



Wedding PLANNING GUIDE

THE MOST SOUGHT-AFTER VENUE ON THE EASTSIDE

BELLEVUE CLUB

HOTEL

Our Venue

The Bellevue Club is an internationally recognized, award-winning boutique property that provides a private retreat with exceptional service for our guests. Surrounded by lush green gardens and luxurious accommodations, the Bellevue Club serves as a quiet haven—the perfect location for your wedding! Our Olympic Ballroom provides an elegant setting for a wedding celebration. Our newly designed ballroom has rich textural mixes of warm woods, resin walls and a glass focal point, it sets the stage for an intimate and sophisticated event. Our ballroom can comfortably accommodate 50 to 200 seated guests, or more for a reception-style event. Whether you prefer a sit-down dinner, elaborate buffet, family-style dining experience or hors d'oeuvres reception, our wedding specialists would love to help you create the event of your dreams.

FEE STRUCTURE

A food and beverage minimum will be determined for your event based on the date, event times and amount of space required. We do not charge room rental fees for our ballroom. All food and beverage purchases are subject to a 24% service charge and applicable sales tax. The Bellevue Club retains the entire service charge. The Bellevue Club provides its employees with a generous compensation package.

Wonderful accoutrements are included when you host your wedding at the Bellevue Club:

- Room set-up and clean-up
- Professional service staff
- Dance floor
- Tables and chairs
- Floor length damask table linens and napkins
- Fine China, stemmed glassware and sterling silver flatware
- Votive candles
- Complimentary cake cutting and service
- Complimentary guest parking
- Complimentary Club Room for the bride and groom

RESERVATION & CANCELLATION POLICY

To reserve a date and time for your event, we require a signed contract, credit card on file and nonrefundable \$1,000 deposit. All reservations include set-up time. The specified reservation end time is when the event must conclude to allow for clean-up to begin. Should the event run beyond the scheduled end time, labor charges may apply at a rate of \$50 per hour per service staff member.

Should you need to cancel your event the following guidelines apply:

- *Date of signing more than 180 Days: 25% of estimated food and beverage minimum due*
- *120-180 Days: 50% of estimated food and beverage minimum due*
- *90-120 Days: 75% of estimated food and beverage minimum due*
- *Less than 90 Days: 100% of estimated food and beverage minimum due*

CEREMONIES

If you choose to host your wedding ceremony in the Olympic Ballroom preceding your reception, a ceremony fee will apply. A \$1,000 ceremony fee applies to host your ceremony in one half of the ballroom (maximum of 150 guests). A \$2,000 ceremony fee applies to host your ceremony in the full ballroom.

A complimentary one-hour ceremony rehearsal may be scheduled one week prior to the event date. The time and space is subject to availability and not guaranteed. Please note, if you choose to rent chair covers for your ceremony and reception, additional fees may apply.

MENU PLANNING

We customize our menus specifically for your special event based upon your wants and needs. Private food tasting for up to four guests are available upon request. Tastings are included in your wedding booking and are \$250 if you do not choose the Bellevue Club. Please contact your wedding specialist for specific details.





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PHOTO COURTESY OF ALEX STUDIO



PHOTO COURTESY OF ALEXANDRA KNIGHT PHOTOGRAPHY



PHOTO COURTESY OF ALEX STUDIO

BEVERAGE SERVICE

The Bellevue Club is authorized to sell liquor, wine, beer and non-alcoholic beverages. The Bellevue Club reserves the right to confiscate any outside alcoholic beverages not purchased from the Club and also close down the bar, if necessary. We do not permit shots of alcoholic beverages from the bar.

The Bellevue Club acts in accordance with state law regarding alcohol and liquor service. No persons under the age of 21 are permitted to acquire, possess or consume alcoholic beverages, nor appear to be intoxicated. Identification is required to purchase or to be served alcoholic beverages. Without proper identification, service will be refused.

Alcoholic beverage service is permitted for the duration of your event, with last call being made 30 minutes prior to the end time. Final beverage charges are based on actual consumption.

GUEST ROOMS

A complimentary Club Room in our 4-diamond Hotel is included when you host your wedding reception at the Bellevue Club. Bellevue Club Hotel operates independently from the catering department, and if you'd like to upgrade or make changes to your complimentary reservation, or make arrangements for a block of guest rooms you will need to contact the hotel directly at 425.454.4424. To learn more about Bellevue Club Hotel and the rooms offered, see page 22.

ADDITIONAL SERVICES

To ensure a unique experience, your wedding specialist would be happy to make arrangements for a variety of special touches—specialty linens, chargers, furniture rentals, ice carvings, coat and gift check, etc. We are happy arrange these special services for you. Additional charges will apply.

