



Petroleum Club Of Anchorage

CATERING POLICIES

EVENT FOOD & BEVERAGE MINIMUMS

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

AN EVENT BOOKED BETWEEN 4PM & 10PM MUST MEET A \$500 FOOD AND BEVERAGE MINIMUM

AN EVENT BOOKED ON THE PATIO MUST MEET A \$2500 FOOD AND BEVERAGE MINIMUM
the Main Dining Room and the Patio will be booked together in case of inclement weather

AN EVENT THAT REQUIRES THE CLUB TO OPEN OR TO REMAIN OPEN DURING NON-BUSINESS HOURS, MUST MEET A \$2500 FOOD & BEVERAGE MINIMUM

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 REQUIRES A CREDIT CARD AUTHORIZATION FORM TO BE PLACED ON FILE. THIS IS DUE ALONG WITH THE SIGNED CATERING AGREEMENT TO SECURE THE PREFERRED DATE.

THE CREDIT CARD WILL BE CHARGED BY 12PM THE DAY FOLLOWING THE EVENT, IF NO OTHER FORM OF PAYMENT IS RECEIVED.

forms of payment include: all major credit cards, cash or check

CATERED EVENTS

MENU SELECTIONS ARE REQUIRED 1 WEEK PRIOR TO EVENT DATE

FINAL ATTENDANCE NUMBER IS REQUIRED 3 BUSINESS DAYS PRIOR TO EVENT DATE

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 REQUEST FOR VEGAN, 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 TO THE CLUB FROM OUTSIDE SOURCES. ANY EXCEPTION OF THIS POLICY MUST HAVE PRIOR APPROVAL FROM THE PCA GENERAL MANAGER.

ANY PARTIAL / LEFT OVER WINE CANNOT LEAVE THE PREMISES WITHOUT BEING RE-CORKED AND SEALED ACCORDING TO AMCO STANDARDS.