

# Your Special Day

## **Congratulations on your Engagement!**

On behalf of the Austin Club, let me be the first to congratulate you on your forthcoming wedding.

Realizing that this will be a special and most important day for you, we would like to extend an invitation to visit us and view our elegant and spacious ballroom in the 140 year-old Millett Opera House. The Austin Club's central location is only one block from St. Mary's Cathedral, First Baptist Church, St. David's Episcopal Church and Central Presbyterian Church.

Since 1949, The Austin Club's seasoned and accommodating staff has handled wedding celebrations for generations of families. We would be more than pleased to give you a tour of the facility and to review our various food and beverage menu selections with you.

Enclosed are sample food and beverage menus, a question and answer sheet, prices and additional information to help you in the planning of your wedding.

In closing, we wish the two of you the very best and look forward to assisting you with your future plans.

Yours truly,

Kristin Wissig  
Wedding Coordinator  
[kristin@austinclub.com](mailto:kristin@austinclub.com)



# Medallion Ballroom

The historic Millet Opera House has added style and grace to downtown Austin for 120 years. The Austin Club came into existence in 1949, and moved into the Millet building in 1980. The seasoned and accommodating staff have handled wedding celebrations for generations of Austin families.

The traditional and elegant Grand Medallion Ballroom has high ceilings and five giant chandeliers sparkling over the huge dance floor. The mahogany bar is a replica of one found in England, and there is even seating on a balcony overlooking the city street. Plenty of room to celebrate!

But there is much more to The Austin Club than beauty and character. There is a sensitivity that comes only with experience. The Chef is classically trained and both the Catering Director and Banquet Manager have been orchestrating weddings in Austin for over twenty years. It is a perfect place for a wedding reception.



# *Hors d'Oeuvres Buffet Selection*

## **Design Your Own Package**

Included with Each Package:

A tray of Domestic and Imported Cheeses, garnished with grapes, berries, assorted nuts and dried fruit, served with assorted crackers, wafers and sliced French bread

Package A: \$38.95 per person

Please select 5 hot and 5 cold selections

Package B: \$32.95 per person

Please select 4 hot and 4 cold selections

Hors d'oeuvres packages are refilled for two (2) hours  
Above prices do not include tax or 22% service charge.

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## **Cold Hors d'oeuvres**

- Goat cheese and honeycomb on a pear crisp, GF
- Classic deviled egg, paprika and chive Caprese skewers
- Mozzarella di bufala, sun dried tomato, torn basil, GF
- Avocado toast points, togarashi on black bread, V
- Traditional smoked salmon canape, fresh dill, cream cheese and capers
- Lime marinated shrimp and scallop ceviche shooter, DF, GF
- Mini Maine lobster roll, with tarragon, shallot and chive
- Tuna tartare, Asian pear, lemon oil, and chive in a spoon, DF, GF
- Crab Louie endive cups, sieved egg, asparagus and tomato, DF, GF
- Prosciutto-wrapped asparagus, whipped cream cheese and white truffle oil, GF
- Chicken liver mousse on toast, fresh fig and sea salt, DF
- Steak tartare, spoon shallots, cornichon and curried Dijon mustard
- Spinach and artichoke dip tartlet on Parmesan crisp
- Mini potatoes Hasselback, crème fraiche, chive and sea salt, GF
- Feta cheese, watermelon and blueberry bite, GF

