Gateway Club Complex

JBSA-Lackland AFB, Texas

EVENT PLANNING GUIDE

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THE GATEWAY CLUB

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

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

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
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 Conference Table for 10
TV for projection.

LONE STAR LOUNGE

Friday: Hours of Operation: 3-11 p.m. ***No Children after 6 p.m. in the lounge.**

Venue Room Use Fees

Regular Venue Room Rate	0-4 Hours*
GATEWAY ROOM	$500
MESQUITE DINING ROOM	$700
ALAMO ROOMS 1 & 2	$700
Fiesta Ballroom Room 1-5	$1,500
Lone Star Lounge	$300
Maverick Lounge	$300
* Over 4 hours	$100 per hour

Full Venue Room Rate is due upon booking of the venue. Refer to page 22 of the Event Planning Guide for Cancellation or Rescheduling information.

Discounted Venue Room Rate	0-4 Hours*
GATEWAY ROOM	$200
MESQUITE DINING ROOM	$300
ALAMO ROOMS 1 & 2	$300
Fiesta Ballroom Room 1-5	$600
* Over 4 hours	$50 per hour

Discounted Venue Room Reservation applies to retirements and promotions. Verbal reservation are only good for 48 hours after the room is booked. A signed contract is needed to hold the room past 48 hours, with a credit card. The card will be charged at the room rate. If a credit card is not given the reservation will be canceled. Effective 1 October 2026, all official events will be charged the discounted room rate with a GPC card.

Tablecloths included for the following: Guest tables based on the guest meal count, one check-in table, presentation table, DJ table, food and beverage stations. All other tables will be charged $20 per table for tablecloths.

Practice on a different day other than the event date will be based on room availability at $50 per hour, per date.



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 water included. Beverage priced per gallon. 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 *serves until 10 a.m.

American Classic*
- Scrambled Eggs & Biscuits
- Home Fried Potatoes
- Crisp Bacon & Sausages 11.85
- Plated 13.85

Healthy Morning*
- Scrambled Eggs & Biscuits
- 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
- Biscuits
- Grilled Ham & Cheddar Cheese
- Bean & Rice Burritos
- Fried Potato Patties
- Whole Fruit 12.95
- Plated 14.95



Make Your Day!

Beverages continued

Orange, Apple, Cranberry - Gallon	30.00
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. 3 Gal.	35.00
Assorted Hot/Ice Tea - Min. 3 Gal.	30.00
Hot Chocolate - Min. 3 Gal.	30.00
Freshly Brewed Coffee - Decaf & Regular - Min. 3 Gal.	35.00
Lemonade - Min. 3 Gal.	35.00
Water Station Set-up Fee	30.00

Snacks

Priced per dozen

Danish Selection	24.95
Bagels & Cream Cheese	24.95
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

Assorted Yogurt	2.75
Mixed Nuts per bowl (1 cup)	10.00
Snack Pretzels per bowl (1 cup)	10.00
Chex Mix per bowl	10.00
Individual assorted chips (per bag)	1.50

Breakfast Tacos

Priced per taco

Choose from:

Potato & Egg, Bacon & Egg Sausage & Egg	4.00

Prices reflected are based on per person rates.

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 Served with Ranch Dipping Sauce	87.00
Crispy Breaded Chicken Drummettes Served with Ranch Dipping Sauce	87.00
Vegetable Spring Rolls Served with Plum Sauce	87.00
Chinese Egg Rolls Served with Hot Mustard	72.00
Won Tons Served with Plum Sauce	72.00
Meatballs Choose from Sweet & Sour, Barbecue or Swedish	72.00
Assorted Jalapeno Cheese Poppers Served with Cool Ranch Dipping Sauce	72.00
Stuffed Jalapenos Jalapenos unseeded and filled with seasoned cream cheese, cheddar cheese, tuna, or chicken salad	87.00
Mini Bean Burrito	72.00
Texas Tamales Beef	72.00
Texas Tamales Pork	77.00
Tasty Taquitos Choose chicken or beef	72.00
Franks in a Blanket	82.00
Little Smokies in Barbecue Sauce	72.00
Country Gravy Mushrooms Stuffed with Sausage	87.00
Stuffed Mushrooms w/Crab Meat	125.00
Stuffed Mushrooms w/Sausage	117.00
Mini Beef Wellington	187.00
Assorted Mini Quiche	117.00
Crispy Fried Chicken Tenders Atlanta Served with Honey Mustard Dipping Sauce	97.00
Teriyaki Beef Sticks	137.00
Bacon Wrapped Filet or Scallops	137.00
Mozzarella Sticks with Marinara Sauce	72.00
Three Cheese Fried Ravioli served with Marinara Sauce	82.00
Mini Corn Dogs Served with Honey Mustard Sauce	72.00
Coconut Fried Shrimp Served with Cocktail Dipping Sauce	102.00
Miniature Stuffed Potatoes	137.00
Homemade Grilled Kabobs Choose chicken or beef	137.00
Butterfly Fried Shrimp Served with Cocktail Sauce	97.00

