

# FAQ's for the West Point Club

1. **Is the West Point Club open to the general public?**

- a. Yes, The West Point Club is open to the general public. All are welcome

2. **How many rooms does the club have and what are their minimum and maximum capacities?**

Room Minimum and Maximum Guests	Minimum	Maximum with Dancing	Maximum without Dancing
Blue Room	25		45
Grand Ballroom	150	325	**400 **
Athena Room	40		60
Pierce Dining Room	100	140	170
Benny Havens Lounge	15		24
Grey Room	25		50
Hudson Room	50	100	140
<b>** 400 with long tables. 350 with round tables**</b>			

3. **When coming through the gates of West Point, what is to be expected?**

- a. Anyone coming onto a DOD military installation (16 years of age and older) MUST show photo identification to the Security Guards or Military Police. THERE ARE NO EXCEPTIONS TO THIS RULE. Please be prepared for your vehicle to be searched throughout the cabin and under the hood. For all rules governing gate entry please go to: [www.westpoint.army.mil/visitus.html](http://www.westpoint.army.mil/visitus.html)

*Visitors are only permitted to enter the installation through Thayer Gate or Stony Lonesome Gate.*

4. **Are there long waits at the gate for vehicle inspections?**

- a. Not generally. To ensure proper security staffing levels are met, we provide the Military Police with a guest list manifest for each event which is provided to us by the client. Vehicles inspections move quickly on any given day.

5. **Where is the parking area for the Club?**

- a. The parking area is located on Thayer roof which is adjacent to the south end of the club. Our direction cards will bring your guests directly to the lot. Valet parking services are also available through the club for an additional fee.

6. **Can our guests leave their vehicles on Thayer roof overnight?**

- a. It is not recommended to leave privately owned vehicles overnight.

7. **Are direction cards supplied by the club?**

- a. Yes, they are.

8. **Does the club has a list of recommended vendors for DJ's, bands, florist, hotels and hair & nails etc.?**

- a. Yes. Our catering staff will be happy to provide this to you.

9. **We would like to hire a company that can transport our guests while they are on West Point. Is there a specific company we should call?**

- a. We recommend you call West Point Tours at 845-446-4724. They are fully versed with the rules and regulations governing the Academy

10. **When do we choose our menus, bar options and linen choices?**

- a. Menu planning is done 4 months prior to your event. Please call the office and make an appointment to sit with your caterer.

11. **What is the payment schedule for catered events?**

- a. The initial deposit for an event is due at the time of booking. The second deposit, which is 50% of your contract, is due at menu planning (4 months prior to your event) and the final payment is due 72 hours prior to your event. All payments are non-refundable.

**12. What are the methods of payment accepted by the Club?**

- a. We accept; cash, personal check (not for the final payment), Visa or MasterCard. The Club does not accept American Express.

**13. Are we allowed to bring in our own linens, chair covers or rental equipment?**

- a. The club does not permit you to bring in your own linens or rentals but will be happy to provide you with all your rental needs. We have a grand assortment of linens and chair covers to choose from. All of our linen and chair cover choices can be found on our website [www.thewestpointclub.com](http://www.thewestpointclub.com) under the blue accordion strip "Weddings at the Club"

**14. Are we allowed to bring in food, beverages or alcoholic beverage to the Club?**

- a. The Club does not permit any outside food or beverage to be brought into the Club. This applies to party/wedding favors as well.

**15. When is the final count due?**

- a. The final count is due to the Club two weeks prior to the club and may be amended up to 72 hours prior to the event.

**16. When do I bring in my party favors, seating chart, place cards etc?**

- a. When you call us with your "two week out count", our caterers will set up a time and date for you to come in for your final appointment with us. This is generally done the week of your event. Please remember to label all your boxes.

**17. We have DIY centerpieces which require assembly. Is this something the club will do for us or do we have to supply a team to do this?**

- a. If the assembly is simple, then we will be happy to put it together. If not, please provide a team to do this. We will let you know the week of the wedding the time which your team can arrive.

**18. Are their discounted pricing for vendors and children?**

- a. Yes. After you have met your minimum guarantee for the room, there are discounted rates for vendors and children.

**19. Does the Club permit "shots" at the bar?**

- a. Unfortunately we have a "No Shot" policy. To ensure safe alcohol service, we are not permitted to serve shots on the bar at any time.

**20. Are there others venues the club rents out which can be used for events?**

- a. Yes. The Club has the Train Station and 49er Lodge which can be rented out on an hourly basis. Please visit our website [www.thewestpointclub.com](http://www.thewestpointclub.com). For details, please go to blue accordion strip "The Grounds" for photos, prices, menus and FAQ's.

**21. Does the club have an outdoor venue?**

- a. Yes. Our Hudson Room has a beautiful terrace overlooking the majestic Hudson River. It is complete with tables, chairs, overhead fans, lighting and seasonal flowers.

**22. We would like a private cocktail hour for our bridal party. Can the club accommodate this request?**

- a. Yes. All wedding reception packages include a separate cocktail hour for the bridal party.

**23. Can we pick up anything left over from our event the following day (favors, gifts, cake top)?**

- a. Everything must leave with you the day/night of the event

**24. What is the length of wedding receptions at the Club?**

- a. Generally speaking all wedding receptions are five hours, however we do offer discounted afternoon weddings with a 4 hour duration.

**25. Does the club host more than one event a day?**

- a. Yes. The Club is a multi-room facility and therefore does have the capability of holding multiple events within the day. Please note, events never start at the same time. There is always a 2 hour gap in between the start of all events.

**26. How does the club handle tastings for wedding receptions?**

- a. When you book your wedding with us, your caterer will give you a "Save the Date" card for Tasting Program.

**27. What time does my florist and entertainment arrive on the day of my event?**

- a. Please ask your vendors to call our caterers the week of the event to obtain entry times for the facility.

