

# *3 West Club Weddings*



## *The Hidden Gem in NYC*

Spectacular Space ■ Outstanding Cuisine ■ Impeccable Service

3 West Club is a stunning gem located at the heart of Midtown Manhattan, right off Fifth Avenue. Our historic building is steps away from Rockefeller Center, providing the ideal New York location for your wedding day.

We offer six unique event spaces for couples to choose from, providing you with the perfect setting for your on-site ceremony, cocktail hour, reception space and so much more. Additionally, we have hotel rooms and suites for getting ready, all under one roof!

Our team at 3 West Club aims to make your wedding planning as seamless as possible. Your wedding coordinator will help you with details every step of the way, from menus to floor-plans. We are dedicated to carrying out your vision, providing you with impeccable service and an artistic culinary experience.

Since we only host one wedding at a time, we can guarantee a premium experience for you and your family that is sure to be remembered for a lifetime.

3 West 51st Street New York, NY 10019 ■ 212.582.5454 ■ [www.3westclub.com](http://www.3westclub.com)

## *Your Special Day*

We are delighted you are considering the 3 West Club for your special day and look forward to meeting with you to discuss how we can help your vision come to life.

## *Our Spaces*

*At 3 West Club you have the option to rent six different event spaces. Rent just one event space or all six to customize your wedding day. Most of our weddings opt to use a variety of rooms for their ceremony, cocktail hour, and reception.*

The **Grand Ballroom** is our largest, most grand space with warm, inviting décor, two crystal chandeliers, soaring 20ft ceilings and beautiful hardwood floors. The Grand Ballroom can accommodate up to 150 seated guests for dinner and dancing.

The **Grand Salon** boasts plenty of natural light, marble fireplaces, high ceilings, and hardwood floors to create a magical atmosphere for your walk down the aisle. The Grand Salon can accommodate up to 175 guests for your ceremony or 80 seated guests for dinner and dancing.

The **Solarium** is on our 9th floor with stunning views of St. Patrick's Cathedral and an outdoor terrace. The Solarium is ideal for a cocktail hour with standing room for up to 150 guests OR a more intimate ceremony for up to 80 guests.

The **Lounge** is quintessential Old-World NYC with rich red and wood details, two marble fireplaces, a baby grand piano, antique furnishings and fifteen-foot ceilings. The lounge is another fantastic option for a cocktail hour with room for up to 150 guests.

The **Lincoln Room** and **Library** are favorites for getting ready, relaxing and taking photos before guests arrive.

*\*Room Rental Rates Vary Based on Room Selection*



## *Your Wedding Package Will Include*

- Up to 5 Hours of Event Time
- Venue Coordinator to assist you with your Menu, Agenda, Floor Plan, and Vendors
- Complimentary Wedding Tasting for two
- Dedicated Banquet Manager
- All Standard Furniture Rentals: Cocktail Tables, Rounds or Rectangular Dinner Tables
- In-house Glassware, China and Flatware | Votive Candles | Gold Chiavari Chairs
- Floor Length Cotton Table Linens and Linen Napkins in your Choice of Color
- Preferred Guest Room Hotel Rate for Wedding Guests

## *Wedding Packages*

*Currently, we have three packages to choose from. If you do not see something that meets your needs, feel free to ask!  
We do offer customizations.*

### SILVER PACKAGE

COCKTAIL HOUR  
5 Butler Passed Hors D'oeuvres  
1 Standard Station

SEATED DINNER  
1 Starter  
2 Entrée Options  
1 Plated Dessert

BEVERAGE PACKAGE  
5 Hour Standard Open Bar  
Tableside Coffee Service  
Tableside House Wine Service  
Toast with House Sparkling Wine

## GOLD PACKAGE

COCKTAIL HOUR  
6 Butler Passed Hors D'oeuvres  
2 Standard Stations

SEATED DINNER  
1 Starter  
2 Entrée Options  
1 Plated Dessert

BEVERAGE PACKAGE  
5 Hours Standard Open Bar  
Tableside Coffee Service  
Tableside House Wine Service  
Toast with House Sparkling Wine

*Package includes Charger Plates*

## PLATINUM PACKAGE

COCKTAIL HOUR  
8 Butler Passed Hors D'oeuvres  
2 Standard Stations

SEATED DINNER  
1 Starter  
2 Entrée Options  
Plated Dessert

Choice of \$200.00 gift certificate to Oasis Day Spa  
or an additional hour of event time.

