

# Headliners

## Event Guidelines and Policies

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### **BILLING**

All charges will be billed to the member's account. If you would like to request a copy of the bill to be sent to someone other than the member, please place a request through accounting or with the catering staff. Typically billing takes two business days to process through the member's account.

### **SERVICE FEE & SALES TAX**

All food and beverage will incur a 25% service fee. This is not a gratuity. The service fee provides healthcare, competitive wages and benefits for the Headliners' employees. Gratuity is not expected, but is permitted when special service warrants it.

Sales tax is 8.25%. Tax-exempt entities must provide a Texas Sales Tax Exemption form prior to the event.

### **RENTALS AND DÉCOR**

Any outside rentals and decoration require prior arrangement to schedule delivery and must be taken off property immediately following the event unless other arrangements are made in advance. Deliveries must be made through the loading dock and require security to be notified in advance by the Headliners Club.

The flame for candles used should not be above glass encasement.

### **AUDIO VISUAL EQUIPMENT**

Any laptop or device that will be connected to our audio video equipment must be tested at least 24 hours prior to the event. An appointment must be made to test the equipment with the Headliners Club catering staff. The Headliners Club can provide basic assistance with our in house equipment, but cannot help guests with their own equipment.

### **FOOD AND BEVERAGE**

The Headliners Club provides all food and beverage for your event. Occasional exceptions can be made for special occasion cakes (wedding cakes, etc.) for which a service fee will be charged. No other outside food or beverage is permitted. This policy extends to wine as well. Our liquor license does not allow for any outside wine or beverages to be brought into the Club. Please ask the catering staff for additional information.

### **HEADCOUNT / GUARANTEE**

The Headliners Club requires a guarantee of the number of persons attending your event by noon, three business days prior to the event and this count cannot be reduced. You will be charged for the guarantee or the number attending, whichever is greater. A minimum of 25 guests is required for a buffet.

For plated dinners, an additional entrée plate and vegetarian plate are required for every 50 guests. For events offering more than one entrée, an additional plate of each entrée is required for every 50 guests.

### **MENU ARRANGEMENTS**

Menu selections are requested a minimum of two weeks in advance. Our menus offer recommended suggestions. However, we are happy to tailor a menu to your specific tastes.

For events offering a choice of entrée, there will be a maximum of three entrée options. A list of guest names and their entrée choices is required with your headcount to the catering staff. Additionally, place cards indicating guest names and pre-selected entrée must be provided by the host or contracted through the Headliners Club.

### **SERVICE HOURS**

Events at the Headliners Club conclude prior to 12:00 midnight unless prior arrangements are made.