



THE FORT EUSTIS CLUB

Catering Menu

Procedures

GENERAL INFORMATION

We are pleased you have considered The Fort Eustis Club for your event. Our goal is to provide you with a memorable experience by using the highest quality food and service possible. The enclosed menus describe the many selections and options available.

MENU SELECTIONS

To expedite your service and avoid confusion, we recommend that only one meal choice be provided for all guests. If two different menus are requested the place cards must be provided for each guest with an identifying menu code to assure proper meal service by our staff.

ROOM DEPOSITS

A non-refundable deposit of \$500 is required for all nonmilitary and personal functions to be paid within 10 days of booking the event. This deposit is applied to your final bill and contract settlement.

SETUP FEES

For all Non-Military Private Events (Weddings, Birthday & Anniversary Parties, Showers, Rehearsal Dinners, Church & School Events, Private Organizations, and Holiday Parties)

All Non-Military functions are assessed the \$300.00 Set up Fee in addition to Food & Non-Alcoholic Beverage minimums. Setup fees cover the setup, cleanup and configuration of the room to your functions specifications.

Recommended Staffing is:

Bar	One Bartender for 50-100 guests
Stand up Cocktail	One Server for 35-100 guests (Seated Buffet/Dinner)
	One server for 25-50 guests (Set-up & Supplies)

SERVICE CONTRACT

Although the club does not provide entertainment, Photographers, Fresh Flowers, etc., we do have a list of local recommendations.

The catering office can provide microphones, podiums and easels upon request and based on availability. The catering office can provide space on the announcement board if the sponsor has the information available. A cleaning fee will be applied for any addition cleaning contracted personal, decorations, bird seed, rice confetti etc. inside or outside of building.

On-Site Rentals (Without Food & Beverage)

To complete your event off-property, the following items may be rented at a nominal fee:

Club Linens	\$4.00 per cloth	Stack Chairs	\$5.00 per chair
Club Napkins	\$.50 per napkin	Chair Covers w/Sashes	\$4.00 per chair
72" Banquet Tables (seats 10)	\$10.00 per table	Roll Top Chafers	\$20.00 each
60" Banquet Tables (seats 8)	\$8.00 per table	Wire Chafers	\$10.00 each
Long Table Cloth	\$4.00 per table	Sternos	\$3.00 each

Beverages

Coffee, Decaffeinated (Gallon)	\$20.95
Coffee, Decaffeinated (Pot)	\$9.95
Iced Tea (Gallon).....	\$18.95
Orange Juice (Gallon).....	\$20.95
Orange Juice (Individual).....	\$1.50
V-8 or Tomato Juice (Individual).....	\$1.25
Fruit Punch or Lemonade (Gallon)	16.95
Champagne (Bottle).....	\$20.95
Champagne Punch (Gallon)	\$36.95
Orange Sherbet Punch (Gallon)	\$28.95
Sparkling Cider (Bottle)	\$16.95
Cartons of Chilled Milk (Each).....	\$1.50
Hot Chocolate (Gallon).....	\$16.95
Soda (Can)	\$1.50
Water (16 oz.Bottle)	\$1.50
House Wine (Bottle)	\$24.95
Keg Beer (Domestic) - 1/2 Keg	\$195.00
Keg Pony (Domestic) - 1/4 Keg	\$100.00
Keg Pony Premium - 1/4 Keg.....	Market Price
Keg Premium - 1/2 Keg	Market Price

A La Carte

Large Danish	\$22.95 per dozen
Mini Danish	\$18.95 per dozen
Streusel Pastries	\$24.95 per dozen
Fresh Baked Scones	\$24.95 per dozen
Mini Croissants.....	\$20.95 per dozen
Assorted Mini Bagels with Cream Cheese	\$18.95 per dozen
Assorted Cookies.....	\$14.95 per dozen
Large Muffins.....	\$22.95 per dozen
Mini Muffins.....	\$18.95 per dozen
Double Chocolate Brownies	\$24.95 per dozen
Fresh Fruit.....	\$1.50 Each
Mini Quiche (5 dozen Minimum).....	\$22.95 per dozen

Breakfast Buffet

Coastal Virginia Buffet \$18.95

Scrambled Eggs, Bacon, Sausage, Virginia Baked Ham, Creamy Cheese Grits, Hash Browned Potatoes, Blueberry Pancakes with Warm Maple Syrup, Assorted Breakfast Pastries, Fresh Cut Fruit Bowl, Chilled Orange Juice, Coffee, Tea & Decaffeinated Coffee

