



Elevated Events



121 W. TRADE STREET | 32ND FLOOR | CHARLOTTE, NC | 28202
PHONE | 704.334.3200
WWW.CHARLOTTECITYCLUB.COM

EXCEPTIONAL EVENTS

In the Heart of Uptown Charlotte

Thank you for considering Charlotte City Club for your upcoming private event. For more than 75 years, Charlotte City Club has been the gathering place for those who help shape the rhythm of the Queen City.

Located in the heart of Uptown Charlotte, our Club sits among the city's most dynamic business and cultural destinations, offering a sophisticated setting that reflects the energy and elegance of the Queen City. With exceptional service, thoughtfully curated cuisine, and a warm, inviting atmosphere, Charlotte City Club provides the perfect environment for connection, celebration, and memorable experiences.

Perched high above the city, our venue features beautifully appointed private event spaces with sweeping panoramic views of the Charlotte skyline, creating an inspiring backdrop for any occasion. Whether you are planning an intimate gathering for a small group or a large-scale reception for hundreds of guests, our versatile spaces can be tailored to meet your needs. Please note that all events are subject to food and beverage minimums and/or room rental fees.

We look forward to the opportunity to host you and deliver an unforgettable experience at Charlotte City Club—where elevated style meets genuine Southern hospitality.

Julia Lain

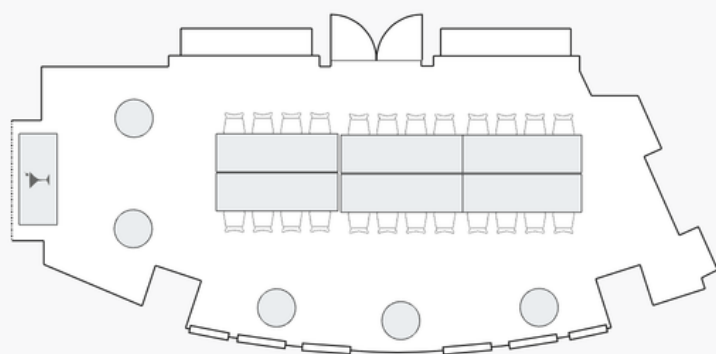
PRIVATE EVENTS DIRECTOR

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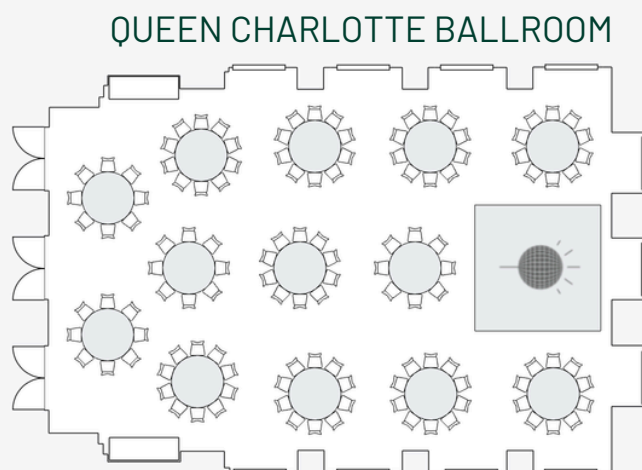
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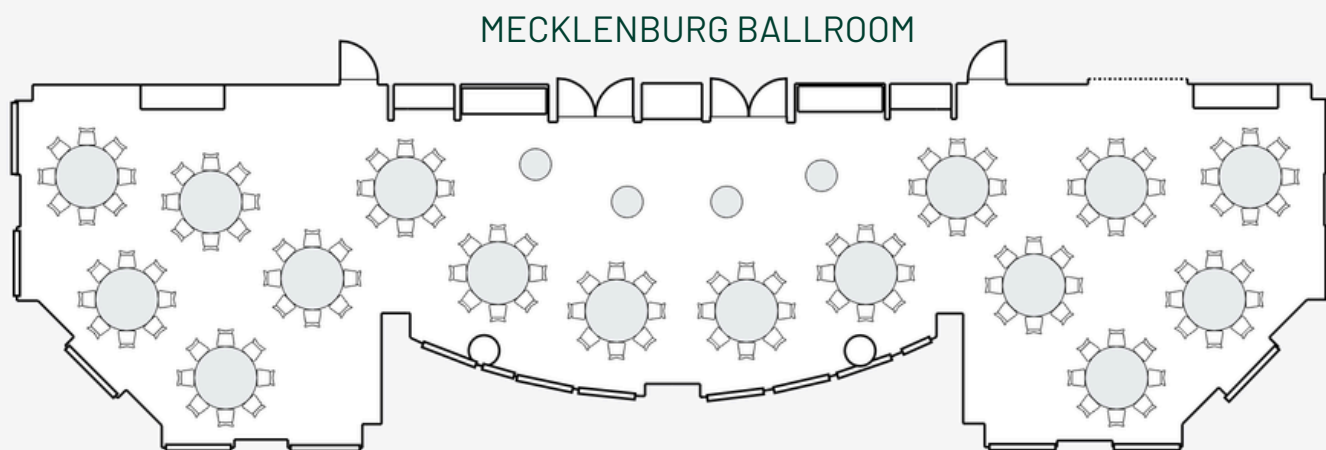
ROOMS & CAPACITY



