



*Affair's to Remember*



special events

*Simply Elegant*





## *Ice Carvings*



## *Special Order Items*





## **BREAKFAST**

Basics • Plated • Buffets • Brunch • Additions

## **BREAKS**

Additions for Breaks & Enhancements • Specialties

## **LUNCH**

Plated • Buffets • Box Lunches

## **RECEPTION**

Hot & Cold Hors d'oeuvres • Enhancements

## **BEVERAGES**

Cocktails/Beverage Service • Wine List

## **DINNER**

Plated • Buffets • Theme Buffets

## **HOLIDAYS & WEDDINGS**

Plated • Specialties • Packages

As of 7 January 2011

Contact: Barbara Jackson

305-224-7517



## BREAKFAST BASICS

### *Continental*

Chilled Juices  
Assortment of Danish

*\$7.50 per person*

### *Continental Plus*

Add Sliced Seasonal Fruit

*\$8.00 per person*

### *The Club Continental*

Chilled Juices  
Assortment of Danish  
Muffins & Bagels  
Yogurt & Sliced Seasonal Fruit  
Hot & Cold Cereals

*\$ 9.00 per person*

Included with all of the above:  
Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas



## BREAKFAST BUFFETS

*All Breakfast Buffets include the following items:*

*Selection of Chilled Juices*

*Assortment of Sensational Sweets Pastry: Apple Twists, Cheese Butterfly,*

*Cinnamon Almond Bear Claw, Cherry Cheese, Low-Fat Apple,*

*Low-Fat Cheese Danish and choice of Toast or Biscuits*

*Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas*

*In addition to the above items, select one of the following entrees for your Buffet:*

### *American Classic*

Freshly Scrambled Eggs

Home Fried Potatoes

Crisp Bacon and Sausages

*\$9.95 per person*

### *American Classic Plus*

French toast w/Maple Syrup

Freshly Scrambled Eggs

Home Fried Potatoes

Crisp Bacon and Sausages

*\$10.95 per person*

### *Healthy Morning*

Scrambled "Eggbeaters"

Roasted Potatoes w/Peppers & Onions

Balsamic Grilled Vegetables

*\$10.95 per person*

### *On the Run*

Fluffy Buttermilk Biscuits split and stuffed w/Scrambled Eggs,

Grilled Ham and Cheddar Cheese

Bean & Cheese Burritos

Whole Fruits

*\$8.00 per person*



## BREAKS

### *Good Morning!*

An Assortment of Bakery Fresh Sensational Sweets Danish, Fruit Yogurt Cups on Ice, Sliced Melon & Orange Wedges, Chilled Juices, Coffee & Tea Service .....\$7.95 per person

### *Good Afternoon!*

An Assortment of Bakery Fresh Sensational Sweets Cookies, Assortment of Chips, Fresh Whole Fruits, Chilled Soft Drinks and Bottled Water, Coffee & Tea Service ...\$7.95 per person

### *Additions and Enhancements*

Orange, Apple, Tomato, or Grapefruit Juice	\$ 3.00 per quart
Assorted Bottled Water	\$ 1.00 each
Assorted Canned Soft Drinks including Diet & Caffeine-Free	\$ 1.00 each
Fruit Punch	\$ 8.00 per gallon
Assorted Hot/Iced Tea or Hot Chocolate	\$ 8.50 per gallon
Freshly Brewed Coffee or Decaffeinated Coffee	\$ 8.50 per gallon
Sensational Sweets Selection of Danish	\$ 8.50 per dozen
Sensational Sweets Selection of Bagels & Cream Cheese	\$ 8.50 per dozen
Sensational Sweets Selection of Cookies	\$ 6.50 per dozen
Sliced Fresh Fruit	\$ 3.50 per person
Mixed Nuts	\$ 7.95 per pound
Imperial Petit Fours	\$ 19.95 per dozen



## PLATED LUNCHEON

*Included with luncheons:  
Freshly Baked Rolls with Butter and Coffee & Tea Service*

### *The New Englander*

Fresh Spinach Salad with Sliced Mushrooms and Warm Bacon Dressing  
Baked Atlantic Cod with Herbed Bread Crumbs  
Roasted New Potatoes and Green Beans with Toasted Almonds  
*\$9.50 per person*

