

HOUSE RULES

1. HOURS OF OPERATION AND LIMITATIONS

- A. The Headliners Club is open Monday through Friday from 9 a.m. until 11 p.m. and on Saturday from 5:30 p.m. until midnight.

BREAKFAST SERVICE

By special arrangements made through the Catering Office.

LUNCH SERVICE

11:30 a.m. - 1:30 p.m. Weekdays, Main Buffet

11:30 a.m. - 2 p.m.; Weekdays, Casual Dining Room

11:30 a.m. - 2 p.m.; Weekdays, Press Box.

DINNER SERVICE

6 p.m. - 9:30 p.m., Weekdays

6 p.m.-10 p.m., Saturdays

BAR SERVICE

11 a.m. - 11 p.m., Weekdays

5:30 p.m. - 11:30 p.m., Saturdays

- B. The hours of serving alcoholic beverages in this Club shall always be subject to change immediately following any change in the rulings of the Texas Alcoholic Beverage Commission.
- C. Alcoholic beverages shall not be served to persons under twenty-one (21) years of age. Upon request, guests will be expected to present verification of age.

2. PRIVILEGES OF THE CLUB

Privileges of the Club shall extend to a Member's family, which shall include the Member's spouse, unmarried children under 25 years of age, and other relatives who compose the Member's household.

3. PRIVATE PARTIES - - THE FOLLOWING RULES SHALL APPLY:

- A. Approval of the Manager shall be obtained for all private parties.
- B. Reservations shall not conflict with normal operations of the Club.
- C. The entire Club may not be reserved for a private party during regular Club hours.
- D. Club Members only may reserve Club rooms for private parties.
- E. Club Members making reservations will assume full responsibility for all attendant expenses and/or damages resulting from use of the Club facilities by themselves and/or their guests.
- F. The Club Member responsible for a reservation shall be charged for any special services requested other than the usual Club services.
- G. The number of guests for private parties or special occasions may be limited by the management to protect the privileges of Membership.
- H. The Club will open during the day on Saturdays and Sundays only by special arrangement with the Manager.

I. Rooms for Private Parties:

- (1) Caucus Room
- (2) Capitol Room
- (3) Charles E. Green Room
- (4) H. Ted Read Room
- (5) Governor Allan Shivers Room
- (6) Charles Nash Room
- (7) Parliament Suite*
- (8) Richard Brown Room
- (9) Frank McBee Room I
- (10) Frank McBee Room II

* Through special arrangement with management for evening hours and Saturday and Sundays

J. Neither Dining Room (Parliament East or Nash Room) may be committed for Member private parties during weekday lunch hours, since luncheon needs of the Members generally require both spaces. Only one dining room may be committed for Member private parties during dinner hours and the Main Dining Room (Parliament Suite) may only be committed for not less than the minimum revenue amount established by the Board of Trustees.

K. The Trustees shall from time to time, but at least annually, establish appropriate special service charges for the private rooms available for reservations for private parties and meetings. A copy of these charges can be obtained through the Catering Office.

L. Eligibility: Private parties may be held only by Members of the Club, and the Member holding the party is required to attend.

M. Planned menus will be required for all dinner parties over twelve (12) persons. The Catering Office shall be advised of the guaranteed number in a party 48 hours in advance.

N. All food served in the Club shall be provided by the Club, except special occasion cakes.

4. GUEST RULES - Beverage and Food Checks

A. Guest cards can be requested only by the Host Members. This request can be presented in writing, by telephone or in person. Guest Card arrangements must be made in advance for no longer than one week at a time. Guest Cards will be issued only to persons residing outside the boundaries of Travis, Caldwell, Hays, Blanco, Burnet, Williamson, and Bastrop Counties, Texas. The number of Guest Cards per Member should be kept to a minimum to protect the privilege of fellow Members. If this privilege is abused, the Board of Trustees shall be authorized to withdraw Guest Card privileges from a Member.

B. A Guest, when signing food or beverage checks, shall sign the name and account number of his Host Member, followed by the Guest's signature. All accounts shall be rendered only to Club Members, subject to the rules and regulations promulgated by the Alcoholic Beverage Commission. Members are personally responsible for all charges, conduct and other actions of family members and guests who enjoy the Member's privileges of the Club.

C. The Manager, with the approval of the Board of Trustees, may exclude Guest Cards on certain special occasions.

5. SMOKING POLICY

Smoking is prohibited at all times.

6. HOUSE ACCOUNTS

- A. House accounts are payable on the first of the month following contraction.
- B. Members who have not paid all bills in full by the third billing date following invoice will have their names and overdue amount owed posted and will have all Membership privileges suspended. Privileges can only be restored by paying all bills in full. If the Member has not paid his full balance by the next billing date following posting of his name, the Membership will be terminated by a vote of the Board of Trustees. The Membership of any Member whose name is posted more than twice in any twelve-month period shall be terminated by a vote of the Board of Trustees.
- C. A gratuity charge shall be automatically added to all accounts.

7. CELL PHONES

- A. All cell phones should be silenced upon entering the Club. Cell phones may not be used at any time in the main dining areas. Calls on cell phones may be made or received in the areas of the Club that are immediately adjacent to the land based phone stations.
- B. Cell phone usage in private rooms is at the discretion of the host/hostess.

8. MEMBER'S DRESS CODE

- A. During daytime hours, the dress code shall be business casual. No shorts ever.
- B. In the evening, for the main dining room, gentlemen are required to wear coats.
- C. During special club functions or private parties, the dress code will be dictated by the host and type of event.
- D. Woman members and guests are expected to dress appropriately.
- E. Proper dress may be further defined by the Board of Trustees.

9. CLUB MANAGER - EMPLOYEES - LIMITATIONS

The Executive Manager and employees shall attend only to Club duties and shall not perform special errands for Members or guests while on duty.

10. DISPLAYS, SUBSCRIPTIONS, ADVERTISING, ACTIVITIES AND ENTERTAINMENT

- A. No articles of any kind may be exhibited for sale in the Club. Subscriptions shall not be circulated nor advertisements displayed without permission of the House Committee.
- B. Any activity or entertainment, including that relating to a private party or in a private Club room, which may tend to detract from the dignity or decorum of the Club, shall be approved in advance by the Manager.

11. DECORATIVE DISPLAYS

Any and all objects of a decorative nature including paintings, sculpture, etc., displayed in the Club shall be approved in advance by the Management.

12. CLUB RESPONSIBILITY - PERSONAL PROPERTY

The Club is not responsible for any personal property brought on its premises.

13. SUGGESTIONS AND CRITICISMS

Suggestions for improved services are earnestly solicited. These proposals and suggestions should be addressed to the President or the Chairman of the Board of Trustees.

14. HOUSE RULES - CHANGES

House rules may be changed or amended at any time by vote of a majority of the House Rules Committee with approval of the Board of Trustees.

CONCLUSION

WRITTEN RULES ARE EMPTY RHETORIC WITHOUT THE FULL UNDERSTANDING THAT EACH MEMBER AND GUEST SHALL AT ALL TIMES ABIDE BY THE UNWRITTEN RULES OF COURTESY, DIGNITY AND GOOD CONDUCT EXPECTED OF ALL PEOPLE.