



TOWN POINT CLUB

757.625.6606 | WWW.TOWN-POINT.COM

101 W. MAIN ST. | WORLD TRADE CENTER BUILDING | 3RD FLOOR | NORFOLK, VA 23510



TABLE OF CONTENTS

Click on link below to be directed to that section of the menu

[WELCOME ✎](#)

[SIGNATURE SERVICES](#)

[CEREMONY SPACES](#)

[RECEPTION SPACES](#)

[HORS D'OEUVRES](#)

[GOURMET DISPLAYS](#)

[RECEPTION PACKAGE](#)

[PLATED DINNERS](#)

[DINNER BUFFETS](#)

[LATE NIGHT SNACK STATIONS](#)

[DESSERT STATIONS](#)

[CONSUMPTION BAR](#)

[BAR PACKAGES](#)

[SPECIALTY BARS](#)

[SEASONAL BARS](#)

[ENHANCEMENT OPTIONS](#)

[GUIDELINES & POLICIES](#)

[PREFERRED VENDORS](#)

Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase the risk of foodborne illness, especially for those with certain medical conditions. Please notify us of any allergies.



WELCOME

Thank you for considering Town Point Club to host your special day! It is our pleasure to assist you throughout the planning process. We are located in beautiful downtown Norfolk, VA and situated waterside overlooking the Elizabeth River. With unparalleled sunset views, it is the picturesque location for your wedding day. Our Premier Club provides first-class service and exclusive amenities you won't find anywhere else.

Whether planning an extravagant wedding or an intimate elopement, we have rooms available of all shapes and sizes for your ceremony and reception. Each space is unique to match your own style and theme, and most are waterside with sunset views. Our award-winning Executive Chef and Culinary Team are ready to provide you with the finest quality food and beverage experience along with first-class service and unmatched amenities.

Our dedicated Team at Town Point Club is committed to providing you the wedding day of your dreams. We will assist you each step of the way and provide you the tools to make the planning process as stress-free as possible. With Next Steps and a Wedding Checklist, you won't have to wonder what to do next. Our Events Team can answer questions, make suggestions and will also be present the day-of to assist with venue-related tasks.

Do not hesitate to reach out with any questions. Please let us know your availability, and we would love to schedule a tour of our venue with you. We look forward to meeting you and your fiancé soon!



Sydney Way

Event Sales Director

Sydney.Way@invitedclubs.com

757-625-7602



SIGNATURE SERVICES

All Weddings Include:

- One-on-one Planning Services with our Events Team
- Day-of Banquet Manager
- Exclusive use of selected Event Rooms
- 2 Bridal Rooms for day-of preparations*
- Access to Club's premier Cigar Lounge
- Club Tables and Banquet Chairs
- Complimentary Table Linens and Napkins in your choice of White or Black
- China, Glassware and Flatware
- Polished Round Mirror Tile and Votive Candle Centerpieces
- Wooden Dance Floor
- Coat Check
- Vendor Coordination
- Setup Access at least 2 hours prior to the Event
- Cutting and Serving of Wedding Cake
- Complimentary Menu Tasting for Engaged Couple and 2 Guests by our award-winning Executive Chef

CEREMONY SPACES

Your Wedding Ceremony will include Chairs, Guest Book Table, and Gift Table.
Space for a one-hour ceremony rehearsal will be held the day before.*
**We cannot guarantee your specific Ceremony room will be available for the rehearsal.*