### *Hearty Appetite*

Tossed Caesar Salad  
Sliced Roasted Strip Loin of Beef  
Or  
Marinated Chicken Breast  
With Garlic Mashed Potatoes and Balsamic Grilled Vegetables  
*\$12.50 per person*

### *Vegetarian's Twist*

Fresh Greens and Tomatoes Tossed with Creamy Balsamic Vinaigrette  
Vegetarian Lasagna: Layers of Roasted Vegetables, Pasta,  
Tomato Sauce, and a Blend of Cheeses  
*\$9.50 per person*

### *Pasta Lover's Treat*

Tossed Greens with Tomatoes, Carrots, and Sprouts with House Dressing  
Bowtie Pasta tossed with Seasonal Vegetables and Sun Dried Tomato Sauce  
*\$9.00 per person*

### *A Light Duo*

A Duo of Healthy Chilled Salads  
Chunk-White Tuna with Celery, Carrots, Onions, and Light Mayonnaise  
&  
Diced Chicken with Almonds, Grapes, served over Crisp Greens, Fresh Fruit Cup  
*\$9.00 per person*

### Additions:

Fruit Sorbet \$2.00 per person  
Warm Fruit Cobbler \$2.00 per person  
Marinated Berries over Vanilla Ice Cream \$2.00 per person  
Sliced Grilled Chicken Breast for Pasta Lovers \$2.50 per person



## LUNCH BUFFETS

### *Deli*

Tossed Green and Potato Salad  
Sliced Deli Meats including: Roast Beef, Roast Turkey, and Honey Glazed Ham  
Cheeses (choose two):  
Cheddar, Swiss, Provolone, American; Lettuce Leaves, Sliced Tomatoes, and Onions,  
Assorted Bakery Fresh Breads and Rolls  
Mayonnaise, Butter, and Honey Mustard  
Sensational Sweets Cookies  
A selection of Soft Drinks and Bottled Water, Coffee & Tea Service  
*\$10.95 per person*

### *Deluxe Deli*

Tossed Greens, Potato & Pasta Salad with Roasted Vegetables  
Deli Meats including: Roast Beef, Roast Turkey, Honey Glazed Ham, and Cotta Salami  
Sliced Cheeses (choose three):  
Cheddar, Swiss, Provolone, American  
Lettuce Leaves, Sliced Tomatoes, and Onions  
Assorted Bakery Fresh Breads and Rolls  
Mayonnaise, Butter, and Honey Mustard  
Sensational Sweets Cookies and Brownies  
Sliced Seasonal Fruits  
A selection of Soft Drinks and Bottled Water, Coffee & Tea Service  
*\$11.95 per person*

### *American Classic*

Tossed Greens Salad  
Potato Salad; Cole Slaw  
Southern Fried Chicken  
Char-Broiled hamburger with all the Fixin's, & French Fries  
Sensational Sweets Cookies and Sliced Seasonal Fruit  
Coffee & Tea Service  
*\$11.25 per person*

### *Mediterranean*

Classic Caesar Salad with Herbed Croutons  
Bowtie Pasta Salad with Roasted Vegetables and Creamy Balsamic Vinaigrette  
Grilled Italian Sausages with Peppers and Onions  
Slow Roasted Chicken with Garlic, Lemon, Rosemary, and Olive Oil  
Penne Pasta with Pomodoro Diablo Sauce  
Coffee & Tea Service  
*\$11.95 per person*



## BOXED LUNCH

### *Classic*

Half Roast Beef & Half Turkey Sandwich with Cheddar Cheese  
Potato Chips & Whole Seasonal Fruit  
Sensational Sweets Cookie  
A Selection of Soft Drink or Bottled Water

*\$8.00 per person*

### *The Club Special*

Submarine Sandwich with Turkey, Ham, Salami with Provolone  
Cheese, Lettuce, Tomato, Onion, & Sliced Olives  
on a Fresh Baguette  
Pasta Salad & Whole Seasonal Fruit  
Chewy Chocolate Brownie with Walnuts  
A Selection of Soft Drink or Bottled Water

