



CORPORATE EVENTS

121 Monument Circle | Indianapolis, IN 46204
317.974.1983 | info@columbia-club.org



COLUMBIA CLUB

CATERING ADD-ONS & ADDITIONAL FEES

Menu Tasting	\$150
Butler-Passed Hors d'oeuvre Service	\$100
Bar Setup	\$100
Bar Cashiers Fee	\$100
Chef Attendant Station	\$100
Private Server Fee	\$50
Silver or Gold Charger Plates	\$1 per charger
Glass Charger Plates with Gold Beaded Edge	\$3 per charger
Votive Candle Holders with Tea Lights	\$2 per votive
Table Numbers & Frames (variety of styles)	\$3 - \$5 per table
Sterling Silver Candelabras	\$50 each
Large Gold Frame (24" x 18")	\$10 each
Easel	\$20 each
Polycom System	\$110 each
Podium with Microphone	\$70 each
Podium	\$35 each
60 inch Flat Screen TV	\$150 each
Up-Lighting (variety of colors)	\$25 per light
Band/Performer Stage Risers	\$100 per section
8 8ft. x 6ft. sections – 3ft. in height	
3 8ft. x 4ft. sections – 1ft. in height	
Piano Rental	
Grand Lobby	\$300
Crystal Terrace	\$100
Stardust Foyer	\$100

*Please ask about our specialty linen options, Club floral center pieces and custom designed menus. Any specialty linen, chairs and equipment orders must be arranged through your Club catering sales manager

Valet Parking Options:

51-100 Guest Package	\$550
101-150 Guest Package	\$750
151-200 Guest Package	\$950
201-250 Guest Package	\$1,150
251 + Guest Package	\$1,350

Host Valet parking is available to your group attendees for \$15 per car with a validated voucher. Valet parking packages do not include overnight parking for guest rooms.

COLUMBIA CLUB TASTING POLICIES

- Menu tastings are optional. Tastings can be scheduled Monday through Thursday from 2:00pm – 6:00pm.
- Tastings are \$150.00 in addition to your event balance. Payment is collected with initial deposit.
- If a Client requests a tasting outside of our regular offered times the tasting fee is \$500.00. Tastings are not available on Sunday.
- Up to six guests may attend a tasting.
- Option to select four entrees and four sides for menu tasting.
- Items not available for tasting are prime rib and some select buffet and station items.
- Hors d'oeuvres and desserts may be tasted for an additional fee that is paid prior to the tasting.
- Tastings are scheduled four to six months prior to event date.
- Final tasting guest count and meal selections are due two weeks prior to the tasting date.
- Linen samples requested are due two weeks prior to the tasting date.
- A signed Columbia Club catering contract is required before a tasting can occur.



Room Name	Food and Beverage Minimum Monday - Thursday 7:00am - 5:00pm	Food and Beverage Minimum Monday - Thursday 5:00pm - 12:00am	Food and Beverage Minimum Friday	Food and Beverage Minimum Saturday	Room Rental Incurred if Minimum is not met	Club Usage Fee Incurred for all non-member sponsored clients
Grand Lobby *Room rental AND minimum charged for Grand Lobby events	\$25 / person	\$35 / person	\$5,000*	\$7,000*	\$5,000	\$1,000
Amen Corner	\$25 / person	\$35 / person	\$25 / person day \$35 / person evening	\$35 / person	\$200	\$200
Library	\$25 / person	\$35 / person	\$25 / person day \$35 / person evening	\$35 / person	\$300	\$200
Circle Room	\$25 / person	\$35 / person	\$25 / person day \$35 / person evening	\$35 / person	\$50	\$100
Crystal Terrace 80 person minimum	\$25 / person	\$35 / person	\$6,500	\$8,500	\$2,000 [Mon.-Thurs.] \$6,500 [Friday] \$8,500 [Saturday]	\$1,000
Tea Room	\$25 / person	\$35 / person	\$25 / person day \$35 / person evening	\$35 / person	\$50	\$100
Capehart Room	\$25 / person	\$35 / person	\$25 / person day \$35 / person evening	\$35 / person	\$150	\$150
Riley Room	\$25 / person	\$35 / person	\$25 / person day \$35 / person evening	\$35 / person	\$150	\$150
Steele Room	\$25 / person	\$35 / person	\$25 / person day \$35 / person evening	\$35 / person	\$100	\$100
Board Room	\$25 / person	\$35 / person	\$25 / person day \$35 / person evening	\$35 / person	\$175	\$250
Stardust Foyer	\$25 / per person \$750 minimum	\$35 / per person \$800 minimum	\$3,500	*booked with Stardust Ballroom on Saturdays	\$750 [Mon.-Thurs.] \$3,500 [Friday]	\$300
Stardust Ballroom	\$25 / per person \$2,000 minimum	\$35 / per person \$2,500 minimum	\$10,000 *Minimum includes Stardust Foyer	\$12,000 *Minimum includes Stardust Foyer	\$2,000 [Mon.-Thurs.] \$10,000 [Friday] \$12,000 [Saturday]	\$1,000

Pricing and minimums are subject to change at any time.
 All minimums are pre-tax (9%) and pre-service (21%) charges.
 Room rental and Club usage fees are not subject to tax and service charges.
 Club reserves the right to relocate space based on final headcount.
 Contact a Catering & Event Manager for Sunday minimums.