JAMES/WILLOUGHBY

- 130-150 Guests
- \$1,000 Ceremony Fee
- Banquet Chairs



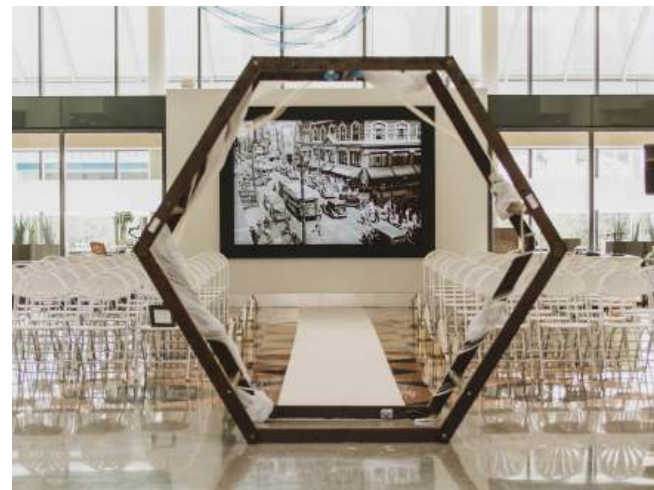
WEST

- 10-40 Guests
- \$500 Ceremony Fee
- Banquet Chairs



LAWN

- 120-140 Guests
- \$1,000 Ceremony Fee
- White Folding Chairs



ATRIUM

- 90-100 Guests
- \$1,250 Ceremony Fee
- White Folding Chairs

RECEPTION SPACES

Each Reception Space option is waterside overlooking the Elizabeth River with direct access to our balcony with lounge seating and sunset views.



BUOY

- 140-150 Guests
- \$1,000 Room Rental



WEST

- 10-26 Guests
- \$500 Room Rental



HARBOR

- 100-120 Guests
- \$1,500 Room Rental



LAFAYETTE

- 20-40 Guests
- \$500 Room Rental



HORS D'OEUVRE SELECTIONS

Minimum 2 Dozen per Item required. Displayed or Butler Passed. \$50 Per Butler.

\$48 PER DOZEN

Caesar Salad Deviled Egg
Bourbon BBQ Meatball
Spanakopita | tzatziki
Cremini Mushroom & Mozzarella Croquette
Vegetable Lumpia (V) | sweet duck sauce
Chicken, Pepper & Cheese Quesadilla | salsa & sour cream

\$60 PER DOZEN

Chicken Teriyaki Satay (GF) | sesame seeded teriyaki glaze
Macaroni & Smoked Cheddar Croquette
Shaved Roast Beef Crostini | housemade blue cheese mousse & red onion jam
Mushroom Pho Potsticker (V) | shitaki, tofu, cabbage, carrot, herbs & spices
Chicken Cordon Blue Bite
Caprese Skewer (GF) | aged balsamic & basil oil
Bang Bang Shrimp | thai mayo
Warm Brie Tartlet | raspberry & almonds
Old Bay Shrimp & Grits Croquette | pimiento cheese

\$72 PER DOZEN

Lamb Lollipop* (GF) | petite frenched new zealand lamb chop with mint jam drizzle
 *\$99 per dozen
Wagyu Meatball | plum tomato marinara
Mini Wagyu Burger | sharp cheddar
Mini Beef Wellies | horseradish crème
Chopped Fruit & Berries Skewer (GF, V)
Petite Signature Crab Cake | remoulade
Chilled Jumbo Shrimp (GF) | zesty cocktail sauce
Maple Bourbon Bacon Wrapped Scallop (GF)
Smoked Salmon Mousse on Edible Pita Spoon | salmon roe
Carolina Pork Belly Biscuit | purple cabbage & apple cider slaw
Signature Fried Oyster | roasted red pepper aioli
Caesar Salad in Parmesan "Cup"
Mini Black Bean Burger | avocado & tomato
Original Fried Chicken Wings | ranch & blue cheese
Mini Fried Chicken and Waffle | maple syrup
Beef Empanada | avocado crema



GOURMET DISPLAYS

Priced Per Person. Up to 1.5 Hours of Service.

