



Club Information

Catering to You

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

We are happy you picked the Club and stand ready to make this a memorable event. Our menus include our most popular items and are value priced for members. 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. Featured in this packet are our traditional and most popular menu items. On personal functions, members receive the added benefits of a 10% 'Members First' discount on all food purchases.

Our objective is to make the process easy and to stay within your budget. Our menu prices include:

- Complete menu ideas from start to finish*
- Experienced wait staff to serve your guests*
- Standard table and chair setups to include labor*
- China, glass, silverware, and appropriate chaffers, stenos and trays for menus chosen*
- House linens to compliment the banquet room*
- Cocktails napkins*
- Standing or table top podium for your speakers*
- Table for your registration, cake, or display*
- American and Air Force Flags when available*

Your Catering Manager will help you plan for additional items needed, over and above the standard banquet needs. Please take time to review the Club Catering Brochure and General Information package to help you plan your next event. Our goal is to provide quality, consistent service, and exceptional creative cuisine in a unique setting for you and your guests. We appreciate opportunity to serve you!



Getting Started

We need some information to book your party, which you can provide either by telephone or in person. Please note: only Club Members can book a party. Eligible nonmembers do not receive this membership benefit.

Please provide the following:

- *Host/Sponsor's Name*
- *Grade*
- *Address*
- *Home and Office Telephone Numbers*
- *Club card number and expiration date*
- *Name of group/organization date*
- *Approximate number of attendees*
- *Serving time for cocktails and dinner*

Please make preliminary arrangements for date, time and location as early as possible. Final menu arrangements should be made in person and the contract signed within fourteen (14) days of the scheduled date or at the time the special function is booked. The club staff will follow up with you to ensure all arrangements are finalized. Our goal is to do this within 14 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 important event and will guide you through the easy procedures from start to finish. The general guidelines below will give you a better understanding of how we operate in order to provide our members with quality, consistent service and exceptional, creative cuisine. We look forward to working with you for an unforgettable event!

Pro-rata Forms

For your convenience, we have pro-rata forms you may use to prorate and charge individual Club Member accounts. When paying by cash or credit, members providing their club card number will receive a Member First discount of at least \$2.00. For charges, please have the member sign beside their club card number. We must receive the pro-rata forms before the function or by 1000 hours on the next workday after the function.

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.



Guest Entrance through the Main Gate

It is the responsibility of the Security Forces to stop all vehicles without a base Military Identification Card. To help you and your guest through the main gate without delay and inconvenience, here are a few things you can in advance of your function: Please request an Entry Authority List (EAL), complete, and return to the Visitors Control Center (VCC) by the SAC Gate, on Capehart Road no later than 2 weeks prior to the event. Be sure to include cake decorators, DJ's, and anyone else that will need entry. A separate EAL may be required for anyone needing entrance earlier than the time of your function.

Sponsored Events: For security reasons; special event passes are required. Please request (by letter), base entry for non-base connected personnel for a specific sponsored event. The letter should have an alphabetized, by name, list of attendees. Please include in the letter the time, date, place, approximate number of attendees, and a point of contact (with duty and home phone numbers). The host/sponsor may drop off letters and EAL during normal duty hours.

Flags

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



Club Policies

To implement a successful event, certain club policies are in place to insure 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. We look forward to serving you!!

Off Base Publicity

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

Food and Beverage

You can bring food items such as wedding cakes, military ceremonial cakes and special event pastries into the Club with permission from the Caterer. Should 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, if food remains from OD's or Plated Dinner a form must be signed before taking the food. Exceptions are made when unusual circumstances occur; for example, inclement weather that prevents many guests from attending.



Club Policies

Guarantees

To ensure the right items and quantities are on hand for your event, please provide your menu selection 14 business days in advance. Two business days before the event, please advise of us the exact 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, Guarantees must be 100%.

Payments

Cash, personal check (members only), bank drafts, your club card, and any commercial Visa or MasterCard is accepted for party payments. The Club will accept your payment up to one-business day after the event or the first business day after a weekend event. Members will receive a 10% discount on food purchases for their personal functions.

Multiple Entrees

The Club uses color codes on luncheons and dinners where multiple entrees are ordered. This practice expedites services and ensures each guest gets what they ordered. We will work with the host/sponsor by providing suggestions on the number of entrée offering and color code for each entrée that can be used by each attendee. The use of colored nametags, place cards, or tickets helps the servers distinguish what entrée to serve each guest.