LOST AND FOUND

The Bellevue Club will not assume responsibility for the damages to or loss of any merchandise or articles left or sent to the Club prior to, during or following your function. This includes items left behind from hired vendors. All parties are responsible for removing their property and equipment at the conclusion of the event.

DÉCOR AND SIGNAGE

To preserve the integrity of our venues, we do not allow any objects to be affixed to our walls or ceilings with tape, nails, etc. Artwork may not be taken off of the walls. Glitter, confetti and smoke machines are not permitted. Due to fire code restrictions, all open flames must be enclosed in votive or hurricane candleholders.

Signage provided by guests must be of professional quality and have manager approval prior to placement. Signage must also be kept within immediate proximity of the reserved event space, and is not permitted to be placed throughout the Club.

Small items, such as place cards and favors, may be dropped off with your wedding specialist at an agreed upon time. Our staff will be happy to assist with placement of these items provided they are "table ready."

PACKAGES AND DELIVERIES

All packages should include the client name and event date on the outside of the package. Depending on the size of the delivery, a labor and/or handling fee may apply. Please advise your wedding specialist as to the type and time of all deliveries scheduled for your event.



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Preferred Vendor List

CAKES & SPECIALTY DESSERTS

Sweet Side	206.547.2253
Crème de la Crème	206.241.0249
Diane's Delights	425.879.9379
Mike's Amazing Cakes	425.869.2992
Trophy Cupcakes	206.390.0900
Cupcake Royale	206.883.5656
Lady Yum	866.523.9986

DJS, BANDS & MUSICIANS

Nick Barrat	206.550.8562
Chris Graves	425.299.0647
Arcobaleno Strings	253.678.8244
Windsong Trio	206.948.9033
Blue Wave Band	206.713.0596
Bamboo Beats	206.406.2929
Michael Benson Band	425.778.3031

EVENT DESIGN & DECOR

CORT Party Rentals	425.693.6969
Pedersen's Rentals	206.549.7400
Happy Hour Bar Rentals	425.310.2269
BBJ Linens La Tavola	425.207.0153
Seattle's Best Chair Covers	206.856.3353

FLORISTS & FLORAL DÉCOR

Daisy and Wish	206.890.7115
Fena Flowers	425.825.8181
Seattle Floral Design	206.414.8446
Mercer Island Florist	206.232.2990
Fleurish	206.322.1602

INVITATIONS & CALLIGRAPHY

Perfect Press	425.562.0507
Pike St. Press	206.971.0120
Anchored Paper Co.	360.621.9713
Westwood Creative Co.	425.908.7727

PHOTOGRAPHERS

Cory Parris	425.637.8852
Carol Harrold	206.550.7327
Stephanie Cristalli	206.783.8985
Azzura	425.746.0888
Red Fish Blue Fish	425.670.2018
Mathew Land	360.649.3078

PHOTO BOOTHS & GAMES

Seattle Photo Booth	425.577.4894
321 Foto	206.919.1532
Snap Bar	206.802.9665
National Event Pros	855.509.7767
West Coast Entertainment	206.938.0569

VALET SERVICES & TRANSPORTATION

Butler Valet	206.233.9233
Red Carpet Valet	206.528.2162
British Motor Coach	206.283.6600

VIDEOGRAPHY

Bogle Productions	206.242.1858
Best Made Videos	425.785.0718
Nathan Denver Studios	480.789.9517

BRIDAL SPA PACKAGES

The Spa at the Bellevue Club is happy to offer a variety of Bridal Spa Packages during the week of the wedding.

MOTHER-BRIDE SPECIAL 2.5 Hours | \$415

COUPLES SPA THERAPY 2.5 hours | \$480

CUSTOMIZED BRIDAL PARTY SERVICES

Please inquire.

A LA CARTE

Receive 15% off regular menu pricing. For more services and information, call The Spa at 425.688.3114.



EVENT SPACES

The Bellevue Club offers a variety of private event spaces to host nearly any type of gathering.

Our spaces are inviting, versatile and private, setting the stage for an intimate and sophisticated event.

Our Olympic Ballroom is beautifully appointed with dark wood highlights, deep copper, rich amber, coffee and sky-toned carpet and fabrics. The color palette is dramatic, yet firmly grounded in a Northwest feel. The clean lines, textured wall coverings and the organic patterns within the fabrics all create a classic, yet modern sense of inherent and understated grace. The ballroom provides an attractive backdrop for all types of social events including weddings, birthdays and anniversary parties, retirement and holiday functions and more.

The Atrium, located adjacent to the ballroom, provides an excellent space for a prefunction prior to the start of your reception. Complete with baby grand piano, skylights and lush landscaping, the Atrium is a perfect space for cocktails and conversation.

