

# 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.

Sponsor's Name (print): \_\_\_\_\_

Rank/Grade: \_\_\_\_\_ Command: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: (Work): \_\_\_\_\_ (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

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 (ten) 10 days notice of any uncollected debt, to garnish wages of active duty, retired, reserve personnel or MWR employee for payment of said debt.

**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.

**3. COMMAND VS. SOCIAL:** A Command Event is paid with Command monies. Social Event is paid with private/personal monies.

**4. SPONSOR** must be in attendance at the event \_\_\_\_\_ (initial).

This completed form must be returned 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.

*Officers' Club*  
*Naval Station Newport*  
*Event Catering Policies*

1. Date, availability and site tour appointments may be made by phone, e-mail or in person Monday through Friday, 8:30 a.m. to 5 p.m., evenings and weekends by appointment only. Space is available on a first-come, first-served basis; with applicable paperwork and a nonrefundable deposit required for events.
2. A 30 person minimum is required for all private functions. The minimum counts for each room are listed on the function information page. Should the minimum count not be met, the host is responsible for payment to achieve the minimum. Minimum guest count (paying adult guests) for the Grand Ballroom is 125; Bay Room is 60; Constellation Room is 40; and Gearing Room is 30; Friday through Sunday. All other time frames are booked at the discretion of the catering office. All deposits are nonrefundable and nontransferable. Deposit is 100.00 or full room charge, whichever is greater, plus any applicable ceremony fees. For command events, completed sponsor form is used as deposit.
3. 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.
4. Due to fluctuating food costs, certain items may become seasonably available. All prices are subject to change without notice prior to signing the formal contract. A formal contract will be typed at least fourteen (14) days prior to your event.
5. The formal contract must be signed and the final guaranteed count and entrée selections, if applicable, are to be provided no later than three (3) business days prior to the event. Please advise of any food allergies at this time.
6. The Officers' Club will be prepared to provide seating and 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. A cake cutting fee of .50 per person will be charged. Navy regulations prohibit the removal of any leftover food or beverages from the Officers' Club \_\_\_\_\_ **(initial)**.
7. 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 (5) 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. A partial cancellation (i.e. switching from the Grand Ballroom to a smaller room) will result in forfeiting the required room rental deposit of the room not being used, and the higher required minimum guests will prevail unless the other room is resold. 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)**.
8. Guests under the age of 21 years old are prohibited from purchasing or consuming alcoholic beverages. The responsibility for compliance rests solely with the host to assure that minors do not consume alcoholic beverages. Should minor guests be discovered consuming such beverages, the host will be requested to make arrangements for the guest to be removed from the Officers' Club. No shots are served during any function.

9. All guests must enter Naval Station Newport through Gate One (unless otherwise directed). It is the host's responsibility to provide the catering office with an event roster (form to be provided; and alphabetized by last name with the last name first) on provided gate access form, stating each guest's name, function name, day/date/time of function and sponsor name, at least three business days prior to the function, no exceptions. Actual vendor names (not just vendor company names) must also be included on the gate list. For command events, the command is responsible to provide Pass & ID with a gate list.

10. Due to health and safety codes shoes must remain on at all times \_\_\_\_\_ (initial).

11. Other functions may be occurring at the Officers' Club simultaneously with your function. You are renting a specific function room, and not the entire Officers' Club; our catering sales team will try to arrange rooms to minimize conflict. If estimated counts upon booking increase or decrease 25%, the catering staff reserves the right to move the function to an appropriate size room.

12. In the event of inclement weather, a decision regarding the location of outdoor events will be made by the Officers' Club prior to the start of the function. Every effort will be made to consult the host regarding this decision. In the event that Naval Station Newport declares "Storm Condition One" due to severe weather, an event may be cancelled without penalty for payment.

13. Clients and vendors may arrive no earlier than ninety minutes prior to the start of the event. All vendors must vacate the property no later than 30 minutes following the conclusion of the event. Client may be subject to additional fees if the property is accessed earlier or vacated later at a rate of 125.00 per hour (or any part of the hour).

