



DEPARTMENT OF THE AIR FORCE
42D AIR BASE WING (AETC)
MAXWELL AIR FORCE BASE ALABAMA

MEMORANDUM FOR CLUB PATRONS

9 July 2014

FROM: MAXWELL CLUB MANAGEMENT

SUBJECT: Special Dining Request Policy for Maxwell Club

1. Personnel at Maxwell AFB enjoy a historic club facility that is available for daily use and or special functions. The club management has made incredible strides in creating a facility that offers our customers a wide variety of affordable food and beverage choices to enhance their events while ensuring the operation remains solvent and self sufficient. Much of this success can be attributed to consistency and fairness of services offered and value associated with the services offered. To retain our levels of consistency and financial value offered, we have developed the following policy for lunch requests not covered in the club Catering Brochure.
2. Lunch party requests for 10-30 people, desiring to go through the lunch line, who request separate seating away from the regular dining room area, will incur an additional charge per-person to cover the cost of room set up. For club members, the cost of the buffet lunch will be \$10.50 and \$11.50 for non-members.
3. No specific room will be guaranteed upon approval of the request; Rooms assignments will be determined by space availability. These rooms will be limited to the following; Old South Room, Daedalain Room or Main Bar. Table(s) format used will be rounds, U-shaped style or long depending on location used and desire of the customer. Table cloths will be provided for each table. Tea and water will be placed on each table. All other items will be collected by guests in the lunch room.
4. For proper accountability purposes, the POC of the event will be required to ensure all personnel attending the event are directed to the cashier cage to pay the proper amount prior to going through the buffet line.
5. Customers have the option to use the main dining room without incurring the additional charge per-person; however seating is on a first come, first served basis. The club will not reserve tables in the main dining room.
6. If you have any questions or desire further clarification, please contact me at 953-7820.

A handwritten signature in blue ink that reads "Rachel A. Napier".

RACHEL A. NAPIER, NF-V
Manager, Maxwell Clubs