



## **BREAKFAST**

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Basics • Plated • Buffets

## **BREAKS**

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Additions for Breaks

## **LUNCH**

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Plated • Buffets • Box Lunches

## **RECEPTION**

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Hot & Cold Hors d'oeuvres

## **BEVERAGES**

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Cocktails/Beverage Service

## **DINNER**

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Plated • Buffets • Theme Buffets

## **DESSERTS**

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Compliment your Meal

# BREAKFAST

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## Basics

### **The Continental**

Selection of Chilled Juices  
Assortment of Sensational Sweets Pastries  
Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas

*\$11.50 per person*

### **The Continental Plus**

Selection of Chilled Juices  
Assortment of Sensational Sweets Pastries  
Sliced Seasonal Fruit  
Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas

*\$13.50 per person*

# BREAKFAST

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## Buffets

All Breakfast Buffets to include the following items:

*Selection of Chilled Juices, Biscuits, Freshly Brewed Coffee and Decaffeinated Coffee*

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 or Sausages

*\$13.95 per person*

### **American Classic Plus**

French Toast with Maple Syrup  
Freshly Scrambled Eggs  
Home Fried Potatoes  
Crisp Bacon or Sausage

*\$14.95 per person*

### **Healthy Morning**

Scrambled "Eggbeaters"  
Roasted Potatoes with Peppers and Onions  
Turkey Sausage

*\$13.95 per person*

### **Southern Morning**

Freshly Scrambled Eggs  
Home Fried Potatoes  
Crisp Bacon or Sausages  
Homemade Sausage Gravy  
French toast with Maple Syrup

*\$16.95 per person*

### **Ham and Egg Morning**

Freshly Scrambled Eggs  
Home Fried Potatoes  
Ham Steak

*\$13.95 per person*

# BREAKS

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## Additions and Enhancements

Chilled Orange, Apple or Cranberry Juice -----	\$17.95 gallon
Assorted Bottled Water -----	\$2.25 each
Canned Soft Drinks including Diet -----	\$2.25 each
Chilled Milk -----	\$7.50 gallon
Fruit Punch -----	\$20.00 gallon
Lemonade -----	\$20.00 gallon
Iced Tea -----	\$15.00 gallon
Brewed Coffee or Decaf Coffee -----	\$17.00 gallon
Selection of Pastries -----	\$19.00 dozen
Bagels & Cream Cheese -----	\$18.25 dozen
Selection of Cookies -----	\$16.00 dozen
Brownies -----	\$17.00 dozen
Whole Fruit -----	\$1.50 each
Sliced Fruit -----	\$3.00 person
Dips -----	\$1.95 person
Mixed Nuts -----	\$15.95 lb
Snack Pretzels -----	\$18.50 tray

# SEC LUNCH SPECIAL BUFFETS

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## Buffets

Lunch buffets are for 50 or more guests. Under 50 guests add \$2 per guest. A limit of two entrées may be served. The POC will provide meal cards to identify who gets which meal. The number for each entrée is required 7 days prior to event date.

### Entrees include the following items:

Tossed Green Salad with House Dressing, Main Entrée, Starch, Seasonal Vegetable, Roll, Butter, Coffee, Tea **\$16.25**

### Main Entrée Choice:

- Roast Loin of Pork
- Grilled Chicken Breast w/Sauce
- Chicken Cordon Bleu
- Baked Fish
- London Broil

### Starch Choice:

- Mashed Potato
- Garlic Mashed Potato
- Red Roasted Potato
- Rice Pilaf
- Au Gratin Potato

### Vegetable Choice:

- Green Beans Almondine
- Glazed Carrots
- Malibu Blend
- Broccoli
- Corn
- Peas w/Mushrooms

### LUNCH BUFFETS FOR 50 OR MORE:

#### **Soup / Salad / Sandwich \$15.00**

Roast Beef, Ham, Turkey, Swiss Cheese, American Cheese, Assorted Breads, Potato Salad, Tossed Green Salad, Coffee, Tea, and Water