WINE ROOM



QUEEN CHARLOTTE BALLROOM



MECKLENBURG BALLROOM

	SEATED	STANDING	NON-MEMBER ROOM RENTAL
Queen Charlotte Ballroom	150	300	\$2000
with Dance Floor & Sweetheart Table	120		
Mecklenburg Ballroom	150	150	\$1200
Mecklenburg Half	70	100	\$600
Mecklenburg East/West	40	80	\$400
Mecklenburg Center 1/2	20	35	\$250
Wine Room	40	50	\$300
Semi-Private Dining	30	30	

Full Club Buy-Outs are available on select dates.

Please inquire with the Club's Private Events Director for pricing & availability.

Facility Rental Includes: Tables, Chairs, House Linens, Plates, Glassware, Flatware.

PLATED BREAKFAST

Includes Orange Juice, Regular and Decaffeinated Coffee

Avocado Toast | 17 per person

Wheat bread, avocado, goat cheese, pickled onion, green salad

City Club Scramble | 19 per person

Two eggs scrambled, bacon, sausage, home fries, everything bagel

Cinnamon French Toast | 19 per person

Maple syrup, bacon

BUFFET BREAKFAST

Includes Orange Juice, Regular and Decaffeinated Coffee. Buffet pricing based on a maximum of 1.5 hours, require a **minimum of 15 people** and are self-serve.

Classic Continental | 17 per person

fruit salad, muffin, bagel, yogurt, cream cheese, butter

City Club Breakfast | 20 per person

fruit salad, scrambled eggs, home fries, bacon, apple and chicken sausage, everything bagels, cream cheese, butter

Charlotte Breakfast | 23 per person

fruit salad, french toast with berries and maple syrup, quiche (bacon and cheddar, spinach and swiss), home fries, muffins



** Consuming raw or undercooked meats, seafood, poultry, shellfish, or eggs may increase your risk of foodborne illness
A 25% service charge and 8.25% sales tax will apply to all food and beverages.*

BREAKS & BEVERAGES

MORNING BEVERAGE SERVICE (7-10am) | 10 per person

Regular & Decaffeinated Coffee, Hot Tea, Orange & Cranberry Juices

HALF DAY BEVERAGE SERVICE | 12 per person (4 Hours or Less of Service)

FULL DAY BEVERAGE SERVICE | 20 per person (4.5 Hour – 8 Hours of Service)

Regular & Decaffeinated Coffee, Iced Tea, Water & Assorted Soft Drinks

BEVERAGES A LA CARTE

Bottled Water | 4 each

Bottled Sparkling Water | 5 each

Soft Drinks | 4 each

Coffee - Regular or Decaffeinated | 6 per person

Iced Tea - Sweet or Unsweetened | 6 per person



BYO Yogurt Parfait Bar | 14 per person

Vanilla yogurt, granola, berries, dried fruit, nuts, seeds, honey

Fruit & Protein | 8 per person

Assorted whole fruits, protein bites

Sweet & Salty | 10 per person

House-made popcorn, spicy snack mix, chocolate covered pretzels

Milk & Cookies | 8 per person

Heath bar, chocolate chip, white chocolate, macadamia, whole milk

Juice Shots | 55 per dozen (per flavor)

2oz. green boost, heartbeet, turmeric tonic, ginger, lemon, & cayenne wake me up

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MEETING ROOM SERVICE

MORNING MEETING ROOM SERVICE

\$125 for (5) Guests, \$25 each additional Guest

Includes Regular & Decaffeinated Coffee, Iced Tea, Bottled Water & Assorted Soft Drinks
Limited A la Carte Style Breakfast

MID-DAY MEETING ROOM SERVICE

\$180 for (5) Guests, \$36 each additional Guest

Includes Regular & Decaffeinated Coffee, Iced Tea, Bottled Water & Assorted Soft Drinks
Limited A la Carte Style Lunch & Fresh Baked Cookies

