



Appetizer Catering Menu 2018

87 FSS Club
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Caterers

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Catering To You

**Our Goal is to Provide
Quality, Consistent Service and Exceptional,
Creative Cuisine to Our Members and Their Guests.**

We are happy you picked the JB McGuire-Dix-Lakehurst Collocated Club for your catering needs and stand ready to make your event memorable.

Our menus include our most popular items. If you prefer to customize a menu, our Catering Staff will be happy to work with you. Our experienced staff will offer suggestions and recommendations for theme parties and/or packages that will make your event unique.

On Personal functions, members receive the added benefit of a 10% *Members First* discount on all food purchases.

Our menu prices include:

Breakfast and Lunches are for 3 hours

Dinners are for 4 hours

Appetizer parties are for 2 hours with minimal set up

Additional time can be purchased for \$300 an hour

- **Complete menu ideas from start to finish**
- **Experienced wait staff to serve your guests**
- **Standard table and chair setups to include labor**
- **China, glass, silverware, and appropriate chaffers, sternos and trays for items chosen**
- **House linens to compliment the banquet room**
- **Cocktail napkins**
- **Stand or table top podium for your speaker**
- **Table for your registration, cake, or display**
- **American Flag when available**

Your Caterer will help you plan for additional items needed, over and above the standard banquet needs. Please take time to review the Club Catering and General Information packet to help you plan your next event.

We appreciate the opportunity to serve you!

Thank you,
Club Management and Staff



GETTING STARTED

We need some information to book your party, which you can provide either by telephone or in person:

- Host/sponsor's Name
- Grade
- Address
- Home and office telephone numbers
- Club card number and expiration date
- Name of group/organization hosting party
- Approximate number of attendees
- Serving time for cocktails and dinner

Please make preliminary arrangements for date, time, and location as early as possible.

Final arrangements and any changes should be received in writing 72 hours prior to the scheduled event. The club staff will follow up with you to ensure all arrangements are finalized. Our goal is to do this within 10 days of your party.

GENERAL INFORMATION



Planning your next event with the club is simple to do. Our catering staff will assist you in all aspects of your event and will guide you through the planning process from start to finish. The general guidelines below will give you a better understanding of how we operate in order to provide our members with a positive experience.

NON-MILITARY EVENTS

There are restrictions on the use of the club by civic and civilian organizations. Should your organization fall into one of these categories and you would like to use the club, please provide the Club Manager the information listed below. The Club Manager will work with the commander for a final decision.

- Name of organization
- Type of organization (i.e., civic, civilian, nonprofit, etc.)
- Purpose of organization
- Type of party you wish to hold and approximate attendance

If approved, please contact the Catering Department for details concerning available times and any applicable charges. Included in this document are room usage fees and guidelines to help you plan and stay within your meeting budget.

PRO-RATA FORMS

For your convenience, we have pro-rata forms you may use to prorate and charge individual club member accounts. For charges, please have the member sign beside their club card number. **When paying by cash or credit card, members that provide their club card number will receive a *Members First* discount of at least \$1.** We would appreciate receiving the pro-rata forms 48 hours before the event. **Additionally, we ask for your assistance in ensuring the participants know the actual cost of meals and services being provided by the club. They should know of any costs above that amount required to cover non-club services.**

In order to receive the Member's First discount pricing, club members must provide their club card number even if they are paying by check or credit card. Their club card will not be charged, but their membership needs to be verified.

GUEST ENTRANCE THROUGH THE MAIN GATE

It is the responsibility of the Security Forces to stop all vehicles and *perform 100% ID checks.*

The caterer will go over the proper documentation required from all guests to gain base access to attend the function.

IT IS UP TO EACH POC TO ENSURE ALL PAPERWORK IS HANDED IN TO SECURITY FORCES AT LEAST ONE WEEK PRIOR TO ALL EVENTS.

CLUB POLICIES



To implement a successful event, certain club policies are in place to ensure quality, consistent service and exceptional, creative cuisine to our members. Please review the information below. Our catering staff will be happy to answer your questions about these guidelines.

OFF BASE PUBLICITY

Except for base newspapers, the purchase of commercial advertisements in any civilian media to publicize a private or club sponsored party is not permitted.

FOOD AND BEVERAGE

You may bring food items such as wedding cakes and military ceremonial cakes into the club. Should you have any other requirements, please ask our staff.

Additionally, for the safety of our members, all food and beverages are either consumed or disposed of in the club. Exceptions are made when unusual circumstances occur; for example, inclement weather that prevents many guests from attending.

GUARANTEES

To ensure the right items and quantities are on hand for your event, please provide your menu selection ten (10) business days in advance. Three (3) business days before the event, please advise us of the number of guests to be served. We want to prepare sufficient food for the guaranteed number of attendees. We will work with the host/sponsor on any changes required.

