

# *Oxford University Club*



## *Wedding Packet*

# *Congratulations!*

Planning a wedding can be stressful, but we aim to make it as easy as possible. We pride ourselves on being the ideal location for both weddings, receptions, and rehearsal dinners. We are an all-inclusive location: we provide chairs, tables, linens, chaffing dishes, plates, food, bar, servers...everything! Some other places have you worrying about rentals and having to orchestrate their arrival, set-up and take-down. We take care of all the details. You only have to pick from a variety of amazing menu options and decide on which items to offer at your bar. We have a banquet director who will answer any and all of your questions.

Be sure to read over the packet in its entirety. This will enable you to be aware of all of the details. This packet offers a variety of options and tips from our years of experience.

We look forward to providing you with the venue of your dreams!

# Oxford University Club Venues

## The Grill \$500

A dining room with a polished Mahogany bar, plush leather couches, and seating for 120.

## The Atrium \$200

A glass covered breezeway perfect for outdoor ceremonies or casual entertaining, seats 80.

## Entire Second Floor \$800

Includes the Grill, Atrium, and Magnolia Room, and is recommended for parties of 200 or more.

## Main Dining Room (3rd Floor) \$600

A formal dining room with balconies overlooking the Historic Oxford Square. It can seat up to 150 guests.

## The Rooftop \$400

This beautifully landscaped rooftop garden features an arbor, pergola, and gazebo, and will comfortably seat 120.

## Magnolia Room Half Magnolia Room \$150, Whole Magnolia Room \$300

This quaint meeting room is located on the second floor of the Club. Perfect for a range of group sizes from 12 to 65.

## The Private Dining Room (3rd Floor) \$100

This intimate setting is perfect for bridal luncheons or can serve as a changing room for the bride and her party.

## Charges

\$23 *per person* minimum to be spent on food for all wedding receptions and rehearsal dinners

20% *service charge* to all food and beverage items of an event.

9% *tax* on all food and beverage items of an event.

*Additional 3% charge on all credit card payments*

*Setup and cleanup fee* for all events. Automatic \$250 for rehearsal dinners and receptions. Any other event is based on the number of guests.

Up to 25 people=\$35

Up to 100=\$125,

Up to 50=\$75

Anything over 100=\$250

To use the Grill or 3rd floor, you must spend a minimum of \$3,000.00

We do not book the 3rd floor or grill for anything less than 50 people

## Additional Fees

*Screen Fee* \$50

*Microphone Fee* \$50

*Projector Fee* \$100

*Dance Floor Fee* \$250 (If you have over a 3 piece band or if you expect dancing, the dance floor is required)

*Martini Glass Rental* \$0.50 per glass plus a \$50 delivery fee

(If any of your items require martini glasses, we will have to rent them from an outside source)

*Carver Fee* \$50

*Ice Cream Bar and Dry Ice* (depends on the items required on the ice cream bar)

*Clothing Fee* \$100 (cloth fee is already included in the price of the 3rd floor)

*Cash Bar Fee* \$150 (Automatic \$250 if at a Rehearsal dinner or Wedding Reception)

**Minimum of \$23 per person to be spent on food.**

## Cancellation Policy

The client must pay the room rental fee on the date of the booking, which is non-refundable 14 days prior to the event.

Expenses incurred to the club in connection with a cancelled event are charged to the credit card on file.

No-Shows or cancellations within 2 days of the event incur a charge of 50% of the estimated food bill.

As soon as you know that you have made alternate plans of another location, please let us know ASAP so we can re-book the space that you have previously held.

## Reservations

A privilege of membership: Oxford University Club members are able to rent the club and avoid the room rental fee.

Whole 2nd Floor \$800                      3rd Floor \$600  
Atrium \$200                                      Roof \$400  
Grill \$500                                      Private Dining Room \$100  
Magnolia Room half \$150 whole \$300

To book the club:

Members—We need a signed contract

Non-members—We need payment of the room rental and a signed contract on the date of booking

## 10 Days Prior to Event

Final menu, final room layout, etc. is to be set and not changed. Also, non-refundable, 1/2 payment of the projected cost is due. The balance, including the total bar cost is due at the conclusion of the event.

## Rules

Any item brought into the club, must be taken out that night; we are not responsible for anything left at your event.

We reserve the right to charge for any damages incurred during the event.

Bands are not allowed to play amplified music after 10pm in the atrium or roof. If this city ordinance is broken, there will be an additional \$500 fee.

Please advise the banquet manager of your plans for decorations. Be specific as to your plans to use the club's table lamps, linens, sugar caddies, etc. We also need to know if we need to set the tables before or after you decorate. Please give us a contact list of the event coordinator, florist, wedding cake vendor, ice sculptor, and band. No decorations can be placed on the club's walls.

You must use our food and our bar (Nothing can be brought into or taken out of the club).

