

J B S A - L A C K L A N D A F B , T E X A S

# EVENT PLANNING GUIDE



# WELCOME

Thank you for choosing the Gateway Club Complex to host your special event. Your decision has opened the door to a variety of options to make your event unique and memorable. As you review this guide, you will find helpful information regarding our menu price points, policies and procedures, services, event planning tips and a special wedding section.

While the event planning process may come off as a bit daunting, trust that our catering professionals will be by your side to help plan every step of the way. Our objective is to make this process easy and to allow you to stay within your budget. This guide provides a list of popular menu items that are valued priced for you. As a Club Member, you receive the added benefit of a **10 percent Members First Discount** on all food purchases. Please note, that in order to qualify for this member discount, **you must have been a member 90 days before the event booking date OR six months before the event date.**

Our experienced staff will offer suggestions and recommendations to best fit your needs with references to many of the money-saving packages we offer. Should you prefer to customize a menu or prefer something not listed, we would be happy to accommodate your request. To get you started, look forward to these details and services which are included with our menu prices:

- Experienced wait staff to serve your guests
- Standard table and chair set-ups
- China, glass, silverware
- Food presentation utilizing chaffers, warming elements and trays
- House linen to complement your motif
- Standing podium and hand-held or lapel microphones are available for your lecturer
- Specialty tables for registration or display
- American and Air Force flags when available

Additional details and services can be provided as needed at extra cost. We aim to provide high-quality meals with exceptional service. If any questions should arise, please do not hesitate to contact us. We look forward to the opportunity to serve you!

Sincerely,

Gateway Club Complex Management & Staff

## CONTACT INFORMATION

Main Office  
210-645-7034  
Fax 210-645-7042

CATERING OFFICE  
Located in the Gateway Club  
By appointment only  
210-645-7034

GATEWAY CLUB COMPLEX  
LOCATIONS  
Gateway Club  
Bldg. 2490  
1650 Kenly Avenue  
JBSA-Lackland AFB, Texas 78236

[www.JBSAtoday.com](http://www.JBSAtoday.com)



# THE VENUES

## GATEWAY CLUB

Bldg. 2490, 1650 Kenly Avenue, JBSA-Lackland

The Gateway Club, located across the street from the parade grounds and 37 TRW headquarters, features three main event rooms. Of the three, the Alamo Room and the Fiesta Ballroom can be configured to meet the needs of your group size.



### ALAMO ROOM

| ROOM                                     | Theater Style | Stand Up Reception | Classroom Style | Round Tables |
|--|---------------|--------------------|-----------------|--------------|
| Reception                                |               |                    |                 |              |
| ROOMS 1 & 2                              | 120           | 140                | 80              | 120          |
| Screen with full A/V & Projection System |               |                    |                 |              |

### FIESTA BALLROOM

| ROOM CAPACITIES                                  | Theater Style | Stand Up Reception | Classroom Style | Round Tables with Dance | Round Tables on Dance Floor | Banquet Style |
|--|---------------|--------------------|-----------------|-------------------------|-----------------------------|---------------|
| ROOMS 1-5  | 700           | 600                | 350             | 390                     | 430                         | 500           |
| Three Screens with full A/V & projection system. |               |                    |                 |                         |                             |               |

### GATEWAY ROOM

| ROOM CAPACITIES   | Theater Style | Stand Up Reception | Classroom Style | Round Tables | U-Shape |
|---|---------------|--------------------|-----------------|--------------|---------|
| ROOMS 1-5   | 65            | 70                 | 45              | 60           | 25      |
| Full A/V & projection system. Buffet line must be set outside room. |               |                    |                 |              |         |

### CONFERENCE ROOM

TV for projection.

Conference Table for 10

# VENUE ROOM USE FEES

| VENUES                 | 0-4 Hours*     |
|------------------------|----------------|
| <b>GATEWAY CLUB</b>    |                |
| GATEWAY ROOM           | \$400          |
| MESQUITE DINING ROOM   | \$600          |
| ALAMO ROOMS 1 & 2      | \$600          |
| <b>FIESTA BALLROOM</b> |                |
| ROOMS 1-5              | \$1,200        |
| * Over 4 hours         | \$100 per hour |

**\* Retirements and promotions are personal events. Please check with staff on the room fee.**



# BREAKFAST & BREAKS

What better way to start off your day than with breakfast at the club! Choose to host a buffet or plated breakfast. Minimum 50 people for buffet service which includes orange juice, biscuits, freshly brewed coffee and assorted teas. Add a 25% service charge. Add \$2 extra per person for plated service for items marked with an asterisk. Buffet service is open for one hour.

## BREAKFAST

### American Classic\*

- Scrambled Eggs
- Home Fried Potatoes
- Crisp Bacon & Sausages 11.85
- Plated 13.85

### Healthy Morning\*

- Scrambled Eggs
- Roasted Potatoes with Peppers & Onions
- Balsamic Grilled Vegetables 10.95
- Plated 12.95
- \*Eggbeaters upon request\*

### On the Run\*

- Fluffy Buttermilk Biscuits Stuffed with Scrambled Eggs
- Grilled Ham & Cheddar Cheese
- Bean & Rice Burritos
- Fried Potato Patties
- Whole Fruit 12.95
- Plated 14.95



## BREAKS

### Lone Star Morning

- Assorted Breakfast Tacos
  - Danishes
  - Fruit Garnish
- 12.20

### Lone Star Afternoon

- Chicken & Black Bean Quesadilla
  - Assorted Chips
  - Cheese
  - Sliced Fruit
  - Assorted Sodas & Iced Tea Service
- 12.20

### Lone Star Day

Lone Star Morning & Lone Star Afternoon  
Combined for a package price

20.95

### Good Morning!

- Assortment of Bakery-Fresh Danish
- Fruit Yogurt Cups on Ice
- Sliced Melon & Orange Wedges

### Good Afternoon!

- Assortment of Bakery-Fresh Cookies
  - Assorted Chips
  - Fresh Whole Fruits
  - Chilled Soft Drinks & Bottled Water
- 11.95

### Great Day!

Good Morning & Good Afternoon  
Combined for a package price

20.95

### Make Your Day!

You may design your own breakfast package from the following:

Beverages  
Orange, apple, Tomato, Cranberry,  
Grapefruit - Carafe

8.25

### Make Your Day!

Beverages continued

|  |       |
|--|-------|
| Orange, Apple, Cranberry - Gallon              | 23.75 |
| Assorted Bottled Water                         | 2.75  |
| Assorted Canned Soft Drinks                    | 2.75  |
| Chilled Milk - Carton                          | 2.75  |
| Chilled Milk - Carafe                          | 7.50  |
| Orange Juice - Carafe                          | 7.50  |
| Specialty Punch - Min. 2 Gal.                  | 23.75 |
| Assorted Hot/Ice Tea - Gal.                    | 23.75 |
| Hot Chocolate - Gal.                           | 23.75 |
| Freshly Brewed Coffee - Decaf & Regular - Gal. | 23.75 |
| Lemonade                                       | 23.75 |
| Water Station Set-up Fee                       | 25.00 |

### Snacks

|                          |       |
|--------------------------|-------|
| Priced per dozen         |       |
| Danish Selection         | 23.95 |
| Bagels & Cream Cheese    | 23.95 |
| Cookie Selection         | 21.95 |
| Chewy Chocolate Brownies | 23.95 |

### Fruit

|                          |      |
|--------------------------|------|
| Priced per person        |      |
| Assorted Whole Fruit:    |      |
| Apples, Bananas, Oranges | 2.75 |
| Sliced Fresh Fruit       | 6.50 |
| Fresh Fruit Cup          | 2.50 |

### Assortment

|                            |       |
|----------------------------|-------|
| Priced per serving (1 cup) |       |
| Assorted Yogurt            | 2.75  |
| Mixed Nuts per bowl        | 10.00 |
| Snack Pretzels per bowl    | 10.00 |
| Chex Mix per bowl          | 10.00 |

### Breakfast Tacos

|                           |      |
|---------------------------|------|
| Priced per taco           |      |
| Choose from:              |      |
| Potato & Egg, Bacon & Egg |      |
| Sausage & Egg             | 4.00 |

# HORS D'OEUVRES

Start off your meal service with a combination of any of our scrumptious hot and chilled hors d'oeuvres. You can also choose to have us prepare an ornate display featuring some of your favorite bite-sized foods. Add 25% service charge. Minimum order 50 pieces.

