

# Gateway Club Complex

## Catering to You

(Private Party Version 01 Nov 2008)

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

**\*\*Catering is by appointment only\*\***

**To book an event:**

- Valid Club Card
- Additional credit card
- Phone numbers, address, email of 2 POC's (one must be Club Member)
- Date, start & end time
- Approx # of guests

**Within 7 days:**

- Signed contract
- Cancellation Fee

**Food:**

- Outside food may not be brought in to any area of the Club. Ceremonial cakes are permitted; we charge a cake service fee of \$.50 per person.
- Food will not be removed from the facility
- Additional seats over the number of meals paid for will not be provided.
- 30 person minimum for plated meals, 50 person minimum for buffets.
- Modifications or substitutions – Special pricing may apply.
- Extra food – none will be prepared for Hors d', 2 extra plates for plated meals and approx 2% over on buffets. There will be a charge for any additional seats added.
- Final menu selection 1 month prior.
- Menu prices can only be guaranteed 90 days in advance.
- No delays of serving time over 30 minutes (\$75 fee will be assessed).
- For plated meals, 2 menu selections are permitted.
- No discount for children on buffets. Plated kids meals can be added to contract.

**Guest Entrance Through the Gate:** Provide a list to Security Forces 72 hours prior using proper format and information. Their office is located in Bldg 5211 (210.671.4391)

**Guarantees:** Final count due 48 hours prior to event. This will be the minimum amount billed. Any drops of more than 10% in a 2 week period will not be allowed.

**Payments:** Cash, personal checks (from Club Members only), bank draft, Club Card, Visa and MasterCard are accepted for party payments. Final payment will be made 48 hours in advance. Any remaining balance will automatically be charged to the card on file 48 hours after the event.

**Dates and Length of Functions:** Monday – Saturday. 4 hour event. Additional hours may be added for \$100 per hour. Hours after 2400 will be \$200 per hour.

**Audio Visual Equipment:** In Fiesta Ballroom only. \$150 charge. Training must be attended prior to event. Client will be responsible for providing a person to operate the equipment. If you would like a trained member of our staff on hand there will be an additional \$150 charge.

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**Decorations & Decorating Times:** No overnight storage. No day before set up. The Club will not be held responsible for liability or damage to items left. We guarantee 2 hours before the start of the event for decorating. You may purchase additional hours to secure an earlier decorating time. We do not allow confetti, birdseed, etc.

**Specialty Linens:** Currently we do not allow outside linen companies. The club can order specialty linens if need be. For tables of 8, \$40 per table for floor length linen, overlay and chair covers with sashes, \$45 for a table of 10.

**Dance Floor:** The Fiesta Ballroom and Mitchell Hall have dance floors built in. For the Alamo Room we can provide a portable dance floor for a charge of \$200.

**Set Up Changes:** All changes to set up must be made prior to the event through the catering department only. No changes to set up can be made the day of the event other than adding additional seating to existing tables.

**Cancellations:**

If a signed contract and cancellation fee is not received within 7 days of booking we will release the room to availability. Cancellations of any type must be in writing and acknowledged by the Catering Department.

- Less than 30 days from date of contract signing and cancellation fee paid, will result in full refund of cancellation fee.
- More than 30 days after date of contract signing and cancellation fee paid, will result in no refund of cancellation fee.
- Less than 10 days, but more than 48 hours, before event, cancellation fee will be 25% of the contracted amount or the amount of the room fee, whichever is greater.

**Property, Liability and Damages:** Neither the Club nor the Air Force is liable for any loss or damage to the following items left in the facility prior to, during or following a function; merchandise, equipment or articles. The Client will be held responsible for any losses or damage to the building, equipment, house decorations or fixtures belonging to the Club/base by the client or guests. Damages will be billed at replacement cost plus labor.