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
Served with crackers 70.00

Seven Layer Taco Dip
Served w/colorful tortilla chips 85.00

Chili Con Queso
Served with hot tortilla chips 70.00
Add ground beef 10.00

Freshly Made Pico De Gallo
Served with tortilla chips 75.00

Cubed Cheese Display
Served with gourmet crackers

Medium	127.00
Large	177.00



Chilled Hors D'oeuvres

Finger Sandwiches Tuna, Ham, Pimento Cheese, Egg Salad or Chicken Salad	67.00
Sliced Deli Meat Finger Sandwiches Ham, Turkey, Roast Beef	82.00
Roasted Vegetable Salad Finger Sandwiches	60.00
Fancy Deviled Eggs	65.00
Mimosa Deviled Eggs Traditional deviled eggs mixed with guacamole	75.00
Jalapeno Halves Stuffed with cream cheese	70.00
Mini-Cheesy Stuffed Tomatoes	70.00
Caprese Skewers	77.00
Ham and Asparagus Rolls filled with cream cheese	90.00
Assorted Canapes	70.00
Assorted Pinwheel Sandwiches	62.00
Cucumber Canapes	65.00
Seasonal Fruit Kabobs	Market Price

Charcuterie Board with crackers and baguettes

Medium	187.00
Large	277.00

Ornate Food Displays

Fancy Cheese Display
Imported & domestic cheese display with sliced baguette with grape garnish. 252.00

Fresh Vegetable Crudites
with Ranch Dipping Sauce

Medium	102.00
Large	137.00

Sliced Meat Platter
with Turkey, Ham, Roast Beef
Served with rolls and condiments

Medium	192.00
Large	277.00

Sliced Fresh Fruit Display
with Seasonal Fruit

Medium	167.00
Large	257.00

Deluxe Platter of Sliced Meats and Cheeses
Turkey, Ham, Roast Beef, Salami, Cheddar, Swiss and American Cheese served with assorted white and wheat rolls and condiments

Medium	202.00
Large	292.00

Whole Smoked Salmon
With capers, chopped onion, cream cheese and mini baguettes — Market Price

Chilled Jumbo Shrimp
with Tangy Cocktail Sauce and Lemon — Per Pound, Market Price

Crostini

Roasted Pepper	72.00
Tomato Basil	72.00
Mozzarella Olive Tapenade	72.00
Beef Tenderloin	92.00

Smoked Salmon Canapes
& Dill Cream Cheese — 90.00

Penne Pasta
With assorted vegetables — 115.00

Sweets

Assorted Miniature Pastries	95.00
Petite Fours	100.00
Miniature Cheese Cakes	105.00
1/2 Sheet Cake starts at	150.00
Full Sheet Cake starts at	200.00
New York Style Cheese Cake per person	8.00
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	9.00

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.
Water included, iced tea & coffee station priced per gallon. 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 16.95
- Add sliced grilled chicken breast 3.00



Hearty Appetite

- Lightly Tossed Caesar Salad
- Marinated Chicken Breast, topped with white wine sauce
- Roasted Red Potatoes
- Balsamic Grilled Vegetables
- Freshly Baked Rolls with Butter 19.95

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 19.95

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.)
- Rustic Whipped 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

Market Price

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 19.95

Chicken Marsala
- Garden Green Salad with Lettuce, Tomato, Cucumber, Onion, Croutons and House Dressing
- Boneless Chicken Breast Sauteed with Mushrooms and Finished with a
- Sweet Marsala Wine and Cream Sauce
- Roasted Potatoes
- Steamed Broccoli Spears
- Freshly Baked Rolls 19.95

Strip Steak
- Garden Green Salad with Lettuce, Tomato, Cucumber, Onion, Croutons and House Dressing
- GrilledStrip 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
- Sauteed Zucchini, Squash and Fried Eggplant
- Freshly Baked Rolls with Butter 18.95



Gourmet Lunch

These menu items feature some of your favorite lunch items with the gourmet touch–delectable ingredients with an aesthetic appeal. Water is included with meal, iced tea & coffee station priced per gallon. 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.

18.95

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.

19.95

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.