## HOT HORS D'OEUVRES

|  |       |  |        |   |        |
|--|-------|--|--------|---|--------|
| Buffalo Wings<br>Served with Ranch<br>Dipping Sauce  | 82.00 | Mini Bean Burrito  | 67.00  | Mozzarella Sticks<br>with Marinara Sauce                      | 67.00  |
| Crispy Breaded<br>Chicken Drumettes<br>Served with Ranch<br>Dipping Sauce  | 82.00 | Texas Tamales Beef   | 67.00  | Three Cheese Fried Ravioli served<br>with Marinara Sauce      | 77.00  |
| Vegetable Spring Rolls<br>Served with Plum Sauce   | 82.00 | Texas Tamales Pork   | 72.00  | Mini Corn Dogs<br>Served with Honey Mustard Sauce             | 67.00  |
| Chinese Egg Rolls<br>Served with Hot Mustard   | 67.00 | Tasty Taquitos<br>Choose chicken or beef   | 67.00  | Coconut Fried Shrimp<br>Served with Cocktail<br>Dipping Sauce | 97.00  |
| Won Tons Served with<br>Plum Sauce   | 67.00 | Franks in a Blanket  | 77.00  | Miniature Stuffed Potatoes                                    | 130.00 |
| Meatballs<br>Choose from Sweet & Sour,<br>Barbecue or Swedish  | 67.00 | Little Smokies in Barbecue Sauce   | 67.00  | Homemade Grilled Kabobs<br>Choose chicken or beef             | 130.00 |
| Assorted Jalapeno<br>Cheese Poppers<br>Served with Cool<br>Ranch Dipping Sauce   | 67.00 | Country Gravy Mushrooms<br>Stuffed with Sausage                                    | 82.00  | Butterfly Fried Shrimp<br>Served with Cocktail Sauce          | 92.00  |
| Stuffed Jalapenos<br>Jalapenos unseeded and<br>filled with seasoned cream<br>cheese, cheddar cheese,<br>tuna, or chicken salad | 82.00 | Stuffed Mushrooms w/Crab Meat  | 110.00 |   |        |
|  |       | Stuffed Mushrooms w/Sausage  | 92.00  |   |        |
|  |       | Mini Beef Wellington   | 180.00 |   |        |
|  |       | Assorted Mini Quiche   | 110.00 |   |        |
|  |       | Crispy Fried Chicken Tenders Atlanta<br>Served with Honey<br>Mustard Dipping Sauce | 92.00  |   |        |
|  |       | Teriyaki Beef Sticks   | 130.00 |   |        |
|  |       | Bacon Wrapped Filet<br>or Scallops   | 130.00 |   |        |

# RECEPTION TRAYS

Treat your guests to reception trays featuring a variety of choices for when you want to go light, or to merely tie them over until the main course is served. Add 25% service charge.

|  |       |  |       |  |        |
|--|-------|--|-------|--|--------|
| SPINACH DIP<br>Served with crackers                      | 70.00 | SHRIMP DIP<br>Served w/rye bread & crackers              | 80.00 | CUBED CHEESE DISPLAY<br>Served with gourmet crackers |        |
| SEVEN LAYER TACO DIP<br>Served w/colorful tortilla chips | 80.00 | CHILI CON QUESO<br>Served with hot tortilla chips        | 70.00 | Medium   | 100.00 |
| FRENCH ONION DIP<br>Served with chips                    | 60.00 | FRESHLY MADE PICO DE GALLO<br>Served with tortilla chips | 75.00 | Large  | 150.00 |

## CHILLED HORS D'OEUVRES

|  |              |
|--|--------------|
| Finger Sandwiches<br>Tuna, Ham, Pimento<br>Cheese, Egg Salad or<br>Chicken Salad | 57.00        |
| Sliced Deli Meat<br>Finger Sandwiches<br>Ham, Turkey, Roast Beef                 | 72.00        |
| Roasted Vegetable Salad<br>Finger Sandwiches                                     | 57.00        |
| Fancy Deviled Eggs   | 62.00        |
| Mimosa Deviled Eggs<br>Traditional deviled eggs<br>mixed with guacamole          | 72.00        |
| Jalapeno Halves<br>Stuffed with cream cheese                                     | 67.00        |
| Mini-Cheesy<br>Stuffed Tomatoes  | 67.00        |
| Caprese Skewers  | 72.00        |
| Ham and Asparagus Rolls<br>filled with cream cheese                              | 87.00        |
| Assorted Canapes   | 67.00        |
| Assorted Pinwheel<br>Sandwiches  | 57.00        |
| Cucumber Canapes   | 62.00        |
| Seasonal Fruit Kabobs  | Market Price |



## ORNATE FOOD DISPLAYS

|   |        |  |              |
|---|--------|--|--------------|
| <b>Fancy Cheese Display</b><br>Imported & domestic cheese display<br>with sliced baguette with grape garnish.   | 240.00 | <b>Whole French Brie</b><br>Baked in a golden pastry crust with<br>crushed raspberries served with<br>sliced baguettes | 115.00       |
| <b>Fresh Vegetable Crudites</b><br>with Assorted Dips<br>Medium   | 90.00  | <b>Whole Smoked Salmon</b><br>With capers, chopped onion,<br>cream cheese<br>and mini baguettes                        | Market Price |
| <b>Sliced Meat Platter</b><br>with Turkey, Ham, Roast Beef<br>Served with rolls and condiments<br>Medium  | 165.00 | <b>Chilled Jumbo Shrimp</b><br>with Tangy Cocktail<br>Sauce and Lemon  | Market Price |
| <b>Sliced Fresh Fruit Display</b><br>with Seasonal Fruit<br>Medium  | 155.00 | <b>Crostini</b><br>Roasted Pepper  | 67.00        |
| <b>Deluxe Platter of Sliced Meats and Cheeses</b><br>Turkey, Ham, Roast Beef, Salami, Cheddar,<br>Swiss and American Cheese served<br>with assorted white and wheat rolls and<br>condiments<br>Medium | 175.00 | Tomato Basil   | 67.00        |
|   | 245.00 | Mozzarella Olive Tapenade  | 67.00        |
|   | 265.00 | <b>Smoked Salmon Canapes</b><br>& Dill Cream Cheese  | 85.00        |
|   |        | <b>Penne Pasta</b><br>With assorted<br>vegetables  | 115.00       |

## SWEETS

|  |        |
|--|--------|
| Assorted Miniature Pastries              | 90.00  |
| Petite Fours                             | 95.00  |
| Miniature Cheese Cakes                   | 100.00 |
| 1/2 Sheet Cake starts at                 | 150.00 |
| Full Sheet Cake starts at                | 200.00 |
| New York Style<br>Cheese Cake per person | 8.00   |
| Carmel Cheese Cake per person            | 10.00  |
| Sheet Cake per person                    | 6.00   |
| Layered Cake per person                  | 8.00   |
| Pie per person                           | 6.00   |
| Ice Cream per person                     | 6.00   |
| Tiramisu per person                      | 7.50   |

Don't see what you  
want here? Make  
a special dessert  
request.  
Prices will be  
based on the  
item requested.



# PLATED LUNCH

Your guests will enjoy these hearty and healthy midday meal menu items. Coffee and tea service included. Lunch prices end at 1 p.m. Add 25% service charge.

## A LIGHT DUO

- A duo of healthy chilled salads:  
Chunk-White Tuna with Celery, Carrots, Onions and Light Mayonnaise and Diced Chicken with Almonds, Grapes, & Curried Yogurt served over Crisp Greens
- Freshly Baked Rolls with Butter
- Fresh Fruit Cup

15.95

## THE DELI LOVERS DELIGHT

- Choose: Sliced Honey Roasted Ham, Smoked Turkey, Roast Beef or Corned Beef on a six inch hearty whole wheat bun or a white hoagie roll
- Choose: Fresh Fruit, Potato
- Salad or Coleslaw

15.95

## CHEF SALAD

- Crisp Iceberg Lettuce topped with shredded Carrots, sliced Tomatoes, American Cheese, Ham, Turkey, Eggs, Black Olives, Cucumber slices and your choice of dressing served with crackers

15.95

## CHICKEN CAESAR SALAD SUPREME

- Crisp Romaine Lettuce tossed with our Creamy Caesar Dressing, topped with a juicy marinated and grilled boneless Chicken Breast

17.95

## PASTA LOVER'S TREAT

- Tossed greens, tomatoes, carrots and sprouts with house dressing bow tie pasta tossed with seasonal vegetables and sun-dried tomato sauce
- Freshly Baked Rolls with Butter
- Add sliced grilled chicken breast

16.95  
3.00



## HEARTY APPETITE

- Lightly Tossed Caesar Salad
- Choose: Sliced Roasted Strip Loin of Beef or Marinated Chicken Breast, topped with white wine sauce
- Garlic Mashed Potatoes
- Balsamic Grilled Vegetables
- Freshly Baked Rolls with Butter

16.95

## CHICKEN PICCATA

- Lightly Tossed Caesar Salad
- Breaded Chicken Breast with Capers and White Wine Lemon Butter Sauce Served on a Bed of Pasta, topped with Alfredo sauce
- Balsamic Grilled Vegetables
- Freshly Baked Rolls with Butter

17.95

### Assorted Desserts

Warm fruit cobbler, ice cream, sherbet, assorted cakes, fresh baked cookies  
Please check with catering rep for prices.

