\$500	N/A	\$50
Steele Room	\$100	\$200	\$200	N/A	\$50
Board Room	\$150	\$250	\$250	N/A	\$50
*Platinum Lounge	\$1,000	\$1,000	\$1,000	N/A	N/A
*Brennan Smith Dining Room	\$800	\$800	\$800	N/A	N/A
**Stardust Foyer	\$1,000	\$2,000	N/A	N/A	\$300
Stardust Ballroom	\$2,000	\$5,000	\$6,000	\$5,000	\$1,000

*Member Only Space

**Booked with Stardust Ballroom on Saturdays & Sundays

***F&B Minimums are before service charge and sales tax. Please see your catering manager for food & beverage minimums for weddings.



	Square Footage	Theater	Classroom	Conference	U-Shape	Hollow Square	Cocktail Reception	Banquet Rounds
First Floor								
Amen Corner	396	-	-	25	-	-	40	30
Grand Lobby	2,625	180	-	-	-	-	250	120
Second Floor								
Library	1,060	50	30	25	-	-	150	80
Heritage Wine Cellar	360	-	-	-	-	-	40	18
Third Floor								
Circle Room	192	-	-	10	-	-	-	-
Crystal Terrace	3,570	110	70	48	60	64	350	200
Fourth Floor								
Board Room	561	-	-	20	-	-	-	-
Capehart Room	644	50	30	20	24	24	60	40
Capehart/Riley Room	1,288	65	50	-	-	-	120	80
Capehart/Riley/Steele Room	1,708	90	70	-	-	-	140	110
Riley Room	644	50	30	20	20	24	60	40
Steele Room	420	-	-	10	-	-	-	16
Tea Room	216	-	-	10	-	-	-	-
5th Floor								
Platinum Lounge	432	-	-	-	-	-	75	-
Brennan Smith Private Dining Rm	144	-	-	-	-	-	-	14
10th Floor								
Stardust Ballroom	4,590	300	200	80	100	104	500	300
Stardust Foyer	1,820	96	30	30	30	30	200	65



AUDIO VISUAL

Audio visual (AV) equipment and technical assistance is available for all events. Our full-service, in-house AV department features highly-trained technicians and the latest equipment. If you require AV equipment or technical assistance, please notify your catering sales manager at least 14 business days prior to your function date. The catering department will arrange the rental of AV equipment that require, at an additional charge. The Columbia Club is not responsible for any AV brought in by guests. If AV is added the day of your event there will be an additional \$50 convenience charge added to your event order. If you cancel any of the AV the day of the event you will be responsible for 50 percent of the rental price. AV pricing is available upon request. AV fees and pricing are subject to change.

VENDORS AND ENTERTAINMENT

All musical entertainment must end no later than 11:00pm Sunday through Thursday and 12:00am on Friday and Saturday. The Columbia Club must have a Liability Insurance Form on file for all entertainment 14 business days prior to the event date. All vendors and entertainment groups may only set up equipment the day of the event. Vendors and entertainment groups will have access to the banquet space one hour prior to the function unless specified by catering sales manager. All items brought in for the event must be removed from the function space upon conclusion of the event. The Columbia Club is not responsible for any items left behind. All items must be picked up from the Columbia Club upon conclusion of the event. All vendor items must be loaded & unloaded in the alley via our loading dock.

DELIVERIES

To ensure your important packages are handled properly, we suggest that you ship them to arrive no more than one business day prior to your scheduled function. Please have all packages clearly labeled with your on-site contact's name, the name of your group, the date of your function, and the name of your catering sales manager handling your arrangements. Following these simple guidelines will help us to direct your packages to the proper area. All outside vendors must make arrangements through the catering sales manager for deliveries and set-up.

Directions to our loading dock: Heading south on Meridian just past Ohio Street turn east (left) on Wabash Street.

The Columbia Club's loading dock is located on the south (right) side of the alley before you reach the Salesforce Tower Parking Garage.



GUARANTEES

Your guaranteed head count, menu selections, and all event details are due FIVE business days prior to the event date for events, and EIGHT business days prior to the event date for weddings. Food & Beverage choices are due no later than 10 business days prior to the event.

Increases to your guaranteed head count, after the above stated due dates, will result in an additional \$10 per person upcharge.

No refunds will be offered if the guarantee head count decreases before your event date.

PAYMENT OF BALANCE

A non-refundable deposit is due with your signed and the deposit amount due will be defined within your contract.

One month prior to your event date, a non-refundable deposit equal to 50% of your estimated total is due. See your catering manager for wedding deposit schedule.

Payment in full, of any remaining balance due, is required FIVE business days prior to your event date or EIGHT business days for weddings.

CANCELLATION POLICY

If the client cancels the event, after a contract has been signed, the initial deposit paid is not refundable.

If the client cancels the event, within 30 days, the second paid deposit, equivalent to 50% of the estimated balance, is not refundable.

If the client cancels the event within SEVEN business days of the event date, 50% of the estimated revenue will be due to the Club as liquidated damages. In addition, any food or equipment orders that have been placed by the Club will also be due from the client at this time.

If your event has been set up to order off the restaurant menu and is cancelled within SEVEN business days, client will be charged \$100++ Food and Beverage fee and a \$50 private server fee.