Club Policies

Serving Time

We pride ourselves in meeting the serving time listed on your contract. For seated functions, our staff will invite your guests to be seated 5 to 10 minutes prior to actual serving time. If, for any reason, you need

Meetings and Seminars

We specialize in social events for members and guests that contract for food and beverage services. Members and organizations wishing to use rooms for private meetings and seminars need to contact the catering department for details concerning available times and any applicable charges. Included in this document are room use fees and guidelines to help you plan and stay within your meeting budget. For these events a Room Fee and/or Service Charge must be paid to keep up with our costs of good and labor.

Announcement Signs

On the date of your event, the name of your function and the room location will be posted in a highly visible area of the club. Should you require additional signs, displays, banners, exhibits, and decorations, please ask the catering department for assistance before the day of your event.



Club Policies

Beverages

Beverages can be ordered from the enclosed menu or we can provide 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 'dd' must be determined before event and stated by host/sponsor to bartender/manager.

Party Bars

There are two types of bars: "pay as you go" and "open" bar. There is a \$100 sale guarantee per bar for the first hour and a \$50.00 sale guarantee per bar for each additional hour. If your party does not meet these minimums the left over amount will be added to the party sheet for the host/sponsor to cover.

Pay-as-you-go Bar: The guests order and pay for their drinks. Standard lounge drink prices apply. See enclosed menu page on beverage prices.

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 computer until the pre-set limit is reached.

The 20% service charge will be applied. The host/sponsor is responsible for assuring minors: supervised or unsupervised, do not consume alcoholic beverages.



Club Policies

Specialized Audio Visual Vendor and Material Guidelines

For your convenience microphones, podiums, and limited audiovisual equipment items may be available through the catering department to support your function. Identify your needs to the catering department to support your function when you set up your food/room use. 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/shipped items. The host/sponsor is financially responsible for any damages to the facility or equipment while signed out to their event.

Cancellations

A cancellation policy is applied to events cancelled less than 180 days prior to event date. See cancellation fees.

Service Charge

The total contracted food and beverage costs include a service charge of 20% for all in-house parties. Special function items ordered for take-out will include a 10% service charge. All outside of club catering will include a 25% service fee, plus any drop off, pick up charges.



Club Policies

Decorations

All decorations other than those provided by the Club are the responsibility of the host/sponsor. To preserve the beauty of the Club for all members and their guests, we request no nailing, tacking or taping to the walls, ceiling or another part of the Club without 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 manager to ensure there is no time conflict with other functions.

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 the 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.

Items not allowed in this Club or outside the building include:

~Rice, Birdseed, Confetti, Rose-pettles (if thrown, a minimum of \$100 cleanup fee is charged.)~Food Products and Beverages ~Bubbles



WEDDINGS

Receptions

Includes a 4-hour event plus the following items and services:

- Room Setup includes: Tables, Chairs, and display area needed for this reception
 - House Linens and Napkins
 - Tea, Water, Coffee Service
- Mirrors, Hurricanes, Votive Candles, Lily Bowls

Specialties

Your Club offers the following items as part of your set-up fee:

- Tablecloths -White, Black, Red, etc.
 - Napkins
- Red, Blue, White, Burgundy, Black, Pink, Yellow, Green, etc.
-List color here _____
- Any decorations we have on hand, free for your use
 - Registration Table (draped and skirted)
 - Gift Table (draped and skirted)
 - Cake Table (draped and skirted)
 - Chaffers with Sternos (based on food ordered)
 - Microphones

The following items and services may be provided through your Catering Manager at a nominal fee:

- Specialty Linens (depends on choices)
- Specialty Napkins (depends on choices)
 - Cake Set-up Fee \$15.00
 - Cake Cutting \$100.00
- Audio Visual Rental (prices vary based on needs)



Off Site Catering

Rentals

To complete your event off-property, the following items may be rented at a nominal fee:

Club Linens	\$3.00 each
Club Napkins	\$1.00 each
Dinner Plates	\$0.50 each
Salad Plates	\$0.30 each
Dessert Plates.....	\$0.30 each
Silverware: Dinner Knives, Forks, Teaspoons...	\$0.25 each
Coffee Cups.....	\$0.30 each
Glassware: Bar, Wine, Water, Champagne Glasses...	\$0.50 each
Saucers	\$0.30 each

Note: Lost or broken items replaced at current cost.