# PLATED LUNCH

## PRIME RIB

- Lightly Tossed Caesar Salad
- English Cut Prime Rib (6 oz.)
- Garlic Mashed Potatoes
- Green Beans with Red Pepper Strips
- Freshly Baked Rolls with Butter

Market Price

## LONDON BROIL

- Garden Green Salad with Lettuce, Tomato, Cucumber, Onion, Croutons and House Dressing
- Sliced London Broil Au Jus
- Roasted Potatoes
- Steamed Broccoli Spears
- Freshly Baked Rolls with Butter

20.95

## CHICKEN BURGUNDY

- Garden Green Salad with Lettuce, Tomato, Cucumber, Onion, Croutons and House Dressing
- Boneless Chicken Breast Covered with a Rich Red Wine Sauce
- Rice Pilaf
- Fresh Blend Vegetables
- Freshly Baked Rolls with Butter

16.95

## CHICKEN MARSALA

- Garden Green Salad with Lettuce, Tomato, Cucumber, Onion, Croutons and House Dressing
- Boneless Chicken Breast Sautéed with Mushrooms and Finished with a Sweet Marsala Wine and Cream Sauce
- Roasted Potatoes
- Steamed Broccoli Spears
- Freshly Baked Rolls

16.95

## STRIP STEAK

- Garden Green Salad with Lettuce, Tomato, Cucumber, Onion, Croutons and House Dressing
- Grilled Strip Steak with Peppercorn Sauce
- Roasted Potatoes
- Glazed Baby Carrots and Snow Peas
- Freshly Baked Rolls with Butter

Market Price

## VEGETARIAN'S TWIST

20 plate minimum order

- Fresh Greens and Tomatoes Tossed with Creamy Balsamic Vinaigrette
- Vegetarian Lasagna with layers of Roasted Vegetables, Pasta, Tomato Sauce and a blend of Cheeses
- Sautéed Zucchini, Squash and Fried Eggplant
- Freshly Baked Rolls with Butter

17.95



# GOURMET LUNCH

These menu items feature some of your favorite lunch items with the gourmet touch—delectable ingredients with an aesthetic appeal. Coffee and tea service is included with meal. Lunch prices end at 1 p.m. Add 25% service charge.

## MEDITERRANEAN SALAD

Bed of Baby Spinach Topped with Marinated Grilled Chicken Breast, Sliced Strawberries, Pecan Pieces and Feta Cheese Topped with Mediterranean Salad Dressing.

16.95

## FIESTA SALAD

Mexican-marinated Shrimp served on a Bed of Baby Spinach and garnished with crispy Tortilla Strips, diced Tomatoes and Avocado and served with Fresh Lime and Cilantro Dressing.

17.95

## SMOKED CHICKEN SALAD

Tossed Salad of cresh Mixed Greens, topped with slow-cooked Smoked Chicken Breast and dizzled with crumbled Blue Cheese and Balsamic Vinaigrette Dressing.

16.95

## SOUTHWESTERN POOR BOY

Grilled Cajun-style Chicken Strips, topped with Lettuce, Tomato, Onion and Chipotle Ranch and served on toasted French Bread with Pasta Salad.

17.50

## CHICKEN BREAST CLUB

Grilled Chicken Breast served with Lettuce, Tomato, Onion, Mayonnaise and Pepper Jack Cheese, topped with Crispy Bacon on Toasted Ciabatta Bread with Potato Salad.

17.50

## ROASTED TURKEY

Roasted Turkey Breast served on toasted rustic Italian Bread, topped with Lettuce, Tomato, Bacon, Provolone Cheese and Avocado slices served with Pasta Salad.

17.50

## ASIAN MANDARIN

### BEEF SALAD

Tossed Greens, Mandarin Oranges, Beef Strips and crispy Won Tons dressed with an Asian Vinaigrette.

17.50

Prices reflected are based on per person rates.



# BUFFET LUNCH

Choose to have your guests served themed menu items such as Fiesta Buffet, Mediterranean Buffet, Southwestern Buffet and Texas Barbecue Buffet. Buffet serves one hour for a minimum of 50 people. Coffee and tea service with meal. Lunch prices ends at 1 p.m. Add 25% service charge.

## FIESTA BUFFET

- Hot fresh flour tortillas
  - Chicken & Beef fajitas with lettuce, tomato, cheese, sour cream
  - Jumbo cheese enchiladas
  - Spanish rice and pinto beans
  - Fresh guacamole and pico de gallo
  - Tortilla chips & tangy salsa
- 28.00

## MEDITERRANEAN BUFFET

- Classic Caesar salad with herb croutons
  - Bow Tie 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
- 22.00

## SOUTHWESTERN BUFFET

- Tossed house salad with house dressing
  - Chicken fried steak
  - Grilled chicken breast with cream sauce
  - Whipped potatoes with country gravy
  - Whole kernel corn and green beans
  - Corn bread and rolls
- 22.00

## TEXAS BARBECUE BUFFET

- Slow cooked & wood smoked barbecue brisket
  - Sliced smoked sausage links
  - Grilled chicken with zesty barbecue sauce
  - Texas-style pinto beans
  - Creamy potato salad
  - South of the border coleslaw
  - Sliced sweet onions
  - Jalapeno peppers
  - Homemade corn bread
  - Buttermilk biscuits
- 28.00

Prices reflected are based on one plate per person rates.  
This is NOT an all you can eat buffet.

# BUILD-YOUR-OWN LUNCH BUFFET

We give you the option to build your own lunch buffet to better cater to small and large appetites and to those with the most discerning palates. First, choose a number of entree selections you would like to have available for your guests. Then, choose from our tasty selection of salads, sides and vegetables. Buffets include rolls and butter, as well as coffee and tea service. Buffets serve for one hour for a minimum of 50 people. Lunch price ends at 1 p.m. Add 25% service charge.

## 1. SELECT YOUR ENTREES

- |  |       |
|--|-------|
| One Selection:                               | 23.00 |
| Two:   | 26.00 |
| Three:                                       | 28.00 |
| • Sliced London Broil                        |       |
| • Stuffed Chicken Breast                     |       |
| • Vegetable Lasagna                          |       |
| • Ground Beef Lasagna                        |       |
| • Sliced Roasted Pork Loin                   |       |
| • Sliced Roasted Turkey                      |       |
| • Baked New England Cod                      |       |
| • Baked Chicken Breast with White Wine Sauce |       |
| • Sliced Roast Beef Au Jus                   |       |

## 2. SELECT TWO SALADS

- Tossed Fresh Greens with two Dressings
- Classic Potato Salad
- Marinated Diced Cucumber & Tomato Salad with Italian Dressing
- Bow Tie Pasta with Seasonal Vegetables
- Fruit Salad

## 3. SELECT ONE SIDE DISH

- Rice Pilaf
- Wild Rice
- Garlic Mashed Potatoes
- Roasted New Potatoes
- Whipped Potatoes
- Corn Bread Stuffing
- Macaroni & Cheese

## 4. SELECT ONE VEGETABLE

- Green Bean Almandine
- Peas with Shoe String Carrots
- Broccoli & Cauliflower with Light Lemon Butter
- Buttered Corn
- Balsamic Steamed Vegetables



# PLATED DINNER

Our plated dinners boast exquisite flavor and are an aesthetic delight when presented to each guest. Vegetarian options are available. Coffee and tea service included with meal. Meal serving time is one hour. Add 25% service charge.