Yorktown Buffet \$16.95

Scrambled Eggs, French Toast and Pancakes with Warm Maple Syrup, Bacon or Sausage, Oatmeal or Creamy Cheese Grits, Warm Buttermilk Biscuits with Country Gravy, Butter, Jams & Preserves, Fresh Cut Fruit Bowl, Chilled Orange Juice, Coffee, Tea & Decaffeinated Coffee

Fort Eustis Buffet Buffet \$14.95

Scrambled Eggs, Bacon **or** Sausage, Hash Browned Potatoes, Cheese Grits, Selection of Cold Cereal with Milk, Homemade Biscuits with Gravy, Assorted Jams & Butter, Chilled Orange Juice

The Club Buffet \$12.95

Scrambled Eggs, Bacon **or** Sausage, Hash Browned Potatoes, Homemade Biscuits with Gravy, Assorted Jams & Butter, Chilled Orange Juice, Coffee, Tea & Coffee

**Additional Meat Added for 2.50 Per Person
Minimum 50 People, Buffets Served for One Hour**

Cold Plated Lunches

Chef Salad \$14.95

Fresh Mixed Greens with Diced Chicken and Bacon, Cheddar Cheese, Tomatoes, Cucumbers, Red Onions & Chopped Egg

Mediterranean Salad \$14.95

Fresh Mixed Greens and Romaine Lettuce with Tomato, Banana Peppers, Red Onions, Artichoke Hearts, Feta Cheese, Croutons and Balsamic-Herb Vinaigrette

with Grilled Chicken Breast (4 oz) \$18.95

with Grilled Shrimp (4) \$20.95

with Baked Fresh Atlantic Salmon Fillet (6 oz) \$24.95

Caeser Salad or Mixed Green Salad with Creamy Italian Dressing \$12.95

with Grilled Chicken Breast (4 oz) \$16.95

with Grilled Shrimp (4) \$18.95

with Baked Fresh Atlantic Salmon Fillet (6 oz) \$22.95

Deli Sandwich \$14.95

Mounds of your choice of Shaved Roast Beef, Turkey, or Ham with Swiss or American cheese, Lettuce, Tomato, Red Onion, Mayonnaise and Mustard on a Soft Potato Roll, served with Choice of Potato Salad, Pasta Salad or Chips & a Pickle Spear

Shrimp Salad Croissant \$18.95
Scrambled Eggs, Bacon, Sausage, Virginia Baked Ham, Creamy Cheese Grits, Hash Browned Potatoes, Blueberry Pancakes with Warm Maple Syrup, Assorted Breakfast Pastries, Fresh Cut Fruit Bowl, Chilled Orange Juice, Coffee, Tea & Decaffeinated Coffee

The Club B.L.T. \$12.95
Thick-Cut Bacon, Crisp Iceberg Lettuce and Sliced Tomato on Toasted White Bread with Dijon-Mayonnaise

The French Dip Wrap..... \$ 14.95
Shaved Roast Beef with Gruyere Cheese, tomatoes, fried onions and Peppercorn Mayonnaise in a honey wheat Tortilla with Au jus Dipping Sauce.

All Salads Served with a Roll or Bread Sticks and Butter.

Split Menu Fee of additional \$2.50 per Person Applies for more than one Choice

Hot Plated Lunches (Available Monday - Friday)

Braised Sirloin Tips with Mushrooms, Onions and Peppers..... \$22.95
Tender Choice Cubes of Sirloin Braised in a Savory Red Wine Sauce with Mushrooms, Onions and Peppers served over White Rice

Portobello Mushroom Stuffed with Fennel, Onions and Cream Cheese* \$16.95
Served with Sweet Balsamic Glaze

Baked Garlic-Peppered Atlantic Salmon Fillet (6oz.)..... \$24.95
Served with Creamed Parmesan Potatoes, Lemon-Dill Hollandaise Sauce

Chesapeake Bay Crab Cakes..... \$26.95
Blue Crabmeat Seasoned and Dusted with Panko Bread Crumbs, Fried and Served with Roasted Potato Hash, Sweet "Pickled Pepper" Tartar Sauce

Colonial Chicken Breast \$20.95
Boneless Breast of Chicken on a Bed of Shaved Smithfield Ham, Topped with a Mushroom and Sherry Cream Sauce