*\$9.00 per person*



## RECEPTION

### *Hot and Cold Hors d'oeuvres*

#### **HOT**

Buffalo Wings with Cool Ranch Dipping Sauce  
*\$42.50 total per (50) pieces*

Vegetable Spring Rolls with Plum Sauce  
*\$38.95 total per (50) pieces*

Egg Rolls w/ Sweet & Sour Sauce  
*\$38.95 total per (50) pieces*

Sweet and Sour Meatballs  
*\$35.00 total per (50) pieces*

Assorted Jalapeño Cheese Poppers with Cool Ranch Dipping Sauce  
*\$46.95 total per (50) pieces*

Crispy Fried Chicken Tenders Atlanta with Honey Mustard Dipping Sauce  
*\$45.95 total per (50) pieces*

Teriyaki Beef Sticks  
*\$49.95 total for (50) pieces*

Grilled Beef or Chicken Kabobs with Tangy BBQ Sauce  
*\$45.95 total for (50) pieces*

#### **COLD**

Curried Chicken Salad Finger Sandwiches  
*\$38.95 total per (50) pieces*

Deviled Ham Salad Finger Sandwiches  
*\$36.95 total per (50) pieces*

Fancy Deviled Eggs  
*\$35.95 total per (50) pieces*

Assorted Pastries, Guava, Guava & Cheese, Meat  
*\$40.00 total per (50) pieces*

Assorted Dips and Chips  
*\$2.00 per person*



## RECEPTION

### *Enhancements*

Fancy Imported and Domestic Cheese Display with Sliced Baguettes  
*\$65.00 per tray*

Fresh Vegetable Crudites with Assorted Dips  
*Small \$35.00 per tray*  
*Large \$55.00 per tray*

Sliced Meat Platter with Turkey, Ham, & Roast Beef  
Rolls and Condiments  
*\$60.00 per tray*

Sliced Fresh Fruit Display with Seasonal Berries  
*Small \$40.00 per tray*  
*Large \$60.00 per tray*

Deluxe Platter of Sliced Meats and Cheeses  
Turkey, Ham, Roast Beef, Salami, Cheddar, Swiss, and American Cheese served  
with Rolls, Condiments, and Crackers  
*\$80.00 per tray*

Whole French Brie 1kg Baked in a Golden Pastry Crust with Crushed Raspberries  
Served with Sliced Baguettes  
*\$45.00 per display*

Whole Smoked Salmon 3lb with Caper Berries, Chopped Onion,  
Cream Cheese and Mini Bagels  
*\$99.00 per display*

Chilled Jumbo Shrimp  
With Tangy Cocktail Sauce and Lemon  
*\$25.95 per pound*

### *Carvings*

**(Approx 50 people)**

Whole Roasted Turkey with Cranberry Chutney, Rolls, and Condiments  
\$105.00

Steamship or Top Round of Beef with Horseradish, Rolls, and Condiments  
\$145.00

Prime Rib Au Jus with Horseradish, Rolls & Condiments  
\$275.00

Honey Glazed Ham with Rolls and Condiments  
\$105.00

## BEVERAGES



### *Cocktails / Beverages*

Premium Brand Cocktails (per drink).....	\$3.50
Call Brand Cocktails (per drink) .....	\$3.25
House Brand Cocktails (per drink) .....	\$3.00
Domestic Beers (per bottle) .....	\$2.50
Imported Beers (per bottle).....	\$3.75
Non-Alcoholic Beers (per bottle) .....	\$2.50
Soft Drinks (per glass) .....	\$1.25



## PLATED DINNER

Included with plated dinners:  
Freshly Baked Rolls with Butter and Coffee & Tea Service

### *Southern Hospitality*

Tossed Green Salad with house dressing  
Southern Fried Chicken  
Sliced B.B.Q. Brisket of Beef  
Garlic Mashed Potatoes and Chef's Vegetables  
\$17.95 per person

### *Sumptuous Feast*

Tossed Greens, Tomatoes, & Cucumbers with Ranch Dressing  
Sliced London Broil Au Jus  
Roasted New Potatoes and Chef's Vegetables  
Or  
Roasted Stuffed Chicken Breast with Mushroom Gravy  
Rice Pilaf and Chef's Vegetables  
\$19.95 per person

