

Services and Guidelines

This information package was developed to assist you with planning your function and acquaint you with the many excellent services available at your Club. Whether you are planning for one guest or a thousand guests, the Club is able to accommodate every type of function.

The menu selections included have been developed to suit a wide variety of occasions. The general function guidelines help ensure every detail of your function is carried out to the highest standards. Please take time to familiarize yourself with the guidelines and make note of any areas in which the staff may provide further information. When planning a function at the Club, we recommend meeting with the Catering Department at least once, to ensure all particulars are thoroughly understood and coordinated to your satisfaction.

General Guidelines

Minimum Charges

In accordance with good business practices, all private functions at SACC are required to cover costs for food, beverage, gratuity, labor and facility maintenance.

Food and Beverage Minimums for SACC Banquet Rooms

The following food and beverage minimums not including state sales tax and gratuity apply for the SACC Banquet Rooms:

Ballroom, Loggia, Supper Room, and Ballroom Terrace (weekday – breakfast and lunch): \$2,000.00++

Ballroom, Loggia, Supper Room, and Ballroom Terrace (weekday – dinner): \$3,000.00++

Ballroom (weekend Friday evening and Saturday all day and evening): \$6,000.00++

Ballroom (Sunday): \$2000.00++

Fountain Room: \$750.00++

Living Room: \$750.00++

Pool Grill (out of season only): \$1,500.00++

President's Room: \$350.00++

Governor's Room: \$100.00++

Hunt Room: \$100.00++

Tapestry Room: \$50.00++

Ladies Locker Room (Dinner on weekends only): \$500.00++

Ladies Locker Room (Lunch on weekend only): \$500.00++

Events in the Ladies Locker Room are subject to a \$300.00 clean up fee and a minimum \$90.00 server fee.

Additional Charges

Cashiers.....	\$90.00 each
Bartender (additional).....	\$90.00 each*
Cake Cutter (applies to all outside cakes brought into Club)....	\$90.00 each
Lifeguard (1 guard required for every 20 persons).....	\$30.00 per hour, per guard
Valet Attendants (1 valet required for every 60 guests).....	\$90.00 per valet
Security (1 guard per 50 children 10 and over).....	\$105.00 minimum per guard for a minimum of 3 hours
Additional Server.....	\$90.00 each
Carvers.....	\$90.00 each
10' x 10' Tent.....	\$50.00 each
Hurricane Lamps with Mirror and Candle.....	\$12.00 each
Mirrors.....	\$2.50 each
Menu Cards.....	\$1.00 per card
Coat Check.....	\$90.00 per coat check attendant
Furniture moving fee.....	\$300.00 minimum fee – determined by setup
Truck Rental Fee for Furniture Storage.....	\$300.00 per truck
Outside Event Set Up Fee.....	\$250.00 minimum- subject to increase determined by guest Count and set up needs

(Prices are exclusive of sales tax)

* The Club will provide one bartender for every 75 guests. Additional bartenders or bartenders for parties under 75 guests will incur the above listed charge.

*\$250.00 standard fee for early access to private rooms to include 1 staff member for set up (limit 5 hours).

Guarantee Policy

The Catering Department must be notified of the guaranteed guest count no later than 72 hours or 3 business days prior to the scheduled function. With the following exception: functions scheduled on Tuesday need to give the exact expected guest count to the Catering Department no later than 12:00 noon on the preceding Thursday. **The Club does not prepare any additional food exceeding the provided guarantee.** On events of 100 or more, we require a tentative number 7 days before the event.

The number provided 72 hours or 3 business days prior shall constitute a guaranteed guest count not subject to reduction and charges will be made accordingly. If a guarantee is not received 72 hours before the event, the catering department will assign a guaranteed number based on the original guest estimate provided at the time the booking was made.

If the guaranteed guest count is increased less than 72 hours before the event, we may not be able to serve the same additional food items within the same service time. Last minute preparations of additional food also increases the Club's costs. **There will be a 30% surcharge per additional guest added past the guaranteed guest count.**

Cancellations

Certain cancellation fees will be in effect, depending on the room, time of day and season that the function is scheduled. Cancellation fees will apply for events cancelled in the following situations:

No cancellation fee for events cancelled outside of 90 days. **(The only exception is during the months of May and December, any event booked in the Ballroom, and Fountain Room and Living Room areas will be charged a minimum of \$5,000.00 and \$750 respectively if cancelled within 4 months of the event.)**

Catered events may be scheduled on no more than 2 dates when determining when to host. Should another inquiry come for one of the dates, the host will be given 3 days to lock one of the 2 dates before being released to the other inquiry. If the host does not contact the catering department within 3 days, we will assume that you have released the date.

Deposits

Deposits are required for all member sponsored events. 50% is due 1 month prior to the event with the balance of the full estimate paid within 5 business days after the event. At the conclusion of the event when totals are finalized, a final bill will be due for any remaining balances. The member sponsor is ultimately responsible for all charges for the sponsored event.

Pricing

A service charge of 20% and Texas state sales tax (8.25%) are payable in addition to all food, beverage, and miscellaneous prices quoted. Prices, service charge, and tax may be subject to change per market fluctuation without notification. Tax exempt groups are responsible for submitting the state tax exempt form provided by catering. If this form is not received 1 week in advance of the event, sales tax will not be removed from the invoice until this form is received. Tax exempt groups are still responsible for paying sales tax on alcohol per TABC.

Menu Planning

Menu planning and room set up must be completed 2 weeks in advance of the event with a signed contract. Events booked less than 14 days in advance will be subject to additional costs.