## Inventory

We have the items listed below, but any other items should be rented. If you are making runners or cloths, please use the table measurements below.

3rd floor— 6 booths of 4-tops, 2 60-inch rounds (seat up to 8), 85 gold armed chairs and 20 armless gold chairs

2nd floor— 2 booths of 4-tops, 86 burgundy armed chairs

### **Additional Items:**

(2) serpentine tables	(8) 60-inch rounds (seats 8)
(41) 4-tops	(7) 72-inch rounds (seats 10)
(56) gold banquet chairs	(27) outside 30" rounds (seats 4)
(12) 6-foot banquet tables (seats 8)	(10) outside squares (2 x 30")

### **Table Measurements:**

2 Top	3' x 2'
4 Top	3' x 3'
6 Top	4'6" x 30"
Outside Round	30"
Outside Square	2' x 30"

## Catering Tips

Our staff heavily relies on the schedule that is set ahead of time. The food will be purchased and prepped, and the staff will be scheduled; so, please keep as close to the planned schedule as possible. Any changes need to be told to the banquet manager as soon as possible.

If any guests have special dietary restrictions, please let the staff know of these requests.

Our Banquet Manager needs a sense of your own tastes in order to advise you. Try to convey the exact information to make the event run as smooth as possible. The Banquet Manager needs to know the exact number of guests, style of event, the atmosphere expected, and any other details.

The cocktail party is normally considered to be a stand-up event. For a general rule of thumb, choose 6 to 10 hors d'oeuvres per person. To plan the menu, start by picking the meat and fill in with vegetables, fish, and any other items you would prefer. To make an attractive hors d'oeuvres buffet, a fruit and cheese display adds a variety of color while filling up your guests. Our Banquet Manager can direct you on menus for passed hors d'oeuvres, an hors d'oeuvres buffet, and any other type of party. We typically do not pass more than 3 hors d'oeuvres, and we also recommend passed hors d'oeuvres for the guests to enjoy while the wedding party is finishing up any photos. For an hors d'oeuvres party, we try to make it so 65% of the guests will have a place to sit down.

The bar can be adjusted to suit your party's style and budget. We can serve a special wine to compliment a meal or mix the bar options to give your guests an array of options.

To estimate the bar bill, there are several tips. The best way to estimate the bar bill is to truly know what your guests will be drinking. We offer the option to set a limit on the bar, which allows the bar to stay within the planned budget.

If you'd still like to get an estimation of the limit, there are ways to help you do that. If you decide on your bar options, assume that everybody will purchase the most expensive drink and then multiply that cost times the number of drinks you believe your guests will drink. For example, if the most expensive item is \$5 per drink, and you believe that the guests will all drink 4 drinks per person, that would be \$20 per person. This is an over-estimation, but it a good starting point to set a budget.

## Wedding Ceremony/Reception General Information

Weddings and wedding receptions are an elaborate occasion to celebrate marriage. We would love to be a part of your day! Our years of experience have made our organization the ideal venue for weddings. Previous happy couples have given us an outstanding reputation in the wedding field. We offer ways to make your day unique: specialized menus, unique room layouts, amazing food presentation, and spectacular service. We offer a variety of combinations of spots to make your wedding/reception your own. Our venue has the capability to be completely inside...which eliminates any worries about weather (which means you don't have to watch the weather channel religiously ...or resort to an almanac's predictions)!

Traditional "southern weddings" are an hors d'oeuvres style buffet that is at night. We have accumulated an array of amazing options to make this buffet your dream menu. We can also provide a luncheon, full dinner buffet, or a plated dinner to suit the style of your specific occasion. There is a \$23 per person minimum to be spent on food (please see guidelines sheets to review all information).

People usually book a year in advance to ensure the church, hotels, florist, and other venue. Again, to hold the club for non-members, the room rental payment and signed contract are required. To hold the club for a member, the signed contract is required.

We also allow a bride to completely rent the club. As long as a bride spends \$17,000 total (that price can include tax, service charge, bar, rentals, set-up fee...everything!), then she can book the whole club! This is a bonus because she gets more space and the whole club will be her club for the day (there will not be member-dining or another wedding reception).

We can host the wedding AND reception. We have had bride's use both the rooftop and atrium for their wedding ceremony. It allows for the whole day to be in one location, it saves on decorating costs, it is easier on the bride to only have one venue...it can make the day less stressful (which is ultimate goal).

No food can leave the club. Food is only safe for three hours in a chaffing dish, so we cannot box up leftover food for fear of it being harmful to someone. We will make a to-go box for the bride/groom and one for the parents. We will also give the bride/groom a bottle of champagne to open a year later with their cake top (this is our thank-you to you for choosing us as your venue of choice).

