

PLANNING GUIDE

Food and Beverage Service

The Wellesley College Club is responsible for the quality and freshness of the food served to our guests. Due to current health regulations, all food served at the Wellesley College Club must be prepared by our culinary staff. The only exceptions made will be for special occasion cakes purchased from a licensed and insured bakery. Food may not be taken off the premises after it has been prepared and served. Please note that sales and service of alcoholic beverages are regulated by the Commonwealth of Massachusetts. As a result, guests are not permitted to bring alcoholic beverages into the Club, nor pour their own beverages. The service of alcoholic beverages may not begin before 12 noon on Sundays. The staff of the Wellesley College Club reserve the right to request identification from all guests that wish to consume alcoholic beverages on the premises, and may also refuse service to anyone that appears to be intoxicated.

Guarantees

A guaranteed attendance count is required for all meal functions seventy-two (72) business hours prior to the event date, and is not subject to reduction. We will be prepared to serve 5% over the guaranteed number. The final invoice will reflect the guaranteed amount or the actual attendance, whichever is greater.

Service Charges and Tax

All food and beverage items are subject to an 18% service charge, 5% administrative fee and MA state sales tax. Sales tax will also be added on room rental and other applicable items.

Billing

A non-refundable deposit equal to the room rental is required to hold your space as definite. Members may have all charges billed to their member account. The remaining balance is to be paid on the day of the event.

Function Room Assignments

Room assignments are made according to the guaranteed minimum number of guests anticipated. Because the actual attendance may vary from the initial expected attendance, we reserve the right to change room reservations to best accommodate all groups using the Wellesley College Club facility on the event date.

Parking

There is a limited amount of complimentary parking available in the College Club lot, as well as in the auxiliary lot across Washington Street/Rte. 16.

Security

The Wellesley College Club does not assume responsibility for damage or loss of any articles left on the premises prior to, during or following any event. Security arrangements for equipment or personal belongings can be made through the Catering office.

Decorations

White three-quarter length table linens are included in the setup of all events, with our compliments. Floor length table linens are available as an enhancement at an additional fee. Several napkin colors are also available at no additional charge – please ask the Catering office for samples from our inventory. Suggestions for professional decorating services, rental items, and florists can be obtained from the Catering office, and we would be delighted to make the arrangements for any of these services on your behalf, with all applicable charges noted on your final invoice. The Wellesley College Club does not permit the affixing of anything to the walls, floor or ceiling with nails, tacks, tape or any other substance. The use of fog machines and/or confetti is not permitted.