14. Open flames are prohibited. All candles and/or votives must be contained in glass.

15. Glitter, confetti, rice, bird seed, silly string, sand and/or live rose petals scattered on carpeting are not allowed. If the above items are used, client will be subject to an excessive clean up fee, 350.00.

16. Pets, with the exception of a service animal are not allowed inside The Club.

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

Event Name: \_\_\_\_\_

Informational Marquee to read: \_\_\_\_\_

Name of Host (Printed): \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Function Room: \_\_\_\_\_ Minimum Guaranteed Guests: \_\_\_\_\_

Day/Date/Time of Function: \_\_\_\_\_

Signature of Host: \_\_\_\_\_ Date: \_\_\_\_\_

This completed form must be returned 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.

*Menu offerings & pricing are valid January 1 – December 31, 2019. With the exception of specialty cake, all food & beverages must be provided by the Officers' Club. Navy regulations prohibit the removal of any leftover food or beverage from the Officers' Club; A 20 percent service charge will be added to all food & beverage services. Prices are subject to change. Revised January 2019*

**Acknowledgement of responsibility for guests attending an event, for which I am the sponsor, hosted by Morale, Welfare, and Recreation at Naval Station Newport, RI.**

I am sponsoring the following event, hosted by Morale, Welfare, and Recreation (MWR); at Naval Station Newport, RI, for which I would like one, or more, unaffiliated individuals to attend:

I understand that I am responsible for the conduct and actions of my unaffiliated guests for the entire time they are onboard Naval Station Newport, to include but not limited to:

Conduct or actions which are criminal in nature.

Conduct or actions which are dangerous or put anyone at risk.

Conduct or actions which are to the prejudice of good order and discipline or of a nature to bring discredit upon the U.S. Navy or Naval Station Newport.

I further understand that I am responsible for my guests:

Remaining in the immediate event area, during my event.

Departing the installation, in a timely and orderly manner, at the conclusion of my event.

Obeying all state, local, and installation driving laws, rules and regulations while driving a personal vehicle on the installation; to include ensuring all my unaffiliated guests are familiarized with all installation-specific driving regulations.

If alcohol is served at my event, I am responsible to ensure only individuals of legal age are consuming alcohol and that all my guests consuming alcohol do so responsibly.

I will ensure that juveniles under the care of any of my guests will be adequately supervised for the duration of the event and the time on the installation.

I understand that, while not prohibited, guests bringing animals onto the installation is discouraged; with the exception of service animals. I will be responsible for ensuring all my guests exercise supervision and restraint over any animals brought onto the installation, to include keeping all animals caged or on a leash; and attended at all times.

I understand and acknowledge that if any my guests violate any of the above items I may be held responsible in a punitive, legal, or monetary manner.

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Name (Print)

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Signature

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Date

*Officers' Club  
Naval Station Newport  
Social, Command & Meeting Event Information*

Room Capacities:

Gearing Room	30 guest minimum	60 guest maximum, seated dinner 50 guest maximum, buffet dinner
Constellation Room	40 guest minimum	120 guest maximum, seated dinner 90 guest maximum, buffet dinner
Bay Room	60 guest minimum	120 guest maximum, seated or buffet, without dance floor 80 guest maximum, seated or buffet, with dance floor
Grand Ballroom	125 guest minimum	400 guest maximum, seated dinner, with dance floor 500 guest maximum, seated dinner, without dance floor 300 guest maximum, buffet dinner, with dance floor 350 guest maximum, buffet dinner, without dance floor *Larger events may be accommodated, please inquire.

Social Events

Social events taking place Monday through Thursday may be booked up to eight months in advance. Social events taking place Friday through Sunday may be booked four months in advance. Certain exceptions may apply. Completed sponsor form and signed catering policies form must be filled out completely at time of booking along with a deposit (room rental fee plus any applicable ceremony fee, or 100.00, whichever is greater). Room rental includes tables, banquet chairs & house linen.