#### **Italian Buffet \$14.50**

Penne or Fettuccini (choose one), Marinara, Meaty Marinara or Alfredo (choose one), Green Beans, Garlic Toast, Tossed Salad, Coffee, Tea and Water

#### **American Classic Buffet \$14.50**

Charbroiled Hamburger with all the fixings, Fried Chicken, French Fries, Potato Salad, Coleslaw, Rolls, Butter, Coffee, Tea and Water

### VEGETARIAN LUNCH OPTIONS:

**Veggie Wrap w/Pasta Salad \$12.75**      **Vegetable Soup w/Side Salad \$13.00**

# LUNCH

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## Box Lunches

### **The Classic**

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

*\$13.50 per person*

### **The Club Special**

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

*\$13.50 per person*

# RECEPTION

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## Hot and Cold Hors d'oeuvres

### HOT

Buffalo Wings w/Cool Ranch -----	\$15.00 lb
Vegetable Spring Rolls w/Sweet Chili Sauce -----	\$12.95 dozen
Meatballs (Swedish / BBQ / Teriyaki) -----	\$80 - 100 pieces
Jalapeno Cheese Poppers w/Cool Ranch Sauce -----	\$12.75 lb
Crispy Fried Chicken Tenders Atlanta -----	\$9.25 lb
Teriyaki or BBQ Chicken Skewers -----	\$106.95 - 100 pieces
Hot Dips (Jalapeno or Spinach Artichoke) w/Chips -----	\$46.95 tray
Chicken Drumettes -----	\$88.00 - 12 lbs
Toasted Cannelloni w/Sauce -----	\$16.95 dozen
Assorted Mini Quiche -----	\$65.00 - 50 pieces
Honey Glaze Ham w/Rolls & Condiments -----	Market Price
Top Round of Beef w/Rolls & Condiments -----	Market Price
Smoked Turkey w/Rolls & Condiments ----- can upgrade to Prime Rib and Tenderloin Carver - \$75 carver fee	Market Price
Pot Stickers -----	\$170 - 100 pieces
Mini Chicken Quesadillas -----	\$90 - 100 pieces
Spanakopita -----	\$85 - 100 pieces
Stuffed Mushrooms w/Seafood -----	\$190 - 100 pieces
Hot French Brie w/French Baguette -----	\$95 per wheel
Mini Cordon Bleu -----	\$60 - 50 pieces
Southwestern Egg Rolls w/Spicy Ranch -----	\$36 dozen
Fried Ravioli w/Marinara -----	\$170 - 10 lbs
Mexican Street Corn Dip -----	\$55 - 5 lbs
Chicken Chili Flautas -----	\$28 dozen

# RECEPTION

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## Hot and Cold Hors d'oeuvres

### COLD:

Mini Cuban Sandwiches -----	\$16.95 dozen
Mini Muffalettas -----	\$30.00 dozen
Finger Sandwiches -----	\$60.00 - 50 pieces
Fancy Deviled Eggs -----	\$50.00 - 50 pieces
Ripple Chips w/Dip or Corn Chips w/Dip -----	\$43.00 tray
Fresh Vegetable Tray w/Dip -----	\$76.00 tray
Hot Dips (Jalapeno or Spinach Artichoke) w/Chips ----	\$46.95 tray
Mexican Spread w/Tortilla Chips -----	\$48.00 tray
Assorted Fruit Tray (seasonal) -----	\$95.00 - 6 lbs
Variety Cheese Platter w/Crackers (domestic) -----	\$62.00 tray
Variety Cheese Platter w/Crackers (imported) -----	\$85.00 tray
Jumbo Shrimp w/Cocktail Sauce & Lemons -----	Market Price
Sliced Turkey, Ham & Roast Beef Platter w/Rolls -----	\$75.00 tray (1lb meat)
Caprese Skewers -----	\$140 - 100 pieces
Tomato Basil Crostini -----	\$110 - 100 pieces

# BEVERAGES

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## Cocktails / Beverages

### PARTY BARS:

There are two types of bars: "pay-as-you-go" and a "host" bar. There is a \$150 sales guarantee per bar for the first hour and a \$150 sales guarantee per bar for each additional hour with a 2 hour minimum. If your party does not meet these minimums, the balance will be charged to your catering contract.

