

# Pyramid Club House Rules

## FORWARD

It is the intent of the Board and officers to limit these rules and regulations to the minimum required for the mutual enjoyment of the Club by all its Members and their guests. The obligation of enforcing these rules for the good of all Members is placed primarily in the hands of a carefully selected and trained staff whose principle responsibility is to assure you all the courtesies, comfort and services to which you, as a Member of a private club, are entitled.

It is further the duty of the membership of the Club to know its rules and to cooperate with the Board and staff in the enforcement thereof.

## GENERAL CLUB ROOMS

Club room facilities include reception area, Living Room, Bar, William Penn (Formal Dining) Room, Library, Fairmount Room and additional private dining rooms.

## HOURS OF OPERATION

7:00 a.m. - 3:00 p.m. Monday  
7:00 a.m. - 11:00 p.m. Tuesday - Friday  
Closed Saturday & Sunday

## DINING ROOMS

### Breakfast

7:00 a.m. - 9:30 a.m. Monday - Friday

### Lunch

11:30 a.m. - 2:00 p.m. Monday - Friday

### Dinner

5:30 p.m. - 9:00 p.m. Tuesday - Friday

### All-Day Menu

9:30 a.m. - 10 p.m. Tuesday - Friday

All other times the Club facilities are available to the Members for private entertaining upon arrangement with the Club party and catering director. The hours of operations may be adjusted seasonally to fit the needs of the membership.

## DRESS CODE

Jacket and tie are preferred for men in the Club when dining. However, Business casual is permitted, in all areas of the Club. Ladies are asked to use discretion and dress accordingly. Casual clothing such as denim pants, denim skirts, denim shirts or denim outfits; shorts; tube or midriff tops; athletic shoes; and athletic wear are not appropriate Club attire.

It is every Member's responsibility to inform his or her guests of the dress code policy. We have requested that the Club Staff support our dress code, and not serve individuals whom are inappropriately dressed.

## GUESTS

Members may introduce guests to the Club at any time, provided the Member-host accompanies them. Members may permit guests to use their membership up to a total of four (4) times each year per membership without the Member being present. The Member must make a reservation for the guest through the Membership Department or the Club Receptionist. The Member is responsible for all charges incurred by the guests.

## RESERVATIONS

Reservations are requested but not required for lunch and dinner. The Club's ability to insure your prompt seating and service is enhanced by advance notice of your intentions.

All Club private dining rooms accommodate the Members on a first notice, first reservation basis.

## PRIVATE ROOMS

Our Members must be present in the room on the date of the function and sign the charge ticket. All non-members must have a Member sponsor in order to host a party or meeting at the Pyramid Club. All non-members will be charged the following rates or room fees to use our private dining rooms:

Washington, Logan, \$ 250  
or Rittenhouse Room  
Library \$ 300  
Franklin Room \$400  
Fairmount Room \$500  
William Penn Room \$600  
William Penn and \$750  
Franklin Room  
Entire Club \$1500

It is our endeavor to reserve the dining rooms for our Members enjoyment of quality food and personalized service. Members who wish to reserve private rooms without food service may prevent access to these services by other Members. Consequently, Members who do not elect to order the minimum of food and beverage will be charged the non-member fees listed above.

### Minimum food and beverage

#### per person

Breakfast \$9.50  
Lunch \$18.00  
Dinner \$30.00

### Room Cancellation

Private room cancellations must be made 48 hours in advance of the scheduled date. This gives the Club the opportunity to offer the room to another Member. Members who do not appear for their

room will be charged the equivalent of a non-Member room charge.

#### Special Functions

All functions scheduled outside of the normal Club operating hours will be charged an Opening Fee of \$200 plus \$85 per hour.

#### William Penn and Franklin Rooms

Members and guests must end their breakfast meetings held in the William Penn and Franklin Rooms before 10:15 a.m. on Monday through Friday. The Club staff will enter the room at 10:15 a.m. to prepare the room for lunch service.

#### Minimum Service Charge

The following minimum service charges will be charged in order to ensure that the service labor cost incurred to move all a la carte furniture and settings; prepare a room for a private party; and reset the room for the next a la carte meal period is covered.

Franklin Room\$ 100

William Penn Room\$ 250

William Penn-Franklin Room\$ 350

#### **ASSOCIATE CLUB PRIVILEGES**

The Club Receptionist and the Membership Director maintain a current list of Associate Clubs. You need only present your Pyramid Club membership card for membership privileges. Members must contact the Clubline operator at 1 (800) 433-5079 for assistance with Signature Gold reservations or information about any affiliate property or benefits.

#### **SERVICE CHARGE**

All food, beverages and services rendered are acknowledged by signing the ticket with your name and membership number. An automatic 20% service charge is added to each a la carte ticket and 22% for private party tickets. The gratuity is distributed entirely among all service personnel,

including the Maitre d' and Captains. The tipping of Club employees is not required. A holiday fund will be solicited annually for distribution to all regular Club employees.

#### **MENUS**

Priced and non-priced menus are available. The Members-host will customarily receive the menu with prices and his guests, the non-priced menu. Any variance from this custom will be provided on a specific request basis.

#### **NO SMOKING PERMITTED**

In conjunction with the City of Philadelphia's Clean Air Worker Protection Law 2007, the club provides its Members and Employee partners a smoke-free environment.

#### **PARKING**

Arrangements have been made for Members and their guests to park for breakfast, lunch and dinner.

Crowne Plaza (Valet) – 1800 Market Street

All Day - \$15.00, 4 Hour - \$13.00

After 5/Weekends - \$7.50

Central Parking (Self-park)– 1700 Market Street

All Day - \$16.50, After 3/Weekends \$9.00

1 Liberty Place (Self-park) – The Westin Hotel at 17<sup>th</sup> (between Market & Chestnut Streets) (Parkway Parking)

All Day - \$16.50, After 3/Weekends - \$8.00

Parking tickets can be validated at the Club receptionist desk. The cost of parking will be billed to the Member's account.

#### **MEMBERSHIP NUMBERS**

Members are asked to acknowledge all orders for food, beverages and services by signing their names and membership number. The signing of the name at the time of ordering will materially assist the service staff in learning each Member's name. The signing of the membership number assists the Club's accounting office in keeping proper records.

#### **MEMBER STATEMENTS**

Monthly statements will be mailed on the 25<sup>th</sup> of each month. It will contain all charges incurred through the closing date of that month and dues for the coming month. All tickets signed by Members will be kept on file and will be available upon request. Accounts are due and payable upon receipt. Members' accounts unpaid for 30 days after billing are considered past due and a late charge equal to 15% of the past due amount (maximum of \$30.00) may be added to the Member's club account as an integral charge. If any Member's club account shall remain unpaid for a period of 60 days from the date of first billing, notice thereof may be sent by certified mail to the delinquent Member. If such a delinquency shall not be remedied within 30 days from the date of such notice, such Member shall be suspended from all Club privileges. If payment is not received within 10 days after suspension, the matter will be reported to the Board of Governors for appropriate action, which may include expulsion.

#### **RESIGNATION**

If the unfortunate time comes that you need to resign we require 30 days written notice.