We are an all-inclusive location. We provide the food, bar, staff, linens, silverware, chaffing dishes, utensils, napkins...EVERYTHING! It can be a hassle to have to rent all of these items individually and orchestrate their delivery, set-up and take-down. We make it easy to just arrive at your reception and have it completely set the way you had pictured in your mind...hassle-free!

## Rehearsal Dinners

We pride ourselves on being the ideal location for your rehearsal dinner. We provide the food, bar, linens, table, chairs, place settings, and servers.

Your typical rehearsal dinner is a plated dinner of 3 courses: rolls, salad, entrée, and dessert. To add something extra, people are now offering passed hors d'oeuvres to allow your guests some mingling time before the dinner. We also have some people who are now choosing to have an hors d'oeuvre (like a shrimp cocktail) passed out to each guest as they are seated. The chef has also managed to make a rose petal sorbet course to go before your entrée that can be in a variety of colors and flavors (even to match your wedding colors!).

The minimum to be spent is \$23 per person on food, and the bar is a separate bill. Please see the guidelines section to see all the prices, rental fees, and all the other details.

10 days in advance we will need the final menu, head count, time, room layout, and bar information... everything has to be finalized and cannot be changed after this date. We also need the payment for the food 10 days in advance, and the only remaining bill of the bar will be paid at the end of the evening.

I have attached some sample menus, along with a list of some other menu options to allow a variety for you to choose from.

You can:

1. Give everyone the same entrée (A unique alternative is to offer a double entrée that has both chicken and petite filet on the plate...It is a true guest favorite!)
2. Give people 2 entrée options once they arrive (It will obviously be slower than if everyone has already placed an order), but there cannot be more than 75 people.
3. Give people 3 entrée options once they arrive (It will obviously be slower than if everyone has already placed an order), but there cannot be more than 50 people.
4. The guests can be given a choice in entrees before they arrive (people usually send out an additional card in the invitations); We do have to know 10 days in advance, how many of each item we need to serve. Also, the night of the event, we have to know who is having which entrée (people typically put an indicator on the back of the place cards). We cannot just take orders again that night because the orders will never match the number of items given in advance.
5. A buffet (you'll need to choose the menu from our "menu packet")

Read over the menu options attached. If you'd like to choose some hors d'oeuvres, just pick them from the hors d'oeuvres section.

## *OUC Beverage Information Sheet*

We only serve wine by the bottle. Once the bottle is opened, it is to be paid for at the end of the evening. We do not allow any alcohol to be brought into the Club. We can look into ordering a specific wine if we do not offer the one you desire. Our cash bar is setup with a ticket seller and tickets.

Each ticket equals one dollar and that is the form of payment on that evening; cash only.

### HOSTED/CASH BAR

Well Brands	\$4.00 per drink
Call Brands	\$5.00 per drink
Premium Brands	\$6.00 per drink
Super Premium Brands	\$8 - \$12 per drink
House Wine	\$24.00 per bottle
Domestic Beer	\$3.00 each
Imported Beer	\$4.00 each
Non-Alcoholic Beer	\$3.00 each
Soft Drinks	\$1.50 each

### SPECIALTY BAR

OUC House Wine	\$24.00 per bottle
Fresh Fruit Punch	\$30.00 per bottle
OUC House Champagne	\$24.00 per bottle
Keg of Domestic Beer	\$250.00 each

### DOMESTIC BEER

Budweiser  
 Bud Light  
 Miller Lite  
 Coors Light  
 Michelob Ultra

### IMPORT/SPECIALTY BEER\*\*

Sam Adams      Southern Pecan (regional)  
 New Castle      Blue Moon  
 Stella Artois      Guinness  
 Corona  
 Amstel Light

*\*\*Available Upon Request*

### WELL BRANDS

*Bourbon -*      Jim Beam  
*Scotch -*      Scoresby  
*Vodka -*      Smirnoff  
*Gin -*      Gordans  
*Rum -*      Bacardi  
*Tequila -*      Jose Quervo

### CALL BRANDS

Jim Beam  
 Dewars  
 Absolut  
 Bombay Sapphire  
 Captain Morgan's  
 1800

### PREMIUM BRANDS

Crown  
 Glenfiddich  
 Grey Goose  
 Tanqueray  
 Appleton Estate  
 Patron Silver

### Estimations

Many people want an estimation for their event, so here are a few tips to help: Estimate about 4 glasses / drinks per person. A keg will serve about 120 glasses. Each wine bottle serves about 4 1/2 glasses per bottle. Each champagne bottle serves about 6 glasses per bottle. In general, the bar is usually split half wine and half beer with a beer and wine only reception. Also, you may go through your guest list and mark down your prediction for how much and which kind of alcohol each guest will consume. This will give you a more accurate estimation for the alcohol bill.