### *Hometown Favorite*

Spinach Salad with Sliced Mushrooms, Thin Red Onions, and Warm Bacon Dressing  
Sliced Rosemary Roasted Pork Loin  
Garlic Mashed Potatoes and Chef's Vegetables  
\$18.95 per person

### *Seafood Classic*

Chopped Crisp Romaine Tossed with Tiny Shrimp and Tarragon Vinaigrette  
Baked Cod Filet with Herbed Bread Crumbs and Béarnaise, served  
Wild Rice Pilaf and Chef's Vegetables  
\$19.95 per person

### *Award's Night*

Classic Tossed Caesar with Herbed Croutons and Parmesan Cheese  
Sliced Filet Mignon with Béarnaise Sauce  
Roasted New Potatoes, and Chef's Vegetables  
\$23.95 per person

### *Club Classic*

Chef Choice Salad  
Roasted Prime Rib of Beef Au Jus or Chicken Cordon Bleu  
Rustic Mashed Potatoes and Chef's Vegetables  
\$24.95 per person



### *Additions:*

Shrimp Cocktail with Bibb lettuce Salad, Spicy Red Sauce and Lemons  
\$8.25 per person

Fancy Greens with Toasted Walnuts and Raspberry Vinaigrette  
\$5.50 per person

New England Style Clam Chowder  
\$3.00 per person

## **DINNER BUFFETS**

*Included with buffet dinners::*

*Freshly Baked Rolls with Butter and Coffee & Tea Service*

### *Classic Club Buffet*

Tossed Green Salad, Macaroni Salad and Classic Crispy Cole Slaw

Choice of One Meat:

Carved Steamship or Top Round of Beef with Horseradish Cream

Sliced Smoked Ham with Rum Raisin Sauce

Sliced Roast Turkey with Pan Gravy and Stuffing

Oven Roasted New Potatoes & Buttered Peas and Carrots

Warm Fruit Cobbler

*\$20.95 per person*

### *The Club Buffet*

Tossed Greens with Tomatoes, Cucumbers, Carrots and Choice of Dressing

Sliced London broil

Rustic Mashed Potatoes

Chef's Choice of Vegetable

House Dessert

*\$20.95 per person*

### *Pacific Regional Buffet*

Assorted Dim Sum; Oriental Chicken Salad with Sesame Ginger Dressing

Chicken Satay with Thai-Style Peanut Sauce; Hunan Beef with Broccoli

Hawaiian Style Huli Huli Chicken

Stir Fried Asian Vegetables; Shrimp Fried Rice

Sliced Fresh Seasonal Fruits

*\$20.95 per person*



## DINNER THEME BUFFETS

*Included with buffet dinners:  
Coffee & Tea Service*

### *South of the Border*

Greens with Tomatoes and Onions Tossed with House Dressing  
Beef Taquitos & Chicken Fajitas with Warm Flour Tortillas  
Shredded Pork Enchiladas with Salsa Verde  
Refried Beans, Mexican Rice  
Traditional Flan & Sliced Fruits  
*\$20.95 per person*

### *The Cowboy Western*

Crisp Cole Slaw & Green Salad with Ranch Dressing  
Jalapeño Cheese Poppers  
Barbecued Chicken and Steaks  
Baked Beans, Sweet Cornbread with Honey Butter  
Fruit Cobbler  
*\$21.95 per person*

### *Jazz Club Dinner Buffet*

Fancy Greens with Toasted Walnuts, Bleu Cheese, and Raspberry Vinaigrette  
Chilled Shrimp on Ice with Cocktail Sauce and Lemons [individual servings]  
Imported and Domestic Cheese with Fruit and Sliced Baguettes  
Carved Prime Rib or Beef  
Cheese Tortellini with Creamy Alfredo Sauce  
Chef's Vegetables & Roasted New Potatoes  
Assortment of Cheesecakes  
*\$25.95 per person*

### *Endless Summer Beach Party*

Tossed Greens with Veggies and House Dressing & Classic Potato Salad  
Sourdough Rolls and Butter  
Grilled Burgers and Hot Dogs with all the Trimmings  
Steamed Corn on the Cob; Sliced Seasonal Fruit  
*\$15.95 per person*

