CATERING AND EVENT POLICIES

General Policies

1. Member events are defined as events being hosted by a club member in good standing for a member of his/her immediate family including his spouse and children or for his/her personal business.

2. Member-sponsored events are defined as events being hosted by a club member in good standing for any purpose outside of his/her immediate family or immediate personal business. This includes events hosted for the member’s extended family, friends, school or for his/her employer.

3. All member-sponsored events will be charged a rental fee. Please contact the catering team for specifics.

4. When sponsoring an event, the AAC member must submit their approval of sponsorship in writing to the Director of Catering. Members are responsible for the behavior of their invited guests to make sure they abide by the rules and regulations set forth by the club, and being respectful of other members who may be utilizing the club at that same time.

5. The Club closes at midnight. If you would like to extend your party past this time, a $500/hour charge will apply and the Club shall remain open no later than 1:00am.

6. The club reserves the right to extend use of non-traditional, outdoor facilities to our members and their guests. If access is granted, a set-up/rental fee will be assessed at the club manager’s discretion. Additionally, we reserve the right to move parties when unforeseen circumstances occur.

7. A limited number of audio visual resources are available for rent. The club does not provide laptops nor an on-site technician, however the catering office can assist in providing more comprehensive equipment and service by outsourcing through a full-service audio-visual company.

8. The final details for your event must be confirmed with the Catering Department no later than two weeks in advance of your reservation.

9. A confirmation of the guest count (guarantee) is due 72 business hours in advance. Business hours are defined as Tuesday – Saturday from 9am – 5pm. The guarantee figure is a financial commitment and is not subject to change or reduction. If a guarantee is not given, the estimated number will be used. If the actual attendance is greater than the guarantee, every guest over the guaranteed guest count will be assessed a 15% surcharge.

10. All functions are subject to a 22% service charge and 7.75% sales tax. A 3% liquor tax will be added when applicable. Under Georgia State Law, mandatory tips and gratuities are deemed a part of the sales price and are subject to the tax.
11. Georgia state sanitation laws require that all food and beverage must be consumed on Club property. Carryout food is not allowed except for partially consumed a la carte meals in member dining rooms.

12. Cell phone use is only allowed behind closed doors inside of a private dining room. Members and their guests may carry their cell phones but are asked to keep their ringers on silent. We require that your guests are made aware of this policy.

13. The Club is not responsible for any items left at your function. All items must be removed at the end of your event.

14. Valet service is required for all events beginning prior to 5:00pm with greater than 200 guests and all events beginning after 5:00 with greater than 150 guests. Valet fees will be charged at $25/hour/valet with 1 valet being staffed for every 100 guests. These fees will be charged for the duration of your event plus 1 hour.

15. Coat Check services are available at a charge of $100 per attendant and must be pre-arranged with the catering department. Coat check is required for all events with an estimated guest count of 50 persons or more between the months of November – February.

16. The club’s relaxed dress code is in place for all private events. Acceptable attire for gentlemen is business casual, which includes collared shirts, banded collared dress shirts or turtleneck shirts with dress slacks. Jackets and ties are optional. Shirts should be tucked in at all times. Jeans in good taste are permitted as are Bermuda style shorts. Corresponding appropriate attire for ladies is expected. Tee shirts and sweatshirts, flip flops, hats and cut off shorts are not permitted.

17. Contracted security is required for events with more than 50 guests under the age of 18. The club will hire an off-duty police officer for this purpose at a rate of $50/hour.

**Wedding Specific Policies**

1. Wedding ceremonies may be hosted in the ballroom or on club grounds, pending approval. All ceremonies will be subject to a minimum charge of $500.

