

**UNIVERSITY CLUB OF CHICAGO  
76 EAST MONROE STREET  
CHICAGO, ILLINOIS 60603**

### **Welcome**

The University Club of Chicago, founded in 1887, is one of the finest clubs in the city. Today its membership consists of nearly 3,000 men and women, representing careers in the professions of business, education, government and others, united by the common bond of a university education.

Built in 1908, the Clubhouse was the nation's first gothic skyscraper, designed for function and unique beauty. Amenities range from four restaurants, 58 sleeping rooms, 17 private function rooms, a Library, an Art Gallery, International squash courts, a swimming pool and a fitness center.

We hope that you have the opportunity to enjoy the University Club and look forward to accommodating your private events and guestroom needs.

### **Use of Facilities**

Our facilities are available to University Club members and their sponsored guests. Members of reciprocal clubs may also use the facilities, as well as sponsor other guests, for which they must be in attendance. A current Letter of Introduction from the reciprocal club membership office is required, confirming that the membership is in good standing.

### **Dress Code**

As set by the University Club House Rules, the Club's Dress Code is as Follows:

Weekdays: Traditional Business or Business Casual Attire

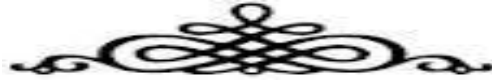
Shorts, T-Shirts, athletic shoes or attire and flip flops are not permitted

Weekends: Casual Attire permitted

### **Parking**

Valet Parking is available with the doorman at standard rates; Self Parking is available at the following garages: Grant Park East Garage, located at Columbus Drive and Michigan Avenue, Grant Park North Garage located at Madison Street and Michigan Avenue, and Grant Park South Garage located at Jackson Street and Michigan Avenue.





### **Coat Check**

The University Club will arrange for hosted-sponsored checkroom services for your event. Consult with your Catering Manager for further details.

### **Cell Phone and Laptop Policy**

Cell phone usage is enforced seven days a week and permitted in designated areas of the Clubhouse only. When entering the Clubhouse please turn your phone on vibrate.

### **Designated Cell Phone Areas:**

Athletic Lounge or Pro-Shop area - 11<sup>th</sup> floor  
Phones booths – 7<sup>th</sup> floor and Lobby  
Member's Office Suite – 6<sup>th</sup> floor  
Bedroom Corridors – 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors  
Billiards Room – Floor 2M  
Lobby Lounges – Southeast Corner of Lobby and Area Adjacent to Valet Entrance  
Inside Private Dining Rooms  
All Corridors in the back of House areas

### **Designated Laptop Areas:**

Member's Office Suite – 6<sup>th</sup> floor  
Inside Private Dining Rooms  
President's Bar prior to 4:30pm  
Guest Rooms  
Library

For Your information: Computers are available in the following areas to check emails:  
The Lobby, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> floor Athletic areas and locker rooms

## **University Club of Chicago Wedding Policies**

### **Deposit**

In order to reserve a date for your wedding, the University Club requires an initial non-refundable \$5,000.00 deposit. We are happy to hold a date on a tentative basis. However, the date is not confirmed and definite until the deposit and the signed contract are received.

### **Service Charge & Tax Policy**

Twenty-two percent service charge, plus applicable sales tax will be added to all food and beverage charges. Applicable room rental and equipment rental taxes will apply.

### **Guest Rooms**

The University Club offers discounted guest rooms to you and your out of town guests or for those who would like to stay downtown for the evening of your wedding. Please contact your Catering Manager for further information. One complimentary guest room is provided for the Bride and Groom on their wedding night. (Applicable only for weddings held in Cathedral Hall or the Michigan Room)





### **Pre Nuptial / Rehearsal Dinners**

The Catering Department can provide you and your guests with a relaxing evening prior to your special celebration. We can accommodate groups of 10 – 350 guests.

### **Bridal Changing Rooms**

Gather your bridesmaids and groomsmen the day of your wedding and prepare in private rooms where you can break for a light breakfast, lunch and toast to your day. Consult your Catering Manager for available options.

### **Food and Beverage**

We ask that you select your menu a minimum of six weeks prior to your event day. Wedding Packages require a minimum of four dinner courses.

The University Club recognizes the importance of special dietary requirements. We are happy to customize vegetarian, vegan, lactose-intolerant, gluten-free and other selections.

Please inform us if you require any meals for younger children, musicians, videographer, photographer or wedding consultant.

Wine and champagne are traditional accompaniments at a wedding. We can assist you with selections from the Club's extensive list.

Club Policy Prohibits Any Outside Food and Beverages To Be Brought In and Consumed in Public Areas and Bridal Changing Rooms.

### **Post Wedding Brunch**

Enjoy a breakfast buffet in one of our many beautiful private rooms with Mimosas, Screwdrivers and Bloody Mary's with family and friends before departing for your honeymoon. Consult your Catering Manager for available options.

### **Guarantees**

The Catering Department requires a final guarantee of your anticipated number of guests by 12:00noon, three business days prior to your event. Your guarantee is the number of guests we are requested to seat and is the minimum number for which you will be billed. The original estimate on file will be considered the final guarantee unless specified three days prior to event. We also ask that a final appointment be scheduled the week of your event to bring any special items to the Club, such as place cards in alphabetical order, cake knife, toasting glasses, gift bags, party favors, guest book and pen, etc.

### **Ceremony Onsite At Club**

A \$750 Fee Will Apply If a Wedding Consultant/Event Planner has been hired by the Member or Guest.  
\$1,500 Fee Will Apply Without a Wedding Consultant/Event Planner hired by the Member or Guest.

