



**Capital Club**  
**Special Event Contract**

*This is an agreement between the Capital Club and the individual responsible for the special function hereby known as host.*

The Capital Club can accommodate up to 500 people for receptions and up to 355 for seated dinners throughout the entire floor. Fees for receptions vary depending on the number of guests and day of the week.

EVENT SPACE	CAPACITY SEATS/COCKTAIL	ROOM FEE	FOOD MINIMUM	ROOM FEE	FOOD MIN
		MON-TH NIGHT	MON-TH NIGHT	FRI-SAT NIGHT	FRI-SAT NIGHT
Whole Club	325/500	\$750	\$4500	\$750	\$7000
Main Dining	50-125/200	\$500	\$2250	\$500	\$4500
South End	200/400	\$350	\$2250	\$350	\$4500
Grill Room 3-6:30pm	50	\$100			
	\$400	N/A		N/A	

All minimums exclude 9% tax & 20% service charge

Room fee includes: security & parking, glassware, china, tables, chairs, basic linens, set-up/breakdown

All food preparation is done on-site by our chefs. Food and beverages must be supplied and prepared by the Capital Club with the exception of special event cakes and favors. (*Care should be taken when ordering cakes that bakers are properly licensed and registered with the City and State Board of Health.*) Menus and all other arrangements should be planned in advance and Joyce is at your service to create custom menus for your event. All outside vendor contacts are to be given to the Capital Club before event.

Food charges are on a per person basis, and price is determined based upon the selections you make from our menus. Food & beverage prices are subject to 9% tax and 20% service charge. All buffet foods left over will remain the property of the Club for health safety. If personal containers are brought in, there will be an automatic fee charged to your account.

*\*Reception To-go boxes can be made for the bride and groom only.*

Alcoholic beverage selections are available. The Mississippi state alcohol beverage permit requires that such beverages may only be consumed on the designated property and that no beverages may be brought onto the designated property. Cooperation of the hosts is requested to insure that guests respect this legal requirement. The drinking age is 21, underage drinking is neither permitted nor tolerated. Photo ID and proof of age may be required. A security guard will be in place for all parties for guests where the majority age is below 30 years of age. If a security guard is present to check ID's, an additional \$175 labor charge is added. The Club reserves the right to deny service of alcoholic beverages to any individual if sufficient identification cannot be supplied. Bartenders/management reserves the right to suspend liquor service to anyone who appears or begins to become intoxicated. For an open bar, the invoice for services will be paid in full immediately or billed to member's account. A cash bar is available for a set-up fee of \$300

\_\_\_\_\_initials

A deposit of the total room rental fee is required to "hold" the space on the date requested for the event. A proposal and final cost estimate may be established once the client has selected the menu, advised as to the expected number of guests, and decided on beverage service. A periodic payment plan may be agreed upon leading up to the final payment due date. Deposit is non-refundable 6 months before the event.

*\*A guaranteed number of guests and full payment is required no later than two (2) weeks prior to your function. Guaranteed counts are the minimum number you will be charged. This number must include all contractor labor (coordinators, photographers, entertainment...) Food and beverages supplied to entertainers and contractors will be billed to the host if they are not included in your head count.*

*\*There will be a charge for every guest in attendance, so please try to get the most accurate number possible and always prepare for a few unknowns.*

*\*A final guarantee as to the expected number of attendees is due two days prior to the event. Any remaining payment is then due on the same date for additional guests, remaining food, miscellaneous charges, taxes, & service charge. A function sheet and layout with signatures is also required along with your final payment two days prior to event. The room will be set to your specifications; any changes requested after 48 hours before event will incur a fee of \$150 plus tax.*

The beginning and ending time of the reception should be agreed upon in advance as well. Rental of the facilities for a reception is a 4-hour time period. Additional hours can be purchased if needed. Food & beverage service are for a 3-hour time period, unless other arrangements are made. Events are to end no later than midnight. A charge of \$150 plus tax per hour will be incurred after midnight to reimburse the Club for building's security.

