

THE UNIVERSITY CLUB AT QUEEN'S

Wedding Package

168 STUART STREET | KINGSTON | ONTARIO | K7L 2V8

613-533-2846, ext. 74914

www.queensu.ca/uclub



Wedding Venue

Our beautiful club offers you and your guests an exclusive private venue.

Nestled in the heart of Queen's Campus, yet steps away from the hustle and bustle of downtown Kingston.

Situated on the shores of Lake Ontario, The University Club provides a perfect setting with some of the best views in the city.

Book a tour!

A picture of your wedding day will start to form after a tour of the Club with Jubly ext. 74914, our Event Specialist.

Our team of dedicated staff has the knowledge and experience to understand what is important for couples planning their day.

Be assured that we will take care of all the details which come up in the months it takes to plan a wedding.

We look forward to sharing this journey with you as we are committed to making sure your day is spectacular!

- Congratulations -

Our Wedding Package includes the following:

- ◆ Exclusive use of entire club
- ◆ Individual rooms are available for each partner and their attendants for pre-ceremony preparation
- ◆ Beautifully landscaped grounds
- ◆ Interior room for rain (capacity up to 110 guests)
- ◆ Marriage Certificate signing table
- ◆ Interior/exterior AV equipment
- ◆ Floor to ceiling head table backdrop with lights
- ◆ Elevator access to second floor dining
- ◆ Dinner tables/seating arrangement
- ◆ Rehearsal space day prior
- ◆ Reception lemon water station
- ◆ Prosecco sparkling wine toast
- ◆ Reception hors d'oeuvres
- ◆ Use of wishing well for cards/gifts
- ◆ Bottle of red & white wine per 8-10 people
- ◆ White table linens & napkins
- ◆ Late night sweet table with coffee/tea

Winter Weddings

Low season November to March and midweek weddings throughout the year enjoy a 20% discount.

~ *New Year's Eve Premium Pricing* ~

Après Ceremony

RECEPTION CHARCUTERIE BOARD

spiced cashews ♦ cured meats ♦ pickles & olives
chevre log ♦ gorgonzola ♦ brie ♦ smoked cheddar ♦ gouda
crackers ♦ breads & bread sticks ♦ grapes ♦ chutney

~ AND ~

RECEPTION HORS D'OEUVRES CHOICES (CHOOSE 4)

- ♦ Honey sriracha steak skewer
- ♦ Thai coconut shrimp skewer
- ♦ Mandarin and sesame tofu skewer
- ♦ Shrimp cocktail shooter
- ♦ Balsamic, Vidalia onion, chevre filo cup
- ♦ Mandarin-glazed chicken skewer
- ♦ Fig & brie crostini
- ♦ Prosciutto-wrapped cheese fig
- ♦ Zucchini fritters
- ♦ Vegetarian spring roll with Thai sauce
- ♦ Chipotle mango cup
- ♦ Smoked salmon mousse crostini

Formal Evening Dinner

Salad (CHOOSE 1)

- ◆ Caesar with bacon, grated parmesan, and herb croutons in a creamy dressing
- ◆ Mixed organic greens with caramelized walnuts, and sliced pears in an apple cider vinaigrette
- ◆ Baby kale with toasted cashews, gruyere, and candied bacon in a shallot and Dijon vinaigrette

Entrée (GUESTS' CHOICES)

MEAT

Prime rib of beef thick cut 8 oz. with horseradish and jus

FISH

Applewood Bay of Fundy salmon with an avocado and Roma tomato salsa

CHICKEN

Chicken breast stuffed with roasted red pepper pesto, brie cheese, and pancetta with a pomodoro sauce

VEGETARIAN / VEGAN

Grilled mushroom and brie Aglio e Olio linguine with arugula, mushrooms, charred shallots, roasted garlic, and tomatoes

Vegetable sides

Chef's choice of seasonal vegetables with roasted fingerling potatoes/rice pilaf

Children's menu (CHOOSE 1)

- ◆ Macaroni & cheese with garlic bread
- ◆ Chicken fingers & fries
- ◆ Spaghetti & meatballs with garlic bread
(Includes dessert and complimentary soft drink)

Desserts (CHOOSE 1)

- ◆ Raspberry white chocolate cheesecake mousse
- ◆ Maple white chocolate cheesecake
- ◆ Lemon blueberry tiramisu
- ◆ Crème caramel

Gluten free desserts (CHOOSE 1)

- ◆ Classic crème brûlée
- ◆ Brûlée with a twist (maple or pumpkin)
- ◆ Mocha pot de crème
- ◆ Lemon pot de crème
- ◆ Lemon cheesecake mousse