DF - Dairy Free  
GF - Gluten Free  
V- Vegan

# *Hors d'Oeuvres Buffet Selection*

## **Hot Hors d'oeuvres**

Herbed shrimp scampi and fried farfalle pasta on a skewer  
New England style crab cakes, chipotle aioli, DF  
Fried shrimp toasts, charred scallion and sesame, DF  
Chicken, bacon, jalapeno skewers with smoked tomato butter  
Fried chicken and waffle bites, spiced maple butter  
Quail poppers with smoked bacon, jalapeno, and cranberry reduction, DF, GF  
Chicken fried chicken bites, country gravy drizzle  
Mini beef Wellington, creole béarnaise drizzle  
Kobe sliders with cheddar and chipotle aioli  
Chorizo and puff pastry pinwheels, basil pistou  
Grilled steak and shishito pepper yakitori skewer, sesame glaze, DF  
Grilled chicken and poblano pepper, ginger glaze, DF  
Prosciutto, pear and bleu cheese flat bread, arugula and chili oil  
Grilled lamb meatball on a skewer with tzatziki and dukkha (contains nuts)  
Traditional meatball, barbecue sauce  
Smoked tomato bisque in a deitasse cup, mini grilled cheese  
Mushroom and Gruyere flat bread, jam of onions and fine herbs  
Grilled scallion, shiitake, and sweet pepper skewer, sesame glaze, V, DF  
Pomme frites, condiments of ketchup, mayonnaise and dijon mustard

DF - Dairy Free  
GF - Gluten Free  
V- Vegan

# Supplements

These optional supplements to accompany Hors d'oeuvres Buffet packages

## **Carving Station, staffed by Austin Club Carver**

All carved items include soft cocktail rolls, horseradish, Dijon mustard, and mayonnaise sauces.

Peppered Beef Tenderloin	\$17.00 per person
Prime Rib of Beef	\$13.00 per person
Pork Loin	\$10.00 per person
Breast of Turkey	\$9.00 per person

**Jumbo Gulf Coast Shrimp**, 16/20 per pound \$45.00 per pound

**Oysters**: choice of Rockefeller or on the half shell \$460.00 per 100

**Steamed and Halved Lobster Tails** \$12.00 per piece

## **Masher Bar**

Garlic mashed potatoes, with assorted toppings, butter, sour cream, scallions, bacon, shredded cheddar cheese, crumbled blue cheese, grilled corn and cream gravy

## **Avocado Toast Bar**

Assorted toasts (sourdough, wheat, and black), with crushed avocado and assorted toppings including sieved eggs, chives, radishes, sea salt, sprouts, diced tomatoes, cilantro, and spicy sauces

\$8.00 per person

\$9.00 with trout roe

\$10.00 with sliced prosciutto

## **Full Pasta Station (with cooking attendant)**

Orecchiette and elbow pasta, marinara sauce, pesto and cheesy Alfredo, shredded Parmesan, green peas, garlic, Kalamata olives, roasted mushrooms, cherry tomatoes, spinach, bacon, and truffle oil

\$10.00 per person

\$11.00 with Grilled Chicken

\$13.00 with Shrimp

## **Fiesta Bar**

Green chile con queso, fresh tortilla chips, house-made salsa, chicken flautas, beef quesadillas, mini pork tortas

\$13.00 per person

## **Cheese, Olive and Charcuterie Display**

A selection of cow, sheep and goat cheeses, both hard and soft, along with assorted black and green olive varietals, sliced prosciutto and other cured meats, fresh and dried fruits, mustards, compotes and accompanying crackers and breads

\$15.00 per person

Two-hour unlimited food refills is standard for all hors d'oeuvres packages as noted.

Prices do not include tax and gratuity.

# Buffet Dinner Selections

## **Silver: \$48.95 per person**

2 Hot and 2 Cold Hors D'oeuvres  
3 Salad Selections  
2 Hot Entrees  
3 Side Dishes  
Rolls and Butter

## **Gold: \$56.95 per person**

2 Hot and 2 Cold Hors D'oeuvres  
3 Salad Selections  
2 Hot Entrees  
3 Side Dishes  
Includes Choice of: Masher Bar, Avocado Toast Bar or Pasta Station  
Rolls and Butter

## **Diamond: \$64.95 per person**

2 Hot and 2 Cold Hors D'oeuvres  
3 Salad Selections  
2 Hot Entrees  
3 Side Dishes  
Includes Choice of: Masher Bar, Avocado Toast Bar or Pasta Station  
Includes Choice of: Roasted Pork Loin or Turkey Carving Station  
Rolls and Butter

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# Buffet Dinner

## Hors d'Oeuvres Selections

Please choose the appropriate number according to your buffet dinner package selection. The package includes each of the hors d'oeuvres chosen, per person, refilled, for one hour.