It is the bride's responsibility to make arrangements for a wedding coordinator (for ceremony), entertainment, and/or floral decorations. We can assist in making recommendations as to available vendors.

If a function requires preparation, they are limited to 3 hours prior to the actual beginning time. If additional time is required, an 'after hours' charge will be incurred at \$150 plus tax per additional hour. *\*All delivery or setup times must be arranged with Club management.* Rooms may be decorated for your special event. The Club asks that no tape, nails, tacks or fasteners be used on walls or doors. Graffiti, confetti and glitter are not allowed to be used in the Club.

At the time of departure, rice, birdseed, and large sparklers are dangerous. Instead, bubbles, small sparklers or some other alternative should be provided to your guests to be used in the lobby or directly outside the building.

Ample off-street parking is available surrounding the building or guests may park in the attached indoor parking garage on Pear located to the right after the street light. Fees in the Capital Towers garage are waived throughout the week after 5pm and all day on Saturdays and Sundays.

The Capital Club is a non-smoking facility. The only allowable smoking areas are located outside the front of the building on Congress.

The Capital Club provides a coatroom that is not attended; guests use it at their own risk. The Club will not be liable for any loss that may occur. For a \$150 plus tax fee, arrangements can be made for an attendant.

\_\_\_\_\_ initials

Host agrees to be responsible for any damage done to the premises by, including, host's guests or independent contractors personally hired. You are to hold harmless the Capital Club, including its directors, trustees, employees, agents, and representatives, against and from any and all claims, demands, suits in law or in equity, losses, expenses, judgments, and /or attorney's fees, whether on account of personal or bodily injuries, property damages, punitive damages or otherwise.

The Club does not accept responsibility for the damage or loss of any merchandise or articles left in private rooms prior to, during or following your event.

After the function it will be your responsibility to remove your decorations and/or equipment. This includes but is not limited to place cards, flowers, table numbers, guest book, toasting flutes, cake knife & server. Items brought into the Club must be taken out by 5pm the following Monday. Any excessive cleanup from your function may result in a cleanup charge.

It is recommended that all items to be used at the reception be dropped off 24 hours in advance (i.e. napkins, cake knife, champagne glasses, guest book, etc.) when possible. Club can advise on best time per other scheduled events.

Children are always welcome. We ask they be accompanied at all times as not to disturb others. Children are not permitted in the restrooms, halls or elevators unless accompanied by an adult.

Tax exempt organizations are required to provide a tax ID number upon booking of the event.

An event space is held and guaranteed **only once we receive a signed contract and deposit (room charge)**. The deposit is non-refundable within six (6) months of the scheduled event. This is based on the date you notify us of cancellation.

A sponsor is a member who guarantees the non-member's (host) contract agreement. In case of non-payment by the host, the sponsor will take full responsibility. The benefit for the non-member/host is a discounted room charge.

**Please sign and return with deposit to:** Telephone (601) 969-7101 x 103 Fax (601) 355-1215

*Capital Club c/o Joyce Burton*

*Mailing Address: Post Office Box 1432, Jackson, Mississippi 39215-1432*

*Physical Address: 125 South Congress Street, Jackson, Mississippi 39201*

*Host's Name* \_\_

*Signature, Date* \_\_

*Sponsor/Member (print)* \_\_

*Signature, Date* \_\_

*Type of Event:* \_\_

*Date of Event:* \_\_

*Capital Club Witness, Date* \_\_  
*Deposit/Room Charge (due/received)* \_\_

## BUFFET MENU

**\$35 PER PERSON, PLUS TAX AND SERVICE CHARGES, MINIMUM 50 GUESTS REQUIRED, BUFFET FOOD MAY NOT LEAVE THE CLUB, IF PERSONAL CONTAINERS ARE BROUGHT IN THERE WILL BE AN AUTOMATIC FEE CHARGED TO THE ACCOUNT**

