



Catering

AT THE MAXWELL CLUB

Planning

A special event can be overwhelming. Rest assured that with expert advice and a keen sense of detail, our professional catering staff will assist you in making your event memorable.



Breakfast

Minimum 50 guests.

Includes juice, coffee, toast or biscuits.

Buffets also include assorted mini danishes and mini muffins.



American Classic

\$11.75 per person buffet • \$13.75 per person plated

- Scrambled eggs, home fried potatoes
- Crisp bacon and sausage

American Classic Plus

\$12.80 per person buffet • \$14.80 per person plated

- French toast with maple syrup
- Scrambled eggs
- Home fried potatoes
- Crisp bacon and sausage

Healthy Morning

\$11.95 per person buffet • \$13.95 per person plated

- Scrambled "Eggbeaters"
- Roasted potatoes with peppers & onions
- Seasonal fruit

Roll Tide

\$11.95 per person buffet • \$13.95 per person plated

- Fluffy buttermilk biscuits split and stuffed with scrambled eggs,
- Grilled ham and cheddar cheese
- Roasted potatoes with peppers and onions
- Seasonal fruit

War Eagle

\$12.95 per person buffet • \$14.95 per person plated

- Scrambled Eggs,
- Bacon and sausage
- Roasted potatoes with peppers and onions
- Buttermilk biscuits with country gravy
- Cheese grits

Plated Dinners

Vegetable Primavera.....\$19.95
Fresh steamed vegetables served on a layer of fettuccine with alfredo sauce.

Vegetarian Twist.....\$19.95
Vegetarian lasagna topped with marinara sauce and parmesan cheese.

Chicken Supreme.....\$22.95
Boneless chicken breast filled with a blend of cream cheese, mushrooms, parsley and chives.

Breast of Chicken Tarragon.....\$23.95
Tender breast of chicken sautéed with tarragon, tomato, mushroom and white wine sauce cooked to a golden brown.

Roasted Stuffed Chicken.....\$23.95
A chicken breast stuffed with spinach and cheese smothered in parmesan sauce.

Red Snapper Classic.....\$26.95
Fresh red snapper filet, topped with seafood.

Combo Plate.....\$27.95
A boneless marinated chicken breast grilled to perfection and topped with a white cream sauce, paired with sliced filet mignon served with béarnaise sauce.

Filet of Salmon.....\$28.95
Baked filet of salmon drizzled in white cream sauce.

Steak Dianne.....\$28.95
Filet of tenderloin medallions covered with a rich brown sauce flavored with Dijon mustard, brandy, mushrooms and onions.

Steak Au Poivre.....\$29.95
Tenderloin of beef crusted with freshly cracked black pepper and topped with a rich brown sauce flavored with brandy and a hint of mango chutney.

**20% service charge will be added to the above prices.
Sales tax not applicable.**

Options



Plated dinners include rolls, coffee & tea.

Choose one from each group:

Sides

- Creamy mashed potatoes
- Garlic mashed potatoes
- Rustic mashed potatoes
- Roasted potatoes
- Rice pilaf
- Wild rice

Desserts

- Carrot cake
- German chocolate cake
- Cheesecake
- Raspberry cheesecake
- Key lime pie

Vegetables

- California medley
- Broccoli
- Green beans almondine
- Glazed carrots

Salads

- Caesar
- Tossed
- Spinach



Build Your Own Buffet

LIGHT

Choose one salad, one meat approximately 8 oz. per person, one starch, one vegetable and one dessert

\$19.95 per person

CLASSIC

Choose two salads, two meats (half serving of each entrée), two starches, two vegetables and one dessert

\$23 per person

SUMPTUOUS

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

\$28 per person

All buffet style dinners include approximately 8 oz. of meat per person, rolls & butter and coffee & tea service.

