

University Club of Phoenix Wedding Packet



Blending Past & Present with Elegance & Charm

The University Club of Phoenix is the perfect destination for planning a wedding reception, anniversary party, or even a romantic proposal. The 1940's charm of the University Club, nestled in the Alvarado Historical District of Phoenix, provides the perfect ambiance, delectable cuisine, impressive service and a unique private dining experience for your special occasion.

Every step a couple takes in life together is important. The University Club will work with you to make sure your special day expresses your individuality while creating lasting memories for everyone involved, additional services are also available to assist in making all of your special arrangements come to fruition.

Weddings and Receptions Packages

Unlike other venues you will find, the University Club's pricing mostly consist of the fine dining experience you and your guest will receive when having your ceremony and reception here either in our lovely Garden Room or our spacious Garden Area. Sales tax and service charge is included in every package. You will also have an on-site wedding planner to help you through every step of the planning and execution process.

Included in Every Wedding Package:

For Your Ceremony

- ✦ White Resin Chairs
- ✦ White Iron Arch
- ✦ Unity Table
- ✦ Rehearsal
- ✦ Wedding Coordinator
- ✦ DJ Table
- ✦ Guest Book Table
- ✦ Gift Table

For your Reception Dinner

- ✦ Round or rectangle tables
- ✦ Sweetheart table
- ✦ Head table
- ✦ Champagne Toast
- ✦ Flatware
- ✦ Glassware
- ✦ Small Dance Floor 12x12
- ✦ White Resin Chairs
- ✦ Select Choice of Linens
- ✦ Basic Wedding Cake
- ✦ Cake cutting service
- ✦ Set-Up and Break-down

Silver Package

\$68 per person inclusive

Choice of *Two* Hors D'oeuvres

Cold: Garden Fresh Vegetable Crudités, Cucumber with Chicken Salad, Salami Coronets with Boursin Cream Cheese, Tortilla Pin Wheels, Chips and Salsa

Hot: Bruschetta, Taquitos, Chicken Sates, Beef Sates, Mushroom Caps stuffed with sausage
*Substitution Hors D'oeuvres listed with additional prices on page 6

Choice of *One* Salad

Fresh Garden Salad with fresh tomatoes, cucumbers and house vinaigrette dressing
Caesar Salad with croutons

Choice of *One* Starch

Baked Potato
Fingerling Potatoes
Garlic Mashed Potatoes
Pasta
Wild Rice

Choice of *One* Vegetable

Haricot Verts
Vegetable Medley
Asparagus
Sautéed Spinach

Choice of *One* Entree

Chicken Parmesan: Sautéed Chicken Breast served with marinara sauce, topped with parmesan

Pork Tenderloin: Roasted and sliced thin with pineapple, Mango and Chipotle chutney

Herb Crusted Fresh Salmon: Baked & accompanied with fresh dill butter

*Vegetarian Meals are available

Wedding Cake

White with buttercream frosting
Chocolate with buttercream frosting

Gold Package

\$78 per person inclusive

Choice of *Three* Hors D'oeuvres

Cold: Garden Fresh Vegetable Crudités, Cucumber with Chicken Salad, Salami Coronets with Boursin Cream Cheese, Tortilla Pin Wheels, Chips and Salsa

Hot: Bruschetta, Taquitos, Chicken Sates, Beef Sates, Mushroom Caps stuffed with sausage

*Substitution Hors D'oeuvres listed with additional prices on page 6

Choice of *One* Salad

Fresh Garden Salad with fresh tomatoes, cucumbers and house vinaigrette dressing

Caesar Salad with croutons

Choice of *One* Starch

Baked Potato

Fingerling Potatoes

Garlic Mashed Potatoes

Pasta

Wild Rice

Choice of *One* Vegetable

Haricot Verts

Vegetable Medley

Asparagus

Sautéed Spinach

Choice of *Two* Entrees

Chicken Parmesan: Sautéed Chicken Breast served with marinara sauce, topped with parmesan

Roasted Loin of Pork: Served with three peppercorn sauce

Cheese Tortellini: Served in a mushroom Alfredo sauce

Chicken Piccata: Chicken breast served with fresh cream sauce, mushrooms & tender petite capers

Herb Crusted Fresh Salmon: Baked & accompanied with fresh dill butter

*Vegetarian Meals are available

Wedding Cake

White with buttercream frosting

Chocolate with buttercream frosting

Platinum Package

\$88 per person inclusive

Choice of *Three* Hors D'oeuvres

Cold: Garden Fresh Vegetable Crudités, Cucumber with Chicken Salad, Salami Coronets with Boursin Cream Cheese, Tortilla Pin Wheels, Chips and Salsa

Hot: Bruschetta, Taquitos, Chicken Sates, Beef Sates, Mushroom Caps stuffed with sausage

