

# Catering Policies and Information

## Reservation Policy . . .

All events require a deposit equal to the rental fee and due at the time of booking to secure your date. After your event, you will receive a statement for the balance of your event. Should you have to cancel your event, you will forfeit your booking deposit. Cancellations within two weeks of the date may result in billing for costs already incurred on your behalf.



## Menu and Selection . . .

Final menu selections are due **two weeks** in advance of your event and the guaranteed number of guests is due **five business days** prior. If multiple entrée choices are selected, we ask that you provide an entrée indicator and the guaranteed number of each selection to help insure that your guests are served their selected choice. Our catering team is happy to accommodate any special dietary requests with **five business days** notice. We will also make every effort to accommodate meal substitution requests made during the event in as timely a manner as possible (additional charges will apply.)

## Food and Beverage . . .

All food and beverage (with the exception of specialty desserts and wedding cakes) must be purchased through and served by the WUC staff. King County Health Department and insurance regulations stipulate any remaining food items from a catered function cannot be removed from the premises. This policy applies to all perishable food, including entrées for guaranteed guests unable to attend.

## Alcohol . . .

The service and sale of alcoholic beverages is regulated by the Washington State Liquor Control Board. As a licensee, the WUC is responsible for administration of these regulations, therefore liquor may not be brought into the clubhouse. All guests requesting alcohol must carry lawful identification. Wine may be provided by the host with a valid banquet permit and \$20.00 per (750 ml) bottle corkage fee.



## Service Charge and Seattle City Sales Tax . . .

A 20% service charge and 10.25% Seattle City sales tax will be added to all food and beverage sales.

## Parking . . .

Parking may be available in the secured WUC garage depending upon the timing and event activities at the WUC. Parking may be paid for by the event host or paid individually by your guests. Valet parking can be arranged at an addition fee for large weekend groups. We also have additional parking available at the Seattle Hilton Hotel—please inquire about rates.