Salads

- Fresh greens and tomatoes tossed with choice of dressing
- Caesar salad with garlic croutons and Caesar dressing
- Marinated Napoleon cucumber and tomato salad

Meats

- Savory herbed pork loin
- Slow-roasted marinated chicken breast
- Hand-breaded chicken parmesan with romano cheese
- Horseradish crusted baked salmon
- Slow-roasted cajun pork loin
- Roasted top round in au jus
- Pre-carved roasted turkey with carver add \$50 per hour
- Pre-carved prime rib additional \$3.25 per person with carver add \$50 per hour

Desserts

- Chocolate mousse
- Apple or peach cobbler
- Chocolate or paradise lemon cake
- Cheesecake

No dessert, 50¢ per person credit

Vegetables

- French style green beans with salted shallots
- Festive green beans with red onion and red peppers
- Chef's California tri-blend
- Steamed broccoli spears
- Balsamic grilled vegetables
- Confetti corn
- Cinnamon and honey glazed carrots
- Asparagus (additional \$1 per person)

Starches

- Harvest blended rice pilaf
- Sliced purple, red and golden herb roasted potatoes
- Garlic mashed potatoes
- Parsley new potatoes
- Tri-colored fingerlings steamed or roasted
- Roasted new potatoes with rosemary
- Scalloped potatoes au gratin
- Candy-roasted yams
- Fettuccine noodles with fresh herbs and garlic

Build Your Own Buffet

Options





Carvings

(3.5 - 4 oz. portion per guest)

- **WHOLE ROASTED TURKEY** (Serves 75 guests)
with cranberry chutney, rolls and condiments
\$130 minimum
- **PRIME RIB AU JUS** (Serves 75 guests)
\$30 per pound, minimum 18 pounds
- **STEAMSHIP ROUND OF BEEF** (Serves 300 guests)
with horseradish, rolls and condiments
\$17.50 Per pound, minimum 50 pound increments
- **TOP ROUND OF BEEF** (Serves 75 guests)
with horseradish, rolls and condiments
\$16.50 Per pound, minimum 20 pounds
- **WHOLE BEEF TENDERLOIN** (Serves 25 guests)
with horseradish, rolls and condiments
\$40 per pound, minimum 5 pound increments
- **CARVED PIT HAM** (Serves 25 guests)
with rolls and condiments
\$16.50 Per pound, minimum 15 pound increments





Compliment your carvings with

Side Stations

\$10 per person

Includes a choice from each group:

SALAD BAR • POTATO, RICE & PASTA • VEGETABLES

Each additional side selection is \$1.⁵⁰ per person.



SALAD BARS:

All salad bars include: mixed lettuce, tomatoes, cucumbers, broccoli, cauliflower, cheese, croutons and assorted dressings.

- Bowtie pasta and vegetables
- Potato salad
- Macaroni salad

POTATO, RICE & PASTA:

- Tortellini ham and cream sauce
- Cornbread dressing
- Rice pilaf
- Mashed potato bar:
with sour cream, chives, green onion,
cheddar cheese, bacon bits and butter

VEGETABLE BAR:

- Green beans with almonds
- Steamed broccoli spears
- Glazed baby carrots
- Vegetable medley



Trays



COLD SPINACH DIP.....\$30
Served in a bread bowl with crackers (serves 50)

DIP & CHIPS.....\$33
French onion or ranch dip (serves 50)

MILD SALSA with tortilla chips\$33
(serves 50)

MEXICAN LAYERED DIP with tortilla chips.....\$55
(serves 50)

HOT ARTICHOKE DIP\$55
With crackers or sliced baguettes (serves 50)

WHOLE FRENCH BRIE.....\$65
Baked in a golden pastry crust with crushed raspberries and baguettes (serves 50 to 75)

VEGETABLE CRUDITÉS
Small (serves 50).....\$50
Large (serves up to 100).....\$75

HOT SLICED HAM.....\$85
Served with dinner rolls and condiments (serves 50)

SLICED FRESH FRUIT DISPLAY
Small (serves 50).....\$75
Large (serves up to 100).....\$110

IMPORTED & DOMESTIC CHEESES..... \$115
With baguettes (serves 75)

SPECTACULAR STRAWBERRY TREE\$85
Seasonal (serves 75)

STRAWBERRY TREE & CHOCOLATE\$130
Chocolate fondue (serves 75)

DELI MEAT & CHEESE
Small (serves up to 75).....\$89
Large (serves up to 100).....\$190
Turkey, ham and roast beef deli meats; cheddar, Swiss, and American cheese; rolls and condiments

WHOLE COOKED SALMON\$300
Served on a bed of lettuce served with mustard dill sauce and crackers (serves 75 to 100)

SLICED SMOKED SALMON.....\$350
Thinly sliced salmon with crackers, baguettes and mustard dill sauce (serves 75 to 100)

