

*Officers' and Faculty Club
United States Naval Academy
Wedding Menu Packages*

Cocktail Reception

A selection of 5 passed hors d'oeuvres
Open Bar with Call Liquor

Dinner/Dance

Salad
Entrée
Dessert
House Wine
House Champagne Toast

After Dinner Service

Three hour Open Bar with Call Liquor

Additional Charges

Room Rental Fee (Sponsored Events)

The menu, room set-up, timing, audio visual equipment rental and other details pertaining to your wedding must be turned in to our Catering Office 30 days prior to the wedding.

Each package pricing includes members' credit and service charges

Important Information

TYPES OF EVENTS

Member Events

- A member event is any event in which a member is paying the bill directly and is not being reimbursed for payment;

Sponsored Events

- A Sponsored event is any event in which a member is either being reimbursed for the event or is sponsoring a non-member or organization to use the facilities;
- A facility (room rental) fee will be imposed for all Sponsored events.

INFORMATION NEEDED FOR A SUCCESSFUL EVENT

- Name of Contact Person (if different from the member)
- Address of Contact Person

- Name of the Event

- Estimated number of attendees

- Date, starting and ending times of the event

- Type of event (reception, luncheon, sit down dinner, etc.)

This information is required to confirm the event. Within two weeks of the initial booking a copy of these two pages with the Important Information details and Member's signature is to be returned to the Club Catering Office. It can be returned via mail, fax, or email in a PDF format (addresses and fax numbers on the front cover). A deposit check for all Sponsored Events needs to be submitted within two weeks of the initial booking and can be sent via mail or delivered in person. Final arrangement details regarding food, beverage, and room set up is requested 30 days in advance of the event so that an itemized contract can be created. These arrangements can be made either in person, or by telephone, facsimile, or email. Then, a signed contract is due 10 days in advance of the event. The final guest guarantee is due by noon three business days (excluding Saturday and Sunday) prior to the day of the event. Please note that if you have an event on a Monday, the final guest count must be provided the preceding Wednesday by noon. If the final arrangement details and guest guarantees are not provided within three days of the event, a penalty charge of \$150.00 may result.

Failure to provide the information requested above may result in the cancellation of your event.

Member Signature

Date

Please Print Name

*****This page and the next seven pages (initialed in the bottom right) are due two weeks after initial booking - please return to Naval Academy Catering*****

Please keep a copy for your records

Contractual Information

DEPOSITS and PAYMENT

All deposits are non refundable and will be applied to the event balance.

Deposits required for all events.

\$1500 for events in the Midway or Coral Sea rooms.

\$2500 for events the utilizing the entire Club.

Payments and Deposits can be made with cash, personal checks, or bank drafts.

Make checks payable to Naval Academy Catering

Charges for damage to the premises caused by any guest, invitee or other persons attending a function will be charged to the host of the event at the actual repair or replacement cost. Although the Club will make every effort to secure valuables brought in or left on premises, the Club will not assume or accept any responsibility for damage to or loss of any merchandise or articles left in the Club prior to, during or following the function.

GUEST COUNT GUARANTEES

It is imperative to give a final guaranteed number of anticipated guests by noon three days before your event!

If you have a Monday event, your guarantee must be submitted by noon on the preceding Wednesday. If you have more than one entrée selection you need to give a count for each entrée when providing your final count guarantee.

At this point, food is ordered, staffing is scheduled, and appropriate space is reserved based on your expected attendance; therefore, the guarantee may not drop by more than 20%. If no guarantee is given, the host will be charged for the original estimated attendance or for the actual attendance, whichever is greater. If more than one entrée has been selected, unspecified meals will be billed at the higher entrée price.

The Club will prepare for 5% over the guarantee number. Any additions above the 5% will result in an additional fee of \$3.00 per entrée. Those meals will receive the Chef's choice for their meal selection. A delay in service may also result for these guests.

Initial _____

As the host of the event you will be obligated to pay the guarantee number provided 3 days prior to the event or the number of guests in attendance, whichever is greater. If you have fewer guests than your guarantee number you will be charged the guarantee number.

MENU PRICES and GRATUITY

All prices listed in the wedding packages are subject to change due to unexpected market fluctuations.

CANCELLATIONS

All deposits made prior to the event cancellation are non-refundable. The Club requires a 72 hour notice on event cancellations. Cancellations received less than 72 hours prior to the event will be required to pay 50% of the estimated invoice. Cancellations received 24 hours prior to the event will be required to pay 100% of the estimated invoice.

If the Club decides to close due to inclement weather then there are no penalty charges and the Host can reschedule their event based on availability.