BEVERAGE PACKAGE  
5 Hours Premium Open Bar & Bartender  
House Sparkling at the bar  
Tableside Upgraded Wine Service  
Toast with House Sparkling Wine  
Tableside Coffee Service

*Package includes Charger Plates*

*\*We include 1 silent vegetarian option for any package\**

# *Cocktail Reception Menu*

## BUTLER PASSED HORS D'OEUVRES

### HOT HORS D'OEUVRES

Asian Wild Mushroom Spring Roll (v)  
Brie En Croute with Raspberries (v)  
Coconut Shrimp and Orange  
Marmalade  
Maryland Style Mini Crab Cake with  
Remoulade Sauce  
Spicy Mushroom Empanada  
Sea Scallops wrapped in Smoked Bacon  
(gf)  
Grilled Chicken Satay with Peanut  
Sauce  
Franks in a Puff Pastry with Brown  
Mustard  
Mini Cuban Sandwiches  
Mini Burger Sliders  
New Zealand Lamb Chop  
Beef Tenderloin on French Bread

### COLD HORS D'OEUVRES

Napa Cabbage and Julienned  
Vegetable Roll (vv, gf)  
Buffalo Mozzarella, Tomatoes, and  
Basil (v, gf)  
Crostini with Gorgonzola Cheese and  
Pear  
Waffle Chip with Caviar and Crème  
Fraiche (v)  
Crabmeat Salad in a Puff Pastry Cup  
Smoked Salmon Canapé  
Ceviche  
Mini Lobster Rolls

# Cocktail Reception Menu

## STANDARD STATIONS

CRUDITÉS AND CHEESE DISPLAY (V)  
Large display of International and Domestic Cheeses  
Seasonal Fruit and Vegetables  
Served with French Baguette and Assorted Crackers

ASIAN STATION  
Spicy Lo Mein Noodles  
Sesame Soy Slaw  
Spring Rolls  
Dumplings

ANTIPASTI DISPLAY  
Charcuterie: Salami, Prosciutto, Pepperoni  
Cheeses: Mozzarella, Provolone, Fontina  
Marcona Almonds, Olives, Bruschetta, & Pickled Red Peppers, Assorted Breads & Crackers

PASTA STATION (V)  
Penne and Tortellini Pastas  
Choice of 2 Sauces from: Marinara, Puttanesca, Vodka, Pesto, or Olive Oil  
Served with Garlic Bread

MEDITERRANEAN STATION  
Roasted Vegetables to include:  
Asparagus, Zucchini, Yellow Squash, Baby Carrots  
And Eggplant with Balsamic Vinaigrette  
Assorted Olives, Artichokes, Baba Ghanoush,  
Hummus with Warmed Pita and French Bread

V = VEGETARIAN  
VV = VEGAN  
GF = GLUTEN FREE

*\*Additional standard stations \$21pp per station*

## COCKTAIL HOUR MENU ENHANCEMENTS

### PREMIUM STATIONS

**SLIDER STATION** *(Additional \$35 per person)*  
Beef, Chicken, or Vegetarian Burgers with Lettuce, Tomato and Pickles,  
Condiments and Assorted Buns

**CARVING STATION** *(Additional \$55 per person, \$175 attendant fee)*  
Your choice of one of the following: Roasted Vermont Turkey Breast, Marinated Grilled  
Flank Steak, Grilled Salmon or Glazed Spiral Ham

**MAC AND CHEESE STATION** *(Additional \$25 per person, \$175 attendant fee)*  
Cheddar and Pepper Jack Cheeses accompanied with  
your choice of 3 of the following mix-ins:  
Smoked Ham, Bacon, Chives, Green Onions, Crispy Fried Onions, Sweet Peas, and  
Toasted Panko Breadcrumbs. Topped with Grated Pecorino.