CHILLED JUMBO SHRIMP.....\$27 per pound
Served with cocktail sauce and lemon (serves 10)

ASSORTED CUBED CHEESES
With crackers (serves 30).....\$36



Hors d'oeuvres

ALL SELECTIONS INCLUDE 50 PIECES

Sweet & sour, Swedish or barbecue meatballs.....	\$25
Fancy deviled eggs.....	\$29
Tomato basil crostini.....	\$35
Buffalo wings.....	\$45
Mini pork eggrolls.....	\$45
Corned beef rolls with asparagus & cream cheese.....	\$50
Pigs in a blanket.....	\$50
Water chestnuts wrapped in bacon.....	\$50
Shrimp pinwheels.....	\$65
Vegetable spring rolls.....	\$55
Homemade chicken salad sandwiches.....	\$57
Ham salad finger sandwiches.....	\$57
Crispy fried chicken Atlanta.....	\$57
Mini ham biscuits.....	\$60
Shrimp stuffed spring rolls.....	\$75
Smoked salmon canape with dill cream cheese.....	\$75
Petite assorted quiche.....	\$78
Seafood stuffed mushrooms.....	\$105
Scallops wrapped in bacon.....	\$125

20% service charge
will be added to the above prices
Sales tax not applicable.



Beverages

DESIGNATED DRIVER PROGRAM

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 observe to be intoxicated or nearing intoxication in accordance with Dram Shop Theory and safety. The host/sponsor is responsible for insuring minors do not consume alcoholic beverages.

PARTY BARS & BEVERAGES

We can provide a private bar for your guests. We offer hosted, cash or split offering bars (wine, beer and soda). Hosted bars are paid for by the host of the party with a service charge of 20% (offsite charge is 30%). Pay as you go or cash bars are paid by each guest. Maximum limits can be set by the host).

BARTENDER FEES:

Off-site bar set up.....	\$150
Bartender fee (minimum of 2 hours).....	\$25 per hour
Additional bartender fee over 4 hours.....	\$25

FEES CAN BE WAIVED IF:

On-Site Bars: You meet \$300 in bar sales
Off-Site Bars: You meet \$400 in bar sales
Please ask your caterer for further details.

Beverages CONTINUED

Call brands.....	\$3-5
Premium & Top-shelf.....	\$4-9
Bottles of champagne.....	\$14-20
Bottles of non-alcohol champagne.....	\$12
Domestic beers.....	\$3-4
Imports & micros bottles	\$4
IPA.....	\$5
Soda.....	\$1.50

HOUSE WINES

Crane Lake Chardonnay.....	\$5 glass
Crane Lake Cabernet Sauvigon.....	\$5 glass
Crane lake White Zinfandel.....	\$5 glass
Crane Lake Moscato.....	\$5 glass

SPECIALTY WINES

Coppola Pinot Grigio.....	\$8/glass • \$18/bottle
Coppola Shiraz.....	\$8/glass • \$18/bottle
Coppola Moscato.....	\$8/glass • \$18/bottle

PREMIUM WINES

Seghesio Pinot Grigio.....	\$12/glass • \$28/bottle
Meiomi Chardonnay.....	\$12/glass • \$28/bottle
Pali Huntington Pinot Noir.....	\$12/glass • \$28/bottle
Slingshot Cabernet.....	\$12/glass • \$28/bottle
Saracco Moscato D'Asti.....	\$12/glass • \$28/bottle

PARTY PUNCH (approximately 40 cups per bowl)

Cherry punch.....	\$30 Per bowl
Champagne punch.....	\$100 per gallon

Food & Beverage MINIMUMS

DAEDALAIN ROOM, NEW SOUTH ROOM, MAIN LOUNGE

	Food & Beverage Minimum	Room Use Fee Non-members
Wednesday-Friday after 2 p.m.	\$250.....	\$100
Saturday	\$2,000.....	\$250
Sundays, Mondays, Tuesday nights & Holidays.....	\$3,000	

BALLROOM

	Food & Beverage Minimum	Room Use Fee Non-members
Thursday and Friday.....	\$1,000.....	\$250
Saturday	\$2,000.....	\$250
Sundays, Mondays, Tuesday nights & Holidays.....	\$3,000	

ROOM USE FEES (NO FOOD & BEVERAGE)

Daedalian Room, New South Room and The Main Lounge

MEMBERS

Tuesday-Friday prior to 2 p.m.	\$25 set-up fee
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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 our catering manager for assistance.