### *The Wacky Tourist Luau*

Cucumber Kim Chee; Oriental Salad; Teriyaki Beef sticks; Hawaiian-Style Huli Huli  
Chicken; Kalua Pork with Cabbage; Stir Fried Vegetables; Steamed White Rice  
Pineapple Upside-Down Cake  
*\$17.95 per person*

Additions: Tortilla Chips and Salsa \$2.00 per person Creamy New England Clam Chowder  
\$3.00 per person



## BULID A DINNER BUFFET

All Buffets include:  
Rolls and Butter Coffee and Tea Service

Light Buffet: Choose (1) Salad, (1) Meat, (1) Starch, (1) Vegetable, (1) Dessert

*\$21.95 per person*

Classic Buffet: Choose (2) Salads, (2) Meats, (2) Starches  
(2) Vegetables (1) Dessert

*\$23.95 per person*

Sumptuous Buffet: Choose (3) Salads, (3) Meats with Carver, (2) Starches  
(2) Vegetables, (2) Desserts

*\$27.95 per person*

### *Meats/Main Course*

Sliced London Broil  
Stuffed Chicken Breast  
Roast Beef w/Gravy  
Chicken Supreme  
Vegetable Lasagna  
Sliced Roasted Pork Loin  
Roasted Turkey w/Gravy  
Baked New England Cod  
Honey Baked Ham  
Carved Prime Rib (Sumptuous Buffet Only)

### *Starches*

Garlic Mashed Potatoes  
Rice Pilaf  
Baked Potato  
Rustic Mashed Potatoes  
Steamed Rice  
Roasted New Potatoes  
Linguini Marinara

### *Vegetables*

Green Beans with Almonds  
Peas with Shoe String Carrots  
Steamed Broccoli Spears  
Fresh Cut Corn or Corn on the Cob  
Asian Stir Fry  
Balsamic Grilled Vegetables  
Glazed Baby Carrots

### *Desserts*

Chocolate Mousse  
Apple Pie  
Berries with Ice Cream  
Cherry Pie  
New York Cheesecake  
Assorted Fruit Cobblers  
Peanut Butter Pie

### *Salads*

Classic Potato Salad  
Marinated Cucumber & Tomato Salad  
Bowtie Pasta with Seasonal Vegetables  
Cole Slaw

Macaroni Salad  
Fruit Salad  
Java Slaw



## HOLIDAYS & WEDDINGS

### *Home Style Thanksgiving or Christmas Gathering*

Home Style Dinners let you enjoy all the goodness of family gatherings without all the work! All you do is pick it up!

Choose either one of these fine Holiday Traditions listed below

### *Family Traditions*

Tossed Greens with Toasted Walnuts and Raspberry Vinaigrette; Roast Turkey with Stuffing, Cranberry Chutney, Pan Gravy, Mashed Potatoes, and Chef's Vegetables; Pumpkin or Pecan Pie; Freshly Baked Rolls with Butter....\$20.95 per person

### *Christmas Classic*

Classic Caesar Salad with Herbed Croutons and Parmesan Cheese; Prime Rib of Beef Au Jus with Roasted New Potatoes and Chef's Vegetables

\$22.95 per person

Or

Roast Turkey with Stuffing, Cranberry Chutney, and Pan Gravy  
White and Dark Chocolate Mousse; Freshly Baked Rolls with Butter;

\$20.95 per person

## WEDDINGS RECEPTIONS

**Reception Packages:** Each Package includes a 4-hour event plus the following items and services:

- Room Setup includes tables, chairs, and display area needed for reception
- House Linens and Napkins
- Votive Candles
- Designated Picture Areas

## WEDDINGS RECEPTIONS HORS D'OEUVRES



### *Club Classic*

Tomato Basil Crostini (2 pcs. per person)  
Assorted Finger Sandwiches; Fancy Deviled Eggs (2 pcs. per person)  
Imported and Domestic Cheeses with Sliced Baguettes  
Vegetable Crudités with Ranch Dressing  
Assorted Dips and Chips  
Fruit Punch; Coffee Service  
*\$10.95 per person*