FULL DAY MEETING ROOM SERVICE (5 or More Hours)

\$300 for (5) Guests, \$60 each additional Guest

Includes Regular & Decaffeinated Coffee, Iced Tea, Bottled Water & Assorted Soft Drinks
Limited A la Carte Style Breakfast, Limited A la Carte Style Lunch
Assortment of Fresh Baked Cookies

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PLATED LUNCH

All Plated Lunch menus include Fresh Baked Rolls & Butter, Iced Tea, Regular and Decaffeinated Coffee

TWO-COURSE PLATED LUNCH

ENTRÉE SALADS & SANDWICHES | SELECT (1) ONE ENTREE & DESSERT

Cobb Salad | 24 per person

Grilled chicken, mixed greens, cucumber, feta, tomato, diced egg, ranch dressing, and croutons

Caesar Salad | 22 per person

Romaine, tomato, shaved parmesan, croutons, and Caesar dressing
Topped by choice of Grilled Chicken, Shrimp, or Salmon as protein

Asian Salad | 23 per person

Baby spinach and kale, mandarin oranges, shredded carrot, toasted cashews, sesame soy grilled corn, wonton crisp, and yuzu vinaigrette
Topped by choice of Grilled Chicken, Shrimp, or Salmon as protein

Portobella & Steak Salad | 28 per person

New York strip steak, grilled portobella, tomato, smoked cheddar, bacon, grilled onion, grilled corn, horseradish ranch dressing

Club Sandwich | 22 per person

Turkey, ham, lettuce, tomato, bacon, colby jack, basil aioli, brioche roll, accompanied by potato chips and mixed greens with house vinaigrette

Porchetta Sandwich | 24 per person

Swiss, red onion, lettuce, tomato, garlic aioli brioche roll, accompanied by potato chips and mixed greens with house vinaigrette

Roast Beef Sandwich | 24 per person

White cheddar, lettuce, tomato, crispy onion, dijonaise, hoagie roll, accompanied by potato chips and mixed greens with house vinaigrette

Chicken Caesar Wrap | 22 per person

Grilled chicken, romaine, parmesan, tomato, Caesar dressing, accompanied by potato chips and mixed greens with house vinaigrette

Chopped Italian Sandwich | 24 per person

Ham, salami, pepperoni, provolone, pickles, roasted peppers, tomato, basil, banana pepper, creamy oregano dressing, hoagie roll, accompanied by potato chips and mixed greens with house vinaigrette

Vegetable Wrap | 18 per person

Grilled portabella, roasted red pepper, grilled onion, white cheddar, garlic-lemon aioli, accompanied by potato chips and mixed greens with house vinaigrette

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PLATED LUNCH

Entrees Includes Iced Tea, Fresh Baked Rolls & Butter, Signature Salad, Dessert Selection & are Accompanied by Chef's Choice of Starch & Seasonal Vegetables and Fresh Brewed Coffee Service

3-COURSE PLATED LUNCH | SELECT (1) ONE SALAD, ENTREE & DESSERT

SALADS

Garden Salad

Mixed greens, cucumber, tomato, carrot, ranch or house vinaigrette

Classic Caesar

Romaine, tomato, shaved parmesan, croutons, and Caesar dressing

Arcadian Salad

Butternut squash, bleu cheese, candied sunflowers, sherry vinaigrette

Greek Salad

Romaine, olives, red onion, feta, tomato, oregano dressing

LUNCH ENTREES

Vegetable Pasta | 26 per person

house vegetables, parmesan and tomato pasta

Grilled Chicken Breast | 35 per person

Lemon vegetable barley, artichoke cream

Roasted Chicken Breast | 36 per person

Dirty rice pilaf, buttered haricot vert, chicken jus

Grilled Salmon | 38 per person

Lemon risotto, spiced roasted carrots, sweet glaze

Market Fish | 40 per person

Smoked grains & kale, red pepper vinaigrette

Short Rib | 44 per person

Parmesan polenta, asparagus, onion jus



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LUNCH ENTREES *continued*

Petit Filet Mignon | 55 per person

Truffle mashed potato, honey butter carrots, mushroom jus

Chicken & Salmon Duet | 42 per person

Herb-roasted marble potatoes, green beans, chicken jus, and red pepper vinaigrette

Short Rib & Salmon Duet | 50 per person

Truffle whipped potato, baby carrot, braising jus, and red pepper vinaigrette



CHOICE MENU UPGRADE

Includes Guest Choice of (2) Entrees + 8 Per Person

Guests will select their Entrée at the start of service for groups of 12 or less. Entrée choices must be provided in advance and place cards with a seating chart provided by client for more than 12 guests.