Here is a list of recommended vendors:

**Florists**

*Oxford Floral Company*  
1103 Jefferson Street  
Oxford, MS 38655  
662-234-2515

*University Florist*  
1912 University Ave.  
Tradewinds Shopping Center  
Oxford, MS 38655  
662-234-6044

*Design By Tracy Proctor*  
PO Box 7301  
Tupelo, MS 38802  
662-680-5112

*Mimosa Flowers & Gifts*  
2580 West Jackson Ave.  
Oxford, MS 38655  
662-234-9994

*The Twisted Twig*  
Ashley J. Daniels  
25 County Road 227  
Oxford, MS 38655  
662-236-9411

**Photographers/ Video Services**

*Scott Burton Photography*  
662-801-2273  
[www.ScottBurtonPhotography.com](http://www.ScottBurtonPhotography.com)

*Anchor Video Art*  
Photographic & Video Services  
Max Whitehead, Photographer  
662-234-5826

*Brandall Atkinson Photography*  
662-832-0058  
[www.brandallatkinson.com](http://www.brandallatkinson.com)

*Elizabeth Herren Photography*  
662-801-3922  
[www.elhphotos.com](http://www.elhphotos.com)

*Anding Photography*  
662-534-6900  
[www.AndingPhoto.com](http://www.AndingPhoto.com)

**Cakes**

*"A Wedding Cake of Oxford"*  
*Vienna Desserts LLC*  
2102 Harris Drive  
Oxford, MS 38655  
662-234-0088

Vendors

## **Music**

*Moonstone Band or Larry Tyler's Band*  
60's, 70's and 80's Contemporary Jazz  
Larry Tyler  
662-234-5833

*Lucas Leigh*  
Piano Extraordinaire  
50's, 60's, 70's, 80's, 90's, & 00's  
Lucas Leigh  
901-848-6347  
lucas@lucasleigh.com  
www.LucasLeigh.com

*Wiley and the Checkmates*  
"Best in blues, funk, and R&B"  
Pickmark Records  
662-513-5286  
www.PickmarkRecords.com

*RAM Entertainment & Special Events*  
Russ Madry, President  
901-757-4900  
800-935-3555  
www.RAMEntertainment.com

*Bliss*  
Shad Hester, Booking Information  
662-488-7032  
www.BlissRock.com

*O-Town Entertainment*  
DJ & Sound Equipment  
Todd C. Lynch, Owner  
662-816-1841

"King Bailey"  
Rocking, Tiki-Tiki, Blues Band  
Barry Swain & Steve King  
662-224-8499 or 662-281-8208  
kingstevea@msn.com

*Gary O. DJ Service*  
Digital Music Service  
662-341-5556  
www.GaryODJ.com

*DJ Jim Stacy/Good Times DJ*  
662-393-4083  
228-396-1335  
www.djjimstacy.com

*Rodney Holley*  
Memphis/Oxford Band Agent  
662-832-3433

## **Other/ Miscellaneous**

*Magnolia Rental & Sales Inc.*  
Kitchen, wedding, and banquet rentals  
Hwy. 6 West  
Oxford, MS 38655  
662-236-7368

*Busylad Rent-All*  
Corporate events, parties, wedding, etc.  
1818 McCullough Blvd.  
Tupelo, MS 38801  
662-842-7834

*McGregor Rental Supply*  
Party Supplies & Equipment, Limo Service  
Ponotoc, MS 38863  
662-488-9633

*Treasured Memories*  
Wedding Consulting & Directing  
Anna Haley Purvis  
18 County Road 3092  
Oxford, MS 38655  
662-234-8756

*Mississippi Delta Transportation Inc.*  
Jack Barnes, President & CEO  
Oxford, MS 38655  
662-822-8726  
www.mdtransportationinc.com

*Vern Barker*  
Certified Ice Carver  
901-266-3269  
901-870-1633  
www.CulinaryCreationsAndIce.com

*Oxford Limousine Service*  
206 Hwy. 30  
Oxford, MS 38655  
662-238-7787

*Carbo Limo of Oxford*  
662-801-7890  
www.CarboLimo.com

*Uniquely Yours Event Planning*  
Angie Crawford  
662-326-0095  
662-326-5628

*RCK Rental*  
Ron Beard  
2625 B West Oxford Loop  
Oxford, MS 38655  
662-234-7587

*Details Rental Company*  
Ann Marie Shivers  
317 Heritage Drive  
Oxford, MS 38655  
662-234-7122  
www.detailsrentals.com

## Prospective Member Rental Policy

Prospective OUC members may apply for Club membership in an effort to have the rental fees waived for their events. The full amount of 12 month's dues must be paid in advance to satisfy this requirement.

Example: The room rental is \$600.00. A junior, out of town, or senior membership is \$50.00 per month for 12 months totaling \$600.00.

Please ask the Banquet Manager for any clarifications regarding this policy.