The entrée selection on all banquet menus is limited to one choice. However, 2 choices may be available with advance notice of entrée selections and identification procedure to determine entrée location at each place setting. It is the responsibility of the host to identify the guest's choice of entrees by issuing tickets, special seating, or badges. There will be an additional \$3.00 per person charge for multi-entrée functions. A fee for any change of entrée at time of the event will be charged, in addition to the charge for the entrées guaranteed and prepared.

Substitute or special dietary plates may be ordered if done in advance and will be priced accordingly. The catering department must receive these orders when the guaranteed guest count is submitted. If special dietary plates are requested at the event that were not included in the guaranteed guest count, this will result in a double charge for the original plate plus a 30% surcharge for the additional special meal.

If the event host asks to have additional overflow seating past the guaranteed guest count, a charge of \$10.00 per additional seat will apply. This is to cover the additional labor, linens, and set up required to service the overflow tables. This does not include the actual meals since it is not part of the guaranteed guest count.

No food or beverages may be brought onto the Club property. Cakes, cupcakes, and cookies may be allowed based on the circumstances. Please check with the catering department. Cake cutting fees will apply to outside cakes brought into the Club.

Security

For certain functions, the Board of Governors requires adequate chaperones and security. Specific charges will be provided by the Catering Department. The event host is responsible for providing adequate chaperones and supervision for any children attending. Children are not allowed in other areas of the club outside of the event they are attending. The club is not responsible for child care and supervision.

Children's Parties and Outside Events

Children's parties may be booked at the pool, pool grassy area, terrace lawn, and downstairs banquet rooms. Other than Cotillion, children's events are not permitted in the Ballroom. Children's parties require a minimum of \$300.00 food and beverage ordered, not including tax and gratuity. There is a \$250.00 set up fee, which includes tables, chairs, linen, and tents over the food and beverage. Children's parties are subject to a cleaning fee commensurate with the mess/damage left behind. Parents are responsible for the behavior and conduct of all Children at your event. Failure to manage the Children may result in the Child and parents being asked to leave the Club. All matters of inappropriate behavior will be reported to the Board of Governors.

Moon bounces cannot be staked to the astro turf. They must be weighted down with sandbags.

During the peak season, outside events will remain outside and may not take over the Pool Grill or move into the Clubhouse if banquet rooms are available. The facilities for pool parties are limited; therefore, requests for pool parties may be denied based upon the volume of business. A lifeguard employed by the Club must be present at all pool parties. The Club requires 1 lifeguard for every 20 children.

The Pool Grill may be booked outside of normal lunch hours (11am to 2pm) and dinner hours (6-9pm) during the off season. To close the Pool Grill during lunch or dinner hours requires a \$1,500.00 food and beverage minimum (not including tax and gratuity) and may only be done during the off season, October 1st to March 15th.

Decorations

Decoration plans for your event should be reviewed with the Catering Department well in advance of the scheduled date. **The use of nails, tacks, hooks, or tape to attach decorative items to the Club structure is strictly prohibited. SPARKLERS are prohibited.** No items may be hung or attached to the chandeliers or sconces in any room. It is the responsibility of the host to notify their florist or decorator of the Club's restrictions. You may also have them contact the Club directly.

Any needed repairs will be handled through Club approved vendors and billed accordingly. All vendors are required to remove all items used to enhance a function space immediately following the event, unless special arrangements have been made with Club management. Vendors working at SACC for the first time must sign the vendor agreement form outlining their rules and guidelines. All access to and from the Club will be from the receiving dock only. **Glitter and confetti is not permitted. Only rose petal may be used at wedding receptions during departure.**

The Club is not responsible for any personal items left behind 48 hours after an event. The Club will not assume responsibility for damage or loss of any merchandise, decorations, or articles left in the Club during or after a private event. Any decorations of a personal nature should be delivered to the Club the day of your function and taken with you upon departure. Arrangements can be made for storage of decorations with the Catering staff. This is dependent on room availability and is subject to fees.

Private Catering Events on Mondays

With the exception of the Pool Grill, banquet facilities are closed on Mondays at the Club. Special parties may be held on a Monday provided arrangements are made well in advance with Club management. The Club must receive a minimum revenue of \$8,000.00++ for food, beverages, labor, etc.

Ballroom Terrace

The Ballroom and Ballroom Terrace must be booked together as the club cannot host separate events utilizing both spaces simultaneously. The Ballroom Terrace may only be booked for a private event 30 days in advance. Use of the Ballroom Terrace will incur a server fee of \$90.00 and a bartender fee of \$90.00. There is no food and beverage minimum for this space.

Member Sponsored Functions

For member sponsored functions, the member must book the function with the Catering Department and the member's account will be billed for all charges incurred. Members sponsoring a function for friends or clients must be in attendance. The member is responsible for communicating certain Club policies such as dress code. The member will also assist in confining the function to the reserved room(s). At no time will direct public advertising through mail or other media be permitted for any function.

Parking

Per the Club's Board of Governors, valet parking is required for all functions involving 60 or more guests. This is for members and guests convenience. Charges are outlined under "Additional Charges".

Alcohol Policy

For the protection of members, guests and the Club, alcoholic beverages will not be served to anyone under the legal drinking age. Anyone appearing to be under the legal drinking age will be required to show proper identification. Anyone appearing to be intoxicated will not be served alcoholic beverages. In compliance with the Texas Alcoholic Beverage Code, no alcoholic beverages, including wine, shall be brought or taken from the Club premises by any member and/or their guest.

I, _____
have read these rules. I understand them and agree to them