### Cold Hors d'oeuvres

- Goat cheese and honeycomb on a pear crisp, GF
- Classic deviled egg, paprika and chive Caprese skewers
- Mozzarella di bufala, sun dried tomato, torn basil, GF
- Avocado toast points, togarashi on black bread, V
- Traditional smoked salmon canape, fresh dill, cream cheese and capers
- Lime marinated shrimp and scallop ceviche shooter, DF, GF
- Mini Maine lobster roll, with tarragon, shallot and chive
- Crab Louie endive cups, sieved egg, asparagus and tomato, DF, GF
- Prosciutto-wrapped asparagus, whipped cream cheese and white truffle oil, GF
- Chicken liver mousse on toast, fresh fig and sea salt, DF
- Spinach and artichoke dip tartlet on Parmesan crisp
- Mini potatoes Hasselback, crème fraiche, chive and sea salt, GF

### Hot Hors d'oeuvres

- New England style crab cakes, chipotle aioli, DF
- Chicken, bacon, jalapeno skewers with smoked tomato butter
- Fried chicken and waffle bites, spiced maple butter
- Quail poppers with smoked bacon, jalapeno, and cranberry reduction, DF, GF
- Mini beef Wellington, creole béarnaise drizzle
- Kobe sliders with cheddar and chipotle aioli
- Chorizo and puff pastry pinwheels, basil pistou
- Grilled steak and shishito pepper yakitori skewer, sesame glaze, DF
- Prosciutto, pear and bleu cheese flat bread, arugula and chili oil
- Grilled lamb meatball on a skewer with tzatziki and dukkha (contains nuts)
- Traditional meatball, barbecue sauce
- Smoked tomato bisque in a deitasse cup, mini grilled cheese
- Mushroom and Gruyere flat bread, jam of onions and fine herbs
- Grilled scallion, shiitake, and sweet pepper skewer, sesame glaze, V, DF

F - Dairy Free  
GF - Gluten Free  
V- Vegan

# Buffet Dinner Selections

## Buffet Salad Selections

**Classic Caesar** with romaine, Parmesan, herb croutons, house-made dressing (dairy, gluten)

**Spicy Tuscan Kale** with creamy harissa dressing, aged Gouda and toasted pumpkin seeds (dairy)

**Grilled Trevino** with Serrano ranch, candied pecans, French breakfast radish, fine herbs (nuts, dairy)

**Mixed Field Greens** with pickled shallots, shaved fennel, watermelon radish, scallion  
and sesame-yuzu citronette (vegan)

**Baby Iceberg Wedge** with bleu cheese, smoked bacon, cherry tomato, tobacco onions (dairy, gluten)

**Orzo e Pesto** with marinated radicchio, shaved Parmesan, toasted pine nuts (dairy, nuts)

**Traditional Greek Salad** with Roma tomato, salted cucumber, purple onion, Kalamata olives  
and feta (dairy)

**Toasted Farro and Fennel** with orange segments, baby spinach, pomegranate and chili-lime vinaigrette  
(vegan, contains gluten, but can be made with buckwheat for gluten-free)

**The Austin Club 'Waldorf'** with little gem lettuce, marinated celery, grapes, green apples, walnuts and  
broken lemon vinaigrette (nuts)

**Boston Bibb Lettuce** carrot, cucumber, tomato, and avocado, avocado vinaigrette (vegan)

**Spinach Salad** goat cheese, blueberries, candied pecans, red wine vinaigrette (nuts, dairy)

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## Entrees

### Seafood:

Choice of pan roasted fish with choice of accompanying sauce

**Fish:** Scottish salmon, Texas striped bass, Tuna steak, Idaho river trout

**Sauce:** Salsa Verde, Herb veloute (gluten), Saffron coconut broth, Pistou (dairy), French curry sauce

### Poultry:

Oven roasted chicken with thyme butter and grilled lemon (dairy)

Crispy chicken picatta, lemon caper sauce (gluten, dairy)

Seared duck breast with cranberry-orange compote (additional \$5.00 per person)

### Pork:

Braised pork shoulder Braciola with spicy tomato sauce (dairy)

Crispy pork loin confit with tart cherry glaze and brown butter pecan streusel (gluten, dairy)