**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 only minimum requirements.

**Host 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. A Host 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 15% service charge will be added to final bill.

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

Premium Brand Cocktails	\$4.25 - \$7.50 (per drink)
Call Brand Cocktails	\$3.25 - \$9.00 (per drink)
Domestic Beers	\$4.00 (per bottle)
Imported/Craft Beers	\$5.00 - \$6.75 (per bottle)
Non-Alcoholic Beers	\$5.00 (per bottle)
Half Barrel Domestic Beer	\$310.00
Premium Wine (Chardonnay, Pinot Grigio, Moscato, Cabernet, Pinot Noir, Merlot)	\$20.00 (per bottle)
House Wine (Chardonnay, Pinot Grigio, Moscato, Cabernet, Pinot Noir, Merlot)	\$7.00(per glass)
Champagne Punch	\$22.00 (per gal)

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Corking Fee: \$15 per bottle

# DINNER

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## Buffets

### Southern Hospitality

Tossed Greens with Tomatoes, Cucumbers, Carrots, w/House Dressing  
Southern Fried Chicken or Sliced BBQ Brisket of Beef  
Garlic Mashed Potatoes  
Chef's Vegetables  
Marinated Berries over Vanilla Ice Cream  
Freshly Baked Rolls with Butter  
Coffee & Tea Service

*\$22.50 per person*

### Sumptuous Feast

Tossed Greens, Tomatoes, and Cucumbers w/Ranch Dressing  
Sliced London Broil Au Jus with Roasted New Potatoes, and Chef's Vegetables  
Or  
Roasted Stuffed Chicken Breast with Mushroom Gravy, Rice Pilaf, and Chef's Vegetables  
Assorted Cheese Cakes  
Freshly Baked Rolls with Butter  
Coffee & Tea Service

*\$23.00 per person*

### Hometown Favorite

Spinach Salad with Sliced Mushrooms, Thin Red Onions w/Warm Bacon Dressing  
Sliced Rosemary Roasted Pork Loin  
Garlic Mashed Potatoes  
Chef's Vegetables  
Peach Cobbler  
Freshly Baked Rolls with Butter  
Coffee & Tea Service

*\$23.00 per person*

# DINNER

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## Build Your Own Buffet - 50 or more Guests

### Light Buffet

Choice of... 1 Salad / 1 Meat / 1 Starch / 1 Vegetable  
\$25.00 per person

### Classic Buffet

Choice of... 2 Salads / 2 Meats / 2 Starches / 2 Vegetables  
\$27.50 per person

### Sumptuous Buffet

Choice of... 3 Salads / 2 Main Courses / 1 Meat Carver / 2 Starches / 2 Vegetables  
\$37.00 per person

*\*All buffets include Rolls, Butter, Coffee and Tea Service*

#### **Main/Meat Courses:**

- Sliced London Broil
- Sliced Roasted Pork Loin
- Stuffed Chicken Breast
- Baked New England Cod
- Vegetable Lasagna
- Carved Prime Rib (Sumptuous Buffet Only)
- Carved Roasted Turkey (Sumptuous Buffet Only)

#### **Starches:**

- Garlic Mashed Potatoes
- Steamed Rice
- Au Gratin Potatoes
- Red Roasted New Potatoes
- Rustic Mashed Potatoes
- Rice Pilaf
- Parsley New Potatoes

#### **Vegetables:**

- Chef's Green Beans
- Glazed Carrots
- Peas w/Mushrooms
- Steamed Broccoli Spears
- Asian Stir Fry Veggie
- Asparagus
- Malibu Mix Veggie
- Herbed Butter Asparagus
- Corn w/Pimentos or Golden Butter

#### **Salads:**

- Classic Potato Salad
- Fruit Salad
- Fresh Greens & Tomatoes
- Macaroni Salad
- Pasta Salad
- Marinated Cucumber & Tomato