Golden Potato-Crusted Chicken Breast \$20.95
Boneless Chicken Breast Dusted with Ground Crispy Potatoes and Fried. Served with a Drizzle of Sour Cream, Chopped Bacon, Chives and Tomatoes

Dry Barbecue-Rubbed Roasted Pork Loin \$20.95
Pork Loin with a Smokey Blend of Spices, Slow Roasted and Served with a Coarse Ground Mustard Sauce

*** Vegetarian Option**

Add a Desert for \$3.95 Per Person

Split Menu Fee of \$2.50 per Person applies for more than one Choice

All Plated Lunches Include House Salad, Seasoned Vegetables and Choice of Roasted Yukon Gold Potatoes, Whipped Potatoes, Rice Pilaf, White Rice, Wild Rice or Tomato-Basil Couscous

All Luncheons include Iced Tea, Coffee and Decaffeinated Coffee

Lunch Buffets (Available Monday - Friday)

DESIGNER BUFFET

One Entrée Buffet	\$16.95
Two Entrée Buffet	\$18.95

Add Dessert for \$2.95 Per Person

**Designer Buffet Includes Rolls and Butter, Coffee, Ice Tea, Decaffeinated Coffee
Minimum 50 People**

Starters

CHOOSE ONE Tossed Caesar Salad, Tossed Mixed Greens Salad, Pesto Pasta Salad, Mustard Potato Salad, Red Bliss Potato Salad or Tomato, Basil and Mozzarella Salad

CHOOSE ONE Scalloped Potatoes, Roasted Red Bliss Potatoes, Macaroni and Cheese, Steamed White Rice, White and Wild Rice Blend, Rice Pilaf, Fried Rice, Whipped Potatoes, Corn Bread Stuffing or Tomato-Basil Couscous

CHOOSE ONE Seasoned Green Beans, Creamed Spinach, Sweet Buttered Corn, Peas & Pearl Onions, Collard Greens, Garden Vegetables, Collard Greens, Steamed Broccoli

Entrées (Designer Buffet)

Baked Virginia Ham, Beef Lasagna, Sliced Roast Beef, Braised Sirloin Tips w/ Mushrooms, Barbecued Chicken (wet or Dry Rubbed), Fried Chicken

Baked Herb Chicken, Roasted Turkey with Gravy, Roasted Pork Loin with Dijon Demi Glace, Spaghetti with Marinara Sauce, Chicken Stir Fry, Cheese and Vegetable Tortellinis in Alfredo Sauce

House Made Soup & Baked Potato Bar* \$10.95

Daily Private House Menu Buffet (inclusive) \$20.00

Private Party - Going through the Lunch Buffet (inclusive) \$16.00

*** Not included in the Designer Buffet**

Pasta Bar (Cooked to your Specification, Minimum 50 People)

Pasta Bar Includes the following:

Spaghetti, Spiral, and Penne Pastas, Tomatoes, Onions, Mushrooms, Black Olives, Green Peppers, Parmesan Cheese, Pesto, Alfredo Sauce, Marinara Sauce and Garlic Bread Sticks.

Additional Items and Packaging Available and Priced upon request. \$14.95 per Person | \$50 Chef Attendant Fee per 50 People

Plated Dinners

Chicken Florentine	\$25.95
Boneless Breast of Chicken Filled with Creamy Spinach, Topped with Mornay Sauce	
Colonial Chicken Breast	\$25.95
Broiled Boneless Breast of Chicken on Top of a Bed of Shaved Smithfield Ham Smothered with a Creamy Mushroom Sauce	
Golden Potato-Crusted Chicken Breast	\$25.95
Boneless Chicken Breast Dusted with Ground Crispy Potatoes and Fried. Served with a Drizzle of Sour Cream, Chopped Bacon, Chives and Diced Tomatoes	
Roasted Half Chicken (1 lb.)	\$26.95
Choice of Barbecue, Lemon-Pepper, Montreal Seasoned or Caribbean Spiced	
Grilled "Frenched" Thick-Cut Pork Chop (8 oz.)	\$26.95
Dijon Mustard Cream Sauce and Grilled Sweet Onions	
Roasted New York Strip Sirloin (12oz.)	\$34.95
Angus New York Strip Sirloin, Cooked to Medium and served with Mushroom and Cabernet Demi-Glace	
Roasted Bistro Steak (8oz.)	\$30.95
Tender Teres Major Steak Roasted to Medium and Sliced, served with a Brandy-Peppercorn Sauce	
Baked Fresh Atlantic Salmon Fillet (7oz.)	\$36.95
Stuffed with Crabmeat Imperial	
Topped with a Lemon-Dill Hollandaise Sauce	
Chesapeake Bay Hand-Made Crab Cakes	\$36.95
With Thinly-Sliced Ham and "Pickled Pepper" Tartar Sauce	