*Substitution Hors D'oeuvres listed with additional prices on page 6

Choice of *One* Salad

Fresh Garden Salad with fresh tomatoes, cucumbers and house vinaigrette dressing

Caesar Salad with croutons

Choice of *One* Starch

Baked Potato

Fingerling Potatoes

Garlic Mashed Potatoes

Pasta

Wild Rice

Choice of *One* Vegetable

Haricot Verts

Vegetable Medley

Asparagus

Sautéed Spinach

Choice of *Two* Entrées

Sliced New York Sirloin Strip: Served with shallots, green & red pepper-corn, mustard and brandy

Roast Prime Rib of Beef: Au jus and creamy horseradish sauce

Roasted Loin of Pork: Served with three peppercorn sauce

Chicken Cordon Bleu: Breaded stuffed chicken breasts with ham and mellow Swiss cheese

Chicken Piccata: Chicken breast served with fresh cream sauce, mushrooms & tender petite capers

Herb Crusted Fresh Salmon: Baked & accompanied with fresh dill butter

*Vegetarian Meals are available

Wedding Cake

White with buttercream frosting

Chocolate with buttercream frosting

Additional Hors D'oeuvres

*These are substitution prices for the existing Hors D'oeuvres.

*To add more Hors D'oeuvres overall, please contact to get the pricing.

COLD HORS D'OEUVRES

All additional hors d'oeuvres are priced per person

Imported Cheeses

Served with assorted crackers and baguettes

1.75

Imported & Domestic Cheeses

Served with assorted crackers and baguettes

1.50

Domestic Cheese

Served with assorted crackers and baguettes

.75

Vegetarian Antipasto

Grilled vegetables, Italian cheeses, olives and
roasted red peppers

1.25

Fresh Seasonal Fruit Display

1.00

Chilled Cocktail Shrimp

Served with cocktail sauce

4.50

Assorted Finger Sandwiches

Garnished with fresh strawberries and grapes

.75

Asparagus Wrapped in Prosciutto

Accompanied with olive oil & balsamic vinegar

.75

Chips and Guacamole

.50

HOT HORS D'OEUVRES

All additional hors d'oeuvres are priced per person

Baked Brie

(Minimum 20)

Whole Wheel of brie displayed with fresh seasonal
berries and baguettes

.25

Chicken Strips

Served with ranch dip

1.25

Mini Beef Wellington

In puff pastry

1.75

Swedish or Italian Meatballs

.50

Mushroom Strudel

Assorted variety of mushrooms wrapped in phyllo
dough and baked

1.25

Margarita Shrimp

Grilled marinated in achiote

5.45

Potstickers

Served with sesame ginger sauce

.75

Spanakopita

Phyllo-dough stuffed with spinach, onions and feta
cheese

.75

Mini Crab Cakes

The Chef's special recipe

2.45

Date Nut Rumaki

Date stuffed with cashew and wrapped in bacon

.75

*Prices are per person. Does not include sales tax or service charge

Bar Options

Charged Upon Consumption

You have variety of options when it comes to the bar. We have two wonderful bar locations, one inside the house for the cocktail hour and one outside during your reception dinner.

Bar Options

- ✦ Hosted Hourly
- ✦ Hosted with a limited price then Cash/Credit Card Bar
- ✦ Hosting only Beer and Wine
- ✦ Hosted with Tickets
- ✦ Cash/ Credit Card Bar Only

Wine Service with Dinner

Choose One White and One Red

House Wine by the Bottle **\$28.00 per bottle**

- ✦ Chardonnay, Pinot Grigio, Sauvignon Blanc, White Zinfandel
- ✦ Cabernet Sauvignon, Merlot, Pinot Noir

<u>Individual Beverages</u>	<u>Cash Bar</u>	<u>Hosted Bar</u>
Cocktails (Well) Smirnoff, Bombay Dry Gin, Bacardi, Myers Rum, Jose Cuervo, Jameson, J & B	\$7.00	\$6.00
Cocktails (Premium) Kettle One, Absolute, Captain Morgan, Beefeater Londen, Gordon's Dry Gen, Sauza Tequila Gold, Malibu, Chivas Regal, Jack Cross, Canadian Club Premium Blended	\$8.00	\$7.00
Imported Beer Heineken, Stella Artois, Firestone Union Jack IPA	\$6.00	\$5.00
Domestic Beer Bud Light, Budweiser, Miller Lite, Coors Light	\$5.00	\$4.00
House Wine	\$8.00	\$7.00
Soft Drinks & Bottle Waters Pepsi Products	\$2.00	\$2.00

- * Hosted Pricing does not include tax or service charge
- * Special Beer and Wine upon request

Décor Enhancements

Elegant

White Resin Chairs
Floor Length Linen - Choice of 20+ colors
Linen Napkins - Choice of 20+ colors
\$31 per table of 10

Rustic

Fruit Wood Folding Chairs
Floor Length Linen - Choice of 20+ colors
Linen Napkins - Choice of 20+ colors
\$75 per table of 10

Romantic

Chiavari Chairs
Floor Length Linen - Choice of 20+ colors
Linen Napkins - Choice of 20+ colors
Charger- Choice of color
\$158 per table of 10

*Enhancement prices *include* tax, but *do not include* the \$75 delivery charge.