# DINNER

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## Theme Buffets

### South of the Border

Greens with Tomatoes and Onions w/House Dressing  
Beef Taquitos  
Chicken Fajitas with Warm Flour Tortillas  
Shredded Pork Enchiladas with Salsa Verde  
Refried Beans  
Mexican Rice  
Sliced Fruits  
Coffee & Tea Service

*\$28.00 per person*

### The Cowboy Western

Crisp Cole Slaw  
Green Salad w/Ranch Dressing  
Jalapeno Cheese Poppers  
Barbecued Chicken & Flat Iron Steaks  
Baked Beans  
Sweet Cornbread w/Honey Butter  
Fruit Cobbler  
Coffee & Tea Service

*\$27.00 per person*

### Endless Summer Beach Party

Tossed Greens w/Veggies & House Dressing  
Classic Potato Salad  
Sourdough Rolls & Butter  
Grilled Burgers & Hot Dogs  
Steamed Corn on the Cob  
Sliced Seasonal Fruit  
Iced Tea & Coffee Service

*\$24.25 per person*

# DINNER

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## Theme Buffets

### Elegant Jazz Dinner Buffet

Fancy Greens w/Toasted Walnuts, Bleu Cheese & Raspberry Vinaigrette  
Chilled Shrimp on Ice w/Cocktail Sauce & Lemons  
Imported & Domestic Cheese w/Fruit & Sliced Baguettes  
Carved Prime Rib of Beef  
Cheese Tortellini w/Creamy Alfredo Sauce  
Chef's Vegetables  
Roasted New Potatoes  
Assorted Sensational Sweets Cheesecakes  
Coffee & Tea Service

*\$46.00 per person*

# DESSERTS

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## Compliment Your Meal

Mousse (assorted)	\$4.00 per person
Pie (assorted)	\$4.00 per person
Ice Cream (assorted)	\$3.00 per person
Gourmet Cakes (assorted)	\$5.00 per person
Gourmet Cheesecake (assorted)	\$5.00 per person
Tipsy Sundae	\$4.50 per person
Vanilla Ice Cream w/Seasonal Berries	\$5.50 per person
Fruit Cobbler	\$4.00 per person
Short Cake or Pound Cake w/Fruit	\$5.00 per person
Sorbet	\$3.00 per person

### **Additional Fees:**

Cake Table & Cutting Fee	\$45.00 per table
Cupcake Table Fee	\$30.00 per table
Dance Floor Fee	\$100.00 (15x15)   \$200.00 (24x24)
Carver Fee	\$75.00 per hour each station
Chocolate Fountain	\$250.00 (includes 20 lbs of chocolate)
Delivery Fee	\$150.00

# **Catering To You**

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Scott Event Center Information

# 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 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. A tentative contract must be signed within 7 days of your original booking date after that time your reservation will be cancelled.

# **General Information**

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Planning your next event with the Event Center 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 guests 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 event Center 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 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.

## **PRO-RATA FORMS**

For your convenience, we have pro-rata forms you may use to prorate and charge individual accounts. For charges, please have the guest sign beside their credit card number. We would appreciate receiving the pro-rata forms 4 days prior to the event. Additionally, we ask for your assistance in ensuring the participants know the actual cost of meals and services being provided by the Event Center. They should know of any costs above that amount required to cover other services.

## **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 is the most important thing you can do in advance of your function. We recommend a minimum of 4 weeks in advance.

Please contact Security Forces, 618-256-2008, for the latest requirements for guest entry to the installation.

## **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 wing Protocol Office may be able to assist you.

### TABLE SKIRTING AND LINENS

We have table skirts and linens available in several colors for your celebration. In addition, the catering manager can order specialty linens and skirts for a fee. Deposit may be required and fees will be added to the contract.

### TABLE NUMBERS

We have table numbers available and will place them on the tables to correspond with the seating arrangements. There is no charge for this service.