DESSERTS

Lemon Tart | fresh berries, meringue

Cheesecake | chocolate ganache, chantilly, hazelnuts

Chocolate Pots de Crème | chantilly, cashew brittle

Tres Leches | white cake, sweet milk

Carrot Cake | pecan crumble

Tiramisu | lady fingers, coffee, cream



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BUFFET LUNCH

*Minimum 25 guests

Includes Iced Tea, Fresh Baked Rolls & Butter and Fresh Brewed Coffee Service.

Mecklenburg Buffet | 46 per person

Pasta Salad | garden vegetables, feta cheese, herb dressing

Hummus & Pita Bread

Salad Bar | cut Romaine, spring mix, cucumber, tomato, carrot, dried cranberries, nuts, shredded cheese, crumbled bacon, hard-boiled egg, croutons, assorted dressing

Grilled Chicken, Shrimp, & Tuna Salad

Yogurt Parfaits | vanilla yogurt, granola, berries

Croissants & Jam Angel Food Cake | whipped cream and berries

Old South Buffet | 55 per person

Loaded Potato Salad

Mixed Greens Salad | dried cranberries, pecans, white cheddar, apple cider vinaigrette

Fried Chicken

Pulled Pork with Housemade BBQ

Blackened Bourbon-glazed Salmon

Dirty Rice

Southern Green Beans

Mac & Cheese

Assorted Rolls & Biscuits

Banana Pudding & Strawberry Shortcake

Italian Way Buffet | 58 per person

Whipped Ricotta Dip | peperonata and sesame toast points

Caesar Salad & Garlic Bread

Basil & Prosciutto Chicken | caper cream sauce

Steak pizzaiola | flank steak, marinara, mozzarella, peppers

Vegetable Pesto Pasta

Garlic Broccolini

Tiramisu & Chocolate Chip Cannoli

Asian Fusion Buffet | 58 per person

Korean Bean Salad | ginger, garlic, gochujang, aged soy

Crispy Vegetable Spring Rolls | sweet chili sauce

Crispy Orange Chicken

Beef & Broccoli

Shrimp Fried Rice

Lo Mein Noodles and Stir Fried Vegetables

Coconut Cake | mango mousse & Matcha Cheesecake | black sesame nut crumble

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PLATED DINNER

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3-COURSE PLATED DINNER | SELECT (1) ONE SALAD, ENTREE & DESSERT

SALADS

Garden Salad

Mixed greens, cucumber, tomato, carrot, ranch or house vinaigrette

Classic Caesar

Romaine, tomato, shaved parmesan, croutons, and Caesar dressing

Arcadian Salad

Butternut squash, bleu cheese, candied sunflowers, sherry vinaigrette

Greek Salad

Romaine, olives, red onion, feta, tomato, oregano dressing

CHOICE MENU UPGRADE

Includes Guest Choice of (2) Entrees + 10 Per Person

Guests will select their Entrée at the start of service for groups of 12 or less. Entrée choices must be provided in advance, and place cards with a seating chart provided by client for more than 12 guests.

DINNER ENTREES

Vegetable Pasta | \$26

house vegetables, parmesan and tomato pasta

Grilled Chicken Breast | \$35

Lemon vegetable barley, artichoke cream

Roasted Chicken Breast | \$36

Dirty rice pilaf, buttered haricot vert, chicken jus

Grilled Salmon | \$42

Lemon risotto, spiced roasted carrots, sweet glaze

Crab Cake | \$45

Grain succotash, seared haricot vert, remoulade

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PLATED DINNER

DINNER ENTREES *continued*

Market Fish | 48 per person

Smoked grains & kale, red pepper vinaigrette

Short Rib | 48 per person

Parmesan polenta, asparagus, onion jus

Bone-in 12oz Dry Aged Pork Chop | 58 per person

Onion-chickpea wild rice, grilled broccolini, onion & pepper jus

6oz Pepper-crusted Filet Mignon | 60 per person

Truffle mashed potato, honey butter carrots, mushroom jus

12oz New York Strip Steak | 65 per person

Mushroom risotto, roasted root vegetables, herb compound butter

Chicken & Salmon Duet | 45 per person

Herb-roasted marble potatoes, green beans, chicken jus, and red pepper vinaigrette

Short Rib & Salmon Duet | 58 per person

Truffle whipped potato, baby carrot, braising jus, and red pepper vinaigrette

Filet & Crabcake Duet | 65 per person

creamed corn and leeks, asparagus, demi glace, and remoulade

DESSERTS

Lemon Tart | fresh berries, meringue

Cheesecake | chocolate ganache, chantilly, hazelnuts

Tres Leches | white cake, sweet milk

Chocolate Pot de Crème | chantilly, cashew brittle

Carrot Cake | pecan crumble

Tiramisu | lady fingers, coffee, cream



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BUFFET DINNER

*Minimum 25 guests

Includes Iced Tea, Fresh Baked Rolls & Butter and Fresh Brewed Coffee Service.