Room rental fees are for a maximum of four hours:

<u>Monday – Wednesday</u>	125.00	125.00
Gearing		200.00
Constellation	<u>Thu-Sat a.m.</u>	200.00
Bay Room	75.00	
Grand Ballroom	100.00	
	150.00	
<u>Thursday – Saturday</u>	150.00	
Gearing	<u>p.m.</u>	
Constellation	75.00	
Bay Room	100.00	<u>Sat pm</u>
Grand Ballroom	150.00	125.00
<u>am</u>	150.00	150.00
50.00		250.00
75.00	<u>Thu/Fri p.m.</u>	500.00
125.00	100.00	

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## Command Events

Command events may be booked up to 18 months in advance. Certain exceptions may apply. Completed sponsor form and signed catering policies form must be filled out completely at time of booking. There is no room rental fee for a command breakfast, lunch or dinner occurring Monday through Saturday. Use of the room includes tables & banquet chairs. House linen is charged: 2.50/table; .25/napkin.

## Meeting & Seminar Events

Room rental is for a duration not to exceed eight hours and includes tables, banquet chairs & house linen (excluding vendor tables if applicable), carafes of water, water glasses & mints. Completed sponsor form and signed catering policies form must be filled out completely at time of booking along with a deposit that equals the room rental.

Gearing	250.00	Ballroom	550.00
Constellation	350.00	Grand Ballroom	1,000.00
Bay Room	450.00		

## Ceremonies

There is a fee of 100.00 for any ceremony such as retirement, promotion, etc., if held in conjunction with a reception.

**\*\*Please note, all events, regardless of type are subject to a 1000.00 surcharge to be held on a Sunday or holiday.\*\***

## Planning your Event

One month prior to your event, a representative from the catering office will call you for your menu and event details. At that time food choices, bar requirements, room set-up, etc. will be discussed. A contract will be emailed to you. Please review, sign and return the contract to the catering office. Final count, entrée choice selections (if applicable) and typed gate access list are due three business days prior to your event. Gate access list must be typed onto supplied form, in alphabetical order and e-mailed. Hard copies will not be accepted.

Final payment is due the day of your event, preceding the start. Payment can be cash, business check, Visa, MasterCard, American Express or Discover.

## We Thank You

By choosing and supporting the Officers' Club, Naval Station Newport, you are reinvesting in the quality of life for our Sailors, Marines and their families.

# Breakfast Options

## The Crow's Nest

Choice of Freshly Baked Muffins, Cinnamon Rolls, Danish or Bagels (Choose Two)  
~Served with Butter, Preserves & Cream Cheese, if applicable ~  
Chilled Orange Juice, Cranberry Juice or Apple Juice  
Freshly Brewed Starbucks Coffee, Decaffeinated Coffee and Tea  
6.50 per guest

## The Bird's Nest

Choice of Freshly Baked Muffins, Cinnamon Rolls, Danish or Bagels (Choose Two)  
~Served with include Butter, Preserves & Cream Cheese, if applicable ~  
Seasonal Fresh Fruit Salad  
Chilled Orange Juice, Cranberry Juice or Apple Juice  
Freshly Brewed Starbucks Coffee, Decaffeinated Coffee and Tea  
7.50 per guest

## The Eagle's Nest

Choice of Freshly Baked Muffins, Cinnamon Rolls, Danish or Bagels (Choose Two)  
~Served with include Butter, Preserves & Cream Cheese, if applicable ~  
Fresh Scrambled Eggs  
Apple Wood Smoked Bacon  
Grilled Sausage Links  
Traditional Home Fries  
French Toast with Maple Syrup and Fresh Fruit  
Chilled Orange Juice, Cranberry Juice or Apple Juice  
Freshly Brewed Starbucks Coffee, Decaffeinated Coffee and Tea  
12.00 per guest

## Rise and Shine

Fruit & Yogurt Parfait  
Oatmeal with Maple Syrup, Brown Sugar and Fresh Fruits  
Fresh Ripened Bananas  
Hard Boiled Eggs  
Chilled Orange Juice, Cranberry Juice or Apple Juice  
Freshly Brewed Starbucks Coffee, Decaffeinated Coffee and Tea  
8.50 per guest