2. The AAC requires all weddings provide a wedding coordinator to assist with the logistics and planning process. The wedding coordinator should be a hired professional and cannot be a guest of the wedding. If an independent wedding coordinator is not contracted, a $1,500 wedding coordination fee will be assessed and a member of the catering team will serve as your day of coordinator.
Catering and Event Policies

Food and Beverage Policies

1. All food and beverage must be purchased from the Club. Wine may be provided by the host of the event, but will be charged a corkage fee of $20/bottle. Cakes brought in from outside vendors will be charged a servicing fee - Parties of less than 25 people will be charged a flat $30 fee. Groups of 25 or greater will be charged a $2/person fee.

2. A food and beverage minimum is required for each meal period when reserving a private room. If that minimum is not reached, the difference between the amount spent and the minimum will be charged. In addition, the St. Andrews Ballroom has a $10,000 food only minimum on Saturday evenings. Please contact the catering department for specific guidelines on all other minimums.

3. All buffets which include hot food items require a purchase minimum of 8 people. If a buffet is desired but your group has fewer than 8 guests, the minimum would be charged.

4. Pre-arranged menus are required in all private rooms. If desired, parties consisting of 60 people or fewer may offer your guests a choice of entree on the night of the event. The event host will need to order from a set, special guest’s choice banquet menu. Modifications to this menu are not permitted.

5. Larger events which would like to offer more than one entrée, may allow their guests to choose between a maximum of two entrées in advance of the function. The pricing will be that of the higher priced menu item. Final entrée counts must be given to the Catering Department three business days prior to the function and place cards will be required to denote the guests’ entrée choice.

6. The AAC recognizes that some guests may have special dietary needs. We do require a 72 hour notice and will be happy to comply with your needs and place cards will be required to denote the guests’ needing these special order meals. Any special entrées ordered during your event will be subject to a 15% surcharge.

7. There will be a limit of (5) hours for any open bar that provides alcohol. All bars will stop serving alcohol 15-30 minutes prior to the end of the event. There will be no notification of “last call.”

8. The AAC staff reserves the right to deny, suspend or stop service of alcohol to any person/persons who show signs of intoxication. The AAC reserves the right to discontinue the service of alcohol for any event, if deemed necessary by management.

9. All bartenders will I.D. any persons looking under the age of 30. No alcoholic beverages will be able to leave the property.

10. Menu pricing is considered final and guaranteed no more than 60 days in advance of your event.

Atlanta Athletic Club
** Deposits and Payments  

1. All functions with greater than 50 guests will require a non-refundable deposit be made, equal to the sponsored event room usage fee, at the time of booking. Deposits must be paid via check and sent to the catering office with a reference of the event date and name.  

2. All events taking place in the St. Andrew’s Ballroom or 1898 House on a Friday or Saturday evening require a non-refundable deposit of $1,500 at the time of booking.  

3. All holiday events taking place on Friday or Saturday evenings between Thanksgiving and New Years Eve, in the full ballroom will require an initial $5,000 non-refundable deposit be made.  

4. For any events considered member-sponsored, a second deposit equal to 30% of your initial estimate is due 30 days after your event planning meeting, but no later than 7 days before the function occurs.  

5. The final balance is payable in full immediately following the event, prior to the close of the following month. Any payments not received on time will be charged a 10% late fee.  

6. All deposits will be applied to the settlement of the final bill and are non-refundable.  

7. A cancellation fee of 30% of the estimated food and beverage revenue will be charged to any event canceling within 10 days of the event. If a deposit has been taken, it may be applied towards this cancellation fee. That same fee will be applied to all Saturday or Holiday Season events if canceled within 90 days of the event.  

8. The AAC does not accept credit card payments. Acceptable forms of bill payment include check, money order and cash.  

*By signing below, I acknowledge that I have read and agreed to the above-mentioned policies and am committed to hosting the event listed.*  

Client Signature: ____________________________ Date: __________________________

Event Name: ____________________________ Event Date: __________________________

Event Time: ____________________________ Estimated Head Count: ___________

AAC Director of Catering Signature: ____________________________

**Atlanta Athletic Club**