

Officers' Club Naval Station Newport Sponsor Form

Clarification of eligibility for private parties and other events:

1. SPONSOR: Must be an MWR eligible patron; active duty personnel, eligible family member (spouse), retiree, reservist, DoD civilian or base contractor.

2. GUESTS: Authorized patrons may invite bonafide guests to the club. A bonafide guest is an individual who has been specifically invited to accompany an authorized patron or group to the Club. The authorized patron assumes overall responsibility for the guests' conduct.

Sponsor's Name (print): _____

Rank/Grade: _____ Command: _____

Host's Name (if not sponsor): _____

Event Name: _____

Day/Date/Time of Event: _____

I state that I am sponsoring a private party in which all bonafide guests are in response to a specific invitation for a specific occasion. I assume full responsibility for this function; including the overseeing of entire payment for services rendered.

NOTICE: This form grants temporary permission by the sponsor to his/her guest to use and make arrangements with the Officers' Club. Morale, Welfare and Recreation (MWR) reserves the right, after providing 10 days notice of any uncollected debt, to garnish wages of active duty, retired, reserve personnel or MWR employee for payment of said debt.

E-mail: _____

Phone: (Work): _____ (Home): _____ (Cell): _____

Address: _____

Signature of Sponsor: _____ Date: _____

This form must be returned completed to:

Officers' Club; 95 Perry Road; Naval Station Newport; Newport, RI 02841 or via fax (401) 841-1579, accompanied by the signed catering policies and the applicable nonrefundable deposit in order to confirm the function.

Navy regulations prohibit the removal of any leftover food or beverage; A 20 percent service charge will be added to all food & beverage services. Prices are subject to change. Revised January 2017.

Officers' Club
Naval Station Newport
Event Catering Policies

1. Punctual deliveries are made by our courteous and professional staff between the hours of 6:30 a.m. to 7 p.m. Monday-Saturday.
2. A set-up fee of 50.00 will be applied to all off-site location set ups. This fee includes timely delivery to your site, professional set-up and retrieval of catering equipment at the conclusion of your event.
3. Items associated with food presentation such as beverage totes, baskets, urns, serving platters and/or pieces, etc. will need to be available for retrieval by the Officers' Club staff. Items not available or missing will be invoiced to the client.
4. Our cold menus, hot buffets and specialty breaks come complete with sturdy, disposable dinnerware, utensils and a buffet table cover.
5. All plated meals include full china service, house white or ivory linens and five hours of waitstaff labor, portal to portal. Additional hours will be charged 25.00 per server per hour.
6. China service may be added for an additional charge of 2.00 per person. China service requires waitstaff at a ratio of 1 waitstaff per twenty-five guests and will be charged at 25.00 per server per hour portal to portal.
7. Tables for food displays and/or buffets are included. Guest tables may be rented for 5.00 each; linens 2.50 each.
8. Final payment is to be made the day of the event – preceding the start of the function, unless other arrangements have been made in advance with the catering office. A credit card (Visa, MasterCard, American Express or Discover) is to be provided for incidental charges.
9. Due to fluctuating foods costs, certain items may be seasonably available. All prices are subject to change without notice prior to signing the contract. A formal contract will be typed at least 14 days prior to your event.
10. The contract must be signed. The final guaranteed count and entrée selections, if applicable, are to be provided no later than three business days prior to the event.
11. The Officers' Club will be prepared to provide meals to serve the guaranteed count. Reductions in the guarantee will not be accepted within three business days of the event. If a guaranteed count is not provided, the Officers' Club will consider the estimate to be the final guarantee. Billing will be based on the guaranteed count or the actual number, whichever is greater. Guest counts that increase between 48-72 hours will be charged a 10% increase per person fee, 24-48 hours will be charged a 20% increase per person fee, and within 24 hours there will be a 30% increase per person fee. With the exception of a host provided specialty cake, all food and beverage must be provided by the Officers' Club. There will be a .50¢ per person plating fee for all host supplied cakes and/or cupcakes. Navy regulations prohibit the removal of any leftover food or beverages from your event. _____ **(initial)**
12. Cancellations will result in a complete forfeiture of all deposits. In the event of a cancellation after the contract is signed or later than five business days prior to the scheduled function, all catering services must be paid in full for the guaranteed or estimated number of guests, whichever is greater. Should the host be an active duty military member and unable to fulfill contractual obligations with the Officers' Club due to unexpected change of orders, any deposits will be refunded in full, providing a copy of the original signed orders are submitted with written notice.
_____ **(initial)**

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13. Guests under the age of 21 years of age are prohibited from purchasing or consuming alcoholic beverages. The responsibility for compliance rests solely with the host to assure that minors do not consume or help themselves to the available beverages either at the bar or on the self-serve tables. Should minor guests be discovered consuming such beverages, the host will be notified, and the offender removed from the event. No shots are to be served at any function.