## The Command Brunch

House Made Cinnamon Rolls with Vanilla Cream Cheese Icing  
Seasonal Fresh Fruit Salad  
Fresh Scrambled Eggs  
Apple Wood Smoked Bacon  
Grilled Sausage Links  
Crispy Potato Hash with Brisket  
Chicken Broccoli Alfredo  
French Toast with Maple Syrup & Fresh Fruit  
Eggs Benedict with House Made Hollandaise Sauce  
Carving Station with Herb Roasted Prime Rib  
~Herb Jus and Horseradish Cream ~

Choice Of  
Chocolate Cream Pie OR Cheesecake

Chilled Orange Juice, Cranberry Juice or Apple Juice  
Freshly Brewed Starbucks Coffee, Decaffeinated Coffee and Tea  
25.00 per guest

## Breakfast Sandwiches

Choice of Bagel, Croissant or English Muffin  
Egg & Cheese 2.50  
Sausage or Bacon Egg & Cheese 3.25

# *Cold Lunch Options*

*Luncheons Served until 3 p.m. Monday-Saturday*

## **Mini Sandwich Buffet**

~Choice of Two~

Ham & Swiss ~Whole Grain Mustard & Toasted Poppy Seeds~

Tuna Salad ~Red Onion & Celery~

Turkey Avocado ~Bacon & Cheddar~

Buffalo Chicken ~Diced Celery & Bleu Cheese Dressing~

~Choice of Two Sides~

Old Fashioned Potato Salad

House Made Potato Chips

Dill Pickles

Lemonade OR Iced Tea

Complete Starbucks Coffee Service

Assorted Cookie Platter

8.00 per guest

Add a Third Choice for 1.50 per guest

Also available by the dozen for take out with 48 hours notice (call for price)

## **Wrap It Up Sandwich Buffet**

~Choice of Two~

Turkey Club ~House Smoked Turkey, Applewood Smoked Bacon, Lettuce, Tomato & Chipotle Aioli~

Roast Beef~ Freshly Sliced Roast Beef, Lettuce, Tomato, Red Onion & Horseradish Cheese~

Southwestern Veggie ~Smoked Black Beans, Lettuce, Tomatoes, Red Onion, Roasted Sweet Potatoes & Guacamole~

Thai Chicken ~Marinated & Grilled Chicken, Lettuce, Tomato, Cucumbers, Bean Sprouts, Basil, Mint, Sesame Seeds, Carrots, Crispy

Tortilla Strips & a Spicy Peanut Sauce~

Grilled Caesar Chicken ~Grilled Chicken, Crisp Romaine, Parmesan Cheese, Croutons & Caesar Dressing~

~Choice of Two Sides~

Old Fashioned Potato Salad

House Made Potato Chips

Coleslaw

Pasta Salad

Garden or Caesar Salad

Fresh Seasonal Fruit Salad

Complete Starbucks Coffee Service

Assorted Cookie Platter

11.00 per guest

add third selection for 3.00 per guest



## **Willow Buffet**

~Choice of Two~

Roast Beef ~ *Lettuce, Tomatoes, Caramelized Onions, Horseradish Cheese on Buttered Toasted Multigrain~*

Roast Turkey Club ~ *Lettuce, Tomato, Applewood Smoked Bacon, Cheddar Cheese and  
Chipotle Mayo on Buttered Toasted Multi Grain Bread~*

Chicken Salad ~ *Walnuts and Cranberries on Buttered & Grilled Honey Oat Bread~*

Caprese Chicken ~ *Grilled Chicken, Sliced Mozzarella Cheese, Fresh Basil, & a  
Balsamic Mayo on Buttered Grilled Honey Oat Bread~*

Ham & Cheese ~ *Swiss Cheese, Dijonaise, Lettuce, Tomato, & Sweet Pickles on Buttered Grilled Honey Oat Bread~*

~Choice of Two Sides~

Old Fashioned Potato Salad

House Made Potato Chips

Coleslaw

Pasta Salad

Garden or Caesar Salad

Fresh Seasonal Fruit Salad

Complete Starbucks Coffee Service

Assorted Cookie Platter

13.00 per guest

add third selection for 3.00 per guest

# Hot Lunch

Luncheons Served until 3pm Monday-Saturday

## Saratoga Buffet

~Choose One Salad~

Fresh Garden Salad *choice of dressing*

Caesar Salad

Rolls & Butter

~Choose One Entrée~

Chicken Mozambique

~Cubes of Chicken Breast Simmered in an Aromatic Sauce with Beer, Onion, Garlic, Crushed Red Peppers, & Portuguese Spices~