All Dinners Include House Salad, Seasoned Vegetables and Choice of Roasted Yukon Gold Potatoes, Whipped Potatoes, Rice Pilaf, White Rice, Wild Rice or Baked Potato with Butter \$2.50 Additional fee per person for split menus

Dinner Buffets

Build Your Own Buffet | Choice of 2 Salads, 2 Starches and 2 Vegetables
Build your own buffet includes Rolls and Butter, Coffee / Decaffeinated, Iced Tea Minimum 50 People – Buffet served for 1 Hour

Add Dessert for \$2.95 Per Person

One Entrée Buffet	\$24.95
Two Entrée Buffet.....	\$28.95
Three Entrée Buffet.....	\$32.95

Salads: Chilled Cucumber, Tossed Salad, Pesto Pasta Salad, Mustard Potato Salad, or Tomato, Onion, Basil and Mozzarella Salad.

Starches: Steamed Parsley Potatoes, Scalloped Potatoes, Roasted Red Bliss Potatoes, Macaroni and Cheese, Steamed White Rice, Wild Rice Blend, Rice Pilaf, Fried Rice, Mashed Potatoes, Seasoned Wedge Fries, or Corn Bread Stuffing.

Vegetables: Seasoned Green Beans, Buttered Corn, Peas and Pearl Onions, 5 Vegetable Blend, Mixed Garden Vegetables, Steamed Baby Carrots, or Steamed Broccoli

Entrees: Herb Roasted Chicken, Barbecued Chicken (wet or Dry Rubbed), Fried Chicken, Fried or Grilled Chicken Breast with Mushroom Gravy, Braised Beef Tips and Mushrooms with Red Wine Gravy and Spiral Noodles, Sliced Roast Beef with Au Jus Gravy, Rosemary Pork Loin with Dijon Demi Glace, Turkey Pot Roast, Spaghetti with Meat Sauce, Asian Beef and Broccoli or Bourbon Chicken.

Holiday Buffet

SALADS

Mixed Green Salad with Roma Tomatoes, Cucumbers, Croutons, Parmesan Peppercorn Dressing
OR Classic Caesar Salad with Parmesan Cheese, Herb Croutons & Caesar Dressing
House Made Rolls with Butter

ENTRÉES (Choose Two)

Rosemary Pork Loin with Dijon Mustard Demi Glace
Fresh Roasted Turkey with Giblet Gravy | Apple Cider-Glazed Sliced Smithfield Ham
Garlic-Peppered Salmon Fillet with Tomatoes, Fresh Basil and Mozzarella Cheese
Grilled or Fried Chicken Breast Fillets with Lemon-Caper Cream Sauce
Roast Beef with Au Jus Gravy

STARCHES (Choose One)

Corn Bread Stuffing | Mashed Potatoes | Candied Yams | Roasted Red Bliss Potato Wedges
Autumn Rice Pilaf | Macaroni and Cheese | Vegetables

VEGETABLES (Choose One)

Southern Green Beans | Steamed Mixed Vegetables | Broccoli & Cheese
Steamed Asparagus | Buttered Corn | Steamed Carrots | Collard Greens

DESSERTS (Choose One)

Spiced Apple and Cranberry Cobbler with Vanilla Ice Cream
Peach and Blackberry Cobbler with Vanilla Ice Cream | Ghirardelli Chocolate Brownies
Cinnamon-Apple Pie | Pecan Pie | Midnight Mousse Cake
Pumpkin Pie | Sweet Potato Pie | Assorted Christmas Cookies

Two Entrée Selections \$30.95 per person + 20% Service Charge

Each Additional:

Entrée • Add \$3.95 per person | Starch • Add \$1.95 per person

Vegetable • Add \$1.95 per person | Dessert • Add \$2.95 per Person

All Meals Include Ice Tea, Coffee & Full Holiday Theme Set up with Center Pieces

Hors D'Oeuvres

DISPLAYS

Fountains • 50 People | Large Trays • 100 People | Small Trays • 50 People

*Small Crudités with Dip (50 ppl.)	\$80.00
*Large Crudités with Dip	\$150.00
*Small Cheese & Crackers	\$80.00
*Large Cheese & Crackers	\$150.00
*Small Fresh Fruit Tray	\$ 80.00
*Large Fresh Fruit	\$150.00
Warm Chesapeake Crab Dip w/Pita Chips (50 People)	\$175.00
3 Foot Submarine	\$75.00
Chocolate Fondue Fountain (Cubed Seasonal Fruit)	\$175.00
Deluxe Chocolate Fondue Fountain	\$200.00
Cubed Seasonal Fruit, Pretzels, Marshmallows, Pound Cake & Biscotti	