*Package pricing can be adjusted if you are only looking for specific enhancements

Frequently Asked Questions

Now we know you have some questions. Let us answer them for you!

Can I bring in my own caterer and liquor?

As a Venue who specializes in Catering we do not allow any outside food or drinks. Except for your cake or desserts!

Can we bring in decorations?

Yes! We encourage you to make this venue your home for the day where you can add any special touches you would like!

Will I have the whole venue to myself?

Yes! We do not like to double book for weddings. To give you the full experience we offer the venue only to you!

Will my guest have to pay for parking?

No, we offer our very own parking lot at no extra cost to you or your guest!

Do I have to use your Vendors?

No, you can bring in whomever you like! If you do use someone who is not on our list, let us know we would love to meet with them and show them the Venue! (* No outside food and beverage vendors, besides cake and dessert)

Are there any restrictions on music?

Sadly yes, all music must be off by 10:00pm. No live bands larger than 4 people, due to a sound ordinance in the neighborhood.

How much is the Deposit?

To hold the date of your wedding we ask for a \$1,500 deposit. This Deposit goes towards the total of your wedding but is non-refundable.

What if I need to cancel or move the date?

You are able to move your date to the next available. Your deposit will be transferred to that date. If you need to cancel, your deposit is non-refundable, but will be here for you to use for a future event.

Do we need to pay for set up and clean up?

No, all set up and break down (**to an extent**) is included in all the packages and comes to you at no extra cost.

Will I have a day of wedding coordinator?

Yes, Kelly will be your wedding coordinator from the time you put the deposit down, through the planning stages and execution of the wedding.

Event Policies

1. The University Club of Phoenix will provide all food and beverage. No outside caterers are permitted.
2. All food, beverage and rental costs are subject to 22% taxable service charge and 8.6% sales tax. (Our Wedding Packages *include* the service and tax!)
3. A minimum guarantee of attendance must be received 72 hours prior to all events. This is the minimum number for which you will be charged. Absolutely no reduction in guaranteed attendance will be accepted after this count is given. You will be expected to pay for any unexpected guests. We will set 5% over your guaranteed number of guests.
4. 75% of estimated charges are due 72 hours prior to event. The balance is to be paid upon conclusion of event.
5. No function dates will be held on a tentative basis. To secure a date and hold it on definite bases there will be a deposit of \$1,500 required. This deposit is non-refundable. The deposit will go towards your final bill.
6. Wedding arrangements must be finalized within 30 days prior to the date.
7. There will a \$100 clean-up fee assessed for rice, birdseed, confetti, etc... This fee will be billed after cleanup is completed. (flower pedals must be biodegradable)
8. If you need extra assistance or help, such as, decorating/setting up name cards/favors/ribbon tying/assembling centerpieces, etc., there will be a fee of \$100 per hour.
9. You will have the venue until 11pm to finish packing up, for each additional hour, there will be a \$500 charge per hour.
10. City ordinance and a good neighbor policy only allow music until 10:00 p.m. Noise ordinance also applies. Bands are not permitted due to the noise ordinance.

Please Stop by for a Visit!

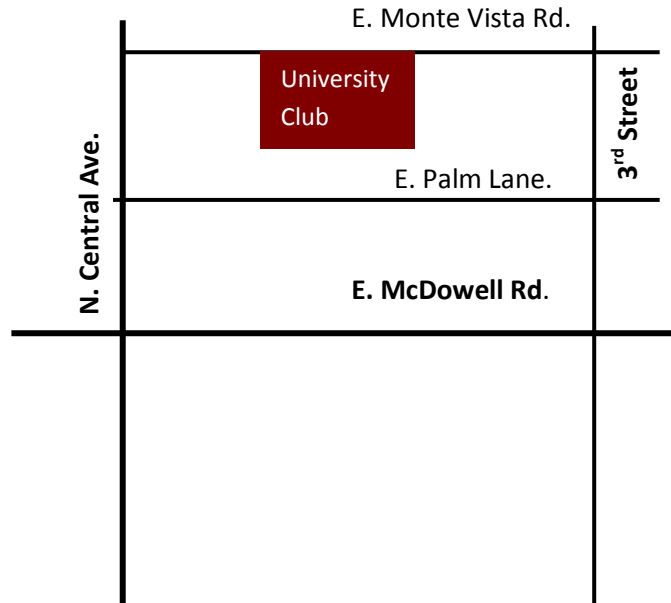
General Manager
Jan Haase

Office Manager
Carol Osborne

Wedding Coordinator
Kelly Donald

Venue Address
39 East Monte Vista Road
Phoenix, AZ 85004

Phone: 602-254-5408
Office E-mail: Office@uclubphx.com
Website: www.universityclubphoenix.com



Additional Information

For additional information or if you would like our preferred vendors or hotels list please do not hesitate to E-mail or call Monday through Friday from 10:00am - 4:00pm!