Stuffed Chicken Breast

~Chicken Breast Stuffed with Spinach, tomatoes, & Mozzarella Cheese w/an Herb Velouté~

Chicken Parmesan

~ Grilled OR Breaded & Fried Chicken with Homemade Marina Sauce & Mozzarella Cheese~

Stuffed Fillet of Sole

~Seafood Stuffing, Topped with a Lemon & Wine Sauce~

Pulled Pork

~House Made Bar-B-Que Sauce~

Braised Beef Tips

~Sirloin Beef Tips Simmered in an Herb Gravy~

Shrimp Scampi

~Sautéed Shrimp w/Garlic, Onions, Scallions, & Tomatoes in a White Wine Sauce~

Chef's Choice of Starch & Vegetable

Assorted House Baked Cookies

Complete Starbucks Coffee Service

14.00 per person

add second entrée for 3.00 per person

## Juniper Plated Luncheon

~Choose a Salad~

Fresh Garden~ choice of dressing

Caesar Salad

Rolls & Butter

~Choose Up To Two Entrees~

Seafood Stuffed Sole

*Served with Wild Rice & Seasonal Vegetable* 22.00

6 oz. NY strip w/bourbon butter

*Served with Garlic Mashed Potatoes and Seasonal Vegetable* 22.00

Pan Seared Chicken Breast

*Herb velouté Served with Garlic Mashed Potatoes & Seasonal Vegetable* 15.00

Wild Mushroom Risotto (Spring/Summer)

*Made with Vegetable Stock, White Wine, & Pecorino Cheese. (available Vegan as well)* 15.00

Roasted Squash Risotto in (Fall/Winter)

*Made with Vegetable Stock, White Wine, & Pecorino Cheese. (available Vegan as well)* 15.00

Coffee Rubbed Pork Tenderloin

*With Sweet Honey Glaze, served w/Roasted Sweet Potatoes & Seasonal Vegetable* 17.00

Served with Chef's Choice Starch & Veg

~Choose One Dessert~

Key Lime

Chocolate Cream Pie

Complete Starbucks Coffee Service

# BBQ Options

## "Texas" Bar-B-Que

St. Louis Ribs – Smoked Over Fruit Wood and Brushed with our House Made Sauce

BBQ Chicken

Pulled Pork

Mac-n-Cheese

"Boston" Baked Beans

Cornbread

Lemonade & Iced Tea

Assorted Cookies

22.00 per person

## New England Clam Boil

New England Clam Chowder with Oyster Crackers

Steamers with Drawn Butter and Clam Broth

Potatoes

Onion

Chourico

Italian Sausage

Corn on the Cob

Lemonade & Iced Tea

Strawberry Shortcake

23.00 per person

# *Stationary Displays*

International & Domestic Cheese Board  
*An Assortment of International & Domestic Cheeses, served with  
Assorted Crackers, Breads & Seasonal Nuts*  
4.00 per person

Seasonal Fruit Display  
*Ripe Seasonal Sliced Fruit, garnished with fresh Berries and served with a Honey Yogurt Sauce*  
4.00 per person

Vegetable Crudité Display  
*Seasonal Vegetable Display, served with Herbed Bleu Cheese or Ranch Dip*  
4.00 per person

Appetizer Landscape  
*A Selection of International & Domestic Cheeses, Vegetable Crudités & Dips, Seasonal Fruits,  
Served with Assorted Breads, Crackers & Crostini*  
6.00 per person

Charcuterie Board  
*A Selection of International & Domestic Cheeses, Vegetable Crudités & Dips, Dried Fruits, Cured Meats  
Served with Assorted Crackers & Crostini*  
8.00 per person

Seasonal Brie Display  
*Brie Wrapped in Puff Pastry with Seasonal Fruit Compote  
Served with Sliced Baguettes*  
110.00  
Serves 50

