

# WEDDING RECEPTIONS

You will experience charm and class in a cozy club atmosphere at the University Club. Our professional staff will assist you in designing an event that meets your budget while exceeding your expectations. Our banquet facilities are perfect for wedding receptions, engagement parties, bridal shows and rehearsal dinners. Centrally location downtown Grand Rapids on the 10th floor of Fifth Third Center, the Club offers unparalleled views of the city. The Club's convenient location is near many downtown landmarks and hotels, while offering easy highway access.

## **FEATURES:**

**Parking Included**  
**White Table Linen Provided**  
**Your Choice of Napkin Color Included**  
**Place Settings & Glassware Included**  
**Usage of Bud Vases**  
**No Set-up Fees**  
**No Clean-up Fees**  
**No Room Rental Fees**

## **AVAILABLE FOR EXTRA FEES:**

Mirrors	3.00 per table
Julep Cup Vases	3.00 per vase
Stage Rental	20.00 per section
Candles	1.00 per candle
Chair Covers	3.00 per chair
Chair Covers w/ Bows	4.00 per chair
Underlays	6.00 per table
Dance Floor	250.00
Audio Visual Equipment	20.00-100.00

## **SERVICE CHARGE & SALES TAX**

**Member Functions are subject to**  
**20% Service Charges & 6% Sales Tax**

**Reciprocal Member and Member**  
**Sponsored Functions are subject to**  
**25% Service Charge & 6% Sales Tax**

## **BEVERAGE LIST**

*Bars are individually designed for each wedding.*  
*Our professional event coordinators will assist you in designing a bar that will be perfect for your special day.*  
*There is a minimum after dinner beverage fee of 500.00.*

### **Punch Bowl—Per Bowl**

*(Approximately 40 glasses per bowl)*

**Fruit/Non-Alcoholic** 45.00

**Wine or Champagne** 55.00

**Rum Punch** 65.00

*(Other punches available upon request)*

### **Banquet Wine— Per Bottle**

*(Charged by the 10th of the bottle)*

20.00

**Moscato** **Chardonnay**

**White Blend** **Merlot**

**Cabernet**

**Red Blend**

*Large Selection of wines available upon request*

### **Champagne— Per Bottle**

**Non-Alcoholic Sparkling** 18.50

**Champagne (House)** 22.50

**Freixenet Brut** 25.50

### **Liquor— Per Bottle**

*Includes Soda Mix & Garnish*

*(Charged by the 10th of the bottle)*

**Banquet Brands** 90.00

**House Brands** 110.00

**Call Brands** 130.00

**Premium Brands** 150.00

**Top Shelf** 170.00

**Sodas— Per Soda** 1.50

### **Beer— Per Bottle**

**Domestic** 4.00

**Imported/Premium** 5.00

**Keg— Domestic or Imported** 375.00 & Up

**1/2 Barrel = Approximately 200 glasses**

**1/4 Barrel = Approximately 100 glasses**

*Call for Availability and pricing on specific beers*

# HOT HORS D'OEUVRES

*Priced Per Dozen Unless Noted*

Sesame Garlic Chicken Satay	24.00
Sesame Chicken with Sweet Thai Chili Sauce	20.00
Grilled Pineapple Shrimp Skewers with Honey Garlic Butter	26.00
Parmesan Risotto Croquettes with Basil Aioli	18.00
Chorizo Stuffed Dates	22.50
Raspberry Brie Phyllo Roll	22.00
Crisp Vegetarian Spring Rolls with Sweet & Sour Sauce	18.00
Spanakopita- Spinach & Feta Stuffed Phyllo	22.00
Steamed or Fried Pork Pot Stickers	19.50
Bacon Wrapped Water Chestnuts	17.50
Mini Beef Wellington with Mushroom Duxelles	27.00
Meatballs in Sauce— Marinara, Honey BBQ, Sweet & Sour or Swedish	18.00
Stuffed Mushrooms— Spinach and Mozzarella	18.50
Stuffed Mushrooms— Sausage and Provolone	19.50
Chicken Wings— Buffalo, Honey BBQ with Blue Cheese & Celery Sticks	16.25