## VEGETARIAN CHOICES

- Vegetarian Lasagna (minimum order 20) with Sauteed Zucchini, Squash & Fried Eggplant
- Linguine Topped with Sliced Grilled Vegetables, served with Homemade Tomato Basil Sauce
- Portabella Mushroom Stuffed with Black Beans, Rice, Zucchini, Onions, Garlic, Tomatoes and Parmesan Reggiano cheese
- Vegetarian Kabobs with Orzo Rice
- Cheese Tortellini with Alfredo sauce

*Please note:* All vegetarian dishes are priced the same amount as the served main entree which includes salad, refreshments and bread accompanying the meal.

## PRIME RIB

- Tossed Greens with Tomatoes, Cucumbers, Carrots & House Dressing
- Roasted Prime Rib of Beef Au Jus
- Rustic Mashed Potatoes
- Broccoli Spears
- Freshly Baked Rolls with Butter

Market Price

## LONDON BROIL

- Tossed Greens with Tomatoes, Cucumbers & House Dressing
- Sliced London Broil Au Jus
- Roasted New Potatoes
- Chef's Choice of Vegetables 33.00

## CHICKEN PICCATA

- Tossed Greens with Tomatoes, Cucumbers, Carrots & House Dressing
- Breaded Chicken Breast with Capers and White Wine Lemon Butter Sauce Served on a Bed of Pasta, topped with Alfredo Sauce
- Balsamic Grilled Vegetables
- Freshly Baked Rolls with Butter 25.50

## ROASTED PORK LOIN

- Tossed Greens with Tomatoes, Cucumbers, Carrots & House Dressing
- Sliced Rosemary Roasted Pork Loin stuffed with Dried Fruit
- Garlic Mashed Potatoes
- Chef's Choice of Vegetables
- Freshly Baked Rolls with Butter 25.50

## CHICKEN SUPREME WITH CREAM CHEESE & HERBS

- Tossed Greens with Tomatoes, Cucumbers, Carrots & House Dressing
- Boneless Chicken Breast Filled with a Blend of Cream Cheese, Mushrooms, Parsley & Chives
- Rice Pilaf
- Chef's Choice of Vegetables
- Freshly Baked Rolls with Butter 25.50

## CHICKEN SIENNA

- Tossed Greens with Tomatoes, Cucumbers, Carrots & House Dressing
- Chicken Breast stuffed with Mozzarella, Parmesan, Gouda, & Fontina Cheeses, Sun Dried Tomatoes, Green Onions, Garlic with Sienna Sauce of Kalamata Olives, Green Olives, Red Wine, Diced Tomatoes, Capers & Bell Peppers
- Rice Pilaf
- Steamed Broccoli Spears
- Freshly Baked Rolls with Butter 25.50

## CHICKEN BORDEAUX

- Fresh Garden Green Salad with Lettuce, Tomato, Cucumber, Onion & House Dressing
- Lightly Breaded Boneless Chicken Breast Topped with Sauteed Mushrooms & Grapes in a Light White Wine Sauce
- Mixed Wild Rice
- Chef's Choice of Vegetables
- Freshly Baked Rolls with Butter 25.50

# PLATED DINNER

## CHICKEN ROMAN STYLE

- Caesar Salad with Romaine Lettuce, Freshly Grated Parmesan, Homemade Garlic Croutons, Caesar Salad Dressing
- Grilled Chicken Breast with Romanesca Sauce of Fresh Prosciutto, Garlic, Capers, Tomatoes, Fresh Herbs, White Wine and Kasseri cheese & Orzo Toscano
- Chef's Choice of Vegetables
- Freshly Baked Rolls with Butter

26.95

## STEAK DIANNE

- Fresh Garden Green Salad with Lettuce, Tomato, Cucumber, Onion, Croutons & House Dressing
- Filet of Tenderloin Medallion cooked to Medium and covered with a Rich Brown Sauce, flavored with Dijon Mustard, Brandy, Mushrooms & Shallots and finished with Cream
- Rustic Whipped Potatoes
- Chef's Choice Vegetables
- Freshly Baked Rolls with Butter

Market Price

## SHRIMP & BEEF MEDALLIONS

- Tossed Greens, Tomatoes and Cucumbers with Choice of Dressing
- Filet of Beef Tenderloin Grilled to Perfection, Topped with our Spicy Grilled Jumbo Shrimp
- Rosemary Red Potatoes
- Chef's Choice of Vegetables
- Freshly Baked Rolls with Butter

Market Price

## STEAK AU POIVRE

- Spinach Salad with Sliced Mushrooms
- Thin Red Onions & Beef Tenderloin Crusted with Freshly Cracked Black Pepper topped with a Rich Brown Sauce Flavored with Brandy and a Hint of
- Mango Chutney
- Rustic Whipped Potatoes
- Chef's Choice of Vegetables
- Freshly Baked Rolls with Butter

Market Price

## RED SNAPPER CLASSIC

- Chopped Crisp Romaine Tossed with tiny Shrimp and Tarragon Vinaigrette
- Seafood-Stuffed Fresh Red Snapper Filet
- Wild Rice
- Chef's Choice of Vegetables
- Freshly Baked Rolls with Butter

Market Price

## AN EVENING TO REMEMBER

- Fancy Greens with Smoked Chicken, Toasted Walnuts & Red Berry Vinaigrette
- Spicy Corn Chowder with Grilled Shrimp
- Roasted Rack of Lamb with Rosemary Mint Demi-Glace
- Rustic Mashed Potatoes
- Chef's Choice of Vegetables
- Freshly Baked Rolls with Butter

Market Price

## COMBINATION PLATE

Your opportunity to specialize your own dinner combination! Select any two meat entrees from the following to create a meal to wow your guests:

- Medallions of Beef Tenderloin
  - Pork Tenderloin Medallions
  - Grilled Boneless Chicken Breast with Castellina Sauce
  - Fiesta Shrimp Scampi
  - Red Snapper Filet
- Accompanied by:
- Salad with Lettuce, Tomato, Cucumber, Onion, Croutons and Dressing
  - Choice of: Red Skinned New Potatoes, Garlic Mashed Potatoes, Rice Pilaf or Wild Rice
  - Chef's Choice of Fresh Vegetables
  - Freshly Baked Rolls with Butter

Market Price

## T-BONE STEAK

- Red & Green Romaine, Homemade Garlic Croutons, Parmesan and Balsamic Vinaigrette
- The Best T-Bone Grilled to Medium
- Roasted Red Potatoes
- Pacific Blend Vegetables

Market Price

Prices reflected are based on per person rates. Add 25% Service Charge.

# PLATED DINNER

## PORK TENDERLOIN

- Mixed Greens with Mandarins, Toasted Almonds & Asian Sesame Vinaigrette
- Sliced Roast Pork Tenderloin with Sweet Chili Glaze
- Fried Rice
- Stir Fry Vegetables

25.95

## RIBEYE

- Mixed Greens, Tomato Wedges, Roasted Corn, Pickled Jalapeno Slices, Served with a Homemade Cilantro Lime Ranch, Topped with Crisp Red Tortilla Strips
- Ribeye Steak
- Texas Tooth Picks & Chipotle Barbecue Sauce
- Cottage Fries with Parmesan
- Scallions and Mexican-Style Corn

Market Price

## NEW ZEALAND

### DOUBLE-BONE LAMB CHOPS

- Iceberg Wedge with Bacon and Tomato Slices, Double Blue Cheese Dressing
- Two Chive Accent Lamb Chops Served with a Mint Demi Glace
- Rosemary Red Roasted Potatoes
- Tomato Royale filled with Peas & Carrots

Market Price



Prices reflected are based on per person rates. Add 25% Service Charge.

# GOURMET DINNER

For an exquisite meal, treat your guests to a gourmet dinner. All entrees include hot rolls and butter and a glass of champagne. Coffee and tea service included with meal. Add 25% service charge.

