

Capital City Club Country Club, Brookhaven

Afternoon Tea Menus 2016

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Atlanta, Georgia 30319

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Capital City Club

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Club Rules and Regulations

The following are the Club Rules and Regulations as adopted by the Governing Board. Members, their families and their guests are expected to be familiar with, and abide by, the Club Rules and Regulations.

- § Members shall be responsible for the conduct of their guests.
- § All private events must be hosted or sponsored by a Club member. The member is held directly responsible for any costs associated with each event and all costs will be billed to the member's account.
- § A 22% service charge and an 8% sales tax is applied to all food, beverage and miscellaneous charges, plus an additional 3% sales tax on hard liquor. Additional gratuities are not permitted for service personnel.
- § The Capital City Club is not responsible for the loss of any merchandise or articles brought into the Club or any items left unattended. Items will not be stored overnight. All items must be removed on the day/evening of the event. Any remaining items will be disposed of that day/evening.
- § All pricing in this menu is subject to change, based upon market conditions. Menu prices are valid only upon receipt of completed, signed contracts.
- § Rice, birdseed, confetti and sparklers shall not be used on Club premises. Only rose petals may be thrown inside the Club. Bubbles may be blown outside of the Clubhouse.
- § Open flame is not allowed. Please ensure that your florist has a hurricane globe or appropriate glass container for each candle.
- § The use of cellular telephones is prohibited in all areas of the Country Club. Inaudible texting is allowed in designated areas only.
- § Complimentary valet service is offered from 10:00am until midnight. For any early morning function requiring valet service, place your request with the Catering Department.
- § A late fee of \$500 will be applied for any function lasting after midnight; with an additional \$500 charge for each hour or portion of an hour thereafter. We suggest concluding your event by 11:30pm to allow for a standard 30-minute departure.
- § As a full-service dining club, no food or beverage may be brought into the Club with the exception of wedding cakes and wines of a rare vintage that the Club would be unable to obtain. These items will incur a cake cutting fee of \$1.50 per person or a corkage fee of \$18.00 per 750ml bottle.
- § Georgia state laws require that all food and beverage must be consumed on Club property. With the exception of wedding cakes, leftovers may not be removed from the premises.
- § The Club reserves the right to reassign your room if the guarantee drops by more than 15% of the original number, or if it grows beyond the capacity of the room.

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Sponsorship of Non-member Events

- § Members may sponsor private functions by written request, subject to approval of the Club Manager and Director of Catering. Prior to the confirmation of any member-sponsored event, the member must sign and return a Letter of Agreement to the Director of Catering.
- § The Capital City Country Club charges a non-member usage fee for sponsored functions. The non-member usage fee will be charged along with the deposit, at the time of booking. Both the non-member usage fee as well as the deposit are non-refundable and non-transferable.

In order to waive the usage charge for a wedding reception, rehearsal dinner or other catered event, the function must be for a member, a member's spouse, a member's child or a member's grandchild. Any other family or friends will be subject to the charge.

Deposits and Cancellation Policies

- § All charges for a private event at the Capital City Club will be billed directly to the member's account. Upon request, the host of a sponsored event may receive a copy of the charges, seven days after the event.
- § A deposit is required for any event being held in a private dining room on a Friday or Saturday evening, for all events between Thanksgiving and New Year's Eve, and other events at the discretion of the Director of Catering. Please see the page 5 for a complete list of deposit amounts.
- § **MEMBER EVENTS:** A \$5,000 deposit will be required for all member-hosted events taking place in the Ballroom on Friday or Saturday evenings. In the event a member function requiring a deposit is cancelled, the deposit will be returned only if the Club is able to re-book the same room on the same date with a comparable event. Deposits are non-transferable.
- § **MEMBER SPONSORED EVENTS:** A \$5,000 deposit is required for all member-sponsored events taking place in the Ballroom on Friday or Saturday evenings. An additional 25% deposit/prepayment will be due six months prior to your event. Member-sponsored deposits and prepayments are not refundable and are non-transferable.
- § All cancellations must be submitted in writing. Verbal cancellations cannot be validated until a written statement of cancellation is received by the Director of Catering.
- § For member or member-sponsored events that do not require a deposit, the member will be charged the room fee if the event is cancelled within (48) business hours of the scheduled event.

Guarantees

- § We request that all details pertaining to your event be complete at least two (2) weeks prior to the date of the function.
- § The final guaranteed number of attendees is due by 11:00am, three (3) business days prior to a function of 99 or fewer guests. For groups of 100 or more, the guaranteed number is due seven (7) business days prior. ***Please keep in mind that the Country Club is closed on Monday and this is not considered a business day for us.*** If a final guarantee is not provided by this time, the club will use the original estimated number as your guarantee, for planning and billing purposes. If the actual number exceeds the guarantee, an additional charge of 25% of the per person price will be added for each additional guest.

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Bar Policy

- § Parties of 29 or less may request cocktail service at no additional charge. Parties of 30 or more must use a private bar in their room, with a bartender.
- § For groups over 30, your private bartender is complimentary. We provide one (1) bartender for each 100 guests. Additional bartenders may be requested, at a charge of \$85.00 each.

Menu Planning

- § Parties of 12 or more must reserve a private room and plan their function through the Catering Department.
- § Lunch and dinner functions for up to 12 guests may choose from the Order Upon Arrival menu. A pre-selected banquet menu is required for parties of 13 or more. Selections can be made from the following menus or we would be pleased to design a customized menu to suit your personal preferences.
- § A choice of no more than three (3) entrées may be given to guests prior to the event. A \$5.00 surcharge will be applied to the cost of each entrée. Final entrée counts, as well as a list of guest names and their entrée selections, are required five (5) business days prior to the event. Placecards indicating each guest's entrée selection will be provided by the Club. The cost of this service is covered by the \$5.00 surcharge.