*Passed or Butler Style available for 2.00 extra per dozen*

# COLD HORS D'OEUVRES

*Priced Per Dozen Unless Noted*

Beef Tenderloin Crostinis	22.00
Caprese Skewers	18.00
Deviled Eggs	15.00
Deviled Eggs with Lump Crab Meat	18.50
Asparagus Boursin Pinwheels with Turkey or Ham	18.00
Smoked Salmon Crostini	21.00
Wild Mushroom & Boursin Cheese Canape	14.00
Roasted Grape, Walnut & Goat Cheese Crostini	14.50
Curried Apple Chicken Salad Phyllo Cups	18.00
Shrimp Cocktail (21-25 per pound)	31.00/lb
Fresh Fruit Skewers with Raspberry Yogurt Dip	16.00

# HORS D'OEUVRE ASSORTMENTS

*The assortments below are priced to include two pieces per person of the hot items and an appropriate amount of cold items. These assortments are perfect for light hors d'oeuvres for a short affair or to accompany dinner. Minimum 25 people.*

## **Italian Assortment**

*16.50 per person*

Sausage & Provolone Stuffed Mushrooms  
Risotto Croquettes with Basil Aioli  
Meatballs Marinara  
Marinated Olives with shaved parmesan cheese  
Tomato Bruschetta with Grilled Bread

## **Asian Assortment**

*16.50 per person*

Crisp Vegetarian Spring Rolls with Sweet & Sour Sauce  
Sesame Garlic Chicken with Sweet Thai Chili Sauce  
Fried Pork Pot stickers  
Cilantro Chili Cucumbers  
Edamame Carrot Salad

## **Tailgaters Assortment**

*15.50 per person*

White Corn Tortilla Chips & Salsa  
Vegetable Crudités with Buttermilk Ranch  
Buffalo Wings with Bleu Cheese & Celery  
Honey BBQ Meatballs  
Spinach & Artichoke Dip with Toast Points

# Hors D'oeuvre Boards & Displays

*Priced per person, based on groups of 25 or larger. Add 1.00 per person for groups under 25*

Vegetable Crudités with Dill Dip	5.00
Roasted Vegetables & Hummus	6.00
Hummus Sampler - <i>Classic, Black Bean &amp; Roasted Red Pepper with Crudité &amp; Pita Crisps</i>	4.00
Tomato Bruschetta	4.00
Hot Spinach & Artichoke Dip	4.00
Fresh Fruit with Raspberry Yogurt Dip	6.00
Domestic Cheese & Crackers	7.00
Imported Cheese & Crackers	8.00
Fresh Fruit with Domestic & Imported Cheeses	8.50
Antipasto Display— <i>Prosciutto, Salami, Domestic &amp; Imported Cheeses, Caprese Skewers, Olives, Gherkins &amp; Assorted Crackers</i>	9.00
Deluxe Charcuterie - <i>Imported Cheeses, Chicken Liver Pate, Prosciutto, Roasted Vegetables, Nuts, Boursin Mushroom Canapes, Crostini &amp; Assorted Crackers</i>	10.00
Smoked Salmon - <i>Cold &amp; Hot Smoked Salmon, Boiled Eggs, Red Onion, Parsley, Capers, Black Olives, Lemon &amp; Assorted Crackers</i>	10.00
Sesame Ahi Tuna - <i>Seared Ahi Tuna, Pickled Cucumber Salad, Sweet Soy Sauce, Ginger, Wasabi &amp; Wonton Crisps</i>	10.50

# DINNER

Entrées served with starter, vegetable, starch, dinner rolls and beverage\*\*

Additional fees apply for split entrée choices.

Vegetarian & Children options available upon request– no additional fee.

**UC**– University Club Specialty

## **Seafood & Poultry**

Pan Seared or Grilled

Breast of Chicken*	29.50
Stuffed Chicken Florentine	31.50
Stuffed Boursin Chicken UC	31.50
Pan Seared or Grilled Salmon*	31.50
Pan Seared Walleye*	32.50
Herb Garlic Roasted Shrimp	34.50

## **Pork & Beef**

Roasted Pork Tenderloin*	30.50
Boneless Pork Chop, 8oz*	29.50
Tenderloin of Beef, 6oz* UC	44.00
Tenderloin of Beef, 9oz* UC	60.00
Filet Mignon, 6oz*	48.00
Filet Mignon, 9oz*	70.00
Prime Rib of Beef au Jus, 12oz	48.00
Prime Rib of Beef au Jus, 14oz	56.00

## **Combination Plates**

Chicken and Salmon*	34.00
Tenderloin of Beef and Chicken*	36.00
Tenderloin of Beef and Salmon*	38.00
Petite Filet and Shrimp Scampi	42.00

## **Pastas & Risotto**

Grilled Vegetable Risotto UC	26.00
Mushroom & Asparagus Risotto	26.50
Pasta Primavera	25.00
Pasta Alfredo	24.00