## THE ALAMO

- Fresh Baby Green Salad with Raspberry Vinaigrette Dressing
- California Pistachio Stuffed Chicken Breast
- Potato Rosettes
- Oven Roasted Fresh Vegetables

39.00

## LA VILLITA

- Brie Champagne Soup en Croute
- Sliced Tomatoes with Sweet Onions & Basil Lime Vinaigrette
- Fiesta Shrimp & Beef Medallion
- Rosemary Mushroomed New Potatoes
- Fresh Broccoli Spear with Lemon Butter

Market Price

## THE RIVERWALK

- Lobster au Sherry Bisque
- Spinach Salad with Hot Bacon Dressing
- Red Snapper Ponchettrain
- Wild Rice Pilaf with Pine Nuts
- Fresh Broccoli Spears with Lemon Butter

Market Price

## THE WITTE

- Mandarin Orange Spinach Salad with Raspberry Vinaigrette Dressing
- Boned Breast of Chicken Stuffed with Crab Dressing with Sauce Bearnaise
- Fluffy Rice Pilaf
- Fresh Broccoli Spears with Lemon Butter

39.00

## THE MCNAY

- Red Snapper Etoufee Appetizer
- Caesar Salad
- Roasted Pork Tenderloin with Scallion sauce
- Twice Baked Potato
- Fresh Green Peas in Tomato Cup

Market Price

## LA CANTERA

- Spinach Salad with Choice of Dressing
- Stuffed Filet of Sole
- Wild Rice or Rice Pilaf
- Fresh Broccoli Spears with Lemon Butter

43.00

## THE TOWER

- Fresh Garden Salad with Choice of Dressing
- Broiled Filet Mignon with Bearnaise Sauce
- Rosemary New Potatoes
- Fresh Asparagus Spears with Lemon Butter

Market Price

## THE MAJESTIC

- Mandarin Orange Spinach Salad with Raspberry Vinaigrette Dressing
- Beef Wellington
- Rosemary New Potatoes
- Fresh Asparagus Spears with Lemon Butter

Market Price

## THE TAJ

- Shrimp Cocktail
- Boston Bib Lettuce Salad with Goat Cheese, Walnuts and Raspberry Vinaigrette
- Champagne Brie Soup
- Sorbet
- Aromatic Stuffed Chicken Breast with Chardonnay
- Sauce or Steak Au Poivre
- Saffron Rice
- Fresh Asparagus Spears with Lemon Butter

Market Price



# THEMED DINNER BUFFET

Jazz up your event with one of our featured themed dinner buffets. Choose from the Fiesta Buffet, Texas Barbecue Buffet, The Jazz Club and the Bellissima Pasta Bar. Themed buffets require a minimum of 50 people. Coffee and tea service included with meal. Buffet serves for one hour. Add 25% service charge.

## FIESTA BUFFET

- Hot Fresh Flour Tortillas
- Beef & Chicken Fajitas with Lettuce, Tomato, Cheese, Sour Cream
- Jumbo Cheese Enchiladas
- Spanish Rice & Pinto Beans
- Fresh Guacamole & Pico de Gallo
- Tortilla Chips, Tangy Salsa & Queso
- Taquitos

34.00

## TEXAS BARBECUE BUFFET

- Slow Cooked & Wood Smoked Barbecue Brisket
- Sliced Smoked Sausage Link
- Grilled Chicken Pieces with Zesty Barbecue Sauce
- Texas-style Pinto Beans
- Creamy Potato Salad
- South of the Border Coleslaw
- Sliced Sweet Onions
- Jalapeno Peppers
- Homemade Corn Bread
- Buttermilk Biscuits

34.00

## THE JAZZ CLUB

- Fancy Greens with Toasted Walnuts, Bleu Cheese & Raspberry Vinaigrette
- Chilled Shrimp on ice with Cocktail Sauce & Lemons
- Imported & Domestic Cheese with Fruit & Sliced Baguettes
- Carved Prime Rib of Beef
- Cheese Tortellini with Creamy Alfredo Sauce
- Balsamic Grilled Vegetables
- Roasted New Potatoes
- Freshly Baked Rolls & Butter
- Coffee, Iced Tea & Water

Market Price

## BELLISSIMA PASTA BAR

- Freshly Prepared Pastas
- Marinara & Alfredo Sauces
- Grilled Chicken & Beef
- Zucchini, Squash, Carrots, Diced Tomatoes, Onions, Spinach
- Garlic Bread Sticks 32.00
- Add Shrimp 5.00
- Attendant per person 5.50



\*Prices reflected are based on one plate per person rates. This is NOT an all you can eat buffet.

# BUILD-YOUR-OWN DINNER BUFFET

We give you the option to build your own buffet to better cater to small and large appetites, and to those with the most discerning palates. First, choose a buffet based on the number of selections you would like to have available to your guests: Light, Classic or Sumptuous. Then, choose from our tasty selection of main courses, sides, salads and desserts. Buffets include rolls and butter, as well as coffee and tea service. Add 25% service charge. Buffet serves one hour for a minimum 50 people.

## 1. CHOOSE YOUR BUFFET

### LIGHT BUFFET

Choose one salad, one meat,  
one starch and one vegetable 33.00

### CLASSIC BUFFET

Choose two salads, two meats,  
two starches and two vegetables 38.00

### SUMPTUOUS BUFFET

Choose three salads, three meats,  
two starches and two vegetables 43.00

## 2. CHOOSE YOUR MAIN COURSE, SIDES, SALADS & DESSERT

### Meats/Main Course

- Carved Prime Rib (add 3.00 per person)
- Chicken Marsala
- Crusted Tilapia
- Sliced London Broil
- Sliced Rosemary Pork Loin
- Sliced Roast Round of Beef
- Sliced Roasted Turkey

### Vegetables

- Asian Stir Fry
- Baby Peas & Carrots
- Balsamic Grilled Vegetables
- California Blend
- Corn O'Brien
- Glazed Baby Carrots
- Green Beans with Almonds
- Steamed Broccoli Spears

### Starches

- Corn Bread Dressing
- Garlic Mashed Potatoes
- Roasted New Potatoes
- Rosemary Red Skinned Potatoes
- Rustic Mashed Potatoes
- Steamed Rice or Rice Pilaf
- Yams with Golden Brown Marshmallows
- Macaroni & Cheese

### Salads

- Bow Tie Pasta with Seasonal Vegetables
- Classic Potato Salad
- Cole Slaw
- Fresh Greens, Tomatoes, & Cucumbers with Creamy Balsamic Vinaigrette
- Fruit Salad
- Greek Salad
- Macaroni Salad
- Marinated Cucumber & Tomato Salad

(add 3.50 per person)

- Apple Pie with Whipped Cream
- Carrot Cake
- Cherry Pie
- Chocolate Cake
- Coconut Cake
- Pecan Pie
- Red Velvet Cake
- Caramel Cheesecake (add 5.00 per person)
- New York Cheesecake (add 4.50 per person)

### Desserts

Prices reflected are based on one plate per person rates. This is NOT an all you can eat buffet.

# CARVING STATIONS

We choose the finest cuts of meat to serve at our carving stations. The meat is presented on a cutting board under a heat lamp which keeps it warm. Guests are able to see the quality of the meat they are being served and can select the cut they prefer. Prices are per pound.

## ROAST TURKEY BREAST

Served with Cranberry Chutney,  
Rolls & Condiments  
Minimum 12-pounds 23.00 per lb.

## PRIME RIB AU JUS

Served with Horseradish,  
Rolls & Condiments  
Minimum 12-pounds 34.00 per lb.

## STEAMSHIP ROUND OF BEEF

Served with Horseradish,  
Rolls & Condiments  
Minimum 45-pound 26.00 per lb.

## TOP ROUND BEEF

Served with Horseradish,  
Rolls & Condiments  
Minimum 22-pounds 25.00 per lb.

## WHOLE BEEF TENDERLOIN

Served with Horseradish,  
Rolls & Condiments  
Minimum 5-pounds 32.00 per lb.

## HONEY GLAZED HAM

Served with Rolls & Condiments  
Minimum 12-pounds 23.00 per lb.

## ROSEMARY ROASTED PORK LOIN

Served with Rolls & Condiments  
Minimum 12-pounds 23.00 per lb.

Prices reflected are based on per pound pricing.  
Minimum poundage is reflected in increments.

# CHILDREN'S MEALS

We offer a special menu for the littlest ones on your guest list. Choose one menu item for all children ages 12 years and younger. Add 25% service charge.

## CHICKEN NUGGETS

Includes French Fries, Veggies  
and Macaroni & Cheese 15.00

## HOT DOG

Includes French Fries, Veggies  
and Macaroni & Cheese 15.00

## HAMBURGER

Includes French Fries, Veggies  
and Macaroni & Cheese 15.00  
Add Cheese .60

(Must be added to all burgers ordered)

## PERSONAL-SIZE PEPPERONI PIZZA

15.00

All children's meals include apple wedges



# BEVERAGES

Specialized beverage service can be arranged according to your event needs. You may choose to order beverages in advance or have us provide a private bar for your guests.

## BAR SERVICE

We provide a bar stocked with a variety of alcoholic and non-alcoholic beverages. We offer two types of bar service:

**Pay-As-You-Go and Open Bar.**

Bar service requires a \$250 set up fee per bar for four (4) hours. We provide one bartender for a minimum required four hours of service. Please add \$100 for each additional hour. If two bartenders are requested, all fees specified are doubled.