GOURMET MARKET | \$25

imported & domestic cheeses, gourmet crackers
seasonal fresh fruit, sweet romanoff sauce
local garden vegetables, buttermilk ranch dip

CHEESE DISPLAY | \$20

imported & domestic cheeses, berries, nuts, honey
gourmet crackers, housemade crostinis

FRESH FRUIT DISPLAY | \$12

seasonal fresh fruit, grapes & berries, sweet romanoff sauce

CRUDITE DISPLAY | \$12

local garden vegetables, buttermilk ranch dip, classic hummus

CHARCUTERIE BOARD | \$25

assortment of cured meats, cheeses, nuts, peppers, pickles, olives
red onion marmalade, grain mustard spread, baguette, housemade crostinis

SEAFOOD DISPLAY | \$35 | 20 GUEST MINIMUM

local oysters on the half shell, old bay chilled shrimp cocktail, smoked salmon
zesty cocktail sauce, champagne mignonette, hot sauce, saltine crackers
accompaniments

SUSHI DISPLAY | \$475 Per Display | 100 PIECES PER DISPLAY

hand-rolled assortment of sushi: spicy tuna, salmon, california, spiced eel wasabi,
pickled ginger, soy sauce, mixed sesame seeds

WARM CHESAPEAKE CRAB FONDUE | \$500 Per Display | 20 Guests Per Display

warm pita, housemade crostinis

WARM SPINACH & ARTICHOKE DIP | \$350 Per Display | 20 Guests Per Display

warm pita, housemade crostinis



RECEPTION PACKAGE

\$69 Per Person | 30 Guest Minimum | 1.5 Hours of Service

Includes Iced Water, Unsweetened Iced Tea, Fresh Brewed Regular and Decaf Coffee, Assorted Hot Teas

CHOICE OF 4 HORS D'OEUVRES | 2 PIECES OF EACH PER GUEST

Macaroni & Smoked Cheddar Croquette

Spanakopita | tzatziki

Cremini Mushroom & Mozzarella Croquette

Vegetable Lumpia (V) | sweet duck sauce

Chicken, Pepper & Cheese Quesadilla

Chicken Cordon Blue Bite

Bourbon BBQ Meatball

Mini Beef Wellies | horseradish crème

Bang Bang Shrimp | thai mayo

Petite Signature Crab Cake | remoulade

Maple Bourbon Bacon Wrapped Scallop (GF)

CHOICE OF 1 DISPLAY

Seasonal Fresh Fruit | grapes & berries, sweet romanoff

Local Garden Vegetables | buttermilk ranch dip, classic hummus

Assorted Cheeses | berries, nuts, honey, gourmet crackers, housemade crostinis

CHOICE OF 1 CARVING STATION | \$100 ATTENDANT FEE | FRESH BAKED ROLLS

Roasted Turkey Breast | orange jam glaze, natural gravy

Tea Brined Pork Loin | sweet southern chow chow

Smoked Spiral Ham | brown sugar & pineapple relish, grain mustard sauce

Parmesan Roasted Salmon | parmesan crust

Sea Bass en Croute | | **\$8 additional per guest**

Espresso Rub London Broil | merlot demi | **\$6 additional per guest**

Prime Rib of Beef | garlic & herbs, horseradish crème, au jus | **\$15 additional per guest**

Beef Tenderloin Chateaubriand | roasted pearl onions, merlot demi | **\$20 additional per guest**

CHOICE OF 1 ENTRÉE DISPLAY

Risotto Station

arborio rice with wild mushroom medley, spinach & roasted walnuts, garlic ricotta
crème, herb butter baguette | **add herb chicken \$8 additional per guest**

Shrimp & Grits

stone ground yellow grits, spiced shrimp, andouille sausage, peppers & onions

Pasta Station

charred herb chicken, plum tomato marinara, creamy alfredo, chef's pastas, broccoli florets, mushrooms,
red pepper flakes, shaved parmesan, garlic bread | **add meatballs \$8 additional per guest**





PLATED DINNER

Menu includes Garden Salad, Warm Rolls & Butter, Two Accompaniments, Chocolate Covered Strawberries, Iced Water, Unsweetened Iced Tea, Fresh Brewed Regular and Decaf Coffee, Assorted Hot Teas.

