

1 of 3 pages

The University Club QC Reception Agreement

Event date & Room Level: Piano Bar Level or Upper Level

Address:

Price per person: Upper level \$28 Piano Bar 225-275=\$33/276-325=\$32/326-375=\$31

Guest minimum/maximum: Upper Level 125/275 Piano Bar Level 225/375

Includes:

- Five hours of reception time (\$350 each additional hour for reception)
- Grand 2 meat buffet provided by on site caterer. DeBord (309-762-5323)
- All necessary tables and padded black chairs
- Two hours of decorating time the day before the reception (if room is available, additional decorating hours \$75 per hour)
- White linens for all necessary tables (based on guest tables 8 per table)
- Cotton napkins for all place settings (see staff for available colors)
- White table skirting for 5 eight foot sections, additional skirting \$25 per 8' section
- China which includes dinner plate, salad bowl and cake plate
- Silverware includes fork, spoon, and butter knife set on guest and head tables
- Cake forks provided at cake table. Cake cutting additional cost.
- Water Glasses set at guest and head tables. Coffee cups set at drink station if necessary
- A 17% gratuity will be added to the per person cost to cover required staff
- Setup & cleanup is done by University Club staff (not including personal decorations).
- Bartenders
- Pack up of outside decorations may be done next day

Deposit: \$750, nonrefundable if event is cancelled

The deposit along with signed agreement holds the date. As a convenience for guests, we accept credit cards at the bar, but do not accept credit cards for deposit or final payment.

Bar pricing and policy:

All alcohol must be purchased through the University Club QC.

Keg pricing: \$320 for Bud / Bud light / Miller / Miller light / Coors / Coors light

Other Keg beer is available (ask for availability and pricing), Keg beer is served in clear 16 oz plastic cups. House wine pricing: \$22 per bottle served in wine glasses

No minimum required for Bar but a dry event requires a \$1,200 fee

Sales tax of 10% will be added to Kegs, soda, champagne and wine purchased.

2 of 3 pages

If providing an "Open Bar" for your guests, which includes mixed drinks only, the night of the event if all of the money allotted for that is not used for open bar it can, by your approval, be used in another way for the bar or will be added back onto the deposit.

Soda and Juices can be purchased by wedding party for \$1.50 per person based on guest count, and is unlimited, or made available for purchase by guests at the bar. Additional: Other alcohol not being prepaid on bar invoices will be for sale to guests.

Catering

Included in the per person price is a 2 meat buffet (limited), changing or adding to the menu will have additional costs. All food including appetizers and late night snack must be ordered through the University club, tax and gratuity will be added. The Buffet will be refilled as long as people are in line and tables are still to be release for the initial release, the buffet is refilled for the number of attending guests only. Once the everyone has been through the buffet the first time we will allow your guests to visit the buffet again but it will not be refilled, any food remaining after that will be packed up for pickup by the next day.

Other

All linens must be ordered through the University Club (chair covers, overlays, runners, chargers, ect.—anything that goes under the dishware). Room layout will be done only by the in house event coordinator. Any tables, linens, chairs, etc..., brought in from outside must be pre-approved and will add additional cost. Removal of our chairs is a \$2 per chair handling/storage fee. 2 hours of decorating are included for personal or outside vendors, any additional hours of decorating are \$75 per hour. All real candles must be pre-approved and must be within glass. Nothing is to be hung from the ceiling, attached to the walls or banister. All perishable items such as mints, cake, flowers, etc..., are not to be delivered until after 2pm the day of the event. Ask representative for additional decorating restrictions. Access to facility on day of reception is 2pm for vendors, family and others, and is limited to one hour. Stage accommodates seating for 12. Stage extension adds seating for 2 more. Rental is \$75.

DJ must have proof of liability insurance or sign a release waive form.

Photo Booth: \$200 per hour. Must end 30 minutes prior to end of party.

Full payment, including all alcohol is due 2 weeks prior to the event. Once the final bill has been paid we are unable to reimburse any money for any reason including cancellation, lower guest attendance, unused kegs...etc. Credit/debit cards may not be used for deposit or final bill, but are accepted at the event by customers.

University Club is not responsible for lost or stolen items.

Paying party will be charged for the minimum of 125 for upper level or 225 for piano bar level even if their guest count does not reach that number. If renting the Piano Bar Level the balcony does not open until the count is above 250.

3 of 3 pages

State and Local laws prohibits underage drinking or outside alcohol. Management and staff will confiscate any outside alcohol and loss of deposit may occur. Anyone attending must be able to prove by official state/government identification or license that they are legally of age to drink alcoholic beverages or they will be denied. If current tax rates change, the signees agreement is subject to that increase by law.

Renting party print name _____

Renting party signature & date _____

Authorized UC rep title _____

Authorized UC rep signature _____

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