TIME BLOCKS FOR EVENTS

You may hold your event anytime during the timed block period that we have set for the main dining areas within the Club:

Afternoon Block	11:00 a.m.- 3:00 p.m. (Monday - Saturday)
Evening Block	5:00 p.m.-10:00 p.m. (Monday -Friday)
Evening Block	6:00 p.m.-11:00 p.m. (Saturday - Sunday)

A basic timing guideline for an event is as follows:

Wedding receptions - 4 Hours

Extension of any event will result in a \$500.00 per hour room charge.

Initial _____

MULTIPLE ENTREES

A minimum of 25 guests is required to have multiple entrées. Entrées for vegetarian or medical requirements are not considered multiple entrées, and will be at no additional charge. In the event that more than one entrée is requested, the higher priced entrée will be charged. The Client is responsible for providing place cards indicating the choice of entrée for each guest. Please consider the option of dual entrées listed in the catering guide.

OUTSIDE FOOD and BEVERAGE

Outside food and beverage are not permitted, except for the following:

Wine and Champagne - corkage fee of \$6.00 per bottle (Member) or \$8.00 per bottle (Sponsored)

Please contact your catering representative to inquire about purchases in case lots of any wine or champagne you desire.

Naval Academy catering is not responsible for the safety of any food or beverages not consumed at the Club or an authorized off premise location.

BACKGROUND MUSIC

The Officers' and Faculty Club is located in an historic building that is not equipped with an internal sound system. The Club does have a digital player piano that may be used for background music during events. The piano is a beautiful instrument that has the effect of an accomplished solo pianist being present for entertainment. The piano may only be operated by Club personnel. Under no circumstances will clients or their guests be allowed to operate or play the piano. Clients will be offered the choice of music available, but once selected and the piano is operating, no changes will be made. Only Club personnel are allowed to adjust the volume. Clients who desire the piano to be playing are required to assist in ensuring their guests do not attempt to operate or touch the piano. Any damage to the piano directly resulting from misuse by guests will be billed to the client. The piano may only be used for events in the Midway and Coral Sea rooms, it may not be moved to Leyte Gulf room.

Initial _____

LINEN

All club table cloths and napkins are white. Overlay, napkins and table skirting colors may be rented for an additional charge.



BANQUET CHAIRS

The standard Club banquet chair is a black faux leather chair. An alternative is to cover with a white chair cover which in many cases gives the look of formal shipboard wardrooms. These covers have an embroidered Naval Academy crest and are available at cost of \$7.00 per chair.

Initial _____

DRESS CODE

The Club requires all members and their guests to be dressed appropriately. **NO JEANS**, tee shirts, or hats are allowed. Dress slacks, polo shirts or military uniforms are acceptable. Those members and their guests that are not dressed appropriately will be asked to leave the Club premises.

CELL PHONES

The use of cell phones in banquet rooms is left to the discretion of the host. Otherwise, cell phones may only be used in the lobby.

VENDORS and DECORATIONS

All decorations including favors and outside centerpieces are the responsibility of the Client. All outside vendors may deliver items to the Club up to one hour prior to the event and should be marked with the name of the event, the Client, and the time. The Club is not responsible for items delivered to an event. All decorations must be taken down at the end of the event and handled accordingly. The Club is not responsible for any items left after an event. No decorations are allowed to be taped, nailed, or otherwise affixed to the walls, woodwork, floors, ceilings or light fixtures.

Musicians and other entertainment vendors must maintain a sound level that does not interfere with the use of the Club facilities by Club members or other guests. The Client must agree to support a request by management to lower the volume immediately if it is deemed to be too loud.

Please see our preferred professionals listing for a complete list of recommended vendors.

Initial _____

OFF PREMISE FEES

The Officers' and Faculty Club or its preferred caterer has exclusive catering rights for all catered events conducted in Naval Academy facilities. If you have been approved by the Naval Academy to conduct a catered event in a facility other than the Officers' and Faculty Club, your event will be catered by the Club and an applicable off-premise fee will be required. This fee is necessary due to the high cost of transferring equipment and food to and from other facilities. Your catering agent can advise you of applicable fees.

ALCOHOLIC BEVERAGES and SMOKING

Naval Academy directives regulates alcoholic beverages sales and services, and the Club is responsible for the administration of these regulations. The Club staff will stop serving alcoholic beverages to any individual they feel is intoxicated or nearing intoxication. All glass must remain inside the facility at all times.

Smoking in the Naval Academy Officers' and Faculty Club is not permitted.