### Beef:

Red wine braised short ribs with beef bordelaise (gluten) (additional \$2.00 per person)

Grilled sliced hanger steak with chimichurri (additional \$6.00 per person)

**Note: Carving Stations are available, please see Supplements page**

All beef items are USDA Choice Black Angus. USDA Prime is available for an additional \$4.00 per person

# Buffet Dinner Selections

## Side Dishes

**Creamy potatoes au gratin** (dairy, gluten)

**Buttery white bean fagioli alla Toscana** rosemary and pecorino (dairy)

**Orecchiette** chili oil, lemon oil and roasted broccoli rabe (vegan)

**Penne pasta** with Alfredo cream and tossed with sautéed mushrooms and early peas (dairy, gluten)

**Garlic pommes purée** (dairy)

**Crispy fried fingerling potatoes** with rosemary and sea salt (vegan)

**Coconut rice**, charred scallions, and fried garlic (vegan)

**Smoked andouille and crab fried rice** (pork, shellfish)

**Roasted Baby Beets** with garlicky beet greens and pickled beet stems (vegan)

**Fried Brussels sprouts** with bacon and shallot (pork)

**Roasted radishes** with parsley, lemon and shaved Parmesan (dairy)

**Steamed pencil asparagus** lemon aioli and dill

**Roasted French green beans** fried garlic and oven-dried tomatoes (vegan)

**Rainbow cauliflower** with tahini, lemon and pine nuts (nuts)

**Roasted heirloom carrots** with chili oil and dukkha (Egyptian nut & spice blend)

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# Seated Dinners

Entrée price includes salad, side dishes and rolls and butter

The Duet Plate (2 entrees per plate) is suggested for parties of 24 guests or more.

Choose any two entrees and add \$10.00 to the higher price.

Choice of two is limited to a maximum of 150 guests and color coded cards must be provided for each choice of entree. All seated dinner with incur an additional \$3.00 per person charge.

The entree breakdown must be provided 7 days prior to the event.

## Beef

**Grilled New York Strip**, 10 oz, \$44.00

Truffle-fried fingerling potatoes, demi-glace, baby beet salad, lemon aioli and chive oil

**Pan Seared Sliced Cote de Boeuf Ribeye**, 8 oz, \$44.00

Truffle-fried fingerling potatoes, demi-glace, baby beet salad, lemon aioli and chive oil

**Red Wine Braised Short Rib**, \$40.00

Roasted garlic pommes purée, demi-glace, and roasted asparagus

**Grilled Filet of Tenderloin**, 6oz, \$38.00

Roasted garlic pommes puree, demi-glace, and roasted asparagus

## Pork

**Braised Pork Shoulder Braciola**, \$33.00

Pan fried maitake mushrooms, buttery white beans, bacon jam and chimichurri

**Braised Pork Belly**, \$38.00

Pan fried maitake mushrooms, buttery white beans, bacon jam and chimichurri

**Pork Chop (Grilled or Oven Roasted)**, \$35.00

Andouille and crab fried rice, spicy cream sauce, seared okra and oven-dried tomatoes

## Poultry

**Crispy Chicken Picatta**, \$34.00

Lemon caper sauce, Yukon gold whipped potatoes, crispy Brussels

**Crispy Lacquered Half Chicken**, \$31.00

**Pan Roasted Poussin (young chicken)**, \$38.00

**Grilled Mojo Airline Chicken Breast**, \$34.00

Forbidden black rice, roasted fennel, saffron-coconut broth

**Seared Duck Breast**, \$38.00

Cherry sauce, wild rice, broccoli rabe

**Grilled Texas Quail**, (2 per plate), \$30.00

Spicy Moroccan carrot salad, charmoula sauce, roasted haricots verts

# Seated Dinners (continued)

## Seafood

### **Pan Roasted Texas Striped Bass, \$34.50**

Beluga lentils. French curry sauce, nectarines, spiced pecans, charred onion and jicama

### **Seared Scottish Salmon, \$33.00**

Creamy potatoes au gratin, basil pistou, fried Brussels sprouts, green olives, pickled chili