18.95

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.

19.50

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.

19.50

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.

19.50

Asian Mandarin Beef Salad

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

19.50

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. Water with meal, iced tea & coffee station priced per gallon. 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 30.00

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 30.00

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 water. Iced tea & coffee station priced per gallon. 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: 24.00
Two: 27.00
Three: 29.00

- Chicken Bordeaux
- 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
- Rustic Whipped 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. Water included with meal, iced tea & coffee station priced per gallon. 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

Market Price

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 29.50

Roasted Pork Loin

- Tossed Greens with Tomatoes, Cucumbers, Carrots & House Dressing
- Sliced Rosemary Roasted Pork Loin stuffed with Dried Fruit
- Rustic Whipped Potatoes
- Chef's Choice of Vegetables
- Freshly Baked Rolls with Butter 29.50

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 29.50

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 29.50

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 29.50

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 30.95

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 or Rice Pilaf
- 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 Vegatables Market Price

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

Plated Dinner

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. Water included with meal, iced tea & coffee station priced per gallon. 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 Ponchetrain
- Wild Rice Pilaf with Pine Nuts
- Fresh Broccoli Spears with Lemon Butter

Market Price

The Witte

- Mandarin Orange Spinach Salad with Raspberry Vinaigrette Dressing
- 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. Water included with meal, ice tea & coffee station priced per gallon.. 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

36.00

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

36.00

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

Market Price



Bellissima Pasta Bar

- Freshly Prepared Pastas
- Marinara & Alfredo Sauces or Meatsauce
- Grilled Chicken & Beef
- Zucchini, Squash, Carrots, Diced Tomatoes, Onions, Spinach
- Garlic Bread Sticks
- Caesar salad
- Shrimp

38.00

Cajun Buffet

- Blackberry Salad w/Balsamic Vinaigrette
- Cajun Roast Chicken
- Cajun Pork Ribs
- Sausage Jambalaya
- Red Beans & Rice
- Sauteed spinach
- Jalapeno cornbread

35.00

*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 water included with meal, iced tea & coffee station priced per gallon. 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 35.00

Classic Buffet
Choose two salads, two meats, two starches and two vegetables 40.00

Sumptuous Buffet
Choose three salads, three meats, two starches and two vegetables 45.00

2. Choose your main course, sides, salads & Dessert

Meats/Main Course
- Carved Prime Rib (add 3.00 per person)
- Chicken Marsala
- Chicken Bordeaux
- 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
- 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

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 16.00

Hot Dog
Includes French Fries, Veggies
and Macaroni & Cheese 16.00

Hamburger
Includes French Fries, Veggies
and Macaroni & Cheese 16.00
Add Cheese .60
(Must be added to all burgers ordered)

Personal-Size Pepperoni pizza
16.00

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 two (2) hours. We provide one bartender for a minimum required two hours of service. Please add $125 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	38.00
Specialty Punch	35.00
Cranberry & Ginger Ale Punch	35.00
White Wine Punch	60.00
Margarita Punch	60.00
Iced Tea	30.00
Bloody Marys	60.00
Mimosa Punch	60.00

Prices reflected are per gallon unless otherwise specified.
Three 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

Carafe Wine - 1 liter	20.00
Champagne - Bottle	20.00
Sparkling Cider or Grape - Bottle	20.00

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 625.00

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) 9.95

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 $250. 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 (Based on availability)	25.00
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



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
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, HDMI cord and any special adapters for their laptop to connect to audio visual system

Spot Light System	100.00
Rose Petal, Confetti or Glitter Clean-up Fee	Starts at 200.00
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	50.00
150 or more per cake	65.00

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 $200 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 $250.

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.

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
- Place 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.
- Guests on the EAL list must still go to the Visitors Center to receive a pass. Please allow ample time.

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.

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 accessed 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. Multiple entrees selected only one salad selection will be chosen for all guests.

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 half 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 $100.00.

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	100.00

Beverage Service

Bar set-up Fee	250.00
2 hour service	
Corking fee 750 ml	15.00
Corking fee 1 liter	20.00
Champagne Fountain	50.00

Cake/Cup Cake Service Mandatory

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
Starts at 100.00	
Ice Sculpture Care	100.00

Entertainment

DJ utility fee	50.00
Band utility fee	50.00
Photographer fee	50.00

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.	200.00 per half 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 $200. 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 or confetti inside, if broken inside or outside building will result in a cleanup fee starting at $200. Balloons and balloon arches must be removed at the end of the night

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.**

AIR FORCE
CATERING

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JOINT BASE SAN ANTONIO

as of: May 7, 2026