### *Gala Affair*

Tomato Basil Crostini (2 pcs. per person)  
Beef Taquitos (3 pcs. per person)  
Assorted Finger Sandwiches; Fancy Deviled Eggs (2 pcs. per person)  
Deluxe Sliced Meats, Imported and Domestic Cheeses with Rolls and Condiments  
Vegetable Crudités with Ranch Dressing & Fruit Platter  
Assorted Dips and Chips  
Fruit Punch; Coffee Service  
*\$15.95 per person*

### *A Touch of Class*

Chilled Shrimp with Tangy Cocktail Sauce and Lemon  
Assorted Finger Sandwiches  
Vegetable Crudités with Ranch Dressing  
Fruit Platter; Whole French Baked Brie w/ Crushed Raspberries and Sliced Baguette;  
Grilled Chicken Kabobs (2 pcs. per person)  
Crab Rangoon with Shoyu Mustard Sauce (3 pcs. per person)  
Black Bean and Cheese Quesadillas (3 pcs. per person)  
Carved Steamship of Beef Served with Creamy Horseradish Sauce and Rolls  
Fruit Punch; Coffee Service  
*\$22.95 per person*



## *Club Information Catering To You*

**Our Goal is to Provide: Quality, Consistent Service and Exceptional, Creative Cuisine to Our Members and Their Guests.**

We are happy you picked the club and stand ready to make this a memorable event. Our menus include our most popular items and are value priced for members. If you prefer to customize a menu our catering staff will be happy to work with you. Our experienced staff will offer suggestions and recommendations for theme parties and/or packages that will make your event unique. Featured in this packet are our traditional and most popular menu items.

Our objective is to make this easy and stay within your budget. Our menu prices include:

- Complete menu ideas from start to finish
- Experienced wait staff to serve your guests
- Standard table and chair setups to include labor
- China, glass, silverware, and appropriate chaffers, sternos and trays for menus chosen
- House linens to compliment the banquet room
- Cocktail napkins
- Standing or table top podium for your speaker
- Table for your registration, cake, or display
- American and Air Force Flags when available

Your Catering Manager will help you plan for additional items needed, over and above the standard banquet needs. Please take time to review the Club Catering Brochure and General Information package to help you plan your next event. Our goal is to provide quality, consistent service, and exceptional creative cuisine in a unique setting for you and your guests.

We appreciate the opportunity to serve you!

Thank You, the Club Management and Staff



## GETTING STARTED

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We need some information to book your party, which you can provide either by telephone or in person. Please note only club members can book a party. Eligible nonmembers do not receive this membership benefit. Please provide the following:

- Host/sponsor's Name
- Grade
- Address
- Home and office telephone numbers
- Club card number and expiration date
- Name of group/organization hosting party
- Approximate number of attendees
- Serving time for cocktails and dinner

Please make preliminary arrangements for date, time, and location as early as possible. Final menu arrangements should be made in person and the contract signed within ten (10) days of the scheduled date or at the time the special function is booked. The clubs staff will follow up with you to ensure all arrangements are finalized. Our goal is to do this within 10 days of your party.

## GENERAL INFORMATION

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Planning your next event with the Club is simple to do. Our Catering Staff will assist you in all aspects of your important event and will guide you through the easy procedures from start to finish. The general guidelines below will give you a better understanding of how we operate in order to provide our members with quality, consistent service and exceptional, creative cuisine. We look forward to working with you for an unforgettable event!

### **NON-MILITARY EVENTS:**

There are restrictions on the use of the club by civic and civilian organizations. Should your organization fall into one of these categories and you would like to use the club, please provide the club manager the information listed below. The club manager will work with the commander for a final decision.



- Name of organization
- Type of organization, i.e., civic, civilian, nonprofit, etc.
- Purpose of organization
- The type of party you wish to hold and approximate attendance

If approved, please contact the catering department for details concerning available times and any applicable charges. Included in this document are room usage fees and guidelines to help you plan and stay within your meeting budget.

### **GUEST ENTRANCE THROUGH THE MAIN GATE**

It is the responsibility of the Security Forces to stop all vehicles without a base registration decal. To help you and your guest through the main gate without delay and inconvenience, here are a few things you can do in advance of your function:

**Sponsored Events:** For security reasons, special event passes are required. Please request (by letter), base entry for nonbase connected personnel for a specific sponsored event. The letter should have an alphabetized, by name, list of attendees. Please include in the letter time, date, place, approximate number of attendees, and a point of contact (with duty and home phone numbers). The host/sponsor may drop off letters during normal duty hours.