**Service Charge:** There is a service charge added to all food and beverage according to the following guidelines:

- 20% for all in-house functions
- 25% for off-site deliveries + \$150 Delivery Fee
- 25% + hourly labor costs for off-site functions with staff provided

**Labor Costs:** Labor is included in most menu items.

- Passed Hors d', Cocktail, Buffet or Off Site service - \$20 per server per hour
- Champagne service – 30-100 people \$15 plus cost of bottles, 100-200 people \$45, 200+ people \$75.

**Personal Function Definition:** 10% discount on food and non-alcoholic beverage. The personal function definition is a function for the primary member and immediate family. Sponsored events or events not paid for by the Club Member are not eligible.

**Alcoholic Beverages:** No outside alcohol may be brought in. We do allow specialty bottles of champagne with coordination through the Catering Department. Advance notice and a \$10 corkage fee per bottled is required.

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**Party/Private Bars:** There is a \$400 set up fee per bar for a 4 hour bar. "Open" bar tabs are in addition to this set up cost.

- **"Pay-as-you-go" Bar** – Otherwise known as a "cash" bar. Guests pay individually for their drinks. Tip jar allowed. No service charge added to contract.
- **"Open" Bar** – Drinks are dispensed to the guests and the host/sponsor assumes responsibility for payment. Predetermined limits: time, dollar amount or "only" items. These particulars will be listed in the contract. 20% service charge added to the final amount.

**Off Site Bars:** \$150 set up fee per par. \$500 minimum sales guarantee per bar.

## Room Use Fees

On Club member personal functions there will be no room fee assessed. All sponsored events and additional rooms will be charged the full room rate.

Room Name	Room Dimensions	0-4 Hours	Minimum Guest Count
Alamo Room (1 or 2)	24' x 39'	\$150	20
Alamo Room (1 & 2)	48' x 39'	\$300	50
Fiesta Ballroom (1 & 2 or 4 & 5)		\$300	60
Fiesta Ballroom (3)	42' x 41'	\$300	60
Fiesta Ballroom (1-3 or 3-5)		\$450	120
Fiesta Ballroom (1-5)	117' x 63'	\$700	200
Gateway Room		\$200	20
Mitchell Hall		\$600	200

## Banquet Room Specifications

We have a variety of rooms at the Club available for your event. The catering department will assist you in choosing the proper room according to our guidelines. Below are limits for each room for different set ups. The maximums are set and we may not exceed due to Fire Safety Codes.

Room Name	Theatre Style	Stand Up Reception	Round Tables	Round Tables On/With Dance Floor	Round Tables With Buffet Lines	Banquet Style	Audio Visual
Alamo Room (1 or 2)	50	70	50	N/A	50	N/A	Screen Only
Alamo Room (1 & 2)	120	120	120	80	120	N/A	Screen Only
Fiesta Ballroom (1 & 2 or 4 & 5)	200	150	120	80	120	N/A	1 Screen w/ Projection System
Fiesta Ballroom (3)	200	150	90	120	90	N/A	1 Screen w/ Projection System
Fiesta Ballroom (1-3 or 3-5)	300	280	200	230	230	250	2 Screens w/ Projection System
Fiesta Ballroom (1-5)	600	600	330	360	280	460	3 Screens w/ Projection System
Gateway Room	60	60	60	N/A	60	N/A	No AV
Mitchell Hall	500	500	300	330	330	450	No AV

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# Helpful Planning Information

## Equivalents:

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

## Hors d'oeuvres Quantity Suggestions:

- **Light Hors d'oeuvres:** Usually served in the early afternoon or prior to dinner. Plan 4-6 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 7-10 pieces per person plus dips, spreads, fruit or vegetable trays.
- **Heavy Hors d'oeuvres:** Usually a lunch substitute and/or a pre-show or light dinner substitute to include sliced meats and sandwich items. Plan 11-13 pieces per person plus dips, spreads, fruit or vegetable trays.
- **Meal Substitute Hors d'oeuvres:** Served in lieu of a meal and always includes both hot and cold items and meat items. Plan 14+ pieces per person plus dips, spreads, fruit or vegetable trays.

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