Old South Buffet | 55 per person

Loaded Potato Salad

Mixed Greens Salad | dried cranberries, pecans, white cheddar, apple cider vinaigrette

Fried Chicken

Pulled Pork with Housemade BBQ

Blackened Bourbon-glazed Salmon

Dirty Rice

Southern Green Beans

Mac & Cheese

Assorted Rolls & Biscuits

Banana Pudding

Strawberry Shortcake

Italian Way Buffet | 58 per person

Whipped Ricotta Dip | peperonata and sesame toast points

Caesar Salad & Garlic Bread

Basil & Prosciutto Chicken | caper cream sauce

Steak pizzaiola | flank steak, marinara, mozzarella, peppers

Vegetable Pesto Pasta

Garlic Broccolini

Tiramisu

Chocolate Chip Cannoli

Asian Fusion Buffet | 58 per person

Korean Bean Salad | ginger, garlic, gochujang, aged soy

Crispy Vegetable Spring Rolls | sweet chili sauce

Crispy Orange Chicken

Beef & Broccoli

Shrimp Fried Rice

Lo Mein Noodles and Stir-Fried Vegetables

Coconut Cake | mango mousse

Matcha Cheesecake | black sesame nut crumble



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BUFFET DINNER

QUEEN CHARLOTTE BUFFET | 85 per person

Charred Cauliflower & Artichoke Salad | pickled onion, za'atar, yogurt dressing

Wedge Salad | iceberg, crumbled bleu, red onion, bacon, and ranch dressing

Filet of Beef | mushroom jus

Market Fish

Roasted Airline Chicken Breast | green beans almondine, lemon dressing

Roasted Asparagus | marinated peppers

Potato Fondant | thyme & garlic

Creamy Cacio e Pepe Gnocchi

Chocolate Cake | salted caramel ganache

Vanilla Bean Cheesecake | nut butter feuilleté crust

Optional Carving Attendant | + 150



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MIX & MINGLE HORS D'OEUVRES

Passed or Displayed | **priced per dozen, minimum order 2 dozen per selection*

French Onion Quesadilla | 60

brisket, bourbon onion, swiss, mushroom

Beef Wellington | 72

horseradish sauce

Crab Cake | 72

caper remoulade

Fried Oysters | 84

caper remoulade

French Turkey Slider | 4

cranberry aioli, arugula

Lamb Lollipop | 96

mint-pink peppercorn aioli

Shrimp Cake | 84

ginger aioli

Bacon-Wrapped Dates | 72

Bacon-Wrapped Scallops | 84

Togarashi-Seared Tuna | 96

Mushroom Duxelle | 60

Mango & Cashew Chicken | 60

Bruschetta | 60

Smoked Salmon Rillettes | 72

Apple Chutney & Brie Tartlet | 60

Caprese Skewers | 60

Marinate Portabella & Mozzarella | 60



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GRAZING DISPLAYS

Require a minimum of 15 Guests

DIPS TRIO | 10 per person

Italian white bean, caramelized onion, classic hummus, accompanied by pita chips and Tajin tortilla chips

BAKED BRIE EN CROUTE | 8 per person

Puff pastry, jams, and nuts, accompanied by toast points

GRILLED VEGETABLES | 10 per person

Marinated and grilled market vegetables, roasted garlic, and za'atar dressing caramelized onion dip

ARTISAN CHARCUTERIE | 16 per person

Chef's selection three meats, three cheese accompaniments: crackers, toast points

FIELD OF GREENS | 8 per person

Spring mix lettuce, eggs, tomato, cucumber, grilled corn, bacon, chicken, cheddar cheese, ranch, and house vinaigrette

SIGNATURE SALMON | 16 per person

Old smoked salmon, dill poached salmon, accompanied by red onion, chive cream cheese, egg, lemon, capers, toast points