14. The command is responsible to provide Pass & ID with the Gate List.

15. In the event that Naval Station Newport declares "Storm Condition One" due to severe weather, an event may be cancelled without penalty for payment.

I HAVE READ AND BEEN ADVISED OF THE FOREGOING POLICIES AND I AGREE TO ABIDE BY THEM.

Name of Host (Printed): _____

Phone: _____ E-Mail: _____

Address: _____

Function Room: _____ Minimum Guaranteed Guests: _____

Day/Date/Time of Function: _____

Signature of Host: _____ Date: _____

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Breakfast Options

Hot & Cold Breakfast Options

The Crow's Nest

Chef's Selection of Freshly Baked Pastries
Chilled Orange & Cranberry Juice
Freshly Brewed Starbucks Coffee,
Decaffeinated Coffee and Tea
8-14 guests ~ 9.00 per guest
15-29 guests ~ 8.00 per guest
30 + guests ~ 7.00 per guest

The Bird's Nest

Chef's Selection of Freshly Baked Savory & Sweet Pastries
~*Condiments to include Butter, Preserves & Cream Cheese*~
Sliced Seasonal Fresh Fruit
Chilled Orange & Cranberry Juice
Freshly Brewed Starbucks Coffee,
Decaffeinated Coffee and Tea
8-14 guests ~ 10.00 per guest
15-29 guests ~ 9.00 per guest
30 + guests ~ 8.00 per guest

The Eagle's Nest

Chef's Selection of Freshly Baked Savory & Sweet Pastries
~*Condiments to include Butter, Preserves & Cream Cheese*~
Sliced Seasonal Fresh Fruit
Farm Fresh Scrambled Eggs *with
Aged White Cheddar & Chives*
Apple Wood Smoked Bacon
OR Grilled Sausage Links
Traditional Home Fries
Blueberry Breakfast Bread Pudding
with Vermont Maple Syrup
Chilled Orange & Cranberry Juice
Freshly Brewed Starbucks Coffee,
Decaffeinated Coffee and Tea
8-14 guests ~ 18.00 per guest
15-29 guests ~ 16.00 per guest
30 + guests ~ 14.00 per guest

The Command Brunch

Chef's Selection of Freshly Baked Savory & Sweet Pastries
~*Condiments to include Butter, Preserves & Cream Cheese*~
Sliced Seasonal Fresh Fruit
Farm Fresh Scrambled Eggs *with
Aged White Cheddar & Chives*
Apple Wood Smoked Bacon
OR Grilled Sausage Links
Traditional Home Fries
Blueberry Breakfast Bread Pudding
with Vermont Maple Syrup
Grilled Chicken Penne *in a Light Basil
Tomato Cream Sauce*
Fresh Garden Salad *with Balsamic Vinaigrette*
Chilled Orange & Cranberry Juice
Freshly Brewed Starbucks Coffee,
Decaffeinated Coffee and Tea
22.00 per guest
(minimum 30 guests)

The PT Favorite

Lowfat Yogurt & Fruit Parfait
House Made Granola Bars
Whole Wheat Bagels
~*Condiments to include Butter,
Preserves & Lite Cream Cheese*~
Fresh Bananas
Chilled Orange & Cranberry Juice
Freshly Brewed Starbucks Coffee,
Decaffeinated Coffee and Tea
8-14 guests ~ 13.00 per guest
15-29 guests ~ 12.00 per guest
30 + guests ~ 11.00 per guest

Beverages, Specialty Breaks & Boxed Lunches

Beverages

(Minimum guest count 30)

Complete Starbucks Coffee Service – 1.25 per guest
Complete Starbucks Coffee Service, Regular, Decaf
and Tea Assortment 1.75 per guest
Hot Chocolate – 1.25 per guest
Assorted Ice Cold Sodas & Waters,
sparkling & still – 1.75 per guest
Pitchers of Ice Tea or Lemonade – 1.00 per guest
Bottled Ice Tea w/ Lemon & Sugar – 1.50 each
Bottled Lemonade – 1.50 each
Bottled Assorted Juices – 1.50 each

Specialty Breaks

Sweet & Salty

Pretzels, Kettle Chips & Dip
Roasted Salted Mix Nuts
Assortment of Cookies and Dessert Bars

