



## **Club Banqueting Information**

The American Club is a private club established solely for the use of its Members. We ask non-members to please respect the atmosphere of the Club. Particularly, non-members please refrain from congregating or lingering in the lobby or any public space not designated as part of their event. Club facilities, including the Lobby area, not reserved for an event and are not available for use by the event's guests.

### **Parking**

Parking at the Club is available to all Members with proper parking validation subject to availability of space. There is no parking for non-members. We suggest guests come to the Club by public transportation or seek parking at the Taiwan Radio Station next door.

### **Guarantee**

The Club requires a written confirmation at least seven days ahead of your event and a guarantee on the actual number of persons attending at least two business days before the event and will be prepared to serve only the guaranteed numbers. Members will be charged according to the numbers confirmed at this time. If attendance is above the guaranteed number, the Club will try to prepare and serve the extra and charge accordingly. Please be advised that this may cause a delay and additional meals may be different from those originally ordered.

### **Food and Beverages**

All food and beverage items must be purchased from and be served by the American Club. Due to insurance liabilities, remaining food items cannot be removed from the Club premises. Under special circumstances, exceptions could be made with the approval of the Club Management and the Member concerned would have to sign a Food Waiver Form. Food, wine, liquor, beer and other provisions shall not be brought into the Club premises for consumption therein without prior consent of Club management. A corkage charge would apply.

### **Charges**

Banquet charges consist of food and beverage and all other relevant charges, such as equipment rental, entertainment, room charges etc., and will be subject to a 10% service charge. Normal closing time for all function rooms is 10:30pm. All events continuing beyond this time will incur additional charges. All charges are billed to the Member's account and will appear on their monthly statement. Non-members have to be sponsored for by Club Members. However, the sponsoring Member is ultimately liable for any unpaid charges or damage. For additional information, please contact the Club Banqueting Department at ext.50/61



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### **General Banqueting Information**

The American Club is home to seven private meeting and banquet rooms of different sizes, suitable for business and social gatherings of up to 400 people.

The California Room on the 2nd floor is the Club's largest banquet facility capable of accommodating up to 400 people, standing cocktail party, 220 for a sit down dinner or 300 in a theatre style arrangement. All other banquet rooms vary in size. Please call our Banqueting Department at 02-2885-8260 ext. 50/61 and our bilingual team will advise you on the suitability and availability of the different banquet rooms as per your needs.

Please make your reservations well in advance via telephone, fax or e-mail.

For your convenience, we have prepared various set menus suited for various types of functions but would also happily customize menus especially for you. Menu requests for choices of main course items would incur a 30% surcharge if the main courses were to be determined during the function (maximum 30 persons) while a surcharge of 10% would be incurred if the main courses were to be pre-ordered, at least two days before the event. All menu items and prices are subject to change without notice and are inclusive of 5% VAT but subject to a 10% service charge. Confirmations will be sent to you specifying all the details. Please sign and fax the function form back to the Banquet Department at 2885-8055 to confirm. All cancellations must be made in writing or in person, by the Member. Cancellations made over the telephone are not accepted.

Please contact the Banqueting Department for further details and information.

The American Club also provides comprehensive off premises catering services -from sit down dinners, standing cocktails to buffets and barbecues. We can also supply items to meet your private catering needs – from china to silverware, glassware, table or chairs. For a detailed list and for further catering and other information (including delivery and pick up services), please contact the Club Banquet Department.