\$52 PER PERSON

Eggplant Parmesan | organic plum marinara

Sweet Pea Ravioli | lemon & ricotta crème, english peas & tendrils, blueberry & tarragon

Chicken Française | lemon caper crème

Teriyaki BBQ Chicken | flat top grilled chicken breast, teriyaki bbq sauce

recommended: atop sesame orange rice & shredded haricot vert beans

Chicken Caprese | flat top grilled chicken breast, warm tomato, fresh basil, mozzarella, EVOO

recommended: atop basil orzo with balsamic reduction

Maple Cider Pork Loin | housemade tomato & bacon jam

\$58 PER PERSON

Garlic & Herb Chicken and Shrimp | lemon crème

Orange & Bourbon Cedar Plank Salmon | charred onion pearls

Center Cut Sirloin | red wine demi

Lamb Osso Bucco | demi & gremolata

Braised Mushroom, Kale & Spinach Ravioli (GF, V) | gluten free, vegan spinach ravioli
finished with sweet leek jus

\$66 PER PERSON

Town Point Signature Crab Cakes | lemon & basil beurre blanc

Chicken Oscar | sherried crab meat, hollandaise

Moroccan Spiced Beef Short Rib | sous vide boneless beef rib, cumin essence demi | **15 orders minimum**

Surf & Turf | petite filet of beef & garlic shrimp

Duet of Filet & Chicken | petite filet of beef & frenched chicken breast, dijonnaise crème

Filet Mignon | wild mushrooms & syrah demi

Duck Confit | mandarin orange gastrique

ACCOMPANIMENTS

Petite Carrots | honey butter

Medley of Sautéed Vegetables

Asparagus

Roasted Brussels Sprouts

Broccolini

Haricot Vert Beans | roasted red pepper

Buttermilk Whipped Potatoes

Potatoes Au Gratin

Brown Sugar Sweet Potato Mash

Wild Rice Pilaf

MENU ENHANCEMENTS

priced per guest

Specialty Salad | \$6

Soup du Jour | \$8

Signature She Crab Bisque | \$10

Signature Crab Cake | \$10

Specialty Dessert | \$8

Flourless Chocolate Torte

Chef's Specialty Cheesecake

Chocolate & Peanut Butter Mousse Tart

Berries & Dairy-free Crème

Lemon Chiffon Cake



DINNER BUFFET

Priced Per Person | 30 Guest Minimum

Buffets include Garden Salad, Warm Rolls & Butter, Chocolate Covered Strawberries, Iced Water, Unsweetened Iced Tea, Fresh Brewed Regular and Decaf Coffee, Assorted Hot Teas.

2 ENTRÉES & 2 ACCOMPANIMENTS | \$59

3 ENTRÉES & 3 ACCOMPANIMENTS | \$65

ENTRÉES

Bourbon & Orange Supreme Salmon | house bourbon glazed salmon with fresh orange

Florentine Crab & Sole Roulade | lemon beurre blanc

Shrimp & Grits | sautéed garlic shrimp, peppers, onions, spiced sausage, smoked cheddar corn grits

Smithfield Pork Loin | brandied apple bbq

Chicken Florentine | spinach and shallot drizzled with ricotta creme

Hot Honey BBQ Chicken | char-grilled chicken breast smothered in hot honey bbq

Mandarin Orange Chicken | crispy chicken tossed with sweet & spiced teriyaki glaze over sesame rice, mixed peppers & snow peas

Garlic Chicken & Kale Risotto | tossed chicken & kale atop creamy risotto

Espresso Rub London Broil | merlot demi

BBQ Jus Beef Tips | red onion

Thai Steak | medley of petite sweet peppers & onion pearls, thai chili jus

Wild Mushroom Ravioli | spiced walnuts, spinach, parmesan & garlic crème

GF Vegan Penne Pasta | brown rice penne pasta, vegetable medley, provencal garlic wine sauce
\$3 additional per guest

ACCOMPANIMENTS

Petite Carrots | honey butter

Medley of Sautéed Vegetables

Asparagus

Haricot Vert Beans | roasted red pepper

Roasted Brussels Sprouts

Buttermilk Whipped Potatoes

Golden Yukon Potatoes | rosemary butter

Potatoes Au Gratin

Brown Sugar Sweet Potato Mash

Wild Rice Pilaf

Macaroni & Cheese



LATE NIGHT SNACK STATIONS

Minimum of 25 Guests Per Station. Priced Per Person.