### **Olive Oil Poached Atlantic Cod, \$38.00**

Creamy potatoes au gratin, basil pistou, fried Brussels sprouts, green olives, pickled chili

### **Halibut En Papillote, \$29.00**

Carrot, fennel, shallot, lemon and chili oil, crispy fried fingerling potatoes

### **Grilled Half Maine Lobster, \$40.25**

Forbidden black rice, steamed haricots verts, pickled shallot, saffron rouille

### **Cornmeal-Crusted Softshell Crab, (seasonal), \$41.25**

Forbidden black rice, steamed haricots verts, pickled shallot, saffron rouille

## Vegetarian

### **Eggplant Parmesan, \$32.00**

Eggplant, Parmesan cheese, marinara sauce

### **Heirloom Carrots En Croute, \$34.00**

Rice pilaf, mushroom cream sauce, braised Tuscan kale

### **Bow Tie Pasta Primavera, \$32.00**

Carrot, bell pepper, celery and squash, tossed in Pesto sauce

## Duets

All duets include Chef's choice of side dishes

**Pan Seared Sliced Cote de Boeuf Ribeye (6 oz) with Demi-glace and Seared Scottish Salmon, Lemon buerre blanc, \$52.00**

**Grilled Sliced Hanger Steak (6oz) chili and garlic marinated and Olive Oil Poached Cod, with Chimichurri, \$52.00**

**Grilled New York Strip (6 oz) with Demi-glace and Ginger Glazed Salmon, Lemongrass buerre blanc, \$52.00**

**Grilled Filet of Tenderloin (5oz) with Demi-glace and Seared Shiner Bock Grilled Shrimp (3), Lemon buerre blanc drizzle, \$52.00**

# Seated Dinners (continued)

## Salads

**The Austin Club Salad** Boston Bibb lettuce, carrot, cucumber, tomato, avocado vinaigrette (GF)

**Mixed Field Greens** Pickled shallots, shaved fennel, watermelon radish, scallion and sesame-yuzu citronette (V)

**Baby Iceberg Wedge** Bleu cheese, smoked bacon, cherry tomato, tobacco onions (Dairy, Gluten)

**Classic Caesar** Romaine, Parmesan, herb croutons, house-made dressing

**Traditional Greek Salad** Roma tomato, salted cucumber, purple onion, Kalamata olives and feta

**Spinach Salad** Goat cheese, blueberries, candied pecans, red wine vinaigrette (Nuts, Dairy)

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## Desserts

**\$6.00 per person**

New York Style Cheese Cake, Strawberry sauce

Austin Club Pecan Ball, Vanilla ice cream rolled in pecans, fudge sauce

Triple Chocolate Cake, Raspberry sauce

Key Lime Pie, Whipped cream, mint leaf

Fresh Assorted Berries, Whipped cream

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Please add sales tax of 8.25% and service charge of 20% to the price of each entrée.

The Guaranteed number of guests is required 7 days prior to the event.  
After the deadline, numbers are subject to increase only with the Chef's approval,  
and menu entrée cannot be guaranteed.

All beef items are USDA Choice Black Angus  
USDA Prime is available for an additional \$4.00 per person

These menus are only suggestions.  
We will be happy to customize a special menu for your event.

# Beverage Packages

## Beverage Packages

All beverage packages are priced per person, for every guest over 21 years of age, and include house, call, or premium liquors (see below), house wine (Chardonnay, Sauvignon Blanc, Cabernet Sauvignon, & Merlot), house champagne, imported beer, domestic beer, assorted sodas, mineral water & juice.

Packages include butler passed wine upon guest arrival.

Packages do not include a champagne toast or wine served table side with dinner.