### MAIN (PLEASE CHOOSE 3)

Blackened or Fried Catfish	Shrimp & Spicy Cheese Grits
Tempura Fried Mahi-Mahi	Maple Glazed Pork Loin
Redfish with saffron cream sauce	BBQ Pulled Pork
Honey Rosemary Fried Chicken	Roasted Sirloin Beef
Lasagna	Red Beans & Rice
Salmon with crispy capers or dill lemon butter	Chicken Picatta
Chicken Parmesan	Chicken Dijonnaise
Herb Baked or Fried Chicken	BBQ Chicken
Braised Chicken with onions and mushrooms	
Carving Station (your choice of 1)-Roast Beef, Baked Pit Ham, Corned Beef or Roasted Turkey	

### VEGETABLES & STARCHES (PLEASE CHOOSE 5)

Au Gratin Potatoes	Garlic Mashed Potatoes
Oven Roasted New Potato with Garlic & Rosemary	Wild Rice
Spicy Cheese Grits	Corn Pudding
Truffled 3 Cheese Macaroni	Alfredo Baked Penne
Braised Green Beans	Broccoli with Cheese or Lemon Butter
Squash Casserole	Ginger-Orange Glazed Carrots
Fried Green Tomato	Cauliflower Gratin
Roasted Cauliflower	3 Cheese Spinach Gratin
Portobello Fries with Horseradish Comeback +\$2	Oven Roasted Broccoli

### SALADS (PLEASE CHOOSE 4)

Mixed Greensd with assorted Toppings & 2 dressings	Seasonal Fresh Fruits
Waldorf Salad	Marinated Cucumber & Tomato
Pasta Salad	Cobb Salad

### DESSERTS (PLEASE CHOOSE 1 OR 2/PRESET EVERY OTHER)

Caramel Pecan Fudge Pie	Double Chocolate Cake
Cheesecake with Seasonal Fruits	Bourbon Pecan Pie
Key Lime Pie	Lemon Ice Box Pie
White Chocolate Bread Pudding	Oreo Cookies & Cream Pie
Red Velvet	Chocolate Meringue Pie

## COCKTAIL MENU

We would be happy to sit down with you and prepare a custom menu. This is a sample of

a menu with additions & substitutions.

### SAMPLE \$25 MENU

#### MAIN(3)

Chicken Bites

Shaved Pork Loin with rolls & honey mustard

Vine Veggie & Smoked Gouda Pasta

-add Chicken +\$2pp    -add Shrimp +\$4pp

#### VEGGIES(5)

Hot Spinach and Artichoke Dip – Crostini

Fruit & Cheese Board

Black Bean & Corn Dip-Housemade chips

Tuscan Grilled Veggie tray-Green Goddess dipping sauce

Whipped Feta & Roasted Tomato Canape

#### DESSERTS (2)

Assorted Cake Bites

Key Lime Squares

**Substitutions & Additions**

## MAIN

Sausage in Puffed Pastries	SUB \$0 PP ADD \$3 PP
Housemade Meatballs with red sauce	SUB \$0 PP ADD \$3 PP
Pulled Pork with BBQ sauce	SUB \$0 PP ADD \$3 PP
Personalized Pasta	SUB \$0 PP ADD \$3 PP
Chef Derek's Red Beans and Rice	SUB \$0 PP ADD \$3 PP
Sausage or Seafood Stuffed Mushrooms	SUB \$0 PP ADD \$3 PP
Chicken Satay with Chili Peanut Dipping Sauce	SUB \$0 PP ADD \$3 PP
Blackened Chicken Breast Strips	SUB \$0 PP ADD \$3 PP
Southern Fried Chicken Tenders	SUB \$0 PP ADD \$3 PP
Honey Rosemary Chicken in Biscuit	SUB \$1 PP ADD \$4 PP
Round of Beef with Rolls and Condiments	SUB \$2 PP ADD \$5 PP
Inside Round of Beef with Rolls and Condiments	SUB \$2 PP ADD \$5 PP
Hamburger Sliders (with or without cheese)	SUB \$1.5 PP ADD \$3 PP
Top Round of Beef Roasted-Garlic and Crushed Pepper Corns, <b>+\$150 service charge chef attended</b> , served with condiments	
Smoked Salmon -Dill cream sauce	SUB \$2 PP ADD \$5 PP
Short Ribs Bites	SUB \$2 PP ADD \$5 PP
Fettuccine with Crawfish and Andouille Sausage	SUB \$2 PP ADD \$4 PP
Southern Flared Shrimp and Grits	SUB \$3 PP ADD \$7 PP
Tempura Fried Gulf fish-Mango Salsa	SUB \$4 PP ADD \$8 PP
Mississippi Fried Catfish and Hushpuppies	SUB \$3 PP ADD \$7 PP

