

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, a grand piano, and seating for 120.

The Atrium \$200

A glass covered breezeway perfect for outdoor ceremonies or casual entertaining, seats 100.

Entire Second Floor \$800

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

Main Dining Room \$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 130.

Magnolia Room Half Banquet Room \$150, Whole Banquet 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 75.

The Private Dining Room \$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

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=\$25

Up to 100=\$150,

Up to 50=\$70

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 \$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

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	(9) 60-inch rounds (seats 8)
(41) 4-tops	(7) 72-inch rounds (seats 10)
(11) 2-tops	(27) outside 3 foot rounds (seats 4)
(56) gold banquet chairs	(10) outside squares (2 x 30")
(11) 6-foot banquet tables (seats 8)	

Table Measurements:

2 Top	3' x 2'
4 Top	3' x 3'
6 Top	46" x 30"
Outside Round	3 foot round
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 "banquet 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

WELL BRANDS

Bourbon - Jim Beam 8 Star
Scotch - Crawfords
Vodka - McCormick
Gin - Gordans
Rum - McCormick
Tequila - Montezuma

CALL BRANDS

Jim Beam
 Dewars
 Absolute
 Tanqueray
 Bacardi
 Jose Quervo

PREMIUM BRANDS

Crown
 Glenfiddich
 Grey Goose
 Bombay Sapphire
 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 get about 120 glasses. Each wine bottle gets about 4 ½ glasses per bottle. Each champagne bottle gets 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

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

Floral Preservation

Suspended in Time
Suzan Clark &
Callie Powell
Floral Preservation Specialist
662-513-5605
cherishedflorals@hotmail.com
www.SuspendedInTime.com

Photographers/ Video Services

Scott Burton Photography
662-801-2273
www.ScottBurtonPhotography.com

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

Addy Photography
1790 Barron Street
Oxford, MS 38655
662-236-1358

Renee Reedy Photography
601-454-1693
www.reneereedy.com

Captured Photography
Danny Klimetz, Photographer
662-801-1448
www.Captured-Photography.net

Anding Photography
662-534-6900
www.AndingPhoto.com

Doxa Heritage
Johnny and Beth Ann Johnson, Videographers
601-892-3692
www.DoxaHeritage.com

Cakes

Custom Cakes
Barbara Bennett, Decorator
662-838-6408
901-488-7813

Tres Joli Cakes
Anita Cook & Jennifer Cook Ferguson
662-234-9301
662-488-9992

Creative Cakes & Supplies
Rose McCoy
144 East Main Street
Tupelo, MS 38804
662-844-3080

Chow Cakes of the Delta
Alice & Sally Chow
662-627-1384 or 662-624-9811

Emileigh's Bakery
1703 University Ave.
Oxford, MS 38655
662-234-7200

A Wedding Cake of Oxford
2102 Harris Drive
Oxford, MS 38655
662-234-0088
www.viennadesserts.com

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

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-Serenity 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

Old South Carriage of Oxford
662-832-7670
662-234-2855

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 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.