	3 Hours	4 Hours	5 Hours
<b>**House Wine, Beer &amp; Champagne Only</b>	\$27.00	\$34.00	\$38.00
<b>Add House Liquors</b>	\$32.00	\$38.00	\$42.00
<b>Add Call Liquors</b>	\$38.00	\$42.00	\$47.00
<b>Add Premium Liquors</b>	\$42.00	\$48.00	\$52.00

### House Liquors

**Scotch:**  
Old Smugglers  
**Bourbon:**  
Bellows  
**Vodka:**  
Gordon's  
**Gin:**  
Miles  
**Rum:**  
Castillo  
**Tequila:**  
El Toro Silver

### Call Liquors

**Scotch:**  
Dewar's  
**Bourbon:**  
Jack Daniels  
**Vodka:**  
Tito's  
**Gin:**  
Beefeater  
**Rum:**  
Bacardi Silver  
**Tequila:**  
Sauza

### Premium Liquors

**Scotch:**  
Chivas Regal  
**Bourbon:**  
Crown Royal  
**Vodka:**  
Grey Goose  
**Gin:**  
Bombay Sapphire  
**Rum:**  
Meyers Dark  
**Tequila:**  
Patron Silver

### Beer

Domestic:  
Bud Light  
Coors Light  
Shiner Bock  
Miller Light  
**Imported:**  
Heineken  
Dos Equis  
Altstadt  
**Non-Alcoholic:**  
Beck

### Wine

**House:** CK Mondavi: Chardonnay, Sauvignon Blanc, Cabernet Sauvignon, Pinot Noir

**Upgrade:** Sterling: Chardonnay, Sauvignon Blanc, Cabernet Sauvignon, Pinot Noir

**House Champagne:** Segura, Viudas Cava, Spain

Please add 22% service charge and 8.25% state sales tax. Liquor is taxable.

Additional liquor, liqueurs, & cordials are available upon request.

\*\*This Beverage Package may include a cash bar for liquor service. The fee for a cashier is \$75 per 100 guests.

# Other Beverages

## **Coffee & Tea Station**

\$3.00 per person

## **Beverage Package for Guests Under 21**

Assorted soft drinks, juices and bottled water

\$8.00 per person

## **Non-Alcoholic Beverage Bar**

*(This is required for receptions not hosting an alcohol bar)*

Included: Iced tea, coffee, soft drinks, lemonade, mineral water and orange mint punch

\$20.00 per person

## **Specialty Beverages**

Orange Mint Punch, an Austin Club Specialty

\$38.00 per gallon

## **Margarita Machine**

\$575.00 per 100 drinks

(House Liquor)

Machine Rental: \$250.00

## **\*Champagne Toast**

(House Champagne)

\$8.00 per person

## **\*Wine Service with Dinner**

(House Wine)

\$8.00 per person

Upgraded wine options are available and priced per bottle

\*All table side butler service (including Champagne Toast and Wine Service with Dinner)  
will incur a service fee of \$3.00 per person

Please add 22% service charge and 8.25% state sales tax. Liquor is taxable.  
Additional liquor, liqueurs, & cordials are available upon request.

# Fees & Amenities

1. A \$2,500 deposit and signed contract are necessary to reserve the date of your choice. We do not reserve any dates on a tentative basis. The deposit will be refunded within ten business dates after the wedding reception.

2. The Medallion Ballroom fee is \$2,500 for a minimum of 100 guests. If your number is over 150 guests, the Ballroom fee is \$2,700. The fee to rent the entire Austin Club building is \$5,000.

This fee includes:

- a. Large, permanent dance floor
- b. Lace draped Bride's cake table, silver and gold cake elevations, toasting glasses and cake cutting sets
- c. Silver chafing dishes, all table linens and buffet table skirting
- d. Tables, house linen and napkins, gold chivari chairs, flatware, glassware, china and ice
- e. Fabric gift box for gift table
- f. For each seating table we provide a 12" round table mirror and three mercury glass votive cups with candles
- h. Cake cutting attendants, Carving station attendants, Wait staff, Bartenders & all clean-up
- j. Service charge includes carving station attendants, wait staff, bartenders, set-up and clean up

3. Receptions may be scheduled for a four hour period. A fee of \$500.00 will be charged for one extra hour. Receptions cannot go beyond five hours or past 11:30pm. The start time for the reception begins when more than 20 guests have arrived. All band equipment and decorations must be removed within one hour after the completion of the function, otherwise a late fee of \$250.00 per hour (or portion thereof) will be applied. The set up time for a wedding reception is three hours prior to arrival.

