



Catering Information Guide

Hurlburt Field Air Force Base, Florida

All the information you need to set up a function at the Soundside Conference Center.

MAY 2013



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. 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, stenos and trays for menus chosen
- House linens to compliment the banquet room
- Cocktail napkins
- Podium for your speaker
- American Flag when available

Your Catering Manager will help you plan for additional items, over and above the standard banquet needs. Please take time to review this 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!

Remember that Club Members receive discounts on some pricing, so be sure to inquire.

Thank You,

The Club Management and Staff

Policies, Prices and Menu Items subject to change without notice.



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GETTING STARTED

We need some information to book your party, which you can provide either by telephone or in person. Please ask our Catering Manager about membership benefit discounts. Nonmembers do not receive this membership benefit.

Please provide the following:

Club member?:

Full name:

Home address:

Work phone:

Fax Number:

Cell phone:

Email address:

Name of event:

Date of event:

Time of event:

Estimated guest count:

Point of Contact (POC) for event:

Name:

Work phone :

Cell phone:

Email address:

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, **or the party may be cancelled**. The caterer will follow up with you to ensure all arrangements are finalized.



To implement a successful event, certain club policies are in place to insure quality, consistent service 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!

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.**

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. Any information to be furnished to civilian media must be cleared through the Hurlburt Field Public Affairs Office.

FOOD AND BEVERAGE

The only food items allowed from outside vendors into the club are wedding cakes and military ceremonial cakes. Additionally, for the safety of our members, all food and beverages are either consumed or disposed of in the club.

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. The Host/Hostess agrees to pay for all guests who attend but not less than 100% of the guaranteed number. The member signing the party contract is responsible for the payment of the party. Cancellations or additions will not be accepted except through the host/sponsor.

CANCELLATIONS

Once the 48-hour guarantee has been given the party host is responsible for paying that guarantee to the club.

SERVICE CHARGE

A service charge of 20% will be added to the total contracted food and beverage costs for all in-house or off-site parties. The menu prices **do not** include the service charge.

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 on the next business day after the event. **Please note:** Payments not made within the specified time will be automatically charged on the party host's club card or credit card.



CATERING TO YOUR NEEDS

As a member, you have many options when entertaining your guests. Our enclosed catering menus will provide you with complete creative cuisine served by our quality service staff at the Club. You won't have to lift a finger to give your guests an event to remember for years to come. We also have a nice selection of items that transport well on those occasions when you want to have a hassle-free event at home.

CARRY OUT SERVICE

Carryout services are available at the Club. Contact the catering department for ordering assistance and coordinating pickup schedules.

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. The use of colored nametags, place cards, or tickets helps the servers distinguish what entrée to serve each guest. **The responsibility for color-coding each individual place setting rests with the party host.**

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 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. (Closed on all Federal Holidays)**



GENERAL INFORMATION

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.

PRO-RATA FORMS

For your convenience, we have pro-rata forms you may use to prorate and charge individual club member accounts. Any charges returned any reason will be charged to the party host's account. We will not absorb losses incurred as a result of refusal to pay.

FLAGS

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

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.

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 any outside vendor delivers items to the club, they must coordinate with the catering department to receive delivery of these items. The Club is not responsible for delivered items that are lost or stolen, or the condition of items when delivered.

ANNOUNCEMENT SIGNS

On the date of your event the name of your function and the room location will be posted on the electronic lobby marquee.

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 prior 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 function



The Soundside staff stands ready to make your special event individual for you. If you do not see something specifically listed please let us know as we would like to accommodate to your vision.

WEDDING ROOM FEES

Please ask our Catering Manager for quotes. A \$500.00 pre-payment is required to hold your date for all Wedding events. Fees are based upon size of event. Wedding room fees are in addition to the cost of the Wedding Reception Package.

The following items are included in the room fee and are provided for your special event:

- Tablecloths - Variety of colors (54"x54", 54"x108", 72"x72", and 90"x90")
- Napkins - Variety of colors
- Registration Table (draped and skirted) - 3'x3' 6'x30"
- Gift Table (draped and skirted) - 6'x30" 8'x30"
- Cake Table (draped and skirted) - 5' round 6' x 30" Half-moon Serpentine
- Head Table (draped and skirted)
- Cake Cutting and Serving
- Fruit Punch bowl 1 gallon
- Champagne or Non-Alcoholic Sparkling Drink for Wedding Party (1 glass per person)
- Specialty Toasting Flutes

<u>Room Name</u>	<u>Room Dimensions</u>	<u>Room Use Fee (all day)</u>
Broadway Ballroom	1,911 <i>ft</i> ²	\$1,000.00
Ton Son Nhut Ballroom	2,646 <i>ft</i> ²	\$1,500.00
Bagram Ballroom	1,911 <i>ft</i> ²	\$1,000.00
Harman Room	836 <i>ft</i> ²	\$ 500.00



ROOM SPECIFICATIONS

We have a variety of rooms at the club available for your special event. Due to the unusual characteristics of weddings (gift tables, dance floors, cake tables) the below numbers are only rough estimates of seating capacities.