## Dips & Veggies:

Chilled Dip served with Crackers (Spinach, Green Onion, or Artichoke)	SUB \$0 PP ADD \$2 PP
Spinach Spanakopita	SUB \$0 PP ADD \$2 PP
Finger Sandwiches with Assorted Spreads -chicken salad, pimento cheese, tuna salad	SUB \$1 PP ADD \$3 PP
Tomato and Basil Brushetta with Mozzarella Cheese	SUB \$0 PP ADD \$2 PP
Asparagus Spears wrapped in Phyllo	SUB \$2 PP ADD \$4 PP
Artichoke Hearts salad with feta	SUB \$3 PP ADD \$5 PP
Endive filled with Herbed Goat Cheese	SUB \$0 PP ADD \$2 PP
Assorted Mixed Nuts, Bar Mix	\$12/pint

## ADD ONS

Tenderloin of Beef with Rolls and Condiments	\$250 per 5lb whole tenderloin
Chesapeake Bay Crab Cakes -House Remoulade	\$4.5 PP
Classic Shrimp Cocktail served with Cocktail Sauce & Pink Brandy	Market price
Scallops	Market price
Marinated Crab Claws served with Cocktail Sauce	\$30 /lb

## Desserts:

Assorted Cookies	SUB \$0 PP ADD \$2 PP
Mini Brownies	SUB \$0 PP ADD \$2 PP
Bite Size Assorted Cheesecakes	SUB \$0 PP ADD \$2 PP
Lemon Tart Squares	SUB \$0 PP ADD \$2 PP
Pecan Pie Bites	SUB \$2 PP ADD \$3 PP

RECEPTION 1 \$25 PER PERSON PLUS TAX AND GRATUITY

**STARTER**

CAPITAL SALAD-COMEBACK

**ENTRÉE (SELECT ONE)**

GRILLED CHICKEN-MASH POTATOES, OVEN ROASTED ROOT VEGGIES, THYME JUS

BRAISED CHICKEN WITH ARTICHOKE, CAPERS, & TOMATO-GARLIC MASH

FISH OF THE DAY

-PARMESAN CRUSTED, SAUTEED SPINACH, BEURRE BLANC

-MEDITERRAIN RICE, CORN SALSA, CILANTRO LEMON BUTTER

CHICKEN PICATTA-YUKON MASH, GREEN BEANS

SMOKED GUODA & CHICKEN PASTA

PORK LOIN WITH APPLE CHUTNEY-ROASTED POTATOES, CAULIFLOWER

3 CHEESE LASAGNA-BEEF & PORK

**DESSERT(SELECT ONE)**

BREAD PUDDING-VANILLA SAUCE

SEASONAL FRUIT COBBLER

SINGLE LAYER SHEET CAKE (ASSORTED FLAVORS-STRAWBERRY, CHOCOLATE, YELLOW, ALMOND WITH CREAM CHEESE FROSTING)