4. The second floor balcony is available for an additional \$125. The Homer Leonard Suite, adjacent to the Ballroom, is available for buffet placement. Buffets must be set in the Homer Leonard Suite if the guest count is more than 125 guests and use of this suite would be complementary. For groups under 125 guests, buffet placement will be in the Medallion Ballroom, however, the Homer Leonard Suite is available upon request for a rental fee of \$125.00. A changing room for the bridal party is available for \$250.

5. Special cleaning, repairs, or damage caused by guests will be charged per repair invoice and deducted from the event deposit.

6. All wedding receptions incur a 22% gratuity and 8.25% sales tax.

7. Wedding Ceremonies in the Ballroom are limited to 150 guests and incur a fee of \$2,200. This fee includes floor to ceiling draping for the ceremony area, theater style chair seating, the conversion of the ceremony set up to the dinner/dance set up, four hours set up time prior to the ceremony and complimentary changing rooms for the bridal party. An approved outside Certified Wedding Coordinator is required.

8. Miscellaneous fees:

- a. Cake carving fee, \$2.00 per person, includes cake cutting attendants
- b. Non-Austin Club member guest card fee of \$10.00 (required by TABC)
- c. All seated events and table side butler service will incur a service fee of \$3.00 per person

# Policies & Guidelines

1. **DJs & BANDS:** Risers are available for bands (8 x 24) at \$200.00 which includes skirting. The sound-board must be positioned next to the stage, not in the middle of the room or any area that would prevent further table seating. A Green Room can be provided for the band complimentary. All amplification must be on the stage or elevated and no sub-woofers are allowed. Should the band request additional power, the fee is \$200 to run (2) 20-amp circuits. Additional audio/visual equipment is available. A screen and projector are available at \$175 and a podium and microphone for \$175. The band must contact the Club two weeks prior to the event for load-in time & directions.
2. **Cancellations:**
  - Twelve months prior to function date: 100% refund
  - Less than twelve months prior to function date: forfeiture of deposit and all fund paid to date
  - All cancellations must be in writing/email to secure deposit refund, no exceptions
3. All food and beverage, except for wedding cakes, must be provided by the Austin Club.
4. Our minimum food charge is \$60.00 per person for 100 adult guests, plus tax and service charge, for wedding receptions in the Medallion Ballroom. Buffet receptions will be supplied with unlimited refills for two hours. If food service goes beyond 10:00 PM, there will be a \$200.00 charge. Children under three years are not charged for food and children from three to ten years are charged at half price.
5. The Ballroom can accommodate up to 250 guests. With a dance floor, seating is limited to 200 guests in the Ballroom.
6. **Bridal Consultants, Florists, Independent Contractors, Bands, Bakers:** All band equipment and decorations must be removed within one hour of the end of the event or there will be an additional charge of \$250.00 per hour (or portion thereof). Club Staff is not available for assistance unless prior arrangements have been made.
7. The Club is not open during the day on Saturday (unless a daytime reception is scheduled). Vendors may have access, for evening receptions three hours prior to the start of the reception. Decorating may take place only in the area of rental (second floor Medallion Ballroom). Please do not plan floral or decor on the bar. Any additional requests for areas of the Club to be decorated outside of the area of rental must be approved by the Club's General Manager. Austin Club seasonal decorations may not be altered.
8. **Payment of function:** A 75% non-refundable payment is due 90 days prior to the reception. The remainder of the payment and minimum guaranteed number of guests for all food, bar and miscellaneous charges is due seven days prior to the reception. The deposit will be refunded within 10 business days after the event. Payment for weddings and non-members is accepted by check or cashier's check.
9. For the Bridal couple exit, only fresh petals, bubbles are allowed and may be thrown outside the club. A fee of \$500 will be charged for any compromise of this policy. No sparklers, rice or any other food substance may be used (inside or outside the Club).

# Questions & Answers

Q: What is required to reserve my wedding reception date?

A: An \$2,500 deposit and signed contract are required to reserve the Medallion Ballroom. No function space will be held on a tentative basis without said signed contract and deposit. Deposits do not guarantee set prices for food or beverage. **Menus must be set to guarantee prices.**

Q: When should we begin planning our function?