	Square Footage	Theater	Classroom	Conference	U-Shape	Hollow Square	Cocktail Reception	Banquet Rounds
First Floor								
Amen Corner	396	-	-	25	-	-	40	30
Grand Lobby	2,625	168	-	-	-	-	250	120
Second Floor								
Library	1,060	50	30	25	30	25	150	80
Third Floor								
Circle Room	192	-	-	10	-	-	-	-
Crystal Terrace	3,570	110	70	48	60	64	350	200
Fourth Floor								
Board Room	561	-	-	20	-	-	-	-
Capehart Room	644	50	30	20	24	24	60	40
Capehart/Riley Room	1,288	65	50	-	-	-	120	80
Capehart/Riley/ Steele Room	1,708	90	70	-	-	-	140	110
Riley Room	644	50	30	20	20	24	60	40
Steele Room	420	-	-	10	-	-	-	16
Tea Room	216	-	-	10	-	-	-	-
10th Floor								
Stardust Ballroom	4,590	300	200	80	100	104	500	300
Stardust Foyer	1,820	96	30	30	30	30	200	65



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Our highly experienced team is able to plan and arrange all details from a small business meeting to a party or wedding reception for 300.

The Club offers members use of 13 flexible meeting spaces that are able to be transformed to fit the needs of the client totaling more than 20,000 square feet.

Our culinary team places a strong emphasis on local ingredients and farm-fresh flavors. The Club's are menus evolve seasonally and are fully customizable.

AUDIO VISUAL

Audio visual (AV) equipment and technical assistance is available. Our full-service, in-house AV department features highly trained technicians and the latest equipment to ensure the success of your presentation. If you require AV equipment or technical assistance, please notify your catering sales manager at least 14 business days prior to your function date. The catering department will arrange for the rental of AV equipment that you may require, at an additional charge. The Columbia Club is not responsible for any AV brought in by guests. If AV is added the day of your event there will be an additional \$50 convenience charge added to your event order. If you cancel any of the AV the day of the event you will be responsible for 50 percent of the rental price. AV pricing is available upon request. AV fees and pricing is subject to change.

VENDORS AND ENTERTAINMENT

All musical entertainment must end no later than 11:00pm Sunday through Thursday and 12:00am on Friday and Saturday. The Columbia Club must have a Liability Insurance Form on file for all entertainment 14 business days prior to the event date. All vendors and entertainment groups may only set up equipment the day of the event. Vendors and entertainment groups will have access to the banquet space one hour prior to the function unless specified by catering sales manager. All items brought in for the event must be removed from the function space upon conclusion of the event. The Columbia Club is not responsible for any items left behind. All items must be picked up from the Columbia Club upon conclusion of the event. All items must be unloaded & loaded in the alley by our loading dock.

DELIVERIES

To ensure your important packages are handled properly, we suggest that you ship them to arrive no more than one business day prior to your scheduled function. Please have all packages clearly labeled with your on-site contact's name, the name of your group, the date of your function, and the name of your catering sales manager handling your arrangements. Following these simple guidelines will help us to direct your packages to the proper area. All outside vendors must make arrangements through the catering sales manager for deliveries and set-ups.

Directions to our loading dock: Heading south on Meridian just past Ohio Street turn east (left) on Wabash Street.

The Columbia Club's loading dock is located on the south (right) side of the alley before you get to Salesforce Tower Parking Garage.

GUARANTEES

Your guaranteed head count, menu selections and all event details are due FIVE business days prior to the event date for corporate events, and EIGHT business days prior to the event date for weddings.

Increases to your guaranteed head count, after the above stated due dates, will result in an additional \$10 per person upcharge.

No refunds will be offered if the guarantee head count decreases before your event date.

PAYMENT OF BALANCE

A non-refundable deposit is due with your signed contract and the amount due will be defined within your contract.

One month prior to your event date, a non-refundable deposit equal to 50% of your estimated charges is due.

Payment in full, of the remaining balance due, is required FIVE business days or EIGHT business days for weddings, prior to your event date.

CANCELLATION POLICY

If the client cancels the event, after a contract has been signed, the initial deposit paid is not refundable.

If the client cancels the event, within 30 days, the second paid deposit, equivalent to 50% of the estimated balance, is not refundable.

If the client cancels the event within SEVEN business days of the event date, 50% of the estimated revenue will be due to the Club as liquidated damages. In addition, any food or equipment orders that have been placed by the Club will also be due from the client at this time.

If your event has been set up to order off the restaurant menu and is cancelled within SEVEN business days, client will be charged \$100++ Food and Beverage fee and a \$50 private server fee.