CHEF-CARVED MEATS

Chef Attendant Fee will apply | + 150

New York Striploin | 20 per person

Beef Tenderloin | 23 per person

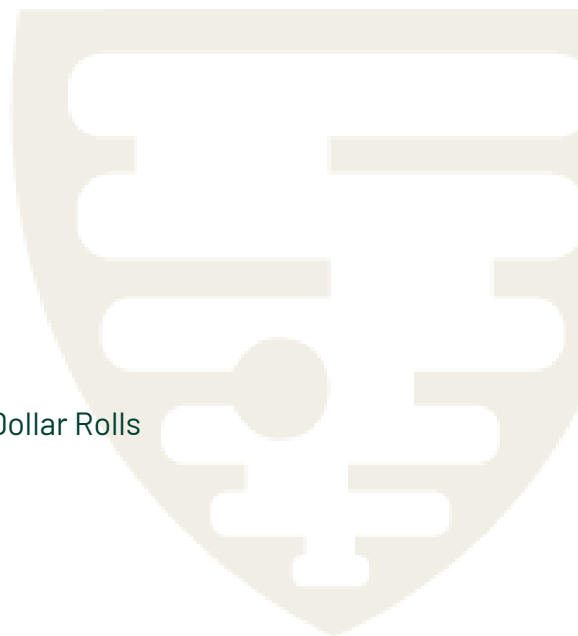
Grilled Skirt Steak | 18 per person

Airline Turkey | 12 per person

Accompanied by Mayo, Mustard, Horseradish Cream, and Silver Dollar Rolls

Togarashi Seared Ahi Tuna | 20 per person

Accompanied by Ponzu, Wasabi Mayo, and Wonton Crisps



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ACTION STATIONS

Chef Attendant Fee will Apply | + 150

Pricing is based on a maximum of 1.5 hours of service. All stations require a minimum of 25 Guests

MASHED POTATO | 10 per person

Yukon Mashed Potatoes & Roasted Sweet Potatoes

accompaniments: bacon, cheddar, scallion, butter, sour cream, caramelized onion, sautéed mushrooms, Boursin cheese

SLIDER SLIDERS | 18 per person

Grilled Beef Cheeseburger | bacon onion jam, harissa labneh, american cheese

Turkey Burger | white cheddar, cranberry aioli, arugula

Smoked Brisket | BBQ, vinegar slaw

Accompanied by curly fries and assorted dipping sauces

FLATBREAD SPREAD | 20 per person

(Selection of 2)

mushroom, sausage, tomato sauce, mozzarella

pepperoni, salami, Calabrian peppers, olive oil marinara, mozzarella

spinach, mozzarella, artichoke, goat cheese, mozzarella, herb butter

smoked chicken, cheddar, mozzarella, bacon, house BBQ sauce

pesto, Swiss, mozzarella, roasted tomato, caramelized onion, roasted peppers

Accompanied by Classic Caesar Salad

RISOTTO | 12 per person

Aged carnaroli rice with assorted toppings

choice of (2) two proteins: grilled chicken, her shrimp, beef short rib, marinated pork loin

PASTA | 20 per person

mezza pasta with pomodoro & gnocchi with creamy pesto

accompaniments: sautéed bell mushrooms, bell peppers and onion, garlicky spinach, parmesan cheese, and choice of shrimp or grilled chicken

SEAFOOD | 23 per person

shrimp cocktail, ahi tuna poke, chilled snow crab, oysters on the half shell

accompanied by wakame salad, cocktail sauce, shallot mignonette, fresh citrus, and tobasco

Add Crab Salad | + 14 per person Add Chilled Lobster Tails | + 18 per person



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STATIONARY SWEETS

Tarts Display | 12 per person

Lemon Raspberry, Chocolate Hazelnut, Strawberry Mascarpone

Trifle Display | 12 per person

Almond Cake, Berry Compote, Almond Crumble (v), Strawberry Shortcake, Flourless Chocolate Cake, Chocolate Mousse, Hazelnuts (gf), Strawberry Mascarpone



Cupcake Display | 12 per person

Chocolate Peanut Butter, Strawberry Shortcake, Lemon

Sweets Station | 12 per person - select (2) | 15 per person - select (3)

Turtle Cheesecake, Chocolate Peanut Butter Delice, Lemon Raspberry Tarts, Cannoli, Carrot Cake, Key Lime Bars, Tiramisu, White Chocolate Panna Cotta with Berry Coulis

Fresh Baked Cookies, Brownies | 30 Per Dozen

Deluxe Coffee Station | 18 per person

Regular and Decaffeinated Coffee, Flavored Creams, Flavored Syrups, Cinnamon, Whipped Cream & Rock Sugar Sticks