We can also set the stage for beautiful rehearsal dinners and Bridal showers. Various room set-ups available and we are equipped to accommodate your audio/visual needs.

ROOM CAPACITIES
Olympic Ballroom (Suite A, B and/or C): 2-220+
Plaza Boardroom: 14
Enatai Room: 20
Meydenbauer and Medina Rooms: 8

Room	72" Round Tables 10- or 12-person	60" Round Tables 8-person	U-Shape or Hollow Square	Classroom	Theatre	Conference	Square Feet	Ceiling Height
Enatai	—	24	12-14	15	30	20	392	9'
Medina	8-10	8	—	—	20	10	237	9'
Meydenbauer	8-10	8	—	—	20	10	237	9'
Olympic Ballroom	228	180	60	140	275-300	—	3570	12'
Olympic Room Suite A	100	80	60	72	125	—	1836	12'
Olympic Room Suite B/C	100	80	60	72	125	—	1734	12'
Olympic Room Suite B	40	32	25/32	24	60	24	870	12'
Olympic Room Suite C	40	32	25/32	24	60	24	870	12'
Plaza Boardroom	—	—	—	—	—	14	484	9'

Capacities listed are for maximum seating. Head tables, bars, projectors, screens, dance floors, staging or any other room additions will affect totals.

*200 or more, chairs will be rented.



Discover the Northwest’s best kept secret. Bellevue Club Hotel—sleep well, live well.

All guestrooms enjoy 24-hour concierge service, room service and a hospitality membership to the Bellevue Club with its 200,000 square feet of world-class athletic facilities and restaurants.

The Bellevue Club is the Eastside’s premier athletic and social club with two indoor pools, tiered hot tub, full-sized gym, indoor/outdoor tennis courts, racquetball/squash courts, stunning weight and cardio rooms and serene yoga and Pilates studios.

The Bellevue Club also features Polaris Restaurant for fine dining, Cosmos Bar and Lounge, Splash for casual dining, and The Market for coffee or gourmet on the go. The full-service spa offers massage, body treatments, facials, manicures and pedicures. Covered valet parking is available to hotel guests.



DELUXE ROOMS

Redefining the standard room.

- Multi-line phone, voicemail, teleconferencing capabilities, data port & in-room movie system
- T-1 or wireless Internet connection
- Hair dryer, bathrobes, iron and ironing board, safe and private bar
- Spacious work desk

PREMIER ROOMS

Premier in every way.

- Multi-line phone, voicemail, teleconferencing capabilities, data port & in-room movie system
- T-1 or wireless Internet connection
- Hair dryer, bathrobes, iron and ironing board, safe and private bar
- Spacious work desk
- Large marble, limestone and granite bathrooms with deep soaker tubs and glass-enclosed showers available
- Cozy fireplace available in some rooms
- Balcony with tennis court, garden or courtyard fountain views available

CLUB ROOMS

The best of Bellevue.

- Multi-line phone, voicemail, teleconferencing capabilities, data port & in-room movie system
- T-1 or wireless Internet connection
- Hair dryer, bathrobes, iron and ironing board, safe and private bar
- Spacious work desk
- Located on the ground floor
- Dramatic 12-foot vaulted ceilings
- French doors opening onto a private terra-cotta patio
- Garden and tennis court views
- Nightly turndown
- Large marble, limestone and granite bathrooms with deep soaker tubs and glass-enclosed showers available

THE WILBURTON SUITE

Perfect elegance and style.

- 1,100 square feet of luxury
- Separate master bedroom
- Master bathroom with skylight and large jetted tub
- 3/4 bath off main living area
- Glass dining room table that seats 4-6 guests
- Stylish living room with fireplace
- French doors leading to a relaxing outdoor balcony

THE FOUNTAIN SUITE

Like home, only better.

- 1,100 square feet of luxury
- Separate master bedroom
- Master bathroom with skylight and large jetted tub
- 3/4 bath off main living area
- Glass dining room table that seats 4-6 guests
- Stylish living room with fireplace
- French doors leading to a relaxing outdoor balcony
- Connecting room available

THE RAINIER SUITE

The summit of Northwest lodging.

- 1,900 square feet of luxury
- Stylish living room with fireplace
- Dining room table that seats 8-12 guests
- Separate master bedroom
- Tupelo wood floor and Persian rugs
- Wet bar
- French doors lead to two elegant outdoor balconies
- Views of Mount Rainier and the Cascade mountain range
- Deluxe master bathroom with double glass-enclosed shower and luxury jetted tub
- Connecting room available

FOR MORE INFORMATION

catering@bellevueclub.com
425.688.3380

Notes _____

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