### **FLAGS**

We have an Air Force Flag and an American Flag with stands at no charge when available. For specific state, general officer, or service flags, the base Protocol Office may be able to assist you.



## **CLUB POLICIES**

To implement a successful event, certain club policies are in place to insure quality, consistent service and exceptional, creative cuisine to our members. Please review the information below. Our Catering Staff will be happy to answer your questions about these guidelines. We look forward to serving you!

**OFF BASE PUBLICITY:** Except for base newspapers, the purchase of commercial advertisements in any civilian media to publicize a private or club sponsored party is not permitted.

**FOOD AND BEVERAGE:** You can bring food items such as wedding cakes, military ceremonial cakes, and special event pastries into the club. Should you have any other requirements, please ask our staff. Additionally, for the safety of our members, all food and beverages are either consumed or disposed of in the club. Exceptions are made when unusual circumstances occur; for example, inclement weather that prevents many guests from attending.

**GUARANTEES:** To ensure the right items and quantities are on hand for your event, please provide your menu selection 10 business days in advance. Two business days before the event, please advise us of the number of guests to be served. We want to prepare sufficient food for the guaranteed number of attendees. We will work with the host/sponsor on any changes required. (Clubs should insert local guarantee policy here. Guarantees must be between 95% and 100%. All clubs on a base should maintain the same standard).

**PAYMENTS:** Cash, personal check, bank draft, your club card, and any commercial Visa or MasterCard is accepted for party payments. The club will accept your payment up to 2 business days after the event or the first business day after a weekend event.

**MULTIPLE ENTREES:** The Club uses color codes on luncheons and dinners where multiple entrees are ordered. This practice expedites services and ensures each guest gets what they ordered. We will work with the host/sponsor by providing suggestions on the number of entrée offerings and a color code for each entrée that can be used by each attendee. The use of colored nametags, place cards, or tickets helps the servers distinguish what entrée to serve each guest.



**SERVING TIME:** We pride ourselves in meeting the serving time listed on your contract. For seated functions, our staff will invite your guests to be seated 5 to 10 minutes prior to actual serving time. If, for any reason, you need to delay the serving time, please advise the catering staff as soon as possible to insure quality, taste and eye appeal of your meal. For meal service requests at other than normal operating club hours, special pricing may apply. Management will work with you to identify those charges in advance and, if applicable, will clearly indicate the charges on your contract.

**MEETINGS AND SEMINARS:** We specialize in social events for members and guests that contract for food and beverage services. Members and organizations wishing to use rooms for private meetings and seminars need to contact the catering department for details concerning available times and any applicable charges. Included in this document are room use fees and guidelines to help you plan and stay within your meeting budget.

**SPECIALIZED AUDIO VISUAL VENDOR AND MATERIALS GUIDELINES:**

For your convenience microphones, podiums, and limited audiovisual equipment items may be available through the catering department to support your function. Identify your needs to the catering department well in advance of the function so we can reserve these items for you. If a specialty item is not available within the club, we may be able to assist you by providing a list of sources for the required item. If any outside vendor delivers items to the club, they must coordinate with the catering department to receive clearance to come onto the base. If display or conference support materials are being shipped into the club, clearly mark the boxes with the name of the function, host/sponsor name and date. Also mark the boxes "Deliver to the Catering Department." Please notify the catering department of any special storage needs for rented or shipped items.

**ANNOUNCEMENT SIGNS:** On the date of your event the name of your function and the room location will be posted in a highly visible area of the club. Should you require additional signs, displays, banners, exhibits and decorations, please ask the catering department for assistance.

**CANCELLATIONS:** Cancellations made 3 days before event will not be charged a fee. Any event with a signed contract that cancels inside of 72hrs will be assessed a \$500 cancellation fee. No shows will be charged full contracted amount.



**SERVICE CHARGE:** The total contracted food and beverage costs include a service charge of 20% +-for all in-house parties. There is no service charge on pay-as-you-go bar sales and for special function items ordered for take-out.