# **SEC Policies**

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To implement a successful event, certain policies are in place to ensure quality, consistent service and exceptional, creative cuisine to our guests.

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 sponsored party is not permitted.

## **FOOD AND BEVERAGE**

An 18% service charge will be added to all contracted food and non-alcoholic beverages. A 15% service charge will be added for contracted alcoholic beverages. You can bring food items such as wedding cakes, military ceremonial cakes, and cupcakes into the Event Center. 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 facility. 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 14 days in advance or 21 days for events with 150 or more guests. Counts should not change by more than 10% after these deadlines. Seven 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. After that time, the number of guests may not be decreased.

## **PAYMENTS**

Cash, personal check or any commercial Visa, MasterCard or American Express are accepted for party payments. The SEC will accept payment up to 2 business days after the event or the first business day after a weekend event.

## **MULTIPLE ENTREES**

The Event Center requires 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 ensure quality, taste and eye appeal of your meal. For meal service requests at other than normal operating 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 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, 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 SEC, they must coordinate with the catering department to receive clearance to come onto the base. If display or conference support materials are being shipped, 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. Storage fees may apply.

## CANCELLATIONS

The SEC should be contacted as soon as an event is cancelled. No cancellations can be made after 7 days prior to the event or 14 days for events exceeding 150 guests. The event POC will be responsible for 50% of the contract value to cover costs incurred by the SEC.

## 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. Other than in emergencies, conference and party guests are not paged for telephone calls. 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 office at no charge.

## DECORATIONS

All decorations other than those provided by the SEC are the responsibility of the host/sponsor. To preserve the beauty of the facility for all 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. In addition, small paper, plastic, or foil confetti is strictly prohibited a minimum \$100 clean up fee will be charged to the event when these items are used and is subject to additional charges if deemed appropriate by management. 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 SEC, 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 SEC/base caused by the host/sponsor or guests. Damages will be billed to the host/sponsor at market replacement cost plus labor.

# **Room Use Fees & Room Deposits**

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As a benefit of club membership, club members are not required to pay room use fees or room deposits for authorized personal functions. Note: For Members, room fees can be credited if food order total is more than the cost of the room (before service charge) for PERSONAL (ie. Family reunions, birthday parties etc.) events. You must show proof of Club Membership. Non-Club members may book the club for events when there is space available. Applicable room fees will apply. Applicable room use fees are listed below. Room use fees cover setup/cleanup, room maintenance and general overhead expenses. Additional Charges may apply.

Listed below is the meeting space available:

## **Room Name:**

- Ballroom Scott Club (Holds 500)
- 2 rooms Ballroom (Holds 60-100)
- 4 rooms Ballroom (Holds 75-200)
- Corp Scott Room (Holds 50)
- Twining Room (Holds 50)

## **Room Fees:**

- 0-50 Guests - \$200.00
- 51-99 Guests - \$275.00
- 100-150 Guests - \$350.00
- 151-199 Guests - \$425.00
- 200 + Guests - \$500.00
- Courtesy Call Room - \$50.00

## FAQ'S

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Q: Are we permitted to bring in outside food or beverage?

A: We do not allow any outside food or beverage, with the exception of your ceremonial cakes and cupcakes.

Q: How far in advance can I sign a contract?

A: We would be happy to discuss a contract one year prior to your selected date or as soon as possible of the special date.

Q: Do you require an advanced deposit?

A: No

Q: How do I get my non-military guests on base?

A: Your Military sponsor of the event will be the POC for Security Forces. Please contact 618-256-2008 for details on the process of event passes.

Q: I do not see what I want on your wedding menus, do you offer other selections?

A: The sample menus offered are only a starting point to give you ideas. Your Caterer will be able to assist in creating a special selection for you and your guests.

Q: Who will be my main point of contact on the day of the event?

A: The day of your event we will have an Operations Manager on site.

Q: What is your payment policy?

A: Payment in full is due 48 hours after the event. The club will require a credit card to have on file when the contract is signed. POC of the event will be responsible of paying for final charges.

# 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.

## Catering Notes



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