**RAW BAR** *(market price, \$175+ attendant fee)*  
Oysters and Clams on the Half Shell alongside Jumbo Shrimp and King Crab Legs, served  
with Cocktail and Mignonette Sauce with Full Condiments



# *Dinner Service Menu*

## FIRST COURSE STARTER

*Please Select One Option:*

**Simple Salad** with Mixed Field Greens and Fresh Garden Vegetables with your Choice of Dressing

**Classic Caesar Salad** with Romaine Lettuce and Creamy Caesar Dressing (v)

**Caprese Salad** with Fresh Tomato, Basil, Buffalo Mozzarella, with Balsamic Reduction and Basil Oil (vv, gf)

**Field Green Salad** with Dried Cranberries, Sugared Pecans, Orange Segments, Gorgonzola Cheese, and Balsamic Vinaigrette (v, gf)

**Arugula and Shaved Fennel Salad** with Roasted Pear, Candied Walnuts, Gorgonzola Cheese, and Aged Sherry Vinaigrette (v, gf)

**Chesapeake Bay Jumbo Lump Crab Cake** Served over Avocado Cilantro Salsa (additional price per person)

Vegetarian

**Wild Mushroom Ravioli** with Baby Spinach and Sundried Tomatoes (v)

**Porcini Mushroom Risotto** (v)

V = VEGETARIAN VV = VEGAN GF = GLUTEN FREE
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# *Dinner Service Menu*

## MAIN COURSE

*Each Entrée is served with chef's selection of seasonal sides*

### CHICKEN

Chicken Breast with Française, Piccata or Marsala sauces

Stuffed Chicken Breast with Spinach, Sundried Tomatoes, and Fontina Cheese (gf)

### FISH

Grilled Filet of Salmon with Lemon Dill Sauce OR Mango Salsa (gf)

Sautéed Halibut with Orange-Chive Beurre Blanc (Seasonal, March-November) (gf)

Cod with Roasted Cherry Tomatoes and Extra Virgin Olive Oil

### BEEF

Grilled New York Sirloin Steak with Onion Jam and Bordelaise Sauce (gf with sauce on the side)

Roasted Beef Tenderloin with Périgourdine Sauce (gf with sauce on the side)

### VEGETARIAN

Porcini Mushroom Risotto

Wild Mushroom Ravioli with Baby Spinach and Sundried Tomatoes

## PLATED DESSERT

Chocolate Lava Cake topped with Raspberries and Mint

Chocolate Mousse with Fresh Whipped Cream (gf)

Duo of Sorbets with Fresh Fruit, Fresh Whipped Cream and Mint (gf)

Classic New York Cheesecake

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## DESSERT MENU ENHANCEMENTS

### ICE CREAM BAR *(Add \$18++ per person, \$175 chef attendant)*

Vanilla and Chocolate Ice Cream. Accompanied with Hot Fudge, Strawberry and Caramel Sauce, Fresh Whipped Cream, Cherries and Nuts. Including Assorted Toppings of M&M's, Oreos, Gummy Bears, Reese's Pieces and Sprinkles

### VIENNESE TABLE *(Add \$25++ per person)*

Impressive display of assorted desserts such as Apple Strudel, Crème Anglaise, Chocolate Layer Cake, Chocolate Mousse, Assorted Mini French & Italian Pastries, Fresh Fruit, International and Domestic Cheeses.



# *Beverage Package*

## STANDARD BAR PACKAGE

*includes, but not limited to:*

### WINE

- Pinot Grigio, Lavis, Dolomiti Italy
- Spellbound, California
- Pinot Noir, Louis Max, France
- Cabernet Sauvignon, The Geologist, Toscana

### BEER

Heineken, Stella Artois, Amstel Light, Bud Light, Corona, Sam Adams and Blue Moon O'Doul's (Non-alcoholic)

### LIQUOR

Tito's Vodka, Dewar's Scotch, Jim Beam Bourbon, Seagram's 7 Whiskey, Bacardi Rum, Jose Cuervo Silver Tequila