SALAD STATION | \$15

mixed greens, iceberg mix, diced turkey & diced ham, tomatoes, black olives, shredded carrot, shredded cheddar, shaved parmesan, hard boiled egg, cucumber, sliced red onion, pepperoncini, croutons, bacon crumbles, ranch dressing, balsamic dressing, caesar dressing

Add Steak \$10 additional per guest

Add Salmon \$12 additional per guest

NORFOLK TIDES STATION | \$23

original chicken wings with ranch, mini soft pretzels with nacho cheese, bbq meatballs, mini hot dogs with condiments, beer-battered onion rings with creamy horseradish sauce

TACO STATION | \$25

chicken tinga, carne asada, flour and corn tortillas, pico de gallo, lime crema, guacamole, cotija cheese, grilled peppers & onions, shredded lettuce, roasted corn & black bean relish, tortilla chips & salsa

LO MEIN STATION | \$18

lo mein noodles, chinese chicken, teriyaki vegetable medley, fried vegetable wontons, chinese boxes and chopsticks, fortune cookies

PASTA STATION | \$22 | \$100 ATTENDANT FEE

cavatappi pasta, farfalle pasta, charred herb chicken, beef meatballs, plum tomato marinara, creamy alfredo sauce, broccoli florets, mushrooms, tomatoes, red pepper flakes, shaved parmesan cheese, garlic bread

SLIDERS STATION | \$18

Includes Beer-battered Onion Rings with Creamy Horseradish Sauce.

Choice of Two Sliders:

Angus Beef Slider | cheddar, pickle

Fried Chicken Slider | spiced mayo aioli, pickle

BBQ Slider | pulled pork, carolina slaw

BLT Slider | bacon, lettuce, tomato

Black Bean Burger | avocado & tomato

Add Crab Cake Sliders \$10 additional per guest



DESSERT STATIONS

Minimum of 25 Guests Per Station. Priced Per Person.

ASSORTED PETITE DESSERT DISPLAY | \$15

chef's selection of assorted petite desserts to include dessert shooters, lemon bars, mini cheesecakes & other sweet treats

ICE CREAM SUNDAE BAR | \$14

vanilla and chocolate ice cream, chocolate and strawberry sauces, caramel, crushed oreo cookies, crushed walnuts and peanuts, m&ms, rainbow sprinkles, stemmed cherries, bananas, whipped cream

Add Brownies \$4 additional per guest

CHOCOLATE FOUNTAIN | \$15

choice of dark or milk chocolate, strawberries, pretzels, cream puffs, marshmallows, pound cake, rice krispie treats, donut holes

Minimum of 20 Guests | \$175 Rental Fee

FLAMBE STATION | \$15

choice of bananas foster, cherries jubilee, or strawberries a la orange

Maximum of 30 Guests | \$100 Attendant Fee

CONSUMPTION BAR

Priced per beverage consumed and charged to Master Bill. Wine charged per bottle. Host selection of Spirit Tier. \$150 per bartender up to 5 hours. 2 Bartenders per 50 Guests. While we strive to provide all listed options, substitutions of similar quality may be required based on availability.

CALL SPIRITS | \$11

Conciere Vodka
Conciere Gin
Conciere Bourbon
Conciere Whiskey
Conciere Scotch
Conciere Rum
Conciere Tequila

PREMIUM SPIRITS | \$14

Tito's Vodka
Beefeater Gin
Jim Beam Bourbon
Jack Daniel's Whiskey
Dewar's White Label Scotch
Bacardi Superior Rum
Lunazul Tequila

SUPER PREMIUM SPIRITS | \$18

Belvedere Vodka
The Botanist Gin
Knob Creek Bourbon
Traveller Whiskey
Glenmorangie 12yr Scotch
Mt. Gay Rum
Patron Silver Tequila

WHITE WINE

Three Thieves Chardonnay | \$34
Three Thieves Pinot Grigio | \$34
La Crema Sauvignon Blanc | \$50
Chateau St. Michelle Riesling | \$50
J. Lohr Arroya Vista Chardonnay | \$60
Cavit Moscato | \$38

MISC.