Private Event Minimums

Room fees are applied to all member and member-sponsored events that do not meet the following food minimums:

- § Breakfast - all guests are required to have a plated, continental or breakfast buffet. A 20 guest minimum applies for all breakfast events. For fewer than 20 guests, an opening fee will apply to any event beginning before 10:00am.
- § Lunch - all guests are required to have a minimum of two (2) plated courses or a full lunch buffet.
- § Dinner - all guests are required to have a minimum of three (3) plated courses or a full dinner buffet. *Please note that the wedding cake, from an outside vendor, does not count as your third course on a plated dinner.*
- § Reception - a minimum of eight (8) items from the reception menus, with the equivalent of at least two (2) pieces of each item, per person, is required.

Vendor Guidelines

The Club offers silverware, dinnerware, tables, chairs, full-length white linens and votive candles for all private functions. To enhance your event, you may wish to use outside vendors, and are more than welcome to use any vendor that you would like. The Director of Catering and Assistant Director of Catering are available to contract these services for you, or offer recommendations.

All vendors that will be on the Club's property must sign the vendor policy form and return it to the Catering office prior to the event date. You'll find these forms on pages 6 - 8.

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Non-member Usage Fees, Room Fees and Deposit Amounts

| Room | Non-Member Sponsored Usage Fee | Under Minimum Food/Beverage Fee | Deposit for Friday/Saturday Functions | Deposit for Weekday Functions |
|---|-------------------------------------|---------------------------------------|---------------------------------------|-------------------------------|
| Pool Pavilion <i>(limited availability)</i> | 250 | 250 | 1,000 | 500 |
| Oglethorpe Room | 100 | 100 | 100 | 100 |
| Brookhaven with Lower Terrace | 250 | 250 | 500 | 250 |
| Lakeview with Veranda | 750 Fri, Sat 375 Tue-Thur, Sun | 750 Fri, Sat 375 Tue-Thur, Sun | 1,500 | 750 |
| Seasons Dining Room with Lounge | 1,000 Fri, Sat 500 Tue-Thur, Sun | 1,500 Fri, Sat 750 Tue-Thur, Sun | 5,000 | 1,000 |
| Ballroom with Tented Terrace | 1,200 Fri, Sat 600 Tue-Thur, Sun | 2,500 Fri, Sat 1,250 Tue-Thur, Sun | 5,000 | 2,500 |

Audio Visual Equipment

The Capital City Club has an experienced engineering staff on premise that can assist in the installation of our in-house audiovisual equipment. These items will be placed in your contracted room and tested prior to your event. The member or non-member hosting the event is more than welcome to bring in any equipment from the outside. If assistance of an engineer is necessary, a \$50 per hour charge will be applied. The following is a list of the Club's audio-visual rental prices:

| <u>Equipment</u> | <u>Price</u> | <u>Equipment</u> | <u>Price</u> |
|--------------------------|--------------|---------------------------------------|--------------|
| LCD Projector | 275.00 | Sound System | 50.00 |
| LCD Projector with Sound | 315.00 | Podium and Microphone | 35.00 |
| LCD Projector with DVD | 325.00 | Desk-top Conference Phone | 50.00 |
| LCD with Laptop | 400.00 | Standard Flipchart & Markers | 25.00 |
| Laptop (PC) | 125.00 | Post-it Flipchart & Markers | 40.00 |
| TV/DVD | 150.00 | Podium <i>(without mic)</i> | No charge |
| Lakeview Screen | 25.00 | Easels | No charge |
| 8' x 8' Screen | 30.00 | Batteries | 5.00 each |
| 5' x 7' Screen | 15.00 | Piano Rental <i>(includes tuning)</i> | 300.00 |

If you have other needs, just let us know. A complete line of audio-visual equipment and services are available—outsourced through a full-service audio-visual company.

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Buckhead Social Tea

Tea Sandwiches

Crab Salad and Avocado on Brioche
Cucumber-Boursin on Eight Grain Bread
Prosciutto and Dried Figs on Baguette
Roasted Chicken Salad and Cranberry Sandwich

Asiago and Cheddar Cheese Straws

Warm Scones with Devonshire Cream,
Softened Butter and Assorted Jellies,

Assorted Mini Pastries

White Chocolate Cream Cake
Chocolate Café au Lait Tart
Passion Fruit Parfaits

Chocolate Dipped Strawberries

A Selection of Assorted Hot Teas from Harney & Sons
Freshly Brewed Regular and Decaffeinated Coffee

\$36

Brookhaven Social Tea

Tea Sandwiches

Goat Cheese and Roasted Pear
on Walnut-Raisin Baguette
Sliced Radish, Butter and Dried Fruit on Brioche
Smoked Salmon, Cream Cheese and Cucumber
on Eight Grain Bread

Sliced Turkey and Apple on French Bread

Seasonal Fresh Fruit Display
Served with Coconut-Vanilla Whipped Cream

Warm Scones with Devonshire Cream,
Softened Butter and Assorted Jellies

Assorted Mini Cookies

Nutella Meringues
White Chocolate Macadamia Nut Cookies
Vanilla Raspberry Cookies

A Selection of Assorted Hot Teas from Harney & Sons
Freshly Brewed Regular and Decaffeinated Coffee

\$32

Butler pass the following upon guest arrival...

Mimosa
\$8.5

Champagne
\$8.5

Bloody Mary
\$7.5

Or allow us to create a specialty drink,
just for your event.

A minimum of 20 guests is required for all Afternoon Teas.

Please remember to add 22% service charge and 8% sales tax.