## **Sauces\***

### **Bruschetta:**

Tomatoes, Shallots, Garlic, Balsamic Vinegar

### **Champignon:**

Mushroom Cream Sauce

### **Marsala:**

Mushroom Marsala Wine Sauce, Touch of Cream

### **Bordelaise:**

Red Wine Brown Sauce

### **Citrus Beurre Blanc:**

Citrus Infused White Wine Butter Sauce

### **Pesto Cream:**

Basil, Garlic, Parmesan Cream Sauce

### **Boursin Cream:**

Boursin Cream Cheese Sauce

### **Piccata:**

Lemon, White Wine, Capers

\*Entrées served with optional choice of sauce.

\*\* Beverages include iced tea, lemonade, coffee and hot tea. Sodas available for an additional cost.

# DINNER ACCOMPANIMENTS

## Starters

**Garden Salad\***

**Caesar Salad**

**Fresh Fruit Plate +1.00**

**Chicken Noodle Soup**

**Creamy Tomato Basil**

**Lobster Chive +2.00**

**Romaine & Spinach Salad\***

*Romaine Lettuce, Baby Spinach,  
Roasted Pineapple, Roasted Red  
Pepper & Walnuts*

**Michigan Salad\* +1.00**

*Baby Spinach, Dried Cherries, Blueberries,  
White Cheddar Cheese, & Candied Walnuts  
with Cherry Vinaigrette*

## Starches

**Boursin Mashed Redskins**

**Garlic Herb Duchess Potatoes**

**Italian Herb Risotto +1.00**

**Yukon Potato Lyonnaise**

**Roasted Rosemary Potatoes**

**Baked Potato**

**Wild Rice Pilaf**

**Twice Baked Potato +1.00**

## Vegetables

**Steamed Green Beans**

**Herb Roasted Zucchini**

**Honey Glazed Baby Carrots**

**Steamed Asparagus +1.00**

**Broccoli Parmesan Florets**

**Assorted Julienne Vegetables**

**Chef's Seasonal Medley**

**Oven Roasted Brussels Sprouts**

*Add Roasted Red Pepper Relish Accent 0.25*

## Late Night Food Available!

*Priced per person*

*Options include:*

**Burgers & Fries** - 9.00 Angus Beef Cheeseburger  
Sliders, Ketchup, Mustard, Sliced Pickle, Diced  
Onion & Crispy French Fries

**Hot Dogs & Fries** - 8.00 Beef Chili, Diced Onion,  
Shredded Pickle, Cheddar Cheese, Ketchup &  
Mustard with Crispy French Fries

**Pizza Station** - 8.00 Your choice of three pizza  
selections served with Parmesan Cheese &  
Crushed Red Pepper flakes

**Nacho Bar** - 8.50 Tortilla Chips, Seasoned Ground  
Beef, Queso, Pico De Gallo, Diced Tomatoes,  
Scallions, Guacamole, Sour Cream, Shredded  
Cheese & Salsa

**Cookies & Milk Station** - 5.00 Assortment of U  
Club Cookies with Ice Cold Milk

**Tatar Tot Station** - 8.50 Crispy Tots, Queso, Beef  
Gravy, Cheddar Cheese, Scallions, Bacon, Ketch-  
up, Ranch & Sour Cream

# Wedding Cakes

## Cupcakes

2.00 per cupcake

2.50 per cupcake with filling

1.00 per mini cupcake

## Sheet Cake

*Three Layers, Rectangle, Choice of Flavor, Filling and Frosting*

**3.00 per person**

## Tiered Wedding Cake

*Three Layers, Round, Choice of Flavor, Filling & Frosting*

**6 Inch Round, Serves 12** 48.00

**8 Inch Round, Serves 24** 96.00

**10 Inch Round, Serves 48** 192.00

**12 Inch Round, Serves 56** 224.00

**14 Inch Round, Serves 78** 312.00

## Flavors

Chocolate, Vanilla, Marble, Carrot, Almond, Lemon, Snickerdoodle

## Fillings

Lemon Cream, Raspberry Cream, Buttercream, Chocolate Mousse

## Frostings

Buttercream, Chocolate, Cinnamon Swirl, Cream Cheese, Oreo, Peanut Butter Mousse, Strawberry, Raspberry



*We love to personalize so please ask about our many dessert options including pies, cheesecakes and more. Let us know what we can do special to make your day one of a kind!*