**BEVERAGES**

PRESET TEA \$1.5PP

PRESET COFFEE \$1.5PP

OR CHARGED BASED ON CONSUMPTION \$2.75PP



## RECEPTION 2

\$35 PER PERSON PLUS TAX AND GRATUITY

### STARTER(SELECT ONE)

CAPITAL SALAD-COMEBACK

SOUP

CAESAR SALAD

### ENTRÉE (SELECT ONE)

PARTIES OF 40 OR LESS MAY HAVE 2 OPTIONS FOR ENTREES

NEW ZEALAND LAMB-MINTED WILD RICE, ROASTED BROCCOLI, MADEIRA WINE SAUCE

WHOLE ROASTED PRIME RIB (SLICED 10-12OZ)-POTATO GRATIN, HORSERADISH SAUCE

FISH OF THE DAY

-ARTICHOKE & PARMESAN CRUSTED, SAUTEED SPINACH, BEURRE BLANC

-SPINACH GRATIN, MUSHROOMS, SOY LEMON BUTTER

-CILANTRO RICE, PINEAPPLE SALSA, TOMATO COULIS

6 OZ FILET-GARLIC MASH, ASPARAGUS, RED WINE SAUCE

FLANK STEAK-SAUTEED SPINACH, FRENCH FRIES, RED WINE SAUCE

SHRIMP & TABASCO CHEESE GRITS-SWEET PEPPERS, LEMON BUTTER

BRAISED SHORT RIB-MASH POTATOES, ROASTED ROOT VEGGIES, HORSERADISH SAUCE, JUS

### DESSERT(SELECT ONE)

DUET OF 2 ADD \$4PP

BANANA FOSTERS BREAD PUDDING

TIRAMISU

TRES LECHES WITH PINEAPPLE

KEY LIME PIE

PANNA COTTA

2 LAYERED SPECIALITY CAKES (ASSORTED FLAVORS, STRAWBERRY, CHOCOLATE, YELLOW, ALMOND)

### BEVERAGES

PRESET TEA \$1.5PP

PRESET COFFEE \$1.5PP

OR CHARGED BASED ON CONSUMPTION \$2.75PP

## RECEPTION 3

\$45 PER PERSON PLUS TAX AND GRATUITY

### STARTER(SELECT ONE)

CAPITAL SALAD-COMEBACK  
CAESAR SALAD

SOUP  
BLT WEDGE SALAD

### ENTRÉE (SELECT ONE)

PARTIES OF 40 OR LESS MAY HAVE 2 OPTIONS FOR ENTREES

CAPITAL REDFISH –GARLIC MASH, THIN BEANS, CRAB MEAT, CHARRED TOMATO LEMON BUTTER  
12 OZ STRIP-ROASTED POTATOES, CAULIFLOWER, RED WINE SAUCE

8 OZ FILET-GARLIC MASH, ASPARAGUS, RED WINE SAUCE

DUCK BREAST-PECAN WILD RICE, CHERRY COMPOTE, ASPARAGUS, MADEIRA WINE SAUCE

PAN SEARED SEA SCALLOPS-SHRIMP & FETA RISOTTO, CITRUS-FENNEL SALAD, LEMON BUTTER

VEAL CHOP-CREAMY POLENTA, ASPARAGUS, MADEIRA WINE SAUCE

COLORADO RACK OF LAMB-LYONNAISE POTATOES, ROASTED BRUSSELS SPROUTS, MINTED  
DEMI

FRESH FISH OF THE DAY

-LEMON-ARUGULA RISOTTO, ROASTED TOMATO-CUCUMBER SALAD, BUTTER SAUCE

-CRAWFISH & SWEET POTATO HASH, CORN SALSA, CORN SAUCE

### DESSERT(SELECT ONE)

DUET OF 2 ADD \$4PP

BANANA FOSTERS BREAD PUDDING

TIRAMISU

TRES LECHES WITH PINEAPPLE

KEY LIME PIE

PANNA COTTA

SPECIALITY LAYERED(ASSORTED FLAVORS)\*DUET \$5

CRÈME BRULEE \*DUET \$5

FLOURLESS CHOCOLATE CAKE \*DUET \$5

### BEVERAGES

PRESET TEA \$1.5PP

PRESET COFFEE \$1.5PP

OR CHARGED BASED ON CONSUMPTION \$2.75PP