<u>Room</u>	<u>Seated Meals</u>	<u>Reception Only</u>
Broadway Ballroom	100	125
Ton Son Nhut Ballroom	120	155
Bagram Ballroom	100	125
Harman Room	45	60
Tikki Hooch	25	50

ADDITIONAL ITEMS

Dance Floor	\$ 200.00
Grand Piano Rental	\$ 75.00
Stage	\$ 100.00 each
Archway	\$ 100.00
Chairs (lawn weddings)	\$ 3.00 per chair
White Chair Covers	\$ 3.00 each
TV/VCR/DVD	\$ 50.00
Columns	\$15.00 each



CONFERENCE ROOM FEES

Club members are not required to pay room use fees for authorized personal functions. Applicable room use fees are listed below. Room use fees cover setup/cleanup, room maintenance and general overhead expenses.

<u>Room Name</u>	<u>Room Dimensions</u>	<u>Room Use Fee</u>		
		<i>Half Day</i>	<i>All Day</i>	<i>Sunday</i>
Broadway Ballroom	1,911 <i>ft</i> ²	\$250.00	\$500.00	\$600.00
Ton Son Nhut Ballroom	2,646 <i>ft</i> ²	\$300.00	\$600.00	\$700.00
Bagram Ballroom	1,911 <i>ft</i> ²	\$250.00	\$500.00	\$600.00
Harman Room	836 <i>ft</i> ²	\$150.00	\$300.00	\$400.00
Tikki Hooch	1,634 <i>ft</i> ²	\$50.00	\$100.00	\$200.00

CONFERENCE ROOM SPECIFICATIONS

We have a variety of rooms at the club available for your special event. Our Catering Department will assist you in choosing the appropriate banquet room for your function. Below is a chart for the maximum capacity allowed in each banquet room. These maximums are limits we may not exceed due to Fire Safety Codes.

<u>Room</u>	<u>Seated Meals</u>	<u>Reception Only</u>	<u>Classroom Meeting</u>	<u>Theater Meeting</u>
Broadway Ballroom	120	150	100	150
Ton Son Nhut Ballroom	140	175	120	175
Bagram Ballroom	120	150	100	150
Harman Room	60	75	35	75



EXPOSITIONS

The Soundside is an excellent location to hold expositions. We charge a vendor fee of \$400 per vendor. Vendor fees cover setup/cleanup, room maintenance and general overhead expenses. The vendor fee does not include refreshments. Any food requirements will incur an additional cost. Please speak with our caterer if you desire an option that is not listed. It is our desire to accommodate you during your event. Listed below are the usable spaces for expositions:

<u>Room Name</u>	<u>Room Dimensions</u>
Broadway Ballroom	1,911 <i>ft</i> ²
Ton Son Nhut Ballroom	2,646 <i>ft</i> ²
Bagram Ballroom	1,911 <i>ft</i> ²
Entire Soundside	6,468 <i>ft</i> ²
Harman Room	836 <i>ft</i> ²



OFF-SITE CATERING

These services are offered with limitations. Please inquire what services are available with our Catering Manager. Minimum for off-site functions is \$250 or a \$50 delivery fee will be applied.

ENTERTAINING AT HOME AND OFF-SITE CATERING

This is a benefit to members only. We know there are times you want to do things at home but may not have enough of a particular service item. Members may borrow, for their personal use, small quantities of club daily-use china, glassware, and flatware when these items are not in use by a club functions.

Ice, when available is given to members free of charge. However, members must provide their own containers and transport.

In addition, sternos or other food warming products may be purchased at cost. Linen may be borrowed but a cleaning fee does apply. **This membership lending benefit does not apply to squadron and private organizations.**

All borrowed items will be signed out on a hand receipt and will have an explicit return date/time. Failure to return items on or before the agreed time will result in charges shown below for each item borrowed. Lost or broken items will be replaced at current cost.

Linens:

Tablecloths: 54" x 54", 54" x 108", 72" x 72", 90" x 90".....\$5.00 each
Napkins\$ 0.50 each

Silverware:

Dinner Knives, Forks, Teaspoons\$ 0.25 each

Glassware:

Bar, Wine, Water, Champagne Glasses, Punch Cups\$ 0.25 each

China:

Dinner Plates.....\$ 0.75 each
Salad and Dessert Plates.....\$ 0.50 each
Coffee Cups\$ 0.25 each
Saucers\$ 0.25 each
Punch Bowl w/ ladle (glass)\$5.00 each
Water Pitchers.....\$2.00 each

Prices subject to change without notice. Lost or broken items replaced at current cost. Please allow adequate time for preparation.