ADD Mini Cordials of Kahlua, Bailey's, or Frangelico for additional + 8 each



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BAR PACKAGES & PRICING

OPEN BAR PACKAGES

Minimum (1) Bar Per 100 Guests | Charged Per Hour | 150 Bartender Fee

HOSTED BAR PER CONSUMPTION

Minimum (1) Bar Per 100 Guests | Charged Per Drink Consumed | 150 Bartender Fee

NO-HOST/SELF-PAY BAR

Minimum (1) Bar Per 100 Guests | Charged Per Drink | 150 Bartender Fee

All transactions must be made by Credit Card – **No Cash Accepted**

BAR PRICING	1-HOUR	2-HOUR	3-HOUR	4-HOUR	HOSTED PER DRINK
Queen Standard Package	18	29	38	47	12
Crown Select Bar Package	24	36	48	60	14
	-	-	-	-	-
Beer & Wine Package	18	25	32	40	-
Mimosa Package	18	25	32	40	-
Soft Package	6	10	14	18	-
Club Wines per consumption	-	-	-	-	10
Premium Wines per consumption	-	-	-	-	12
Beer per consumption	-	-	-	-	8

LIQUORS

QUEEN STANDARD

Wheatley Vodka
Bombay Gin
Myer's White Rum
Dewars Scotch
Benchmark #8 Bourbon
Sazerac 100 Rye
Corazon Tequila

CROWN SELECT

Belvedere Vodka
Scapegoat Gin
Myer's Dark Rum
Glenlivet 12 Scotch
Woodford Reserve Bourbon
Traveler's Rye
Sieta Blanco Tequila
Volcan de Mi Tierra Reposado

WINE (Choose 3)

PREMIUM WINE

Sparkling White
Chardonnay
Pinot Grigio
Sauvignon Blanc
Cabernet Sauvignon
Pinot Noir

PREMIER SELECT WINE

See Current Wine List
Priced Per Bottle*

BEER

Blue Moon, Coors Light, Miller Lite, Michelob Ultra, Stella Artois, Guinness, Wicked Weed, and Seasonal Craft Beer

MIMOSA BAR

Champagne and Mimosa Mixers (Orange Juice, Cranberry, Pineapple Juice)

A 25% service charge and 8.25% sales tax will apply to all food and beverages.

PRIVATE EVENT POLICIES

ROOM RENTAL & FOOD AND BEVERAGE MINIMUMS

Charlotte City Club Members enjoy complimentary Room Rental for all Private Events. Members have the privilege of sponsoring a friend, family member, or associate for events at the Club. Sponsored events will be charged a reduced Room Rental Fee. Non-members are welcome to host private events at the Charlotte City Club, but will be subject to full non-member Room Rental Fees. All events are subject to a food & beverage minimum spend requirement relative to use of the space. This minimum does not include room rental, service charges, tax, audio-visual, parking, or any other miscellaneous charges incurred.

CONTRACT & BANQUET EVENT ORDER

All events require a signed Private Event Agreement and Banquet Event Order (BEO) to confirm a private event booking.

DEPOSITS & PAYMENTS

Pre-paid deposits are required for ALL Member/Private Event bookings per the deposit schedule below. Once a deposit is received and recorded, it is **NON-REFUNDABLE**.

- Member-hosted events under \$2,500 do not require a deposit; however, they must be guaranteed by a credit card. Member events over \$2,500 require a 25% deposit at the time of booking. Final payment is due by credit card or check in advance of the event (72 hours) and cannot be charged to a member account.
- All non-member events will require a 25% deposit at the time of booking, which must be guaranteed by a credit card. Final payment is due by credit card or check in advance of the event (72 hours)
- All events over \$5,000 require a 25% deposit at the time of booking, an additional deposit equal to 50% of the estimated total 60 days in advance of the event. If the event is booked within 60 days of the event, 50% is due at the time of booking. Final payment is due by credit card or check in advance of the event (72 hours)
- Final payment is due 72 hours before the event unless otherwise approved by the General Manager.
- Any exceptions to the above policy must be detailed in the contract terms and approvals noted in the Billing Notes section of the Function.
- 3% Convenience Fee applies to ALL events (Members and Non-Members) paid by credit card unless paid by Check (or ACH if applicable)

SERVICE CHARGE

All food and beverage charges are subject to 25% service charge and the current sales tax 8.25% (Please note that all service charges are taxable.)

TAX EXEMPT

In order to receive waived sales taxes for private events, a valid form DR-14 sales tax exemption certificate from the State of North Carolina must be provided. A letter of federal tax exemption will not suffice. The name of the tax-exempt entity must be on the state tax-exempt form. If the payment is being made by check, the check must have the name of the tax-exempt entity on it and be made payable to Charlotte City Club. All payments must be from tax-exempt entities.