### Pay-As-You-Go

With this service, payment is the responsibility of the guests upon placement of their order. There is no service charge added for this type of bar set up.

### Open Bar

The host/sponsor agrees to pay for all drinks served during the planned event. An open bar is set up with a predetermined dollar amount or time limit, and it will be annotated in the contract. A register tab will be computed until the preset limit is reached. There is a 25% service charge on all open bars.

## WINE & VARIETAL

### Beverages/Punch

|                              |       |
|------------------------------|-------|
| Canned Soft Drinks per can   | 2.75  |
| Orange Julius Slush Punch    | 33.00 |
| Specialty Punch              | 23.75 |
| Cranberry & Ginger Ale Punch | 31.00 |
| White Wine Punch             | 60.00 |
| Margarita Punch              | 60.00 |
| Iced Tea                     | 23.75 |
| Bloody Marys                 | 60.00 |
| Mimosa Punch                 | 60.00 |

Prices reflected are per gallon unless otherwise specified.  
Two gallon minimum purchase for all punch orders

## Services

Choose to bring your own wine or champagne with an agreement to pay the following charges which includes glassware and staff service:

|                                 |       |
|---------------------------------|-------|
| Corking Fee - per bottle 750 ml | 15.00 |
| Champagne Fountain Rental       | 50.00 |
| Corking Fee per bottle 1 liter  | 20.00 |

## Wine

|                                     |       |
|-------------------------------------|-------|
| House Wine - per glass              | 5.00  |
| Carafe Wine - 1/2 liter (4 glasses) | 11.00 |
| Carafe Wine - 1 liter (8 glasses)   | 16.00 |
| Champagne - Bottle                  | 15.00 |
| Sparkling Cider or Grape - Bottle   | 15.00 |

***Special wine orders must be purchased by the case.***



## HOST/SPONSOR RESPONSIBILITIES

- The host/sponsor is responsible for assuring minors do not consume supervised or unsupervised alcoholic beverages during the event.
- Only the host/sponsor is authorized to request changes to bar hours per approval of the manager on duty.
- The host/sponsor is responsible for assuring guests do not bring their own alcoholic beverages to the event. Guests who violate this policy will be first asked to remove the item from the club. A second request warrants the right of club representatives to confiscate the items which **will not be returned**. Violating this policy of no outside liquor will result in a \$200 penalty fee being assessed to the contract.

## DESIGNATED DRIVER PROGRAM

We care about your safety and that of your guests. If you plan to have alcohol at your event, designate a few responsible adults as designated drivers ahead of time. We offer complimentary coffee and soda to those you designate from your group.

### Please Note

We reserve the right to refuse serving alcoholic beverages to anyone we feel may be intoxicated or nearing intoxication.



# SWEET ADDITIONS

Treat your guests to something a little extra: a chocolate fountain to deliciously coat fresh fruit and tasty snacks; a candy bar loaded with all of your childhood favorites; an ice cream bar to scream about with tons of toppings - all sure to satisfy the sweet tooth on your guest list. Add 25% service charge.

## CHOCOLATE FOUNTAIN

Choose from White Chocolate, Milk Chocolate or Dark Chocolate. Includes fountain use for 1 hour with one choice of the following for a minimum of 75 guests:

Double Fountain 600.00

Fruits (choose one)

Strawberries, Bananas or Pineapple

Cookies/Cakes (choose one)

Pound Cake, Oreos or Shortbread

Cookies

Other Snacks (choose one)

Pretzels, Rice Krispies or Marshmallows



## CANDY BAR (minimum 50 guests)

A childhood dream-come-true includes Gummy Bears, Snickers, Gum balls, Jelly Beans, Plain M&Ms, Peanut M&Ms, Sour Patch Kids, Hershey Kisses, Reese's Pieces, Peanut Butter Cups, Malted Milk Balls, and Chocolate Covered Raisins.

Serves for one hour

Per person 10.00

Candy brought by customer 100.00



## ICE CREAM BAR (Serves one hour)

Featuring some of the all-time favorites flavors: chocolate, vanilla, and strawberry. Additional flavors are available by special request.

### Toppings

Sliced Strawberries, Chocolate Sauce, Caramel Sauce, Crushed Pineapple Sauce, Whipped Cream, Chopped Nuts, Maraschino Cherries, Crushed Oreo Cookies

Minimum 50 guests (per person) 8.95

Add a Special Touch

Small Brownies (per person) 2.95



# OFF-SITE CATERING

As a club member, you have many options when entertaining your guests. Our catering menus provide you with complete creative cuisine served by our professional service staff. 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 or a location you choose.

## OFF-SITE CATERING SERVICES

The Club can provide catering services to off-site locations. The minimum delivery fee starts at \$200. Add a 25% service charge on food and beverages.

## CARRY OUT SERVICE

Carry out services are available for menu items ordered from the club. Contact the catering department for ordering assistance and coordinating pickup schedules.

## ENTERTAINING AT HOME

We value you as a member. We understand that you may want to entertain at home but may not have enough of a particular service item such as glassware, china, or flatware for a large number of guests. We are here for you. Members do not pay any fee when borrowing (for their personal use) small quantities of the club's daily-use china, glassware, flatware, tables or chairs when these items are not in use in support of club functions. Generally, we do not have any kitchen equipment, chafing dishes or pots and pans for loan.

Ice, Sterno, Linens

Ice, when available in excess of club needs, is given to members free of charge. However, members must provide their own containers

and transport arrangements. Sterno or other food warming products may be purchased from the club at cost. Linen can be ordered for use. A cleaning fee will be charged. This membership lending benefit does not apply to squadron and private organizations.

### Pricing

|                      |       |
|----------------------|-------|
| Tablecloths          |       |
| 54"                  | 15.00 |
| 61"                  | 15.00 |
| 64"                  | 15.00 |
| 85" Square           | 20.00 |
| 10' Square           | 20.00 |
| Napkins (not folded) | 1.00  |

\*Linen is not stocked, requires two week notice to place linen order

|                         |              |
|-------------------------|--------------|
| Tables                  | 25.00        |
| (Based on availability) |              |
| Silverware: Dinner      |              |
| Knives, Forks,          |              |
| Teaspoons               | 2.00 per set |
| Glassware: Bar          |              |
| Champagne, Water, Wine  | .75          |
| Dinner Plates           | 1.00         |
| Salad Plates            | 1.00         |
| Dessert Plates          | 1.00         |
| Coffee Cups             | 1.00         |
| Saucers                 | 1.00         |

Prices reflected are for each item unless otherwise specified.

A hand receipt will be issued for all borrowed items with an set return date and time. Failure to return items on or before the noted time will result in charges for each item based on our current price listing. Lost or broken items will be charged at current cost.

\* Skirting is not available for loan or rent.

\* Centerpieces, Hurricanes not available for loan or rent



# WEDDINGS

Let us be a part of your big day

## THE FINEST DETAILS

If you want to give your reception that special touch, you may consider adding one or more of these options:

### Center Piece Options

|                                  |                 |
|----------------------------------|-----------------|
| Large Crystal Hurricane, Mirrors | 25.00 per table |
| Small Crystal Hurricane, Mirrors | 20.00 per table |
| Basic Hurricanes, Mirrors, LED   | 15.00 per table |
| Votive with LED                  | 2.00 each       |
| Mirrors                          | 2.00 each       |
| Chargers                         | 3.00 each       |
| Red Floral/Mirror                | 25.00           |
| White Floral/Mirror              | 25.00           |
| Wrought iron LED candles         | 15.00 per table |

### Passed Hors d'oeuvres Service

(Minimum two hours each per waiter)

|        |                |
|--------|----------------|
| Waiter | 25.00 per hour |
|--------|----------------|

### Champagne Service

|                |        |
|----------------|--------|
| Waiter         |        |
| 30-100 guests  | 50.00  |
| 100-200 guests | 100.00 |
| 200+ guests    | 150.00 |

Based on guest range plus cost of bottles.

|                                      |       |
|--------------------------------------|-------|
| Risers (Gateway Club only) per riser | 50.00 |
|--------------------------------------|-------|

|                      |        |
|----------------------|--------|
| Audio Visual Support | 150.00 |
|----------------------|--------|

|   |       |
|---|-------|
| Portable TV (depending on availability) | 50.00 |
|---|-------|

|              |        |
|--------------|--------|
| Internet Fee | 150.00 |
|--------------|--------|

Note: Customer supplies their own laptop, iPad, etc. to connect to audio visual system

|                   |        |
|-------------------|--------|
| Spot Light System | 100.00 |
|-------------------|--------|

|  |                  |
|--|------------------|
| Rose Petal, Confetti or Glitter Clean-up Fee | Starts at 100.00 |
|--|------------------|

|        |       |
|--------|-------|
| DJ Fee | 50.00 |
|--------|-------|

|                  |       |
|------------------|-------|
| Photographer Fee | 50.00 |
|------------------|-------|

|                            |        |
|----------------------------|--------|
| Uplighting System 6 Lights | 200.00 |
|----------------------------|--------|

|                |        |
|----------------|--------|
| Stanchions (6) | 150.00 |
|----------------|--------|

### Cake Cutting Services

Cake cutting services are mandatory. Service includes cake or cupcakes.