FOOD AND BEVERAGES

You may bring food items such as wedding cakes into Club facilities. Should you have any other requirements, please ask the catering manager. Outside alcohol is NOT permitted. Additionally, for the safety of our guests, all food and beverages must be either consumed or disposed of at the Club.

MULTIPLE ENTRÉES

We use a color code system for luncheons and dinners when multiple entrées are ordered. This will expedite service and ensure 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.

Clients are allowed to select up to two entrées, not including vegetarian plates. If a client requests three entrées to be served, there will be a \$2 split menu fee assessed for each meal served. For a nominal extra charge, we recommend combination plates to ease the planning process and expedite service.

SERVING TIME

We pride ourselves in meeting the serving time noted on your contract. For seated functions, our staff will invite your guests to be seated five to ten minutes prior to actual serving time. If for any reason you need to delay the serving time, please advise the catering manager as soon as possible to ensure quality, taste and eye appeal of your meal. A delay of 30 minutes or more will incur a \$75 fee.

AUDIO VISUAL SUPPORT

Use of microphones, podiums, and limited audio visual 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 manager in advanced with regard to granting base access. Delivery packages should be clearly marked with:

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

Notify the catering manager if there are storage needs for delivery items.

TABLE NUMBERS

Arrangements can be made to have numbers placed on tables to correspond with seating assignments. There is no fee for this service, however, it is based on availability.

DECORATIONS

Decorations other than those provided by the Club are the responsibility of the host/sponsor. To preserve the beauty of the Club we request no nailing without approval. The host/sponsor is financially responsible for any damages to the facility. With the exception of place cards and some individual table arrangements, decorations must be fire resistant and meet the codes of the base fire department. Please coordinate the time you wish to decorate with the catering manager to ensure no conflict exists. If you wish to have our staff set out your decorations, there will be a \$25 an hour fee with a two hour minimum. Decorations must be removed at the end of your event.

ENHANCEMENT SERVICES

Audio visual	free for members
Microphone and podium.....	\$25
Wireless microphone	\$20
Screen (Ballroom only)	\$10

BEVERAGE SERVICE

Bar set-up Fee (4 hour service)	\$150
Corkage fee	\$10
Champagne fountain.....	\$50

CAKE SERVICE

Basic cake service (cut and plate).....	\$50
Silver cake service (cut, plated and served to seated guest).....	\$75

Getting Started

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

- Date and time of event
- Club members/sponsor's name
- Rank or grade
- Address
- Email address
- Home telephone number
- Club card number and expiration date
- Approximate number of attendees
- Serving time (i.e. cocktails, dinner, cake)

Please make preliminary arrangements to the date, time and location of your event as early as possible. Our policy is 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. The contract should be signed three months prior to your wedding reception.

RESERVATION POLICY

The catering office must have a signed contract and deposit on file in order to reserve the Maxwell Club. Our catering manager can email, or mail a contract to you. Menu selections can be made at a later date. If a reservation is not confirmed with a deposit within 120 business days, it will be cancelled.

CANCELLATIONS OR RESCHEDULING

If a contract is signed and the event is cancelled, rescheduled, or not held for any reason, you will be charged according to the following rules:

- Members will pay a \$75 processing fee if an event is cancelled or rescheduled 60 business days or less from the contracted booking date.
- Non-members will pay a non-refundable \$250 fee for Saturday events and \$75 for Tuesday-Friday events.
- Non-members will pay a room use fee if food and beverage minimums are not met. Minimums are referenced on page 16.
- There will be NO REFUND OF THE DEPOSIT for cancellation at any time, for any person or organizations for events scheduled in December.
- It is the clients responsibility to inform the catering office **in writing** of cancellation or rescheduling (i.e. letter, or email). Verbal notification of any kind is not acceptable. The date and time the information is received by the catering office is the effective date and time.
- Include the following: contract number, date of function and signature

CONTRACTS & GUARANTEES

Contracts are to be completed 30 business days prior to the event. When developing the contract, the amount of guests is estimated. The guaranteed amount is required five business days prior to your event. The number of meals ordered five business days prior will be the exact amount prepared and the minimum amount billed. If additional meals are required over the final number stipulated, the Club has the right to substitute depending on availability, but the substitution will be billed at the higher rate if the substitution is greater than the contracted party meal. Fifteen business days before the function, we require the contracting member to email the catering manager and give the catering manager 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. If a final count is not given within three business days of your wedding reception, 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.