PAYMENTS

Cash, personal check, your club card, and any commercial Visa or Master Card is accepted for party payments. **All events are required to be paid within 3 business days before the event. Club Members will receive a 10% discount on food purchases for their personal function.**

SERVING TIME

We pride ourselves in meeting the serving time listed on your contract. If, for any reason, you need to delay the serving time, please advise the Catering Staff as soon as possible to ensure quality, taste and eye appeal of your meal. For meal service requests at other than normal operating club hours, special pricing may apply. Management will work with you to identify those charges in advance and, if applicable, will clearly indicate the charges on your contract.

MEETINGS AND SEMINARS

We specialize in social events for members and guests that contract for food and beverage services. Members and organizations wishing to use rooms for private meetings and seminars need to contact the Club for details concerning available times and any applicable charges.



SPECIALIZED AUDIO VISUAL AND VENDOR GUIDELINES

For your convenience microphones, podiums, and projection screens may be available through Tommy B's Community and Activity Center (CAC) to support your function. Identify your needs to the CAC well in advance of the function so we can reserve these items for you.

If any outside vendor delivers items to the Club, they must coordinate with the Catering Department to receive clearance to come onto the base. If display or conference support materials are being shipped into the Club, clearly mark the boxes with the name of the function, host/sponsor name and date. Also mark the boxes "Deliver to the Catering Department." Please notify the Catering Department of any special storage needs for rented or shipped items.

CANCELLATIONS

Cancellation requests **MUST** be received in writing *no later than 5 days prior* to the event date. Cancellation fees may apply.

SERVICE CHARGE

All prices include a service charge . There is no service charge on pay-as-you-go bar sales.

DECORATIONS

To preserve the beauty of the club for all members and their guests we request no nailing, tacking or taping to the walls, ceiling or another part of the club without approval of club management. The host/sponsor is financially responsible for any damages to the facility resulting from misuse of decorations. With the exception of place cards and some individual table decorations, all decorations must be fire resistant and meet the codes of the base Fire Department. Our catering staff will assist you in coordinating your decorations in accordance with the fire codes.

Please coordinate the time you plan to decorate your tables and area with the Catering Staff to ensure there is no conflict with other functions.

No glitter or confetti may be used, otherwise a \$300 clean up fee will be charged to the POC.

TABLE SKIRTING AND LINENS

We have table skirts and linens available in several colors for your celebration. In addition, the Catering Manager can order specialty linens and skirts for a nominal fee.

PROPERTY, LIABILITY AND DAMAGES

Neither the club, nor the Air Force, is liable for any loss or damage to, merchandise, equipment, or articles left in any facility prior to, during, or following any event. The host/sponsor will be held responsible for any losses or damage to the building, equipment, house decorations or fixtures belonging to the club/base caused by the host/sponsor or guests. Damages will be billed to the host/sponsor at market replacement cost plus labor.



HELPFUL PLANNING INFORMATION

Your Catering Department will assist you in planning your special event. However the information listed below will help you understand the appropriate amounts needed for your function.

EQUIVALENTS

Bottle of Champagne	=	8 glasses for toasting
Liter Carafe Wine	=	8 glasses (4 oz per glass)
Liter Liquor	=	32 drinks
Gallon Punch	=	30 servings (4 oz per glass)
Half Barrel of Beer	=	180-200 glasses (10 oz per glass)
Qtr. Barrel of Beer	=	90-100 glasses (10 oz per glass)

HORS D'OEUVRES QUANTITY SUGGESTIONS

Light Hors d'oeuvres

Usually served in early afternoon or prior to dinner;

Plan 4 to 6 pieces per person plus dips, spreads, fruit or vegetable trays

Medium Hors d'oeuvres

Usually served mid to late afternoon and considered "bridge" food for the Period between lunch and an "after 6" dinner

Plan 7 to 10 pieces per person plus snack foods, chips, and dips

Heavy Hors d'oeuvres

Usually a lunch substitute and/or a pre-show or light dinner substitute, which includes sliced meats and sandwich items.

Plan 11 to 13 pieces per person plus dips and fruit/cheese/vegetable trays

Meal Substitute Hors d'oeuvres

Served in lieu of a meal and always includes hot/cold meat items

Plan 14 plus pieces per person

Enclosed in this menu packet are many types of hors d'oeuvres from which to choose. Our Catering Department will be happy to recommend items that complement each other for a tasteful event.

CATERING TO YOUR NEEDS



As a member, you have many options when entertaining your guests. Our enclosed catering menus will provide you with complete creative cuisine served by our quality service staff at the Club. We also have a nice selection of items that transport well on those occasions when you want to have a hassle-free event at home.

CARRY OUT SERVICE

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

OFF-SITE CATERING SERVICES

The Catering Department will assist you in ordering your choices and also to help you with additional needs. There will be a 15% delivery fee or a minimum of \$50, whichever is greater.