Initial _____

We Look Forward to Assisting You With Your Event!!!

I have read and understand all of the information included in this package. The signed copy of this contract shall be submitted to Naval Academy Catering within two weeks after the initial reservation.

Date of the Event

Starting/Ending Time of Event

Name of the Event

Estimated Number of Guests

Type of event

Room of the Event

Print Member or Sponsored Host Name

Address of Contact Person

Member or Sponsored Host Signature

Date

Member Number

Naval Academy Club Agent Signature

Dining Rooms and Venues



The Midway Room

Named for the Battle of Midway, this room is ideal for small lunches, dinners, receptions and conferences. The Midway Room can accommodate up to 60 guests for a seated reception or 75 guests for a stand-up reception.

Room Usage Fees: Member Events - No Charge - Sponsored Events \$350



The Coral Sea Room

Named for the Battle of the Coral Sea this room is ideal for small to medium lunches, dinners, conferences and small wedding receptions and dinners. The Coral Sea Room includes access to the South Porch. The room includes a small dance floor and a working fireplace. The Coral Sea Room, including the South Porch, can accommodate up to 60 guest for a seated reception or 100 guests for a stand-up reception.

Room Usage Fees: Member Events - No Charge - Sponsored Events \$400



Combined Midway and Coral Sea Rooms

By opening the doors between the two rooms, the Midway and Coral Sea Rooms may be used together for medium to large lunches, dinners, receptions, conferences, and wedding receptions and dinners. The two combined rooms can accommodate up to 130 guests for a seated reception or 175 guests for a stand-up reception.

Combined Usage Fees: Member Events - No Charge - Sponsored Events \$700



The Blue Room

The Blue Room is a small intimate room located adjacent to both the Midway Room and the Coral Sea Room. The room is a tribute to Naval Academy graduates who fought and died during one of history's greatest naval battles. The room, which includes a working fireplace, displays portraits of the three Flag Officers, all Naval Academy Graduates, who were in command during the battle. The Blue Room may be open for events in either the Midway Room or the Coral Sea Room; however, the room may not be used for dining in conjunction with those events. The Blue Room may be reserved, on rare occasions, for small (not more than 12 people) intimate events. Use of the Blue Room requires the approval of the Director, Naval Academy Business Service Division.

Room Usage Fee: Varies by Event and Circumstances



The Leyte Gulf Room

Named for the Battle of Leyte Gulf, this room is ideal for medium to large lunches, dinners, receptions, conferences and small to medium wedding receptions and dinners. The room, which includes a dance floor and a working fireplace, also has access to the North Porch for additional seating. The Leyte Gulf Room without the North Porch can accommodate up to 64 guests and with the North Porch, up to 100 guests for a seated reception or 120 for a stand up reception.

Room Usage Fee: Member Events - No Charge - Sponsored Events \$350



The Blue and Gold Lounge

The Blue and Gold Lounge, located on the main floor, is a small lounge named for the final verse of Navy Blue and Gold, the Academy's Alma Mater, which is lettered into the ceiling. The lounge may be used in conjunction with other events in the Midway, Coral Sea, and Leyte Gulf Rooms. The lounge includes a built-in high definition screen television and DVD Player. Use of the lounge during an event requires an additional usage fee. The Blue and Gold Lounge may be reserved for small, private events (not more than 12 people) on a case by case basis.

Usage Fees for Private Events: Members - \$200 - Sponsored Events - \$400
Note: Use of the Blue and Gold Lounge may require applicable bartender fees.

Use of the Entire Main Floor of the Club

The entire main floor of the club (Midway, Coral Sea and Leyte Gulf rooms) may be reserved for large events.

Main Floor Usage Fee: Member Events - \$500 - Sponsored Events - \$1,200

Package 1

Passed Hors d'oeuvres

Select five

Virginia Goat Cheese Crostini
Chilled Jumbo Shrimp
Crispy Asparagus Roll Up
Lobster Cobblers
Chicken or Beef Satay
Ratatouille Tartlets
Assorted Quiche
Reuben and Rye Puffs

Dinner Service

Dinner service includes bread basket and butter

Salads

Select one

Caesar Salad, Croutons, Shaved Parmesan Cheese and Classic Dressing
Baby Green Salad with House Dressing

Entrées

Limit of two selections

Tuscan Chicken with White Wine and Shallot Sauce
Grilled Tilapia with Sun Dried Tomato Cream
Prime Rib au Jus with Horseradish

Served with Chef's Choice vegetable and wild rice pilaf.

