

THE UNIVERSITY CLUB

Administrative Policies

The University Club and Orange Grove Bistro located on the Campus of Cal State University at Northridge has been in existence for forty years. The Club was created to offer quality service, fine dining and catering to Faculty, Staff as well as the Community in our Restaurant, private meeting rooms and across all 270 acres of campus . We take great care in representing the University, our Club Membership and restaurant patrons by providing a friendly and warm atmosphere to enjoy a meal or celebrate a special Event.

CONTRACT POLICIES

1. Banquet Event Order. All Events coordinated by The University Club/Orange Grove Bistro (TUC/OGB) should have the appropriate representative complete the BEO and have the customer/client sign and return to the Manager or Catering Director.
2. Prepayment. Off Campus Clients or non TUC Members must make a deposit equal to the room rental amount on signing of Contract. This excludes contracts with waived facilities fees.
3. Final Payment. Can be made by Credit Card, personal or business check And/or cash. On Campus Clients may use Direct Pay Stamp and Department Billing. TUC Members may have their Event billed to their Account.
4. Any Changes to Menus must be initialed by Customer and Management
5. Membership discounts are strictly for food catered on The University Club Site only Not for food at any other Campus facility or offsite venue such as Grand Salon or Northridge Center.

ROOM RESERVATIONS

6. Time Blocks. Rooms may be rented for specific amounts of time or additional hours added for an additional fee. Breakfast; 3-4 hrs, Lunch; 4-5 hrs Dinners; 5-6 hr blocks. TUC Members exempt from fee schedule but need to work within time frame with Club Management.
7. At rare instances, we reserve the right to move small groups to a different room to accommodate a Larger organization when necessary with notification.
8. Room Reservation Cancellations. 24 hr notice no charge for on Campus Events. Off Campus Events such as wedding receptions, Bar Mitzvahs, Quinceanaras; deposit is non refundable.

9. Audio Visual Equipment Rentals. TUC/OGB will rent TVs, Screen, DVD players, Projectors, laptops etc for an additional fee. These fees are non refundable.
10. Clients may bring in their own Wedding Cake, no other catered or home baked foods are allowed. No outside Caterers. No "Doggie Bags" will be provided, Food catered is to be consumed on site at the Event, we cannot be responsible for safe handling of food taken away therefore, no leftovers will be sent home.
11. Non-Alcoholic & Alcoholic Beverages. Most Menus include a soft drink and/or Iced Tea. Client may purchase additional beverages. TUC/OGB carries a Liquor License and may provide beer and wine service as well as a Full Bar. Bartender Fees are additional. Corkage Fees are \$9.00 per bottle if Client brings in their own wine or Champagne.
12. The University Club is here to help organize and plan your Event from beginning to end to make your Event run as smoothly as possible. Our Staff whether in the Orange Grove Bistro serving your Lunch or preparing your Special Wedding meal hope to make every event a special one.