Wyclif Sparkling Wine | \$34
Charles and Charles Rose | \$34
Coppola Diamond Rose | \$50
Mionetto Prosecco | \$40

DOMESTIC | \$6

Yuengling, Coors Light, Miller Lite
Bud Light, Budweiser, Michelob Ultra
Non-alcoholic Coors Edge

RED WINE

Three Thieves Cabernet Sauvignon | \$34
Three Thieves Pinot Noir | \$34
Padrillos Malbec | \$34
Daou Cabernet Sauvignon | \$60
Quilt Cabernet Sauvignon | \$76

NON-ALCOHOLIC

Sparkling White Grape Juice | \$25
Assorted Soft Drinks & Juices | \$3
Bottled Sparkling Water | \$5

IMPORTED | \$7

Corona Extra, Corona Premier
Blue Moon, Modelo Especial
Non-alcoholic Sam Adams Just the Haze





BAR PACKAGES

Priced Per Person. Host is charged per person regardless of the amount consumed. Hours must be consecutive and begin at the event start time. \$150 per bartender up to 4 hours. 2 Bartenders per 50 Guests. Guests under 21 will be charged \$12 for unlimited non-alcoholic beverages. While we strive to provide all listed options, substitutions of similar quality may be required based on availability.

CALL SPIRITS

1 hour: \$23 | 2 hours: \$33
3 hours: \$41 | 4 hours: \$47

Conciere Vodka, Conciere Gin
Jim Beam Bourbon, Espolon Tequila
Conciere Scotch, Conciere Rum
Club's Selection of White & Red Wine
Domestic & Imported Beers
Assorted Soft Drinks

SUPER PREMIUM SPIRITS

1 hour: \$31 | 2 hours: \$42
3 hours: \$54 | 4 hours: \$63

Belvedere Vodka, Bombay Sapphire Gin
Woodford Reserve Bourbon
Bulleit Rye Whisky, Lalo Blanco Tequila
The Glenfiddich 12yr Scotch, Appleton Rum
Club's Selection of White & Red Wine
Domestic & Imported Beers
Assorted Soft Drinks

PREMIUM SPIRITS

1 hour: \$27 | 2 hours: \$37
3 hours: \$47 | 4 hours: \$53

Tito's Vodka, Beefeater Gin
Maker's Mark Bourbon
Jack Daniel's Whiskey
Dewar's White Label Scotch
Bacardi Superior Rum, Lunazul Tequila
Club's Selection of White & Red Wine
Domestic & Imported Beers
Assorted Soft Drinks

WINE & BEER PACKAGE

1 hour: \$21 | 2 hours: \$31
3 hours: \$37 | 4 hours: \$43

Club's Selection of White & Red Wine
Domestic & Imported Beers
Soft Drinks & Juices



SPECIALTY BARS

Priced Per Beverage Consumed. \$150 Per Bartender. 2 Bartenders per 50 Guests.

