



THE BERKELEY FACULTY CLUB (TFC) Weddings & Special Events Policy Form

DEPOSIT AND PAYMENT

For non-member events, a deposit by credit card or check equivalent to the room rental is required to confirm the booking. Both payment of deposit and a signed Banquet Event Order (BEO) are required to reserve the date and room. The remaining event balance is due 14 days prior to the event date. Any remaining or accrued balances (i.e., beverages based on consumption, additional labor, facility damage etc.) are due upon conclusion of the event and will be applied to the credit card on file. TFC reserves the right to cancel any event for non-payment.

CANCELLATION POLICY

Deposits are non-refundable and cancellations are required at least five (5) months in advance. Cancellations made within the five months prior to the event may be subject to 50% of the food and beverage minimum, charged to the credit card on file. Members are not required to place an initial deposit but must adhere to all other guidelines, including the cancellation deadline. Late cancellation fees for events sponsored by a member will be invoiced directly to the associated member account for payment within thirty days.

FINAL GUEST COUNT

A final guarantee is required 14 days before the day of your event. TFC also requires the final menu selections and final entrée counts 14 days prior to the event date. If a guaranteed number is not provided, the expected number may be used as a guaranteed number. TFC will be prepared to serve up to 5% above the guarantee. If the number of guests in attendance exceeds your final count, you will be billed for the total number in attendance. The final count cannot be lowered within the 14 days leading up to the event, only increased. Though not guaranteed, you may be able to add a small number of additional guests after the guaranteed count is provided, up to 4 business days prior to the event.

WEEKEND RENTAL FEES AND FOOD & BEVERAGE MINIMUMS

The facility rental fee includes the spaces, set-up & breakdown of TFC property, tables, chairs, linens, silverware, flatware, glassware, and chair set-up for wedding ceremonies.

Between April 1st-November 1st (wedding/event peak season) the facility rental for the Great Hall Package is \$8,000 on Saturdays with a \$10,000 food & beverage minimum; on Sundays, the facility rental is \$5,000 with a \$7,000 food & beverage minimum. Between November 1st-March 31st (the wedding/events off-season), with the exception of the first two weekends in December, the Great Hall Package rental is \$5,000 with a food & beverage minimum of \$5,000 (Saturdays and Sundays).

The Heyns Package is \$4,000 space rental with a \$5,000 food & beverage minimum. The Seaborg Package is \$3,000 space rental with a \$5,000 food & beverage minimum. There is no food & beverage minimum for weekday events. TFC observes all national and administrative holidays and reserves the right to cancel or charge a premium fee for events on these days.

No outside food or beverage is allowed. TFC reserves the right to request guests remove outside food or beverages and/or charge the Client appropriately. Wines brought into TFC will have a corkage fee of \$25 per 750 ml bottle. Local health code prohibits guests from taking out food or beverage from events, except weddings cakes and clients' personal wine.

EVENT RULES

- ⌘ All events must conclude by 11:00 PM, with music ending no later than 10:45 PM. An event coordinator or designated assistant is recommended to arrive onsite prior to vendors, oversee event in entirety through load-out, and check in with banquet manager before leaving.
- ⌘ Open flames of any kind are strictly prohibited, and only battery-operated candles may be used. Confetti and glitter are prohibited both indoors and outdoors. No tape, staples, tacks, nails, etc. may be put on the walls.
- ⌘ A professional DJ, band, musicians and/or musical group with insurance is required if music is desired. Any event lighting (i.e., up lighting, bistro lighting, etc.) must be done by an event lighting professional.
- ⌘ Upon event conclusion, damage to TFC or vendor property (linen, rented chairs, tables, etc.) may result in appropriate damage fees. TFC is not responsible for any décor or personal property left behind after the event.
- ⌘ Any items rented through an outside vendor are the responsibility of the vendor. TFC staff will not handle, set up, or break down rentals or décor provided by outside vendors.

By signing below, I certify that I have read, understand, and agree to comply with all rules and regulations of The Faculty Club. I understand that I am responsible for any guests attending my event and their actions in The Faculty Club.

Name

Date

Name of Event

Date of Event