# University Club Reception Policies

## **PARKING/ENTRY**

1. Parking is included with dinner or a minimum food purchase of 25.00 per person (after 5 PM) in the Fifth Third Bank ramp, adjacent to the building. See manager for special requests.  
***Parking is not included prior to the evening of the event; a discount is available.***
2. Parking spaces are guaranteed no matter what is happening downtown. Parking is available on all three levels of the Fifth Third Ramp.
3. The Fifth Third Bank entry doors are locked on weekends, but will be open for your scheduled event. **If you (or your florist, cake delivery, DJ, etc) need to gain entry to the building prior to your scheduled reception time, you must notify the club at least one day before in order to make the necessary arrangements with building security personnel to insure ease of entry.**

## **GUESTS COUNT**

1. A tentative count must be given at least two weeks prior to the scheduled event. **A final count must be given no less than one week prior.** In the event you do not give us a final count, we will assume the number of guests has not changed from your tentative count and you will be charged accordingly.
2. Assigned Seating – table count and total number of guests seated at each table must be submitted with the final count.  
It is also helpful to know where special meals, highchair, booster and wheel chair placement are located at each table. Adjustments on the individual tables may be made any time the week prior.
3. Parties of 180 people will have use of the Main Dining Room and Fireside Room. Usage of the Front Lounge is not included for parties fewer than 180 people.
4. Additional space may be reserved for parties under 180 people for an additional fee. **These rooms must be reserved and paid for upon booking your event.**
5. Parties over 180 and up to 220 are given the

North and West Lounge automatically and parties over 220 automatically get the North, West and South Lounges at no extra cost (permitting there is a bar & sit down dinner).

6. Additional room fees must be paid at the time of the initial deposit to hold these areas.

## **DINNER**

1. All sit-down dinner entrees include a starter, vegetable, starch, rolls, coffee, hot tea, and ice tea. Vegetarian options and Children meals are available upon request. Your choice and count for any specialty entrée(s) must be given 2 weeks prior to your event.
2. Split entree choices (not combination plates) will have a 3.00 per plate surcharge. Three entrée choices will have a 4.00 per plate surcharge, and so on. Vegetarian or children's meal options are an exception. It is our recommendation that parties over 100 people do not have split entrée choices. Individual counts on your selected entrees must be given with the final count. A place card must be at each place setting designating the entree choice of each guest. Overages will be charged accordingly.
3. Buffet options are available. Generally, the cost per person for a full dinner buffet will be the price of the most expensive entree choice plus a 3.00 surcharge. Hors d'oeuvre receptions will be priced according to the cost and quantity of selected items. They may be replenished throughout the evening. Dinner buffets will be available for no more than one hour from the time the first person visits the buffet line.
4. You must determine the time your guests are to be seated for dinner prior to the evening of your reception. You will be charged \$100 for every ½ hour delay.

## **Bar**

1. There are no bartender fees other than exceptions described below in sections 8, 9, 10.
2. We will design the bar to fit your requests. You may choose different options of bar service for each time period (before, during, and after

dinner). There is an after dinner bar beverage minimum of 500.00. Punch and sodas may be included in the bar service minimum. **This is not an additional fee, it is a minimum if you choose to use the club more than one hour after dinner.**

3. Liquors and wines are charged by the tenth of a bottle, not the full bottle.
4. Keg beer is available in 1/2 or 1/4 barrels. You will not pay for untapped beer, however, you will be billed for a full keg if tapped. Not all beer is available by the keg.
5. There are no additional fees for staff to pass wine or beer prior to dinner.
6. The Club will not serve alcohol to people under the age of 21. In the event that a person under 21 should somehow acquire an alcoholic beverage, we would very much appreciate it if you would report it to a manager on duty.
7. To prevent over consumption of alcohol, it is the management's recommendation that you or your DJ do not announce "Last Call".
8. It is the management's recommendation that the bar be closed during a sit down dinner and reopened after dessert. If you choose to have bar service during a sit down dinner, there is a 100.00 per hour bartender fee.
9. One bar will be available for the reception. If you choose an additional bar to be open, there is a fee of 100.00 per hour.
10. The bar should close by 11:30 PM in order to vacate the premises by 12:30 AM. In the event that you choose to have the bar open later, there is a 100.00 fee for each additional 1/2 hour the Club remains open.
11. The Club has the right to not serve any person they feel has had too much alcohol.

### **Cake**

1. You are welcome to bring in a cake from any vendor. All cakes not provided by the Club are subject to a service fee. 2.00 to cut and serve or 1.00 to cut and place on a station for self service.
2. The Club offers various dessert options. Please ask for details
3. All other dessert options not provided by the Club are subject to a 1.00 per person fee for use of a table, plates, silverware, napkins, etc., as well as items being cleared and clean.