Bottled Water

8-14 guests ~ 8.00 per guest
15-29 guests ~ 7.00 per guest
30 + guests ~ 6.00 per guest

Old Stand-by

Assorted Cookies, Fresh Fruit Platter

Granola Bars

Bottled Water

8-14 guests ~ 7.00 per guest
15-29 guests ~ 6.00 per guest
30 + guests ~ 5.00 per guest

Health Nut

House Made Granola

Fruit Skewers with Raspberry Lime Dipping Sauce

Oatmeal Raisin Cookies

Bottled Water

8-14 guests ~ 10.00 per guest
15-29 guests ~ 9.00 per guest
30 + guests ~ 8.00 per guest

Box Lunch Options

Choose up to three varieties.

Smoked Turkey

~with Baby Arugula, Swiss Cheese & Tomato on Whole Grain~

Roast Beef

~with Romaine, White Cheddar, Tomato & Red Onion~

Black Forest Ham

~with Smoked Gouda, Lettuce & Roasted Red Peppers~

Tuna Salad

*~Tuna Salad, Field Greens, Tomato, White
Cheddar in a Wheat Wrap~*

Grilled Cajun Chicken

*~Grilled Chicken, White Cheddar, Lettuce, Tomato,
Roasted Peppers & Black Bean Corn Salsa~*

Mediterranean Wrap

*~Cucumbers, Kalamata Olives, Roasted Garlic Hummus,
Bell Peppers, Romaine & Feta Cheese~*

Your box lunch includes:

Potato Chips, Homestyle Chocolate Chip Cookie,
Assorted Sodas & Bottled Water

We include all necessary condiments & disposables

8-14 guests ~ 12.50 per guest
15-29 guests ~ 11.50 per guest
30+ guests ~ 10.50 per guest

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Cold Lunch Options

*Luncheon buffets served until 3 pm, Monday – Friday
Please add 3.00 per person for events occurring on Saturday, Sunday or holiday.*

Mini Sandwich Buffet

*~allows 2 mini sandwiches per guest, choose
two sandwich varieties~*

*Ham & Cheese, Chicken Salad, Tuna Salad,
Egg Salad or Seafood Salad
Old Fashioned Potato Salad*

Potato Chips

Pickle & Olive Tray

Complete Starbucks Coffee Service

Assorted Cookie Platter

8-14 guests ~ 14.50 per guest

15-29 guests ~ 13.50 per guest

30 + guests ~ 12.50 per guest

Wrap It Up Sandwich Buffet

~allows 2 half sandwich wraps per guest, choose two wrap varieties~

Turkey Club

*~Turkey, White Cheddar, Applewood Smoked Bacon,
Lettuce, Tomato and Cranberry Mayo~*

Bleu Roast Beef

~Roast Beef, Lettuce, Tomato, Caramelized Onion & Bleu Cheese Dressing~

Ham & Swiss

*~Baked Ham, Swiss Cheese, Baby Arugula, Mango
Chutney & Whole Grain Mustard~*

Grilled Cajun Chicken

*~Spiced Grilled Chicken, White Cheddar, Lettuce, Tomato,
Roasted Peppers & Black Bean Corn Salsa~*

Mediterranean Hummus

*~Cucumbers, Kalamata Olives, Roasted Garlic
Hummus, Bell Peppers, Romaine & Feta Cheese~*

Tuna Salad

~Tuna Salad, Field Greens, Tomato, White Cheddar & a Balsamic Glaze~

Dill Pickles

Old Fashioned Potato Salad

Coleslaw

Complete Starbucks Coffee Service

Assorted Cookie Platter

8-14 guests ~ 17.00 per guest

15-29 guests ~ 16.00 per guest

30 + guests ~ 15.00 per guest

Willow Buffet

~choose three varieties from the selection below~

Rare Sirloin of Beef

*with Green Leaf Lettuce, Tomato, Red Onion,
Tiger Sauce on Crusty Parisienne Bread*

Roast Turkey Club

*with Green Leaf Lettuce, Tomato, Honey
Mustard Dressing on Multi Grain Bread*

Chicken Salad

with Fresh Dill and Red Leaf Lettuce on Croissant

Grilled Pesto Chicken

*with Provolone, Green Leaf Lettuce, Roasted Red
Peppers, Pesto Aioli on Rosemary Ciabatta*

