



PETROLEUM CLUB OF ANCHORAGE

Catering Policies

EVENT MINIMUMS & EVENT DEPOSITS

Every catered event at the PCA has pre-gratuity food & beverage minimums that must be met, those are as follows:

An event booked between 7:00AM & 11:00AM must meet a \$1,000.00 food and beverage minimum

An event booked between 11:00AM & 2:00PM must meet a \$1,200.00 food and beverage minimum

An event booked between 5:00PM & 10:00PM must meet a \$500.00 food and beverage minimum

Any event that requires the Club to open or to remain open during non-business hours, must meet a \$2,400.00 food & beverage minimum

Every event now requires a 50% deposit due 30 days prior to the event date with menu selections.

All events booked in November, December & beginning of January for a Holiday Party require a \$1,000.00 deposit along with a signed catering agreement in order to secure the preferred date. This deposit must be cash, credit card or check and can NOT be applied to a Member House Account.

SERVICE FEES & EVENT PAYMENT

All booked, catered events have a 25% service fee assessed to the total food & beverage ordered. The service fee is a 20% gratuity and a 5% service charge. These fees are non-negotiable.

Every event now requires a credit card to be placed on file. This is due along with the signed catering agreement to secure the preferred date.

Total payment for each booked event is due at the conclusion of the event. Forms of payment include: all major credit cards, cash or check.

If full payment of event is not received by Noon the day following the event, the credit card on file will be charged accordingly.

CATERED EVENTS

Any catered event utilizing a buffet with an attendance less than 25 people will be subject to a \$100 surcharge.

If the attendance / menu portion numbers are altered 24 hours before the event, including during the event, each additional purchased menu item will be charged at twice the rate listed on the Event Order, or the current menu. This will include requests for vegan, vegetarian, gluten-free, and other special menu requests.

ALCOHOL REGULATIONS

All sales and service of alcoholic beverages are regulated by the State of Alaska Alcohol & Marijuana Control Office. The Petroleum Club of Anchorage is responsible for the regulation of these laws within the PCA. Therefore, it is Club policy that any alcoholic beverage cannot be brought into the Club from outside sources. Any exception of this policy must have prior approval from the PCA Special Events & Catering Coordinator.

Any Wine brought into the PCA cannot leave the premises without first being opened and re-corked.