SERVICE CHARGE

Maxwell Club adds a 20% service charge for each event served in the club and a 30% service charge for off premises events. A 45% service charge fee will be assessed for all Sunday functions. All catering functions held on Sunday must total \$1,500 in food and beverage, not including the service fee charge.

PAYMENTS



Cash, personal check, the Club Card, Visa, or MasterCard are accepted as payment. Club members will receive a 10% discount on food purchases for their event. Fifty percent of the contracted amount is due during the menu selection appointment. Fifteen business days prior to your event, the remaining balance is due: three business days after your event, all incidentals will be paid in full.

PROPERTY, LIABILITY AND DAMAGES

Neither the Club, or the Air Force is liable for any loss or damage to merchandise, equipment, or article, 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 Maxwell Club caused by the host/sponsor or guests. Damages will be billed to the host/sponsor at market replacement price plus labor.

SUBJECT TO CHANGE DISCLAIMER

All prices and items are subject to change due to availability or market conditions.

Base Access

MAXWELL-GUNTER GUEST ACCESS

There are a few things you must do prior to your wedding in order for your non DoD ID card guests to be granted base access without delay or inconvenience. Recent Air Force Headquarters 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. As the sponsor, you 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 it to the visitor center no later than 10 days prior to the event.

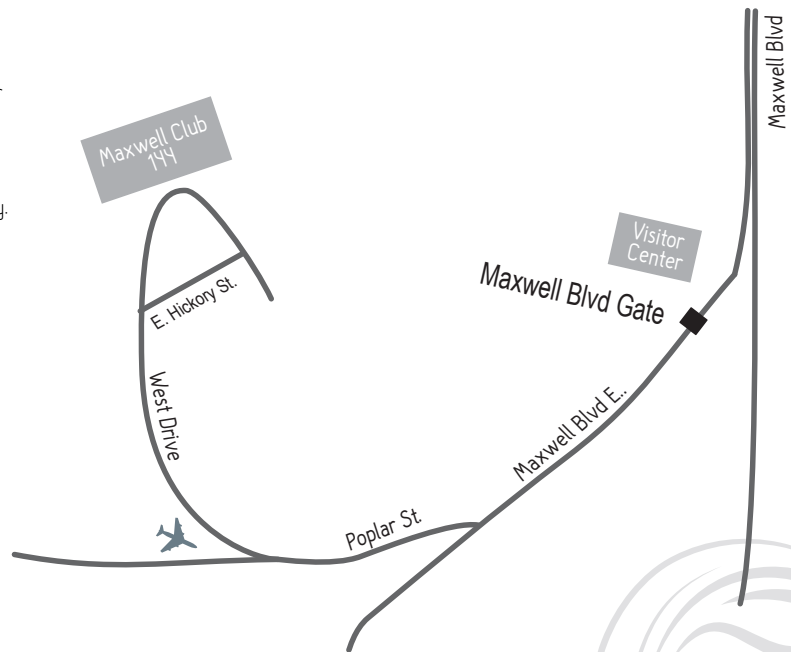
GUEST INFORMATION NEEDED:

- Name (last, first and middle initial)
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 the list.
- Date of birth
- Driver's license number
- Driver's license state of issue

Names must be in alphabetical order. For your convenience sorting instructions are listed on the spreadsheet. List must be typed (no hand written list will be accepted). You will be notified of any guests not allowed to enter the base due to information found during the vetting process. 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. When arriving at the gate, guests must present a valid ID (e.i. 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 license, state-issued identification card, a passport or student ID. Ensure that your guests know these rules when driving on base.

Each guest should have registration, current insurance documents and driver's license in their possession.

No cell phone use while driving.





MAXWELL CLUB • 144 WEST DRIVE • 334-953-7820

Office hours: Tue-Wed: 9am- 2pm • Thu-Fri: 9am-4pm

email: maxwell.club@us.af.mil