Room Use Fees & Room Deposits

As a benefit of club membership, Club Members are not required to pay room use fees or room deposits for authorized personal functions.

Applicable room use fees are listed below. Room use fees are discounted or member events only. Room use fees include setup/cleanup, room maintenance, and general overhead expenses.

<u>Room Name</u>	<u>Meetings/Luncheons</u>
<i>½ Nebraska, 1/3 Ballroom</i>	<i>\$50.00 ½ day, \$70 all day</i>
<i>Complete Nebraska, 2/3 Ballroom, Daedalian</i>	<i>\$75.00 ½ day, \$150.00 all day</i>
<i>Complete Ballroom</i>	<i>\$250.00 ½ day, \$500.00 all day</i>

Wedding Packages

(Starting at)

Ballroom- 4 hours- \$500.00

Global- 4 hours- \$200.00

Nebraska- 4 hours- \$250.00

Ceremony Set up- \$150.00

Each additional hour- \$100.00

Cancellation Fees-Non-refundable and Non-transferable

Ballroom- \$500.00

Global Lounge- \$200.00

Nebraska Room- \$250.00

Sunday Events

Functions guarantee \$2,500 sales plus 25% service charge



Banquet Room Specifications

We have a variety of rooms at the Club available for your special event. Our Catering Department will assist you in choosing the appropriate banquet room for your function.

Availability of any given area depends on regularly scheduled functions in that space. Below is a chart for the maximum capacity allowed in each banquet room. These maximums are limits we are not to exceed due to the Fire Safety Code.

<i>Room</i>	<i>Seated</i>	<i>Reception</i>	<i>Classroom</i>	<i>Theater</i>
<i>Ballroom</i>	200	350	100	350
<i>Ballroom & Daedalian</i>	350	350	150	400
<i>Nebraska</i>	120	200	70	200
<i>Global</i>	120	150	75	75
<i>Offutt</i>	18			



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

<i>Bottle of Champagne</i>	<i>=</i>	<i>8 glasses for toasting</i>
<i>Gallon Punch</i>	<i>=</i>	<i>30 servings (4oz per glass)</i>
<i>Full Barrel of Beer</i>	<i>=</i>	<i>180/200 glasses (10oz glass)</i>
<i>Quarter Barrel of Beer</i>	<i>=</i>	<i>50/75 glasses (10oz glass)</i>
<i>Bottle of Wine</i>	<i>=</i>	<i>4/5 glasses (6.5oz glass)</i>

Hors D'oeuvres Quantity Suggestions

Light

Usually served in early afternoon or prior to dinner

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

Medium

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

Usually a lunch substitute and/or 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.



Helpful Planning Information

Meal Substitutes

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

Plan 14 pieces per person.

Enclosed in the menu packet are many types of hors d'oeuvres from which to choose. Your catering department will be happy to recommend items that complement each other for a tasteful event.



Catering to your needs

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

Carry Out Service

Carryout services are available at the Club. Contact the catering department for ordering assistance and coordinating pick-up schedules for a 10% service fee. We can cater your needs outside of the Club; however there is a 25% service fee.

Off-Site Catering Services

Enclosed in this menu packet is a listing of most commonly asked for foods for your next event off-site. The catering department will assist you in ordering your choices and also to help you with additional needs.



Catering to your needs

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. We are here for you! Members do not pay any fee when borrowing (for personal use) small quantities of club daily-use china, glassware, flatware, tables or chairs 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. Linens may be borrowed but a cleaning fee does apply. This membership lending benefit does not apply to squadron and private organizations.

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

<i>Linens</i>	<i>\$3.00 each</i>
<i>Napkins</i>	<i>\$1.00 each</i>
<i>Tables</i>	<i>\$8.00 each</i>
<i>Silverware</i>	<i>\$0.25 each</i>
<i>Glassware</i>	<i>\$0.30 each</i>
<i>Dinner Plates</i>	<i>\$0.30 each</i>
<i>Salad/Dessert Plates</i>	<i>\$0.20 each</i>
<i>Coffee Cups & Saucer</i>	<i>\$0.20 each piece</i>
<i>Punch Fountain, Punch Bowls</i>	<i>\$25.00 each</i>