BLOODY MARY BAR

\$13 Call Vodka

\$16 Premium Vodka

Old Bay-rimmed Glasses

Tomato Juice

Bacon

Celery Sticks

Pepperoncini

Pickled Okra

Olives

Horseradish

Tabasco

Fresh Cracked Black Pepper

Lemons & Limes

Add Shrimp \$8 per guest

OLD FASHIONED BAR

\$15 Call Bourbon

\$19 Premium Bourbon

Orange Bitters

Cherry Bitters

Chocolate Bitters

Orange Peel

Luxardo Cherry

Lemon Twist

Cinnamon Stick

MIMOSA BAR

\$12 House Sparkling Wine

\$15 Prosecco

\$8 Sparkling White Grape Juice

Orange Juice

Pineapple Juice

Orange Slices

Stemmed Cherries

Strawberries

Blueberries

Mint Garnish

MARGARITA BAR

\$13 Call Tequila

\$16 Premium Tequila

Strawberry Mix

Classic Mix

Agave

Sugar-rimmed Glasses

Salt-rimmed Glasses

Strawberries

Limes

Mint Garnish

ESPRESSO MARTINI BAR

\$15 Vodka + Kahlúa

\$19 Espresso Vodka

Caramel-rimmed Glasses

Edible Gold Dust

Espresso Beans

Caramel Sauce

Chocolate Sauce

Vanilla Syrup

Shaved Chocolate

Coconut Milk

Whipped Cream

Sea Salt

SANGRIA BAR

\$15 White Wine

\$19 Red Wine + Brandy

Strawberries

Orange Wheels

Pineapple Chunks

Lemons & Limes

Apple Slices

Cinnamon Sticks

Sparkling Water

Citrus Juice Blend



SEASONAL BARS

Priced Per Beverage Consumed. \$150 Per Bartender. 2 Bartenders per 50 Guests.

APEROL SPRITZ BAR

\$12 House Prosecco

\$15 Premium Prosecco

Aperol
Limoncello
Elderflower Liqueur
Peach Liqueur
Strawberry Aperitivo
Oranges
Lemons
Strawberries
Mint Sprigs

ROSÉ ALL DAY BAR

\$12 House Rosé

\$15 Sparkling Rosé

\$10 Non-Alcoholic Rosé Lemonade

Strawberry Purée
Peach Nectar
Lemonade
Sliced Strawberries
Orange Wheels
Stemmed Cherries
Mint & Basil Sprigs
Edible Flower Garnish \$2 Per Guest

SPIKED CIDER BAR (HOT OR ICED)

\$15 Spiced Apple Cider + Call Bourbon

\$19 Spiced Apple Cider + Premium Rum

Cinnamon Sticks
Apple Slices
Pear Slices
Orange Wheels
Whipped Cream
Nutmeg
Caramel
Brown Sugar Rim

THE FROSTED MIDNIGHT BAR

\$15 Champagne + Chambord

\$19 Vodka + Chambord

Pomegranate Juice
Raspberries
Blackberries
Lemon Twist
Rosemary Sprigs
Cinnamon Sticks
Vanilla Syrup

ENHANCEMENT OPTIONS

Prices do not include fees for delivery, setup, breakdown and pickup if applicable.



Floor Length
Tablecloths
\$18+ each



Table Overlays
\$10+ each



Table Runners
\$8+ each



Napkins
\$1 each



White Peonie
Faux Florals
\$25 each



Chargers
\$3+ each



Clear Glass Votives with
Tea Light Candles
\$3 each



Gold Mercury
Votives with Candles
\$2 each



Gold Table Numbers
\$2 each



Clear Acrylic
Table Numbers
\$3 each



Chair Covers + Sash
\$6+ each



Chiavari Chairs
\$10+ each



Uplights
\$25 each



Metal Podium
\$100



Baby Grand Piano
\$100

MISCELLANEOUS: Custom Printed Food Menus | Signature Drink Bar Signs

[← TABLE OF CONTENT](#)



EVENT GUIDELINES & POLICIES

MENU

- All food & beverage selections are due at least ten (10) days prior to your event date.
- No outside food or beverage is allowed at Town Point Club except a specialty cake.
- No leftover food or beverage may be removed from the Club.

GUARANTEE

- Your final guest count guarantee is due to the Private Event Department ten (10) days prior to your event date. Your count may increase after this point but cannot decrease.
- If more than the guaranteed number attend, you will be charged for the actual number of guests plus a \$10 per person late increase fee.
- If no guarantee is received, you will be charged according to the original estimate stated on the BEO/contract, whichever was most recently updated.