**TELEPHONE AND FAX NEEDS:** House telephones (if available) can dial anywhere on base. Phones may be available for local toll free calls. If DSN access lines are required, notify the catering manager during the function planning to discuss possible options for service. The catering department will accept incoming telephone messages for all event attendees. Messages will be placed on a message board. Other than in emergencies, conference and party guests are not paged for telephone calls. Guests should check the message board regularly. The catering department does not have internal resources for high volume duplication services; however, small quantity duplication and local fax service is available in the club office at no charge.

**DECORATIONS:** All decorations other than those provided by the club are the responsibility of the host/sponsor. To preserve the beauty of the club for all members and their guests we request no nailing, tacking or taping to the walls, ceiling or another part of the club without approval of club management. The host/sponsor is financially responsible for any damages to the facility resulting from misuse of decorations. With the exception of place cards and some individual table decorations, all decorations must be fire resistant and meet the codes of the base fire department. Our catering staff will assist you in coordinating your decorations in accordance with the fire codes. Please coordinate the time you plan to decorate your tables and area with the catering staff to insure there is no conflict with other functions.

**PROPERTY, LIABILITY AND DAMAGES:** Neither the club, nor the Air Force is liable for any loss or damage to, merchandise, equipment, or articles left in any facility prior to, during, or following any event. The host/sponsor will be held responsible for any losses or damage to the building, equipment, house decorations or fixtures belonging to the club/base caused by the host/sponsor or guests. Damages will be billed to the host/sponsor at market replacement cost plus labor.



**BEVERAGES:** Beverages can be ordered from the enclosed menu or we can provide a private bar for your guests. We have a "designated driver" program that provides free coffee, soda, and juice to drivers you designate from your group. The club staff will stop serving alcoholic beverages to any individual they feel is intoxicated or nearing intoxication.

**PARTY BARS:** There are two types of bars: "pay-as-you-go" and an "open" bar. There is a \$100 sales guarantee per bar for the first hour and a \$50 sales guarantee per bar for each additional hour. If your party does not meet these minimums, a charge of \$20 per bar, per hour will be applied to cover bar labor. The minimum sales guarantee is 1 hour.

Pay-as-you-go Bar: The guests order and pay for their drinks. Standard lounge drink prices apply. See enclosed menu page on beverage prices. There is no service charge added to this type of bar service.

Open Bar: The host/sponsor agrees to pay for all drinks served. Drinks are dispensed to the guests free of charge with the host/sponsor assuming responsibility for payment. An open bar can be set up with a predetermined dollar amount or time limit. The dollar limit amount will be annotated in the contract. A register tab will be computed until the pre-set limit is reached. The 10% service charge applies to the bar total.

The host/sponsor is responsible for assuring minors do not consume supervised or unsupervised alcoholic beverages.

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## **HELPFUL PLANNING INFORMATION**

Your catering department will assist you in planning your special event. However the information listed below will help you understand the appropriate amounts needed for your function.

### **EQUIVALENTS**

Bottle of Champagne:	=	8 glasses for toasting
Liter Carafe Wine:	=	8 glasses (4 oz per glass)
Liter Liquor:	=	32 drinks
Gallon Punch:	=	30 servings (4 oz per glass)
Full Barrel of Beer:	=	180-200 glasses (10 oz per glass)
Qtr. Barrel of Beer:	=	50-75 glasses (10 oz per glass)

### **HORS D'OEUVRES QUANTITY SUGGESTIONS**

Light Hors d'oeuvres:

Usually served in early afternoon or prior to dinner;

Plan 4 to 6 pieces per person plus dips, spreads, fruit or vegetable trays

Medium Hors d'oeuvres:

Usually served mid to late afternoon and considered "bridge" food for the Period between lunch and an "after 6" dinner

Plan 7 to 10 pieces per person plus snack foods, chips, and dips

Heavy Hors d'oeuvres:

Usually a lunch substitute and/or a pre-show or light dinner substitute, which includes sliced meats and sandwich items.

Plan 11 to 13 pieces per person plus dips and fruit/cheese/vegetable trays

Meal Substitute Hors d'oeuvres:

Served in lieu of a meal and always includes hot/cold meat items

Plan 14 plus pieces per person

Enclosed in this menu packet are many types of hors d'oeuvres from which to choose. Your catering department will be happy to recommend items that complement each other for a tasteful event.