ENTERTAINING AT HOME

We value you as a member. We know there are times you want to do things at home but may not have enough of a particular service item, i.e. glassware, china, or flatware to support your needs. Members do not pay any fee when borrowing, (for their personal use) small quantities of club daily-use china, glassware or flatware when these items are not in use in support of club functions.

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. In addition, sterno or other food warming products may be purchased at cost. This membership lending benefit does not apply to squadron and private organizations.

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



BEVERAGE POLICIES AND CHARGES

BEVERAGES

Beverages can be provided by a private bar for your guests.

We have a "designated driver" program that provides free coffee, soda, and juice to drivers you designate from your group.

The club staff will stop serving alcoholic beverages to any individual they feel is intoxicated or nearing intoxication.

PARTY BARS

There is a \$100 sales guarantee per bar per hour (minimum 2 hours). If your party does not meet these minimums, the difference will be charged on your final catering bill.

There are two types of bars:

Pay-as-you-go Bar

The guests order and pay for their drinks. Standard lounge drink prices apply. There is no service charge added to this type of bar service.

Open Bar

The host/sponsor agrees to pay for all drinks served.

Drinks are dispensed to the guests free of charge with the host/sponsor assuming responsibility for payment.

An open bar can be set up with a predetermined dollar amount or time limit.

The dollar limit amount will be annotated in the contract. A register tab will be computed until the pre-set limit is reached.

A 20% service charge will be applied to the final open bar total.

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



APPETIZERS

Prices are based on a 2 hour max
Additional time is \$300 per hour
& must be booked in advance

Cold Hors d'oeuvres

All come in quantities of 50 pieces unless otherwise stated
Due to Health Codes no "leftover food" from buffet can be taken off premise

Fancy Deviled Eggs.....	\$60
Sliced Seasonal Fruit Tray.....	\$120
Fresh Vegetable Crudités Tray w/ranch.....	\$100
Spinach Dip w/ cubed bread & cracker.....	\$110
Assorted Cheese & cracker Tray.....	\$120
Hummus with Pita Bread and vegetables.....	\$110
Tomato Basil Bruschetta Tray	\$70
Caprese Kabobs.....	\$150
Finger Sandwiches (48 pieces).....	\$65
<i>Egg Salad, Chicken Salad or Tuna salad</i>	
Deluxe Platter of Sliced Meats & Cheeses.....	\$200
<i>Served with assorted rolls</i>	
<i>Turkey & Ham, Cheddar, Swiss, and American</i>	
Assorted Chips and Dips.....	\$35
<i>French Onion w/ Ruffles, Ranch w/Ruffles or Salsa w/ tortilla chips</i>	

Hot Hors d'oeuvres

Chicken Wings (70 pieces).....	\$100
<i>Choice of Sauces: Mild, BBQ or Hot</i>	
Fancy Meatballs (80 pieces).....	\$60
<i>Choice of Sauces: BBQ, Swedish or Sweet & Sour</i>	
Jalapeno Poppers w/ Jack cheese.....	\$60
Mini Egg Rolls.....	\$50
Southwest Egg Rolls (50 pieces-25 egg rolls cut in 1/2)	\$80
Beef Wellington Bites.....	\$130
Spanakopita.....	\$50
Chicken Empanada.....	\$85
Mini Assorted Quiche.....	\$95

All prices include service charge
Prices are subject to change



BEVERAGES

Minimum of 30 guests

Cartons of Chilled Milk.....	\$1.25 each
Assorted Chilled Juices.....	\$1.75 each
Bottled Water.....	\$1.25 each
Assorted Canned Soft Drinks.....	\$1.25 each
Pitchers of Soda.....	\$8 each
Iced Tea.....	\$30 per gallon
Fruit Punch.....	\$30 per 2 gallon bowl
Lemonade.....	\$30 per 2 gallons
Freshly Brewed Coffee.....	\$30 per gallon
Decaffeinated Coffee.....	\$30 per gallon
Assorted Hot Tea.....	\$30 per gallon

White Wine \$22 a bottle

Fetzer Chardonnay

Bolla Pinot Grigio

Zonin Moscato

Corbet Canyon White Zin

Zeller Reisling

Red Wine \$22 a bottle

Yellowtail Merlot

Smoking Loon Cabernet

All prices include service charge

Prices are subject to change



A LA CARTE

Minimum of 30 guests

Assorted Bagels w/ Cream Cheese.....	\$22 per dozen
Fresh Croissants.....	\$18 per dozen
Assorted Mini Danishes.....	\$10 per dozen
Assorted Muffins.....	\$10 per dozen
Assorted Cookies.....	\$10 per dozen
Chocolate Brownies.....	\$15 per dozen
Assorted Yogurt Cups.....	\$1.50 each
Assorted Grab Bag Chips.....	\$1.25 each

*All prices include service charge
Prices are subject to change*