



**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, 61 sleeping rooms, 16 private function rooms, a library, an art gallery, international squash courts, swimming pool and 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.

University Club of Chicago Wedding Policies

Deposit

In order to reserve a date for your wedding, the University Club requires a \$5,000.00 deposit. We are happy to hold a date on a tentative basis; however, the date is not definite until the deposit and signed contract are received.

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, however, they must be attendance. A current Letter of Introduction from the reciprocal club membership office is required.

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 and denim are not permitted
Weekends: casual attire permitted

Cell Phone Policy

Cell phone usage is enforced seven days a week and allowed in designated areas of the Clubhouse only.

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 taxes may apply.

Guarantees

The Catering Department requires a final guarantee of your anticipated number of guests by 12:00noon, (3) 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, cake knife, toasting glasses, gift bags, party favors etc.

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 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 - 300 people.

Bridal Luncheons

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

Billiards Room for the Groomsmen

A private room for the gentlemen to shoot pool or watch their favorite sporting event is a great enhancement for the day.

Food and beverages can be arranged.

Consult with your Catering Manager for availability and options.

Sunday Brunch

Enjoy a breakfast buffet with family and friends before departing for your honeymoon in one of our many beautiful rooms.

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 specialty diets and we are happy to customize vegetarian 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.

Coat Check

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

Parking

Valet Parking is available with the doorman at standard rates.

Self-Parking is available at the Millennium Park Garages.