



Bellevue Club Planning Guide

Our Venue

The Bellevue Club offers a variety of private meeting and event spaces to host nearly any type of function. Whether you're planning a company meeting or retreat, birthday or holiday party, one of our private event spaces is sure to accommodate your needs. Our small conference rooms accommodate 2-20 guests, and our Olympic Ballroom accommodates 20-200+. Our spaces are inviting, versatile and beautifully appointed.

Fee Structure

A Food and Beverage Minimum will be determined for your event, based on the date, event times and amount of space required. We do not charge room rental fees for our Ballroom. All Food and Beverage charges are subject to a 20% Service Charge and Washington State Stadium Sales Tax, currently at 10%. An 9.5% Sales Tax applies to any non-food and beverage items.

Wonderful accoutrements are included when you host an event at the Bellevue Club:

Room Set-Up & Clean-Up
Professional Service Staff
Large Dance Floor
Tables and Chairs
Floor Length White Damask Table Linens & Napkins
Fine China, Stemmed Glassware and Sterling Silver Flatware
Bud Vases with Fresh Seasonal Flowers
Votive Candles & Table Mirrors
Skirted Display Tables

Reservation & Cancellation Policy

To reserve a date and time for your event, we require a signed contract and credit card on file. In some cases a \$1,000 non-refundable deposit is required to secure a booking. All reservations include set-up time and clean-up time. The room must be vacated by the time specified on the contract. If the event runs over the scheduled time, labor charges will apply at a rate of \$35.00 per hour, per service staff member. The Food and Beverage Minimum may also increase.

Should you need to cancel your event the following guidelines apply:

Date of Signing-180 Days – 25% Food, Beverage and room rental revenue due
120-180 Days – 50% of estimated Food, Beverage and room rental revenue due
90-120 Days – 75% of estimated Food, Beverage and room rental revenue due
Less than 90 Days – 100% of estimated Food, Beverage and room rental revenue due

Menu Selection & Guarantees

Whether you prefer a sit-down dinner, an elaborate buffet, a family-style dining experience, fancy food stations or an hors d'oeuvres reception; our team of Event Planners will work with you and the Executive Chef to create a perfect menu to match your needs. Following you will find our current Catering menus for your review.

All menus are required to be finalized and submitted a minimum of one month before your event date. Menu prices and availability are subject to change, but may be confirmed four months prior to your event date by finalizing contract details.

Please keep in mind when selecting a menu for a plated lunch or dinner, you may choose one salad and/or starter and your choice of up to 2 entrées (3 choices if a vegetarian option is needed.) When selecting more than one entrée, the higher price of the entrées will be charged. The exact number of each entrée must be guaranteed by 12noon three (3) business days prior to your event. This number will be considered the guarantee and is not subject to reduction after this time. If no written or verbal guarantee is received by this deadline, the most recent estimate on file will constitute as the guarantee. The Client is also responsible for providing place cards indicating which clearly indicate the entrée each guest has pre-selected.

Food may not be brought onto or taken off of the property preceding or following an event due to health code regulations and standards.

Beverage Service

The Bellevue Club is authorized to sell liquor, wine, beer and non-alcoholic beverages. We do not allow wines to be brought into the facility with a corking fee. The Bellevue Club reserves the right to close down the bar should any alcoholic beverages not purchased from the Club be brought onto the premises.

The Bellevue Club acts in accordance with state law regarding alcohol and liquor service. No persons under the age of 21 are permitted to acquire, possess or consume alcoholic beverages, nor appear to be intoxicated. Identification is required to purchase or to be served alcoholic beverages. Without proper identification, service will be refused.

Alcoholic beverage service is permitted for 4 ½ hours of continuous service, with last call being made after 4 hours. Final beverage charges are based on actual consumption. Please see the Wine & Beverage Selections List for details and pricing.

Packages & Deliveries

All incoming packages need to be addressed as follows:

Bellevue Club
Attn: (Your Catering Manager's Name)
Catering Department
11200 SE 6th St
Bellevue, WA 98004

All packages must include the Client Name and the event date on the outside of the package. Box deliveries will be assessed a handling fee of \$5.00 per box, per day. Depending on the size of the delivery, a labor and/or handling fee may apply. Advise your Catering Manager as to the type and time of all deliveries scheduled for your event.

Parking

Our self-parking lot is available for event parking on a first-come, first-serve basis. Carpooling is encouraged. Parking is complimentary for daytime events and evening events with 150 or fewer guests. Valet parking is required for evening events (beginning after 5pm) with 150 or more guests, Monday through Friday. Valet parking is charged at a rate of \$3.00 per car.

Guest Rooms

The Bellevue Club Hotel operates separately from the Catering Department; if you'd like to make arrangements for a block of guest rooms, please contact the hotel directly at 425.454.4424.

Optional Fees & Services

The following fees will be charged only if they apply to your event.

Cake Cutting Fee

A \$1.25 per person cake cutting fee will apply for cake cutting and service.

Chef-Attendant

Should you select to have a Chef-Attended Carving Station at your buffet, a \$35.00 per hour charge will apply.

Audio-Visual Equipment

A wide variety of Audio-Visual Equipment is available for rental. Please inquire for rates.

Additional Services

Your Catering Manager can assist with making arrangements for a variety of special touches ~ specialty linens, furniture rentals, ice carvings, espresso service, coat check, etc. Additional Charges will apply.

Décor & Signage

We do not allow any objects to be affixed to our walls or ceilings with tape, nails, etc. Artwork may not be taken off of the walls. Glitter, confetti and smoke machines are not permitted. Due to fire code restrictions, all open flames must be encased in votive or hurricane candleholders. Signage provided by guests must be of professional quality and have Manager Approval prior to placement. Signage must be kept within immediate proximity of the reserved event space, and is not permitted to be placed throughout the Club. In addition, should you require a banner to be hung in your event space, there is a \$50.00 fee. We require the banner to be brought to the Catering Department with at least 1-2 business days prior to your event.

Lost & Found

The Bellevue Club will not assume responsibility for the damages to or loss of any merchandise or articles left or sent to the club prior to, during or following your function. This includes items left behind from hired vendors. All parties are responsible for removing their property and equipment at the conclusion of the event.