COLD HORS D'OEUVRES (minimum 50 pcs. per order)

Deviled Eggs (50)	\$55.00
Finger Sandwiches (50)	\$75.00
Peel & Eat Shrimp (per pound)	Market Price
Jumbo Shrimp Cocktail (per each)	Market Price
Shaved Country Ham on Home Style Biscuits (50)	\$75.00
Chicken Salad Brochettes (50)	\$85.00
Shrimp Salad Brochettes (50)	\$95.00
Ham Salad Brochettes (50)	\$85.00
Vegetarian White Bean Bruschetta (50)	\$95.00

Hors D'Oeuvres

HOT HORS D'OEUVRES (minimum 50 pcs. per order)

Mini Vegetable Egg Rolls (50)	\$85.00
Mini Vegetable Lumpia (50)	\$85.00
Cocktail Meatballs (50)	\$65.00
*Sesame Chicken Tenders (50).....	\$85.00
Assorted Mini Quiches (50).....	\$85.00
Broccoli & Cheddar Bites	\$65.00
Popcorn Chicken (100)	\$75.00
Little Smokies (100).....	\$65.00
Asian Chicken Satay (50).....	\$85.00
Breaded Chicken Wings Hot or Mild (50).....	\$95.00

Carving Station

Baked Virginia Ham.....	\$6.95 per person
Steamship Round of Beef (Min. 125 people)	\$8.95 per person
Top Round of Beef.....	\$8.95 per person
Roast Pork Loin	\$7.95 per person
Roast Turkey Breast.....	\$6.95 per person

• All Carving Stations Include Warm Assorted Hearth Rolls & Condiments •

\$50.00 Chef Attendant Fee per 50 people

Conference Package

BREAKFAST/BREAK MENU

Minimum 25 Guests | All Day Meeting Planner | \$24.00 per person

RISE & SHINE CONTINENTAL BREAKFAST

Assorted Fresh Baked Bagels | Danish and Muffins
Sweet Butter, Cream Cheese & Fruit Preserves
Whole Seasonal Fruit | Chilled Orange Juice

AFTERNOON BREAK

Chilled Soft Drinks/Bottled Water
Homemade Chocolate Chip Cookies and Brownies

• **Continuous Beverages Throughout the Day** •

Lunch/Dinner is available from our Catering guide for an additional fee

BREAKFAST MENU

CONTINENTAL BREAKFAST • \$16.00 INCLUSIVE PER PERSON

Assorted Danish, Muffins & Pastries | Cut Fruit Tray
Coffee, Decaf & Hot Tea | Assorted Juices

PRIVATE BREAKFAST BUFFET • \$20.00 INCLUSIVE PER PERSON

Scrambled Eggs | Crispy Bacon OR Sausage | Hash Browned Potatoes
Orange Juice | Coffee, Decaf & Hot Tea

Snacks (All prices are based per 50 people)

Chips	\$35.00
Popcorn	\$25.00
Pretzels	\$35.00
Party Mix	\$40.00
Peanuts	\$50.00
Cocktail Nuts	\$55.00
Mints	\$35.00
Chips with French Onion Dip	\$50.00
Tortilla Chips with Salsa	\$50.00

Desserts (prices listed are per person except for Cobblers)

N.Y. Cheesecake with Raspberry Sauce	\$4.95
Chocolate or Strawberry Mousse Cups	\$4.95
Old Fashioned Carrot Cake	\$4.95
Chocolate Layer Cake	\$4.95
German Chocolate Cake	\$4.95
Pecan Pie	\$4.95
Double Chocolate Brownie	\$4.95
Sheet Cake with Logo	Market Price
Chefs Assorted Dessert Station	\$5.95
Italian Lemon Cream Cake	\$5.95
Tiramisu	\$5.95
Chef's Peach & Blackberry OR Spiced Apple Cobbler w/Vanilla Ice Cream (Serves 25)	\$95.00 per pan

Banquet Beverages

Cash Bar, Host Bar & Consumption Bar (priced per hour per person)

All Open Bars are stocked with

Scotch | Bourbon | Gin | Vodka | Rum | Beer | Wine & Soft Drinks

HOUSE BRANDS

First Hour	\$20.00
Each Additional Hour	\$10.00

PREMIUM BRANDS

First Hour	\$22.00
Each Additional Hour	\$11.00

DELUXE BRANDS

First Hour	\$25.00
Each Additional Hour	\$12.00

All items must be provided by The Fort Eustis Club.