EVENT SPACES & ROOM RENTALS

- Members do not pay room rental fees. Member-sponsored events will receive 50% off room rental fees.
- The Club reserves the right to relocate events according to the final guarantee if it varies significantly from the original proposed number.
- Prohibited: sand, glitter, confetti, fog machines. A clean up fee will be charged if any of these items are used.

EVENT TIMING

- Start & end times are to be listed on the event agreement. An additional fee will apply if the event does not end at the agreed upon time.
- You and/or your Vendors will be guaranteed a 2-hour setup time. Any earlier will be based on availability.

TAX & SERVICE CHARGE

- All food & beverages are subject to service charge (currently 22%) & sales tax (currently 12.5%).

CONTRACT & DEPOSIT

- If your event is within 60 days, a 50% deposit will be due with a signed contract and remaining balance due 7 days prior to the event date.
- If your event is 60+ days out, a 25% deposit will be due with your signed contract, 50% due at the halfway point of contracting and your event date, and the remaining balance due 7 days prior to the event date.
- Deposits can be paid via credit card, check, or ACH. Regardless of deposit method, a credit card must be put on file.

DRESS CODE

- Business Casual is the appropriate attire in the Club's banquet facilities. Not Permitted: athletic attire, sneakers, tank tops, t-shirts, shorts, ripped jeans, baseball caps.

HOTELS

- Town Point Club has great partnerships with local hotels. Should you need guest rooms, we can provide you with a list of hotel options.

VENDOR PROCEDURES

- We are happy to assist in making arrangements for flowers, entertainment & other amenities to enhance your event. A Preferred Vendor List can be provided.
- If you decide to secure the services of your own purveyors, we are happy to assist them with loading dock scheduling.
- Please provide a final vendor list with contact information to your Private Event Director no later than one week prior to your event date, so load-in can be coordinated.

PARKING

- Valet is available Monday - Friday after 5:30pm and on the Weekends. Inquire directly for pricing.
- Guests can also park in the Town Point Garage directly across the street from our building.



PREFERRED VENDORS

BAKERIES

Incredible Edibles

757-463-9980 | incredibleediblesbakery.com

Sugar Plum Bakery

757-422-3913 | sugarplumbakery.org

Twisted Sisters Sugar Shack

757-675-3966 | twistedsisterscupcakes.com

FLORALS

Isha Foss Events

757-479-0195 | ishafossevents.com

Fluttering Flowers

757-478-5752 | lesliehartig.com

Palette of Petals

757-422-0415 | paletteofpetals.com

Studio Posy

757-630-4774 | studioposy.com

OFFICIANTS

Married by Evan

757-816-3473 | marriedbyevan.com

Rev Kim Hodges

704-741-5321 | rev-kimhodes.com

WEDDING PLANNERS

One Twenty West | Alisha Freeman

347-389-3337 | onetwentywest.co

RSG Weddings & Events | Shaw Greenwald

757-560-6660 | rsgweddings.events

ENTERTAINMENT

BrassWind Band

757-392-7961 | thebrasswind.com

Dream Team Events

757-219-2028 | dreamteameventsva.com

Melody & Co.

757-409-4022 | melodyandcompany.com

RaJazz Band

757-839-6975 | facebook.com/rajazzband/

PHOTOGRAPHY & VIDEOGRAPHY

Dragon Studio

dragonphotostudio.com | 757-636-9807

Jessica Erin Photography

757-805-0756 | jessicaerinphotos.com

Sami Roy Photography

978-821-1669 | samiroyphotography.com

HAIR & MAKEUP

Darling & Dapper Studio

757-510-2185 | darlinganddapperstudio.com

Flawless

610-212-0807 | flawlessonsite.com

Itty Bitty Salon & Boutique

757-646-6928 | ittybittysalon.com



■■■■

TOWN POINT CLUB

CONTACT US TODAY

757.625.6606 | WWW.TOWN-POINT.COM

101 W. MAIN ST. | WORLD TRADE CENTER BUILDING | 3RD FLOOR | NORFOLK, VA 23510