Grilled Chicken

*with Chopped Romaine, Parmesan Cheese,
Caesar Dressing on Whole Wheat Wrap*

Oven Roasted Portobello Mushroom

*on Garlic Herb Wheat with Grilled Red Peppers, Hummus,
Smoked Gouda, Field Greens and a Balsamic Glaze*

~includes choice of two sides~

Old Fashioned Potato Salad

Coleslaw

Mediterranean Pasta Salad

Southwest Black Bean Salad

Tossed Garden Salad *with Balsamic Vinaigrette
and Ranch Dressings*

Complete Starbucks Coffee Service

Assorted Cookie Platter

8-14 guests ~ 18.00 per guest

15-29 guests ~ 17.00 per guest

30 + guests ~ 16.00 per guest

Buffet Enhancements

*Each pan serves approximately 25-30 guests, and can only be
ordered to supplement a hot or cold buffet.*

Swedish or Italian Style Meatballs- 40.00

Baked Stuffed Shells - 45.00

Spinach & Cheese Lasagna - 40.00

Four Cheese Ziti Marinara - 25.00

Italian Sausage & Peppers - 35.00

Macaroni and Cheese - 25.00

Buffalo Wings with Bleu Cheese Dip - 40.00

Boneless Buffalo Wings with Bleu Cheese Dip - 55.00

Beverage selections can be found on page 5.

Hot Lunch Options

*Luncheons are served until 3 pm, Monday - Friday
Please add 3.00 per person for events occurring on Saturday, Sunday or holiday.
Minimum guest count for hot lunch is 30.*

Saratoga Buffet

Fresh Garden Salad *with Balsamic Vinaigrette or Creamy Dill Dressing*
Rolls & Butter

~Please select two Entrées~

Chicken Marsala ~ *with Wild Mushrooms in a Marsala Wine Demi-Glace*
Chicken Francese ~ *with White Wine, Lemon & Butter*
Grilled Garlic & Rosemary Marinated Chicken Breast
Baked Fresh Atlantic Salmon Filet *with Caramelized Sweet Onion & Fig Jam*
Baked Local Cod *with an Herbed Panko Crust in a Lemon Beurre Blanc*
Gingersnap Cookie Encrusted Pork Tenderloin

Chef's Choice Vegetarian

Chef's Choice Starch & Vegetable
Assorted Cookie Platter
Complete Starbucks Coffee Service
17.00 per guest

Juniper Plated Luncheon

*You may choose one entrée for your event. A 3.00 per person fee will be applied if more than one entrée is selected.
Whenever more than one entrée is selected, host must provide color coded place cards to identify each guests' meal selection.
Color code as follows: beef – red; fish – blue; chicken – yellow; vegetarian – green.*

Fresh Garden Salad *with a Balsamic Vinaigrette*
Rolls & Butter

~Please select one Entrée~

Baked Chicken Breast *Asparagus, Prosciutto, Fresh Mozzarella and topped with a White Truffle Cream Sauce*
6 oz Bistro Steak *with Herbed Demi-Glace*
Grilled & Marinated Wild Mushrooms and Bell Peppers *with Long Grain Rice, Feta Cheese, Roasted Market
Vegetables, Baby Spinach and Italian Vinaigrette*

Chef's Choice Starch & Vegetable
Chef's Choice Dessert
Complete Starbucks Coffee Service
19.00 per guest

Barbecue Options

(Minimum guest count 30)

All American BBQ

6 oz Juicy Hamburgers & Cheeseburgers

Hot Dogs

Old Fashioned Potato Salad

Coleslaw

Assorted Cookies

Lemonade & Ice Tea

18.75 per guest

Add Chicken - 2.25 per guest

Stick to Your Ribs

BBQ Ribs with Tennessee Mopping Sauce

BBQ Chicken

Hot Dogs

Country Baked Beans

Old Fashioned Potato Salad

Coleslaw

Assorted Cookies

Lemonade & Ice Tea

22.00 per guest

Add 6 oz Hamburgers - 2.00 per guest

New England Clam Boil

Tossed Garden Salad with Balsamic Vinaigrette

New England Clam Chowder with Oyster Crackers

Steamers & Mussels with Drawn Butter & Clam Broth

Savory Broth-Steamed Red Bliss Potatoes, Onions, Chourico, Italian Sausage and Corn on the Cob

Herb Roasted Chicken Legs & Thighs

Cornbread & Butter

Strawberry Shortcake

Ice Tea & Lemonade

27.95 per guest

Add 1 ¼ lb Lobster - Market Price

Add 8 oz New York Strip Steak - 14.00 per guest

Off-site Cocktail and/or

Dinner Menus created upon request

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