### Official Events

|                       |       |
|-----------------------|-------|
| 1-150 People per cake | 40.00 |
| 150 or more per cake  | 55.00 |

### Basic Cake Cutting Service

Our staff will cut and plate cake on plates for your guests. China, utensils and clean up included 1.00 per person

### Silver Cake Cutting Service

Our staff will cut and serve cake to your seated guests. 2.00 per person

# POLICIES & PROCEDURES

While our professional catering staff will be ready to assist you in planning your special event, here is some information that will help you gauge the beverage and food quantities appropriate to meet the needs of your function.

## GETTING STARTED

In order to book your event, we will need some information which you can provide via e-mail, telephone or in person:

- Date & Time of Event
- Type of Event
- Rank/Grade
- Address
- E-mail Address
- Home Telephone Number
- Work Telephone Number
- Name of Group or Organization Hosting Event
- Approximate Number of Attendees
- Serving Time (i.e., Cocktails, Dinner, Cake)
- Club Membership if applicable

Please make preliminary arrangements to set the date, time and location of your event as early as possible. We currently allow four hours per function. If additional time is needed, a fee will be assessed for the added hours. Final menu arrangements should be made in person and the contract signed and finalized within three business days.

## RESERVATION POLICY

The catering office must have a signed contract on file in order to hold the room. Our catering staff can e-mail or mail a contract to you. Menu selections can be made at a later date. If a reservation is not confirmed with a Club membership within 48 hours, it will be canceled. To secure the room, the room fee must be put down at the signing of the contract.

## CANCELLATIONS

Temporary holds on an event room will expire if a signed contract is not received within the hold time specified. If a contract is signed and the event is canceled, rescheduled, or not held for any reason, you will be charged according to the following rules:

### Cancellation or Rescheduling

A \$150 processing fee will incur when an event is canceled or rescheduled 30 days or less after the initial contract is signed. There will be NO REFUND OF THE ROOM USE FEE for cancellations or rescheduling of an event more than 30 days after the contract booking date. This amount is specified on the contract under FOOD/SERVICE ITEMS.

There will be NO REFUND OF PRE-PAID ROOM USE FEE for cancellation at any time, for any person or organization for events scheduled in December. There will be no NO REFUND OF ANY PAYMENTS MADE for cancellation or rescheduling of an event less than 90 days before the event scheduled date.

It is the member's responsibility to inform the catering office in writing of a cancellation or reschedule (i.e. letter, fax, or e-mail). Voice notification of any kind is not acceptable. It must be in writing. The date and time the information is received by the catering office is the effective date and time. Information provided must include the following:

- Contract Number
- Date of Function
- Sponsor Signature

## CONTRACTS & GUARANTEES

Contracts are required to be done 30 days prior and no more than 6 months prior to the event. When developing the contract, the amount of guests are estimated. The guaranteed amount is required 72 hours prior (3 days). The number of meals ordered 72 hours prior will be the exact amount prepared and the minimum amount billed. If additional meals are required over the final number stipulated, either Club may have to substitute depending on availability, but they will bill at the higher rate of either the contracted party meal or the substituted meal.

Fifteen business days before the function, we require the point of contact to call us and give us a revised number of expected attendees. That

is the number that will allow us to order the product, schedule the staff and finalize the room assignment. We realize that many of our functions are scheduled far in advance and the contracting members may not have an accurate number of attendees. Please be sure to advise us of your final count of guests to be served NLT three business days before the event. Final payment is also due at that time. If a final count is not given in three business days before the function, we will prepare for the original estimated number and bill for that amount. Final billing will be at 100% of the final figure supplied or the actual number of meals provided, whichever is greater.

**NOTE: Contract is not finalized unless the Gateway Club Manager approves the terms of the contract.**

## SERVICE CHARGE

The Gateway Complex adds a 25% service charge for each meal served in the Club. There will be no service charge for bulk pickup orders, those where the meals are not separated into individual servings or meals that don't require the Club to provide returnable silver, glass, or flatware. For those pickup orders, which are individually portioned, a 25 percent service charge will apply. We will apply a 25 percent service charge and a delivery charge for picnics or similar food items catered outside the facility, prepared and dropped off bulk items to the customer, without an attendant staying at the location. A 45 percent service charge fee will be assessed for all Sunday and holiday functions. All Saturday functions must be at least \$3,000 in food and beverage for a 4 hour event or less. The \$3,000 does not include any type of fee or service charge. All catering functions held on Sunday must total \$4,000 in food and beverage, not including the service charge fee. The Enlisted Dining Room is "as is" for events. Furniture removal starts at \$200. Delivery fees start at \$200.



## PAYMENTS

Cash, Visa, MasterCard or American Express are accepted as payment. Club members will receive a 10% discount on food purchases for their event. Fifty % of the contracted amount is due during the menu selection appointment. The remaining balance is due three business days before the event's scheduled date.

## PRO-RATA FORMS

We can provide pro-rata forms which you may use to pro-rate and charge individual club member accounts. Whether paying by cash or credit, member must show proof of club membership and be a member in good standing to receive a Members' First discount of \$2 per meal. The member will be responsible for all declined charges. If the member decides to make his/her own pro-rata forms, please ensure that the Privacy Act Statement, member signature block, and the Club member signature block are included on the forms. Submit pro-rata forms NLT 72 hours before the function. Additionally, ensure that event attendees know the actual cost of meals and services being provided by the Club. In addition, they should be aware of any cost above that amount required to cover non-club services. The Club will not refund any over-collected amounts. Processing 25+ credit cards to be charged and processed a \$200 administration fee will be assessed to contract.

## GUEST BASE ACCESS

There are a few things you must do prior to your event in order for your non-DoD ID card guests to be granted base access without delay or inconvenience. Recent Headquarters Air Force Directives have required increased security measures for accessing military installations. These directives were implemented as an active step to ensure the safety and security of military installations and their communities across the country. The following items meet the intent of the security measures and will ultimately ensure your event is secure: As an authorized DoD ID card holder, you must be registered in the Defense Biometrics Identification System (DBIDS) in order to sponsor non-DoD guests on base. If you are not registered, you must register your ID Card. Once completed, you may sponsor your guests on base. You, as the sponsor will need to provide

your name, rank, organization, the time of your event, location of the event and any contact information on a Entry Authority List (EAL) Request. You will attach your guest list to the request and submit to the Visitors Control Center (VCC) no later than 14 days prior to the event containing the following information:

- Name (Last, First, MI): Name must be as shown on driver's license/ID card of any guest 18 years of age and older. It is not necessary to include Military or DoD ID cardholders on this list
- Date of birth
- Driver's license number
- Driver's license state of issue
- If a person does not submit the driver's license information, then they must come to the Visitors Registration Center during normal hours of operation or to the front gate after hours in person prior to receiving base access. This may be done on the day of the event, but they will need to allow for additional time for the vetting process. If someone does not have a driver's license, then they will need to provide their social security number at the gate the day of event.
- Names must be in alphabetical order.
- List must be typed - no hand written lists will be accepted.
- It is the responsibility of the host/hostess to ensure the guest list is submitted to the gate in a timely manner. The Gateway Club will not assume responsibility for submitting the guest list for your event.
- Guest list must be turned in to the Visitors Control Center no later than 14 days prior to the event.
- You will be notified of any guests not allowed to enter the base due to information found during the vetting process.

Note: Specific details on information regarding denied base access to a guest will not be disclosed to anyone except the party concerned and law enforcement authorities.

