

Woman's National Democratic Club Banquet Policies

Introduction

1. The Woman's National Democratic Club exists solely for the pleasure and enjoyment of members, their families and guests in a setting of privacy, exclusivity and dignity.
2. A function may not be scheduled at the Woman's National Democratic Club unless it is for personal or direct business use of a club member or is sponsored by a club member. In sponsoring a function, a member assumes full responsibility for the conduct of guests, compliance with all club rules, and any debt incurred to the club, including any damages left to the facility.
3. A member with Individual or Young Dem category membership (only) must be in good standing with the club to book or sponsor a function.
4. The Woman's National Democratic Club will not assume any responsibility for any loss or damage of any merchandise or articles left at the club prior to, during, or following any function.
5. All food and beverage must be purchased from the Woman's National Democratic Club.
6. There shall be no public advertising, public notices, or promotions of any event to be conducted at the club, without management approval. Violations of this rule will result in immediate cancellation of the function.
7. The function agreement will not be considered final until the Banquet Agreement form and the **Member Function questionnaire has been signed and returned to the Club Management.**
8. Non members do have the opportunity to become a member in the Individual category for First year and enjoy the rental of the facilities at member's rate.

Meals

1. Your menu should be selected and called into the Catering Office no later than one month prior on smaller functions. For weddings and large functions, two months prior is requested.
2. Split menu (choice of two entrees) may be selected with the following guidelines:
 - a. An additional charge of \$5.00 per person
 - b. Color-coded place cards OR nametags must be provided by the organizer, defining different entrees.
 - c. Multiple choice entrée selections are based on management approval.
3. Final guarantee of expected attendance is due seven (8 business days prior to the scheduled function. If a guarantee count is not received, your last count received will be considered the final count. You will be charged for that amount. The Chef will prepare for two percent (2%) over and above the final guarantee. Once final number is guaranteed no refunds will be issued, but number of guests can be increased at appropriate costs.
4. All food and beverage served on the premises of the Woman's National Democratic Club are to be provided and served by the Woman's National Democratic Club. Exceptions will be made for special occasion cakes only. No leftover food is to be taken from the Clubhouse.

Alcoholic Beverages

1. District of Columbia law requires that all alcoholic beverages be consumed on the Club premises must be purchased from the Licensee.
2. Management will refuse alcoholic beverages service to any person whom appears intoxicated or under the age of twenty-one.
3. All alcoholic beverage service must be handled by the service personnel of the Club.
4. On larger functions, bar set-up is standard practice. However, if bar set-up is required on smaller functions, a set-up fee may be assessed.
5. The bar closes at the time the entertainment concludes, or at 11:30 p.m., whichever occurs first.

Open or Cash Bar

1. Open Bar: Hosted Open Bar is on a timed hourly package by the person.
2. \$180.00 is charged for each bartender.
3. Cash Bar: Drink tickets are sold; sales tax and gratuity are included in the ticket price. A cashier can be provided for a fee of \$150.

ALL FOOD AND BEVERAGE MUST BE PURCHASED FROM THE WOMAN'S NATIONAL DEMOCRATIC CLUB

Membership

To receive membership privileges and prices, a person has to apply for membership. The membership category is individual and at the current yearly rate plus a one time fee of \$30 administrative fee.

Deposit/Cancellation

For all functions, a non-refundable deposit is required **at the time of booking for the equivalent of the rental of the facilities**; otherwise, room space will not be held by the Club. This deposit will be credited to your function billing. We require a minimum of 21 days notice for cancellations. All monies received within these last 21 days may not be refundable. No refunds will occur with cancellation of an event within the last 72 hours.

With proper notice an event can be re-scheduled for a mutual agreeable future date, within 4 months of the original date. This may lead to additional costs.

Billing

All sponsored functions must be completely paid for 72 HOURS BEFORE THE FUNCTION WITH A CASHIER'S CHECK. In addition, thirty (30) days before the function date, fifty-percent (50%) of the total charges for your function are due.

Sales Tax & Gratuity

A 10% sales tax and 19% gratuity will be added to all private party food and beverage charges. The District of Columbia taxes the entire bill, *including* the gratuity.

Wedding Ceremony

A wedding ceremony may be held at the Club. Charges are \$1100 for set-up and this includes an additional hour to the event. Florists, musicians and other outside contractors are subject to the approval of the Woman's National Democratic Club. The Club does not permit the throwing of rice, birdseed or flower petals inside the Clubhouse. In addition, permission must be granted by the Club for any flowers or decorations to be placed anywhere in the Clubhouse. Since this is a historic house, no tacks, nails, duct tape or any adhesives may be used to attach decorations in any part of the Club.

Audio Visual Equipment

The following equipment is available for your needs upon request: Overhead projectors, slide projectors, movie screens, VCR & television, flip chart, easels, podium and microphones etc... The Catering Office will quote fees.

Miscellaneous Rules

1. Events to which the general public is invited are strictly prohibited.
2. There shall be no product display, billboard, or other advertising materials on the Club grounds or in the Clubhouse unless approved by the management.
3. Functions engaging entertainment should use discretion with respect to loud music or behavior that may be objectionable to other Club guests. All musicians, photographers, videographers and other outside contractors must be approved by the Club. No third parties are permitted at the Club.
4. Entertainers are not permitted to bring guests into the Club.
5. Management reserves the right to request entertainers to reduce their volume, should the noise level be objectionable.
6. Kitchen staff is scheduled until 10:00 p.m. Any service required after that time will be subjected to additional charges.
7. Smoking is not permitted in the Clubhouse.
8. All functions must end by 11:30 p.m.
9. There will be a \$30 additional surcharge per person on top of the cost per person for guests added to the event within the last 72 hours.