Desserts

to accompany your wedding cake

Select one

Chocolate Dipped Strawberries
Fresh Berries and Fruit Sauce

Beverages

Coffee, Decaffeinated Coffee, Hot Tea and Ice Tea

Member \$100.00 per person
Sponsored \$110.00 per person

Package 2

Passed Hors d'oeuvres

Select five

Coconut Shrimp with Mango Chutney
Chilled Jumbo Shrimp
Smoked Salmon Rosettes
Crab Stuffed Mushroom Caps
Scallops Wrapped in Bacon
Assorted Quiche
Crispy Asparagus Roll Ups
Pistachio Chicken Pinwheels

Dinner Service

Dinner service includes bread basket and butter

Salads

Select one

Baby Green Salad with House Dressing
Spinach Salad with Maytag Blue Cheese, Citrus Segments and Raspberry Vinaigrette

Entrées

Limit of two selections

Cracked Lemon Pepper Salmon with Mustard Dill Sauce
Chicken Piccata with White Wine reduction and Capers
Gilled New York Strip Loin of Beef with Béarnaise Sauce

Served with Chef's Choice vegetable and wild rice pilaf.

Desserts

to accompany your wedding cake

Select one

Assorted Chocolate Truffles
Fresh Berries and Fruit Sauce

Beverages

Coffee, Decaffeinated Coffee, Hot Tea and Ice Tea

Member \$110.00 per person
Sponsored \$130.00 per person

Package 3

Passed Hors d'oeuvres

Select five

Crab Stuffed Mushroom Caps
Scallops Wrapped in Bacon
Chicken or Beef Satay
Chilled Jumbo Shrimp
Assorted Quiche
Lobster Cobblers
Tenderloin Tips Saute
Mini Chicken or Beef Wellington

Dinner Service

Dinner service includes bread basket and butter

Salads

Select one

Baby Green Salad with House Dressing
Sliced Vine Ripe Tomato and Mozzarella with Chiffonade of Basil

Entrées

Limit of two selections

Sea Bass with Citrus Beurre Blanc
Chicken Oscar with Lump Crab Meat Imperial
Sliced Tenderloin of Beef with Wild Mushroom Sauce

Served with Chef's Choice vegetable and wild rice pilaf.

Desserts

to accompany your wedding cake

Select one

Assorted Chocolate Truffles
Passion Fruit Sorbet

Beverages

Coffee, Decaffeinated Coffee, Hot Tea and Ice Tea

Member \$120.00 per person
Sponsored \$140.00 per person

Package 4

Passed Hors d'oeuvres

Select five

Famous Naval Academy Mini Crab Cakes
Crab Stuffed Mushroom Caps
Scallops Wrapped in Bacon
Mini Chicken or Beef Wellington
Lobster Cobblers
Pistachio Chicken Pinwheels
Coconut Shrimp with Mango Chutney
Virginia Goat Cheese Crostini

Dinner Service

Dinner service includes bread basket and butter

Salads

Select one

Baby Green Salad with House Dressing
Arrayed Hearts of Romaine with a Brie Crouton and Honey Balsamic Drizzle

Entrées

Limit of two selections

Duet of 6oz Filet Mignon and 4oz Crab Cake served with a duo of sauces

*Our signature dish, the crab cake is prepared in the Maryland tradition using only jumbo lump crabmeat and served with lemon, cocktail and tartar sauces.

Duet of 6oz Filet Mignon and Grilled Shrimp with Caramelized Lime Ginger Sauce
Cognac marinated 6 oz Filet Mignon and Wild Mushrooms and 4oz Sautéed Chicken
Breast with Pearl Onion Sauce

Served with Chef's Choice vegetable and wild rice pilaf.

Desserts

to accompany your wedding cake

Select one

Fresh Berries and Fruit Sauce
Assorted Chocolate Truffles

Beverages

Coffee, Decaffeinated Coffee, Hot Tea and Ice Tea.

Member \$130.00 per person
Sponsored \$150.00 per person

Stationary Hors d'oeuvres

may be added to any package

Display of Imported and Domestic Cheeses with Crackers
\$6.00 per person

Chilled Jumbo Shrimp with Cocktail Sauce
\$9.00 per person

Display of Fresh Seasonal Vegetable Crudités with Ranch
\$4.00 per person

Display of Crab Dip
\$7.00 per person

Display of Seasonal Fresh Fruit
\$5.00 per person

Whole Poached Salmon, served with accompaniments
\$290.00 per salmon

Grilled Vegetable Display: Marinated grilled vegetables and hummus
\$6.00 per person

Display of Assorted Cookies with Brownies
\$4.00 per person