Vegan dessert

- ◆ Spiced gingerbread cake with mocha cashew frosting

- *Formal Dinner Buffet* -

Prime rib au jus ♦ Applewood smoked Bay of Fundy salmon
with an avocado and Roma tomato salsa ♦ Eggplant parmesan
Assorted salads ♦ Rice & potatoes ♦ Baked breads
Desserts ♦ Fresh fruit platter ♦ Tea and coffee

Late Night Snack Options

- ♦ Caprese skewers
- ♦ Mac & cheese balls
- ♦ Pulled pork or chicken sliders
- ♦ Pogos
- ♦ Lemon squares
- ♦ Brownies
- ♦ Berries with chocolate sauce
- ♦ Chocolate chip cookies

EXTRA FEE APPLIES

ALLERGENS

-- ATTENTION CUSTOMERS WITH FOOD ALLERGIES --

Please be aware that our food, including baked goods, may contain or come into contact with common allergens, such as dairy, eggs, soybeans, tree nuts, peanuts, shellfish or wheat. While we take steps to minimize risk and safely handle the foods that contain potential allergens, please be advised that cross-contamination may occur, as factors beyond our reasonable control may alter the formulations of the food we serve, or manufacturers may change their formulations without our knowledge.

Please discuss with Wedding Planner at time of your booking

Pricing

EXCLUSIVE VENUE FEE

\$1,750

OUTDOOR LAWN SETUP FEE

\$5.50 - PER PERSON

FORMAL DINNER

\$150 Adult - PER PERSON

\$55 – Children (1-12 years) \$90 – Youth (13 to 18 years)

FORMAL DINNER BUFFET

\$130 Adult - PER PERSON

\$40 – Children (1-12 years) \$70 – Youth (13 to 18 years)

Please Note

- ◆ Final numbers and final entrée choices are required 30 days prior to the ceremony.
- ◆ All special food requirements must be identified with the final entrée choices.
- ◆ Gratuity is 16% on the Formal Evening Dinner price and 14% on the Formal Dinner Buffet price.
- ◆ The gratuity is calculated on food and beverage charges only and will be applied to the final invoice.
- ◆ Alcoholic beverages will not be sold to persons under the age of 19.
- ◆ The University Club is a fully licensed facility; all bar stewards and servers are Smart Serve certified.
- ◆ The day prior to the wedding we ask that all decorations are brought into the Club, e.g., signage, centerpieces, seating cards, favours, guest book, guest gifts, etc.
- ◆ Progressive deposit payments are required.
- ◆ A guaranteed count must be received by 12 noon EST, 3 business days prior to the event. If no guarantee is received, the expected number of guests indicated on the private event order will be charged.
- ◆ Final payment is due 5 days after receipt of the final invoice.

Terms, Conditions and Agreements *

A non-refundable deposit of \$1,750 is required to hold the booking. An event deposit is required when the event date is confirmed.

Cancellation policy:

The deposit is non-refundable. Cancellations must be made 14 days prior to the event otherwise a fee equivalent to 50% of the total invoice will occur. Any cancellations within a week prior to the event will result in a fee equivalent to all costs incurred including food and labour costs to a maximum of 75% of the total invoice.

If the venue becomes unavailable due to an emergency arising from circumstances out of our control, an alternate date will be scheduled where possible or a full refund of all amounts paid to date will be administered.

Staffing fee may apply.

Payments can be made by E-transfer (email: university.club.manager@queensu.ca), Visa, Mastercard, Amex, debit, or cheque.

A SOCAN music tariff of \$75 will be added to the event invoice.

Except for a wedding cake, no outside catering is permitted.

Children must be supervised at all times.

A corking fee applies to outside wines.

Representatives of the venue have the right to stop service of alcohol to anyone exhibiting signs of intoxication. Last call 12:45 p.m.

NO paper or foil confetti allowed indoors. Outdoors only eco-friendly confetti (dried or fresh flower petals, leaves, biodegradable confetti, lavender, herbs, birdseed, panko breadcrumbs, baby's breath confetti, bubbles).

NO smoking on premises.

NO drinking of alcohol outside premises, except for the patio.

A signed agreement is required with your booking.

Please fill out and return with your deposit.

Thank you.

Event date: _____

Name: _____

Address: _____

Email: _____

Phone number: _____

A deposit of \$1,750 is required to secure your venue.

Payments can be made by E-transfer (email: university.club.manager@queensu.ca), or to pay by Visa, Mastercard, debit, or cheque kindly contact in Administration at 613-533-2846, ext. 74909 or email admuclub@queensu.ca.

*** I agree to the terms and conditions as set out on the previous page**

Signed: _____

Dated: _____

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