- Various types of bars available see catering office for information on each. •

Wedding Packages

BASIC PACKAGE • \$3.50 PER PERSON

- Add to any Plated or Buffet Meal •

Choice of TWO selections from Wedding Package Menu

Server Cake Cutting | Toast for Wedding Party

DELUXE PACKAGE • \$4.50 PER PERSON

- Add to any Plated or Buffet Meal •

Choice of TWO Cold Displays | Choice of ONE Hot Hors D'ouvres

Server Cake Cutting | Toast for Wedding Party

PREMIUM PACKAGE • \$5.50 PER PERSON

- Add to any Plated or Buffet Meal •

Choice of THREE Cold Displays | Choice of ONE Hot Hors D'ouvres

Server Cake Cutting | Toast for Wedding Party



WEDDING PACKAGES COLD MENU OPTIONS

Crudités with Dip | Cheese & Crackers | Fresh Fruit Tray

Deviled Eggs | Finger Sandwiches

WEDDING PACKAGE HOT MENU OPTIONS

Mini Vegetable Egg Rolls | Mini Vegetable Lumpia

Cocktail Meatballs | Sesame Chicken Tenders

Broccoli & Cheddar Bites | Breaded Chicken Wings | Asian Chicken Satay

Cake Cutting • \$1.00 per person

Policies

All function arrangements must be processed through our Catering office which is open Tuesday thru Friday, 0900 -1630 hours. We strongly recommend appointments so we are able to spend the necessary amount of time to ensure your event is a success.

Functions are scheduled for 4 hours. Charges to extend the length of the function are based on the time and location of the event. Special functions may be contracted by Members of all Military branches and their dependents. Special functions may be contracted with official installation activities or organizations and with private organizations authorized to operate on the installation.

Persons signing a Club contract must understand that they are assuming responsibility and liability, for all cost relating to that event. Persons signing a Club contract because they are the designated project person should either have the authority to obligate funds, or have a responsible official for obligating funds to sign contract. All accounts are paid by VISA, MasterCard, American Express, Cash, Cashier's Check or Money Order. Deposits must be received within 10 days of the tentative booking date in order to confirm a reservation. The \$500.00 deposit will be applied to the final bill. Cancellation of a function must be made with our catering office during Business hours. All cancellations must be confirmed in writing. Cancellation of a function will result in a forfeit of the \$500.00 deposit.

The sponsor is responsible for the conduct of all guests. Particular care should be exercised with children to keep them from wandering throughout facility.

Policies (continued)

No one under the age of 21 years of age is allowed to consume alcohol or utilize any bars. The sponsor is Responsible for any damages to the facility during the contracted time by any of their attendees, employees or independent contractors under their control/hire. The Fort Eustis Club is not responsible for damage or loss of any merchandise or articles left at the facility prior to, during or following the event.

If the number of attendees or changes in function requirements, the Club may reassign the banquet rooms and/or apply a surcharge. Changes in room arrangements within 48 hours prior to a function may result in additional labor charges if the assigned room has been already set.

To avoid any misunderstandings about party arrangements all special function requirements and prices must be recorded on a contract, to include requests for decorations, podiums, microphone, etc. Only designated point of contact is authorized to make changes to the contract.

A 20% service charge is applied to all contracts for events scheduled Tuesday through Saturday.

An additional 30% service charge is assessed for events scheduled on Sundays, Mondays or Holidays. Prices quoted are valid as of the date of contract with deposit and subject to change within major market fluctuations. Prices for functions booked more than 30 days in advance may be changed to correspond with revised price lists. The sponsor will be notified if a change occurs. All contracts must have final guarantee numbers and final payment 14 days prior to event date. Once given, guarantees may not be reduced. In the event guarantees are not received, the original estimate number attending is taken as guarantee. However, this will very seldom affect personal functions. When an official function not previously anticipated conflicts with prior arrangements, the personal function will be furnished the best available alternate day or location.