



2008 GUEST POLICIES FOR PRIVATE FUNCTIONS

Reservations

1. Reservations for private rooms are made with the Catering Director. An estimated number of guests is needed to select the room based on capacity and availability. The Club reserves the right to reassign any private room accordingly.
2. A la carte dining is available in private rooms for parties of 12 people or less. Parties of up to 18 may order off a limited a la carte menu provided by the Club. A pre-set menu is required for parties of more than 18. Parties of up to 20 people for lunch may choose to dine from the Club's daily buffet. If a buffet is chosen, parties of more than 20 people must have the buffet in their private room.

Deposits

1. The Club requires a non-refundable deposit that is equal to the room fee for all non-member and member-sponsored events in order to secure the date of the function and the room. If your deposit and contract is not received within 14 days of booking the event, your reservation will be cancelled. All final payments must be received by the end of the event. The deposit amount will apply toward the final cost, so long as there are no cancellations.

Guarantees

1. To allow for proper preparation, menus should be determined at least 7 business days in advance. After 7 business days The 1818 Club cannot guarantee any menu selection availability.
2. The Catering Department must be notified of the exact number of attendees for each function no later than **3 business days** prior to the scheduled event. In the event the final number is not received 3 business days prior, the number of guests originally indicated will become the guaranteed number for billing purposes. Charges will be based on the final guarantee or the actual number of guests that attend the function, whichever is greater.
3. If actual attendees increases beyond 10% from the final guarantee (or the estimate if no guarantee is given), there will be a charge of \$5 per person for every person beyond the guarantee or estimate.

Cancellation Policy

1. For events cancelled prior to 7 business days before the event the cancellation fee is the non-refundable deposit. If cancelled within 3-7 business days before the event, the non-refundable deposit and the food & beverage minimum based on the estimated number of guests given will be charged. If cancelled within 3 business days or there is no notice given, the non-refundable deposit and the total amount of food & beverage for the event will be charged (based on final guarantee).
2. During the month of December, all cancellations must be given 30 business days prior to the event. If cancelled between 3 and 30 business days, the non-refundable deposit and the food & beverage minimum will be charged. If cancelled within 3 business days or there is no notice given, the non-refundable deposit and the total amount of food & beverage for the event will be charged (based on final guarantee).

Food & Beverage Minimums

1. Food & Beverage minimums apply for all private rooms. A minimum is determined by the meal period in which the function is held. If a function encompasses more than one meal period, the minimums will be added together. There is a \$7.00++ per person minimum for Breakfast, \$12.00++ per person minimum for Lunch and \$20.00++ per person minimum for Dinner.



Hours of Operation *Subject to Change 2/14/08 (see Catering Director for details)*

1. The Club is open from 8:00am to 3:00pm on Monday, 8:00am to 10:00pm Tuesday and Thursday, 7:00am to 10:00 pm Wednesday, 7:00 am to 12:00am Friday and 6:00pm to 12:00am on Saturday. The Club is closed on Sunday. Should your party extend past normal Club hours, a fee of \$250.00 per hour will apply. To hold a function when the Club is normally closed, there is a \$5000 food & beverage minimum (exclusive of tax & gratuity) for all individual private rooms and a \$10,000 minimum for the entire Club. During the month of December any portion of the Club requires a \$10,000 food & beverage minimum during hours that the Club is normally closed.
2. All functions that start at 4pm or later are allotted a maximum of 5 hours. Should your party extend past this time, a fee of \$250 per hour will apply.

Guest Conduct

1. Hosts/Hostesses are responsible for the conduct of their guests and for damages incurred by themselves or their guests. The Club is not responsible for loss of personal property brought to the Club by Hosts/Hostesses or guests.
2. Your specific event may dictate the dress code for guests as long as it coincides with the policies of the Club. Business casual or coat & tie are appropriate and preferred. Shorts, beachwear, athletic shoes and t-shirts are not appropriate.
3. The 1818 Club is a non-smoking facility.
4. Unless the entire ballroom is booked for a private function, any entertainment that involves sound must be approved in writing by The 1818 Club prior to the event.
5. Hosts/Hostesses or their guests are not permitted to bring food or beverages into the Club or remove food and beverages from the Club.
6. Cell phones usage is not permitted in any public areas of the Club except the designated phone rooms.

Pricing & Room Fees

1. All sales are subject to a 20% service charge and applicable sales tax. Under Georgia State Law, mandatory tips and gratuities are deemed a part of the sales price and are subject to the tax. Liquor is subject to an additional 3% liquor tax.
2. If hosting an event sponsored by a Member, The 1818 Club must have in writing the permission of that Member for the Non-Member to utilize the Club under his/her name. A Sponsorship Agreement form is available. In an instance of a Member sponsored event, one half of the room fee rate will apply.
3. 1/3 of the Ballroom is available for Wedding Ceremonies for 80 guests or less for a fee of \$350. This does not include any applicable room charges.
4. The following Audio/Visual equipment is available. Hosts are responsible for any outside AV Rental and set-up.

A/V Charges

Polycom Speaker Phone	\$25.00	Wired Microphone:	\$15.00
DVD Player:	\$50.00	Speaker Phone:	\$15.00
LCD Projector:	\$200.00	Portable Screen:	\$15.00
Flipchart & Markers:	\$15.00	Wireless Lapel Mic:	\$50.00
Podium:	\$35.00	Wireless Hand Mic:	\$50.00



Pricing & Room Fees (continued)

5. ***Additional Fees:***

Bartender:	\$100.00 per Bar (If total bar amount does not exceed \$350.00)
Cash Handling:	\$40.00 per Bar (Cash Bars only)
Cake Cutting Fee:	\$1.50 per person (includes cutting & plates) \$.50 per person (plates only)
Copies:	\$.15 per copy
Food/Carving Attendant:	\$75.00 per Station
Dance Floor:	\$50.00 - \$250 (ranging in size)
Piano Rental:	\$100.00
Additional Set-up/Break-down or Clean-up:	\$25.00-\$100.00 (Additional set-up fees may apply given the amount of extra time required by the Club)
Extra Attendant Fee:	\$25.00/hour (For events that require additional staff for set-up or break-down)

Room	Capacity (with nothing else in the room)	Non-Member	Audio/Visual
1/3 of Ballroom	30 Conference 60 Sit Down 100 Reception	\$350	Screen, Podium, Portable Projector, Microphone
2/3 of Ballroom	60 Conference 120 Sit Down 200 Reception	\$700	Screen, Podium, Portable Projector, Microphone
Entire Ballroom	100 Conference/Classroom 200 Sit Down 300 Reception	\$1000	Screen, Podium, Portable Projector, Microphone
Library (available evenings only)	20 Conference 30 Sit Down 50 Reception	\$350	Screen, Drop-down Projector
PDR #1 & #2 (available evenings only)	10 Conference	\$120	LCD Flat Screen (PDR 2 Only)
PDR #3 (available evenings only)	6 Conference	\$50	
Judy Waters Room (available evenings only)	18 Conference 20 Sit Down 25 Reception	\$170	Screen, Drop-down Projector
Entire Club	100 Conference/Classroom 220 Sit-down 450 Reception	\$2500	

*** Any stationary audio/visual equipment used inside rooms will require additional fees.**