All guest vehicles must enter the base through the main gate and must present a valid ID (e.g. Driver's License) to the gate guard. Guests entering

during the hours of 6 p.m. to 6 a.m. have a 100 % identification check. Passengers may present identification in the form of a state-issued driver's licenses, state-issued identification card, a passport or student ID. Ensure that your guests know these rules when driving on base:

- Have registration, current insurance documents and driver's license in possession
- All vehicles entering JBSA-Lackland AFB must be current with state laws, i.e., current registration and inspection stickers
- Speed limit on base is 30 mph unless otherwise posted
- No cell phone use while driving

Again, the Entry Authority List (EAL) Request and your attached guest list must be submitted to the Visitors Control Center (VCC) no later than 14 days prior to the event. Please call with any questions. The person sponsoring the event is being held responsible for guests conduct and is required to sign a release that states: "I understand that only authorized personnel may attend and that I am responsible for their conduct."

## PROPERTY, LIABILITY & DAMAGES

Neither the Clubs, 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 Gateway Club caused by the host/sponsor or guests. Damages will be billed to the host/sponsor at market replacement cost plus labor.

### Candles

No candles are allowed - only LED are approved by the Fire Marshal

## INFORMATION SUBJECT TO CHANGE

All menu prices and items are subject to change with respect to item availability or market conditions.

**Note:** Retirements and promotions are not considered official events and are subject to room fees.

# OUR SERVICES

We would like to make the process of planning your event as easy as possible. In order to facilitate that, we offer a number of services for your convenience. If you don't see something addressed here, please do not hesitate to ask one of our catering professionals for assistance.

## CATERING CONTRACT

The catering contract terms must be in writing. Oral terms will not be accepted. Please review your contract carefully.

## FOOD AND BEVERAGE

You may bring food items such as wedding cakes, military ceremonial cakes and special event pastries into Club facilities. Should you have any other requirements, please ask our staff. Outside alcohol is not permitted unless approved by the Club manager. **Additionally, for the safety of our members, all food and beverages are either consumed or disposed of in the Club.**

## MULTIPLE ENTREES

A color code system is used for luncheons and dinners when multiple entrees are ordered. This expedites service and ensures each guest receives what they ordered. We will work with you by providing suggestions for a quantity of entrée offerings and a color code for each entrée. The use of colored name tags, place cards, or tickets helps the servers distinguish what entrée to serve each guest. Members are allowed to select up to two entrees, not including vegetarian plates.

If a member requests three entrees to be served, there will be a \$2 split menu fee assessed for each meal served; four entrees, \$3 per meal, five entrees, \$4 per meal. Nevertheless, for a nominal extra charge, we recommend combination plates to ease the planning process and expedite service.

## SERVING TIME

We pride ourselves in meeting the serving time noted 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 the quality, taste and eye appeal of your meal. A delay of 30 minutes or more will incur a \$100 fee per hour delayed. Meal serving time is one hour.

## After Hours Meal Service

Meal service time is one hour. Meal service outside normal operating club hours incurs an additional fee. For meal service after 7 p.m., please add a \$200 fee per hour. The catering staff will work with you to identify those charges in advance and, if applicable, will clearly indicate the charges on your contract.

## MEETINGS & SEMINARS

The Club specializes in social events for members and guests that contract for food and beverage services. Members and organizations wishing to use rooms for private meetings or seminars should contact the catering office for details concerning available times and any applicable charges.

## AUDIO VISUAL SUPPORT

Use of microphones, podiums, and limited audiovisual equipment items for your event can be arranged through the catering office. Identify your needs well in advance so the items can be reserved for you.

## VENDOR DELIVERIES

Outside vendor deliveries must be coordinated with the catering office in advance with regard to granting base access.

Ensure that any delivery packages such as display or conference support materials sent to the Club are clearly marked with:

- "Attention Catering Department"
- Name of the function
- Host or sponsor name
- Date

Please notify the catering office of any special storage needs for rented or shipped items. Storage fees start at \$50.00.

## TELEPHONE

### Telephones

The phones in the office are for local toll-free calls. Please notify the catering manager if DSN access lines are required.

### Duplication

The catering department does not

have internal resources for high volume duplication services. However, small quantity duplication service is available in the Club's office at 25¢ each for black and white copies and 50¢ for color.

### Table Skirting & Linen

Table skirts and linen are available in a variety of colors to coordinate with your event's motif. Orders for specialty skirting and linen can be arranged through the catering manager for an additional fee. Once these items have been ordered, changes are only allowed NLT two weeks before your event, and will incur a fee of \$7 per table cloth and 75¢ per napkin for house linen. Specialty linen will be billed at the rental fee rate.

### Table Numbers

Arrangements can be made to have numbers placed on tables to correspond with seating assignments.

### Decorations

All decorations other than those provided by the clubs are the responsibility of the host/sponsor. To preserve the beauty of the clubs for all members and their guests we request no nailing 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 these codes. Please coordinate the time you wish to decorate with the catering staff to ensure no conflict with other functions exists. If you wish to have our staff set out your decorations, please see a catering representative for rates.

### Flags

An Air Force and American flag on stands can be used for your function at no charge when available.

## Reserved Parking Signs

The Clubs do not "own" the street and/or curb side parking. We have no authority to force members who are in either Club to move their vehicles. If you would like for your function to have reserved parking for DV guests, the host must obtain signs and place them in the desired spots, excluding existing designated commanders' parking spaces. They should be placed not more than two hours prior to the start of the function. If the Clubs have any reserved signs, they will be made available on a first come, first served basis. The host should be prepared to obtain signs to meet their needs from alternate sources. Generally, in an effort to be fair to fellow club members, reserved parking is limited to those guests at the head table and visiting dignitaries.

## Non-Military Events

Restrictions exist for the use of the Gateway Club by civic and civilian organizations. Should your organization fall into one of these categories and you would like to use either club, please provide the Club manager the information listed below. Keep in mind, the event must be sponsored by a Club member.

- Name of organization
- Type of organization, i.e., civic, civilian, nonprofit, etc.
- Purpose of organization
- 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.

## ENHANCEMENT SERVICES

We offer a number of enhancement services in effort to make your event as unique and successful as possible. If there is something specific that you would like that is not listed, please let our catering staff know.

### Audio Visual

|                     |        |
|---------------------|--------|
| Audio Visual        |        |
| Support             | 150.00 |
| Microphone & Podium | 50.00  |
| Wireless Microphone | 20.00  |

Audio visual training after hours  
(minimum of 2 hours) per hour

150.00

Storage fees start at

50.00

### Beverage Service

Bar set-up Fee

250.00

4 hour service

Corking fee 750 ml

15.00

Corking fee 1 liter

20.00

Champagne Fountain

50.00

### Cake Service

Does not include the cake or cupcakes

Basic cake service

1.00

Cut & plate

Silver cake service

2.00

cut, plated & served to seated guest

### Chocolate Fountain

If brought in by customer

100.00

### Cleanup & Rearrangement

Cleanup & restoration fee for youth events

200.00

Awards/gift table linens/skirts each

20.00

### Decor

Hurricane/Mirrors/LEDs per table

15.00

Basic Glass Votive Holders LED

2.00

Displaying client's decorations

Starts at 100.00

Ice Sculpture Care

100.00

### Entertainment

DJ utility fee

50.00

Band utility fee

50.00

Photographer fee

50.00

Piano

75.00

### Reception, Signs & Holders

Display/Check-in Tables (per table)

20.00

Table Numbers with holders

5.00

Reserved tables signs

5.00

Reserved parking signs

10.00

Brass Easel (Based on availability)

25.00 per easel

### Service Time (per house rates)

Time before guest arrival (early open)

based on time of arrival 50.00 per hour

Additional time beyond 4-hour

event period 100.00 per hour

Additional time midnight and later

200.00 per hour

Meal serving after 7 p.m.

150.00 per hour

Moving furniture in and out of dining rooms and lounges starts at

200.00

House linen tablecloth colors are white. Additional colors will not be guaranteed, a charge of \$5 per table will be charged, once order is verified. No cancellations on special colors.

### Rose Petals

The Club prohibits throwing confetti, bird seed and rice. As an alternative, rose petals may be thrown for a price starting at \$100. Blowing of bubbles is allowed without charge, but we ask that you have your guests do this responsibly and with safety in mind

### Balloons/Balloon Arch

Balloons w/glitter inside, if broken inside or outside building will result in a cleanup fee starting at \$200.

### Child Care Rooms

Are based on availability. Child care rooms start @\$200. Any damages will be billed to the host/sponsor at market replacement cost, plus any labor expenses. No outside food & beverage permitted. If food and beverage is required for the children, please see staff for options. The requirements will be added to the catering contract. Event must be scheduled in Gateway Club to book a child care room. **Adult supervision must be in room at all times.**





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