A: The menu can be set a maximum of 6 months prior to the wedding. All menus and plans must be finalized no later than 45 days prior to the wedding.

Q: What should happen if I have to cancel my reservation?

A: All weddings canceled twelve months prior to wedding date will receive 100% refund of deposit. Canceling less than twelve months prior to the event will result in forfeiture of the deposit and all additional funds paid to date.

NOTE: ALL CANCELLATIONS MUST BE MADE IN WRITING/EMAIL.

Q: Can I supply my own food and beverage?

A: The Austin Club must provide all food and beverage except for wedding cakes.

Q: Is it required that I serve alcoholic beverages at my reception?

A: No, but a non-alcoholic beverage bar package must be purchased for all guests. Non-alcoholic beverage prices for a four hour event start at \$20.00 per person plus 22% service charge 8.25% sales tax.

Q: What times can florist, cake, and band equipment deliveries be made?

A: Three hours prior to the start time as indicated on the invitation.

NOTE: All band equipment & decorations must be removed within one hour of the end of the function, or a fee of \$250.00 per hour (or portion thereof) is charged.

Q: Can the Austin Club provide me with a wedding cake?

A: Sorry, we do not have accommodations for baking wedding cakes. However, we will be happy to recommend a bakery. A professional baker must supply all cakes – homemade cakes are not allowed.

Q: Can the Austin Club book vendors such as musicians and florists?

A: Due to personal preference on your part, you would need to make these decisions. The Austin Club does not book third party vendors. However, we would be pleased to recommend vendors to you.

Q: Can payment for music and cakes be added to my bill?

A: Sorry, all external contractual arrangements must be paid to the vendor by the actual person requesting service.

Q: Can the Austin Club provide me with ice carvings?

A: We will be happy to recommend an ice carver.

# Questions & Answers *(continued)*

Q: Does the Austin Club provide decorative centerpieces for any tables?

A: We do provide round table mirrors and three mercury glass votive candles for each seating table. The Austin Club has four large silver candelabras included at no charge. All decorations are limited to the area of rental (Medallion Ballroom). Please do not plan floral or decor on the bar. Any additional requests for areas for decoration must be approved by the Club's General Manager. Austin Club seasonal decorations may not be altered.

Q: What types of linens does the Austin Club have available?

A: We have 100% cotton, four-pointed white linen tablecloths with matching napkins. Serving tables have floor-length white skirting. We can also arrange rental for custom table skirting, floor length table cloths and chair covers. There may be additional handling charges associated with any rental linens or chairs.

Q: Is there a dance floor available?

A: We have a permanent dance floor in the Medallion Ballroom. To maximize seating, tables must be set on part of the dance floor.

Q: What style of tables are available?

A: We have the following table sizes and shapes:

Round: 60" and 72"; Long: Six feet and eight feet; Square: 32" x 32"; 6 - 36" Standing Cocktail

Q: Is there an additional charge for wait staff and bar service?

A: The 22% service charge on food & beverage is appropriated to offset the staff salaries.

Q: Is parking available?

A: Yes, self-parking is available in the garage adjacent to the Austin Club, a surface lot across the street and there is street parking along 9th Street. All parking is at hourly rates. If you would like to pay for your guest's parking charges we can validate the garage parking tickets upon departure and the parking charges will be calculated after the event and deducted from your deposit.

Q: Can leftover food and beverages be taken home after my reception?

A: We are sorry, but due to the club's policy regarding the potential health hazard from improper storage, we cannot allow food or beverages to be taken off premise.

Q: What is the latest time we can stay for an evening function at the Austin Club Medallion Ballroom?

A: 11:30pm. All band equipment and decorations must be removed within one hour after the completion of the function, otherwise a late fee of \$250.00 per hour (or portion thereof) will be applied.

Q: Is there a food minimum per person?

A: Yes, there is a minimum of \$60.00 per person plus tax & 22% service charge. A minimum of 100 adult guests is required for wedding receptions in our Ballroom.

Q: Is there a room clean-up charge?

A: Not generally speaking. Exceptions would be if there is extensive staging, excessive carpet or floor cleaning required or if any glitter is used in the room.