

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

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
Tablesides Coffee Service
Tablesides House Wine Service
Toast with House Sparkling Wine

\$225 Per Person
plus admin fee & tax

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
Tablesides Coffee Service
Tablesides House Wine Service
Toast with House Sparkling Wine

Package includes Charger Plates

\$265 Per Person
plus admin fee & tax

PLATINUM PACKAGE

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

SEATED DINNER
1 Starter
2 Entrée Options
Choice of 1 Plated Dessert or Wedding Cake from Vincenzo Salvatore Cakes

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

Package includes Charger Plates

\$350 Per Person
plus admin fee & tax

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)
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
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**additional standard stations are \$15pp 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, \$150 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, \$150 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, \$150+ 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

SUSHI STATION

(market price, attendant upon request for an additional fee)

Assortment of Salmon, California, Spicy Tuna, and Fresh Water Eel Rolls served with Soy
Sauce, Ginger and Wasabi



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)

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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 \$10++ per person, \$150 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 \$20++ 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
- Chardonnay, 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, East London Gin, 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 \$18 PP)

includes, but not limited to:

WINE

- Sauvignon Blanc, Borgo Conventi, Friuli Italy
- Chardonnay, 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

Inquire with catering for bar enhancements

Audio and Visual Enhancements

DÉCOR

Ivory Satin Damask Tablecloth

\$10.00+ per linen

10 Dinner Table Size + 10 Cocktail Table Size

Linens Available

Off-White Sheer Lace Overlay

\$5.00+ per linen upcharge

12 Diner Table Linens Available

Gold-Sequined Scroll Sheer Overlay

\$12.00+ 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

\$25.00+ per Candelabra

Includes White Taper Candles

Glass Floating Candleholders

\$12.00+ per set of 3 (one set per table)

Available in three heights, includes white floating candle

Small Round Mirror Tile

\$3.00+ per tile

Large Round Mirror Tile

\$5.00+ per tile

Basic Menu Cards

\$1.00+ 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

\$200.00 per room

Wireless or Lavalier Microphone

\$35.00

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 additional hour of rental time & 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- \$5,500 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

Menu Changes	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 \$100 late menu charge.
Sales and Administration Tax and Fees	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.
Bartender Fee	A bartender fee of \$150 (1 bartender per 60 guests) is required on all parties requesting a bar service.
Room Charges	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.
Labor Charges	Labor fee of \$150.00 is charged but is only applicable for groups of 30 guests or less.
Guest Number	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.
Shipments	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.
Set Up Times	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

Linens	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.
Bar Wine Upgrades	Please see wine enhancements menu for wine upgrade options. Please allow 10 days notice for special orders.
Chef Attendants	Required with any attended station or carving station. \$150 per attendant, we require 1 per 60 guests. Sushi Chef Attendant is required with any sushi station, \$250.
Kosher Meals/ Dietary Needs	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.
Corkage Fee	If you are bringing in sponsored wine or liquor, we do charge a corkage fee. \$30 per bottle for wine and \$75 per bottle for liquor. Please inquire with catering. A bartender is required; \$150 fee.
AV	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.
Gratuities	Gratuities 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.
Room Set Up	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
Payment Schedule	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 nd payment may result in event cancellation. Balances not paid the day after the event will be charged interest.
Staffing of Event	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.