



Banquet Policies & Procedures

Reservations and Guarantee

To host an event at The Summit, you must either be a member in good standing or sponsored by a member in good standing. No reservation will be confirmed without confirmation of membership or sponsorship. Reservations are made upon, and subject to, the policies and procedures of The Summit. Our Banquet and Catering Department should be notified of menu selection, approximate number of guests, room arrangements and all details **two weeks** prior to your event. In arranging for Private Functions, the attendance must be definitely specified to the Catering Department by 12:00 p.m. **48 hours** prior to the function. This number will be considered as a final guarantee. Billing will be based on the number of guests actually served if it is greater than the final guarantee.

Should the number of guests attending drastically change from the date of reserving a private room and the date of the function, The Summit reserves the right to substitute the room assigned to a room that will more adequately accommodate the number of guests.

****All Summit Club events, Member or Sponsored, must be paid by personal check or credit card from THE MEMBER.**

Private Room Rental

The Summit does not charge for the rental of private rooms as long as food & beverage is being served. Should a client request multiple rooms, rental fees will only be applied to those rooms where no food or beverage is offered.

Breakfast Room Reservations: Private Room Rentals for Breakfast events will incur a \$100 room rental unless a plated or breakfast buffet is served, regardless of lunch arrangements.

Saturday prior to 4:00 pm & Sunday Bookings : Events held on Saturdays prior to 4:00 pm and Sundays are required to guarantee a minimum of 40 guests and a minimum of \$40 per person in food.

Deposit

A \$1,000 non-refundable deposit will be required on all **LARGE** events to hold the space. This deposit will be applied to the final invoice.

Cancellations

Cancellation of an event must be made at least 48 hours prior to the event. If an event is cancelled less than 48 hours prior to an event, the estimated bill will be charged. Contracted private events, such as weddings, must be cancelled 7 days prior to the event. If a contracted event is cancelled less than 7 days prior to the event, please refer to the cancellation policy on the contract. Holiday parties must be cancelled by November 15th to not incur a charge.

Closing

All bands or other entertainment must complete their last set by 12:00a.m. Lights will be turned on and clean up will begin at 12:30a.m. Last call for cocktail service is 15 minutes prior to the conclusion of your event. The Summit reserves the right to control all functions held on Summit premises, and to discontinue alcoholic beverage service at any time it deems appropriate in the best interest of The Summit and guests.

Table Options

The Summit offers the following table options for private events:

Square Tables - Seating 4

Long Tables - Seating 8 to 10

Round Tables - Seating 6, 8 or 10

High-Top Cocktail Tables—\$8.00 per table

Various Colors of Table Runners—\$2.20 per table

*Minimum of 10 must be ordered

Platinum Crush Overlay—\$8.00 per table

Brown Pin tuck —\$15.00 per table *For Rectangle Banquets Only

Champagne Organza Runners—\$5.00 per table

Champagne Organza Overlays—\$8.00 per table

Silver Satin Runners—\$5.00 per table

Damask Runners—\$5.00 per table

Banquet Policies & Procedures, Continued

Parking

Two-hour complimentary parking, validated between the hours of 11:00 a.m. and 2:00 p.m.; and complimentary parking after 4:00 p.m. is available in the Bank of America Center parking garage Monday – Friday. Parking is free on Saturdays & Sundays.

Private Property

The Summit does not allow affixing of anything to the walls, floors, furnishings or ceilings with any substance. The Summit member host or sponsor of any event assumes all responsibility for any and all damages to or loss of property from the function room or any area of The Summit caused by members, guests/invitees or independent contractors affiliated with the function. All candles must be on a holder to ensure no wax drips on the linen. All floral arrangements must be in a vase or other vessel to ensure no stain is left on linen. Should a stain from floral arrangements or other centerpieces occur, a bill to replace said linens will be sent to the host of the event.

Personal Property

The Summit does not have the capacity to store personal property, equipment or supplies belonging to or rented by members. All such items are to be removed from the Summit at the end of the function. The Summit will not assume responsibility for damage to or loss of personal articles or rented equipment left in The Summit prior to, during or following any function.

Audio / Visual

The Summit offers complementary state of the art Audio/Visual equipment, based on availability:

Standing Podium	70" HD TV	Easel
Tabletop Podium	55" HD TV	Wireless Internet Access
Microphone	Wireless Microphone	Lavaliere Microphone
Dropdown Screen/Projector 30	Dropdown Screen/Projector 31	Audio adapter (Phone/iPad Connection)
Laptop—Mac	Laptop - PC	Pandora Music

***We encourage the host to provide their own laptop and the Summit will assist with connecting to the Club's projector.**

Governor's Suite & Ballroom (30) and Renaissance Room (31) have built-in screens & projectors. The Host will need to provide a PC Laptop.

Coat Check

Coat Check attendants will be provided upon request at \$150.00 per attendant. There is a coat room on each floor if guests would like to tend to their own coats at no charge.

Outside Food and Beverage

All laws pertaining to food and beverage purchases and consumption shall be strictly adhered to. All food and beverage **must** be purchased from The Summit. No food or beverage of any kind, with the exception of wedding cakes, may be brought into The Summit. ***The Summit prepares quantities of food and beverages based on the guaranteed number of guests, in ample amounts, to insure that all guests at the event are served. Food and Beverage not consumed will not be taken out of The Summit.***

Off-Premise Catering

All off site catering events will incur a 30% service charge to cover travel and supplies needed as well as a labor charge of \$25 per person per hour for all staff. **ALL food and beverage not consumed will be returned to The Summit.**

Dance Floor

A charge of \$350.00 will apply for the placement of a dance floor on the 30th or 31st floors. The dance floor can be a custom size up to 15' x 26'.