4. To ensure a timely dinner schedule, the "cake cut" should take place prior to dinner service. If you would prefer to cut the cake after dinner, there will be a 100.00 fee. Some exceptions apply.
5. We will box any leftover cake and place on the gift table for your convenience.
6. The Club is not responsible for cake parts left overnight.
7. Please advise us if we need to provide a knife/ server for your cake cutting ceremony.

### **Decorations**

1. You may bring in your own flowers, candles and favors. **You are responsible for the set-up, removal, boxing, clean-up and returning of your items including the lighting of the candles.** An additional cleaning fee will be applied if excessive clean-up is necessary.
2. For your convenience, you may bring in your decorations the day before your event. It is not guaranteed that you can place these items on the tables. Please note that often the tables and rooms are on their way to being set up the day before or the morning of your reception but we do not guarantee complete set up until one hour prior to arrival of guests.
3. Votive candles, vases, mirrors and many other items are available through the Club. See "RENTAL ITEMS" category for prices and details.
4. You may use our simple, fresh flowers in a small bud vase at no additional cost. The flowers are what we have in stock. Specific color and type of flower cannot be accommodated.
5. Included with your event is a white table cloth and a colored napkin. We have a wide variety of colored napkins you can choose from. There is an extra 6.00 charge per table if you wish to have an ivory underlay cloth.
6. All skirting is provided at no additional fee
7. Gift table, guestbook table and any other tables needed are all complimentary.
8. Confetti and sparkle dust are prohibited. A 200.00 cleaning fee will be applied if these items are used.



### **Miscellaneous**

1. The Club is guaranteed at 4:00 PM on Saturday evening. In most cases, access is granted the prior day or morning of the event. Please be aware that the rooms, table settings and their condition may not be completed until one hour prior to your event.
2. In the event that you are able to decorate the day prior, **the Club does not pay for the parking.**
3. Food and beverage, other than that supplied by the Club, is not permitted without management permission. Handling fees will be determined accordingly. **Drink alcohol not provided by the Club will result in additional fees.**
4. There are additional fees for any food, nuts, mints, etc., brought into the Club.
5. Assigned seating is easily accommodated. We will be happy to arrange your place cards on a table in the entryway. Please have them in alphabetical order.
6. The University Club of Grand Rapids is not responsible for lost or stolen items.
7. All price quotations are subject to change. Food and beverage pricing will not be locked in until three months prior to the event.
8. The Fifth Third Bank building is a non-smoking environment; The University Club does not allow smoking.

### **Rental Items**

1. Votive candles with glass holders are available through the Club at a cost of 1.00 per unit. We will place, light and clean up candles and holders. If you should choose to use your own, we are not responsible for placement, lighting or collecting them at the end of the evening.
2. Mirrors are available for 3.00 per table.
3. A stage is available for a fee of 20.00 per section. (A head table of 10 people will need 5 sections)
4. Dance floor fees range from 250.00.
5. Audio Visual items:
  - LCD Projector, Screen and AV Cart: 100.00
  - Screen and AV Cart Only: 20.00
  - Laptop: 100.00
6. Silver mint julep cups may be rented for 3.00 each.

### **Deposits**

1. A short-term tentative hold may be accommodated on a particular date.
2. Upon securing the date, a confirmation letter will be sent along with a copy of our reception policies. This letter must be signed by you and the member sponsoring your event. See "Membership"
3. The signed confirmation letter is returned along with a the first 1500.00 non-refundable deposit and any additional room charges that may apply together with the membership application.
4. A second 1500.00 non-refundable deposit is due six months prior to the event. A third 1500.00 non-refundable deposit is due 30 days prior. These deposits will be deducted from the final bill.
5. The final payment must be received within 30 days after the reception.
6. All deposits are non-refundable.
7. All major credit cards are accepted and are subject to a 2% (members) or 3% (non-members) courtesy fee.

### **Membership**

1. In order to have an event at the University Club, you or a close relative (parent or grandparent) must be a member or have a member sponsor. If you or a parent are not related to the member sponsor (i.e. are not paying the bill), the service charge is 25%.
2. A special "trial membership" may easily be obtained for a flat rate of 480.00 for one year. Your service charge will then be reduced from 25% down to 20%.
3. A member of one of our many reciprocal clubs may also have a function or sponsor a function at the Club. The service charge is 25%.