### NON-ALCOHOLIC

Assorted Soft Drinks, Juices, and Mixers

## PREMIUM BAR PACKAGE (IF YOU WISH TO UPGRADE ADD \$25 PP)

*includes, but not limited to:*

### WINE

- Sauvignon Blanc, Borgo Conventi, Friuli Italy
- Isabel Mondavi, California
- Barolo, Cascina Gomba Boschetti, Piemonte
- Cabernet Sauvignon, The Geologist, Bolgheri, Italy

### BEER

Heineken, Stella Artois, Amstel Light, Bud Light, Corona, Sam Adams, Blue Moon and Goose Island IPA O'Doul's (Non-alcoholic)

### LIQUOR

Grey Goose Vodka, Ketel One Vodka, Tanqueray Gin, Bombay Sapphire Gin, Johnny Walker Black Scotch, Chivas Regal Scotch, Crown Royal, Makers Mark Bourbon, Patron Tequila, Captain Morgan Rum

### NON-ALCOHOLIC

Assorted Soft Drinks, Juices, and Mixers

*Prosecco will be included for duration of the event in premium bar package*

## *Champagne Enhancements*

Add 3 champagne selections for guests to choose from, price per bottle

## *Audio and Visual Enhancements*

### DÉCOR

#### **Ivory Satin Damask Tablecloth**

\$35.00+ per linen  
10 Dinner Table Size + 10 Cocktail Table Size  
Linens Available

#### **Off-White Sheer Lace Overlay**

\$15.00+ per linen upcharge  
12 Diner Table Linens Available

#### **Gold-Sequined Scroll Sheer Overlay**

\$30.00+ linen upcharge  
1 Dinner Table Linen Available

#### **Gold Chargers**

\$2.50+ per charger (in house, upgrades available)

#### **White Chair Covers**

\$2.50+ per cover, including installation  
\$5.00+ with addition of colored sash

#### **Silver Candelabra**

\$40.00+ per Candelabra  
Includes White Taper Candles

#### **Glass Floating Candleholders**

\$25.00+ per set of 3 (one set per table)  
Available in three heights, includes white floating candle

#### **Small Round Mirror Tile**

\$15.00+ per tile

#### **Large Round Mirror Tile**

\$25.00+ per tile

#### **Basic Menu Cards**

\$2.50+ per menu  
Printed on white or ivory cardstock paper

#### **Custom Menu Cards**

Up to \$5.00+ per menu  
Printed on white or ivory cardstock paper

### AUDIO VISUAL

#### **Uplighting**

\$275.00 per room

#### **Wireless or Lavalier Microphone**

\$45.00

#### **LCD Projector**

\$150.00

#### **6 foot Projection Screen**

\$20.00

#### **8 foot projection screen**

\$35.00

#### **55 inch Flat Screen TV**

\$185.00

## *Additional Fees*

ON-SITE CEREMONY FEE \$1,500

*Includes 1 hour of ceremony rehearsal*

ADMINISTRATIVE FEE, 22% on all food and beverage purchases | Not given to staff as a gratuity, office admin fee

STATE TAX, 8.875% on total bill

VENUE FEE \$1,500- \$6,500 Depending on Room Rentals Chosen

*\*Additional costs may apply depending on your unique event menu and needs – ask us for a custom cost proposal today!*