MENU PLANNING AND PRICING

Charlotte City Club's banquet menu is a great foundation for structuring the menu of your private event; however, our Executive Chef would be delighted to prepare a menu you may desire for a **\$300 custom menu fee**. To allow adequate time for preparation, menu plans and beverage selections must be completed a minimum of **14-days** in advance. The Club requires a set menu for parties over 12 guests in order for the club to provide the best event experience. Due to regular fluctuations in food costs, the quoted prices are subject to change, with notice, until confirmation of a menu.

FOOD & BEVERAGE

All food served must be supplied by Charlotte City Club and must remain on the Club premises. Banquet food served in Buffet format cannot be taken from the Club due to food-safety regulations. Third-party catering is not permitted without expressed permission from the Club's Private Events Director & General Manager. The exception to the above policy relates to special occasion cakes which must be provided by a third-party bakery. As a licensee, the Charlotte City Club is responsible for the sale and service of alcoholic beverages in accordance with the laws of the state of North Carolina. Therefore, it is policy that all alcoholic beverages be supplied by the Club. Alcoholic beverages will not be consumed by persons under the age of twenty-one. Charlotte City Club reserves the right to refuse service to any person that appears intoxicated.

GUEST GUARANTEES

A guarantee is required for all meal functions. The reassignment of a meeting or dining room space due to an increase or decrease in guest count remains at the discretion of the City Club. Your final guest count must be received by the Catering Office five (5) business days prior to the function date by 12pm. Charlotte City Club can accommodate up to a 5% increase from the guarantee number; anything over that is at the discretion of Charlotte City Club and/or product availability. In no case will the Club allow for a reduction in the guarantee number within this period prior to the function. Final billing will be charged according to the guaranteed number of guests or the actual number of guests, whichever is greater. In the event that a guarantee is NOT provided, the original estimated attendance or the actual number of guests, whichever is greater, will be used for final billing.

SMOKING

Permitted only outside of the building, in designated smoking areas.

DRESS CODE

Attire throughout the Charlotte City Club is business casual. Jackets are not required for gentlemen. The dress code stipulates no faded or torn jeans, midriff, t-shirts, shorts, tennis shoes, or flip flops. The dress code is for members, their Guests, and contracted labor. Management has the right to refuse entry to any violators. Please note that members or their guests not following the dress code may be asked to leave. The dress code applies to all private events. Please remember to mention it to your guests.

LIABILITY

Charlotte City Club reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. Decorating may be done with approval and removed the night of the function. **No staples, adhesives, glitter, or confetti are allowed; a clean-up fee of \$350 may be subject to billing your Event Account.** The Club does not assume responsibility for personal belongings, gifts, any merchandise, decorations, or equipment left in the Club prior to, during, or after a function. Please assign a personal attendant to gather such items.

FORCE MAJEURE/WEATHER/COVID-19

Charlotte City Club shall not be liable for failure to complete a function due to strikes, accidents, natural disasters, extreme weather, or other causes beyond its control. In case of cancellation by the event client, deposits are non-refundable, but the member or host may choose to reschedule the event within one year of the original booking date.

ROOM SET UP

A setup time can be requested up to two hours before your event. Please notify the Catering Office if this time is needed. Please communicate the specifics of your event needs with regard to room layout. Changes in setup within 48 hours of the event may be subject to a **\$350 Re-Set Fee**.

THIRD-PARTY VENDORS

We highly recommend our preferred vendors as they are familiar with our facilities and partner well with the Charlotte City Club. All third-party vendors must provide Charlotte City Club proof of liability insurance prior to working any event. Vendors with large deliveries or large vehicles will need to access the Club through the loading dock and service entrance. Please contact the Catering Office for more information.

SECURITY

Certain private events at the club require security such as political events, sorority and fraternity events and the building management will let us know the fees associated which are based on time of year, day of week and hours needed. The Private Event Director will submit this request for you to building management. Outside security is not permitted unless it is a government agency.

PARKING

The entrance to the parking deck is located at **116 W. 4th Street, Charlotte, NC 28202**. Please enter this address into your GPS for the most accurate routing. Turn right just before the overhead walkway. The parking deck entrance will be immediately on your right, clearly marked with City Club signage and four gold arrows. You may park in any space designated for City Club Members, as well as any compact or unmarked space. Please note that reserved spaces are enforced 24/7, and unauthorized vehicles may be ticketed or booted. Bring your ticket to the Club for validation.