## Additional Information

<b>Menu Changes</b>	Menu selections will be due no later than 10 days prior to your function. Dietary needs, allergies, gluten free, and Kosher meals can all be accommodated, please also allow for 10 days. Any menu changes within 10 days of function will incur a \$150 late menu charge.
<b>Sales and Administration Tax and Fees</b>	All events are subject to a 22% administration charge and appropriate 8.875% New York sales tax on all food and beverages. Gratuity is not included in this fee. Events with alcohol are subject to New York liquor tax of 8.875%. Prices are current and subject to change. A valid ST119 form issued in the state of NY is required pre-contract for any non-profit wishing to receive non-taxable status.
<b>Bartender Fee</b>	A bartender fee of \$175 (1 bartender per 60 guests) is required on all parties requesting a bar service.
<b>Room Charges</b>	A room rental fee applies to all event spaces and varies based on the room and time needed. We do not require a food and beverage minimum. Rental fee includes tables and chairs, table linens and napkins, stemware, glassware, china, silverware and staffing. Votive candles will be placed throughout your event spaces if requested. Additional décor is also welcomed. Candelabra, charger plates, menu cards may be available for an additional rental fee. Please inquire with the catering department. We provide pads and pens for your guests during your meeting for an additional \$1 charge per person. We are happy to work with you on a floor diagram for your event. Please inquire no later than 3 weeks prior to event.
<b>Labor Charges Saturday &amp; Sunday Events</b>	If minimum spend of \$40K is not met, Kitchen and attendant labor is charged.
<b>Guest Number</b>	Guaranteed guest attendance is required 3 business days prior to the event. Final attendance cannot be lowered after the guarantee day. Chef anticipates an additional 5% in attendance. If more than 5% over your guarantee attend your function; we cannot guarantee the menu selection for these guests. If you do not give us a guarantee, you will be charged on estimated number given at time of contracting and will be verified on day of event.
<b>Shipments</b>	Shipments to and from the venue are the client's responsibility. The 3 West Club assumes no responsibility on shipments. Please make arrangements accordingly. In bound shipments can be received within 2 days of a scheduled function. Client is responsible for all pickups of outbound shipments. Please refer to contract for shipping address and details for box labeling.
<b>Set Up Times</b>	Room rentals are based on 5 and 10 hour rentals. Clients receive one hour pre event and one hour post event for set up and breakdown. Any additional time needed for set up will be charged accordingly. If you need to set up the night before a 5 hour room rate will be applied to the bill. Advance notice is required and is based on availability. Contact catering with questions.

## Additional Information

<b>Linens</b>	Basic color linens are included with your rental. If a color is not specified, champagne color will be used. Please inquire with catering on colors available. Upgraded linens can be ordered; inquire with catering on options. Need 3 week minimum order time.
<b>Bar   Wine Upgrades</b>	Please see wine enhancements menu for wine upgrade options. Please allow 10 days notice for special orders.
<b>Chef Attendants</b>	Required with any attended station or carving station. \$175 per attendant, we require 1 per 60 guests.
<b>Kosher Meals/ Dietary Needs</b>	Can be ordered. Pricing varies depending on meal. Please allow minimum 10 days' notice. Gluten Free and Vegan can be accommodated; please speak to catering.
<b>Corkage Fee</b>	If you are bringing in sponsored wine or liquor, we do charge a corkage fee. \$45 per bottle for wine and \$75 per bottle for liquor. Please inquire with catering. A bartender is required; \$175 fee.
<b>AV</b>	Basic AV services are available. They are charged ala carte based on needs. Please note the 3 West Club does not provide a technician for your event. We are happy to set up the equipment and show your staff how to run a presentation. Please contact an outside AV company if you'd like to hire a technician. There is no extra charge should you wish to bring in an outside AV company other than additional set up time should it be needed. Please inquire on our website or with catering for the full list of AV providers.
<b>Gratuity</b>	<b>Gratuity is not included in the pricing for your event. We appreciate you considering our hard-working staff with a gratuity post event. You may give any gratuities to our banquet manager, and they will be distributed post event. You may also charge a gratuity to your final bill. Please speak with your catering director.</b>
<b>Room Set Up</b>	We require final room set up arrangements for your banquet order no later than 7 days prior to function. If the room set changes on the day of the event, client will be charged a \$250 room reset fee
<b>Payment Schedule</b>	30% deposit is required within 10 days of contract receipt. 75% of the balance is due 10 days prior to function. Balance is due the day after the function. Failure to pay the 2 <sup>nd</sup> payment may result in event cancellation. Balances not paid the day after the event will be charged interest.
<b>Staffing of Event</b>	Each event is staffed with a banquet manager and a captain. Please let them be of service during your event should you need anything. We cannot help with a problem via an email post event. It's important that you have a fantastic event; please let them assist you with any needs on the day of event.