# *Stationary or Passed Hors d'oeuvres*

Choose Three From One Category

~ Fall / Winter ~

Vegetarian Stuffed Mushroom Caps  
Bacon Wrapped Apple with maple glaze  
Harvest Soup Shooters with a Toasted Baguette  
Brie Crostini with Cranberry Compote and Toasted Pecans  
Honey Garlic Chicken Satay with Maple mustard  
6.00 per guest

Roasted Butternut Bruschetta with Goat cheese, Roasted Butternut Squash, and Toasted Pepitas  
Jumbo Shrimp Cocktail Martini  
Miniature Pumpkin Pie Phyllo Cup with Cinnamon Crema  
Shaved Sirloin Crostini with Cranberry Chutney, Pickled Red Onion, and Horseradish Crema  
Spanakopita  
8.00 per guest

Chourico and Butternut Squash Arancini  
Miniature Beef Wellington with a Wild Mushroom Duxelle  
Miniature Crab Cake with Spicy Remoulade  
10.00 per guest

~ Spring / Summer ~

Bruschetta Tomatoes, Fresh Mozzarella, Basil, Balsamic Reduction  
Chicken Satay with Spicy Thai Peanut Sauce  
Vegetarian Stuffed Mushroom Caps  
6.00 per guest

Jumbo Shrimp Cocktail Martini  
Spanakopita  
Shaved Sirloin Crostini with Pickled red onions, and Herbed Cream Cheese  
8.00 per guest

Bacon Wrapped Sea Scallops  
Yellowfin Tuna Tartare on a Wonton Crisp with Soy Crème Fraiche and Toasted Sesame Seeds  
Shrimp Ceviche Demitasse  
Lobster and Roasted Corn Fritter with Chipotle Aioli  
Lobster Salad Phyllo Cup  
10.00 per guest

# *Specialty Cocktail Station Hors D'oeuvres*

New England Raw Bar  
Iced Littlenecks, Oysters & Shrimp ~ Market Price  
Traditional Cocktail Sauce, Tabasco Sauce, Mignonette Sauce, Worcestershire Sauce,  
Horseradish, Fresh Lemons and Natural Oyster Crackers  
Market Price  
Add Chilled Lobster ~ Market Price

Pasta Station  
~Choose from ~  
Cavatappi or Tortellini w/choice of Tomato Cream Sauce or Traditional Red Sauce  
3.00 per person

Carving Station  
~Choose from~  
Herb Roasted Turkey Breast  
~Cranberry Chutney & Herb Velouté ~  
Herb Roasted Prime Rib  
~Horseradish Crema & Au Jus~  
Honey Baked Ham  
~Apple Sauce~  
6.00 per person

Mini Hot Dog Station  
~House Made Chili & Assorted Toppings~  
4.00 per person

Mini-Burger Station  
Wagyu Beef Sliders  
~Spicy Ketchup, Caramelized Onions, and Cheese ~  
Portabella Mushroom Sliders  
~ Roasted Red Pepper, Mozzarella Cheese, and Green Goddess Dressing~  
5.00 per person

Portuguese Mussels  
~Fresh Mussels Simmered in a Garlic and Wine Sauce. Served with Onions, Peppers, and Chourico~  
6.00 per person

# *Plated Entrees*

All entrees include a salad, Fresh baked rolls & butter, seasonal vegetable and starch, dessert and complete coffee service. Select up to two entrées. Add an additional entrée for 3.00 per person. 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.

## *~Choose One Salad~*

Field Greens Salad with choice of dressing

Caesar Salad with shaved parmesan and Garlic Croutons

Fall / Winter Specialty Salad

~Field Greens topped with Shaved Red Onion, Roasted Pears, Candied Walnuts,  
Brie laced with Blood Orange Vinaigrette ~add 1.00 per guest

Summer Strawberry Salad

~ Spinach topped with Fresh Strawberries, Goat cheese and toasted Poppy seeds,  
Laced with Lemon Dijon Dressing ~add 1.00 per guest

## *~ Fall / Winter Entrees ~*

Seafood Stuffed Sole with Meunière Sauce 30.00

Pan Seared Salmon with Lemon Dill Butter 28.00

Pan Seared Statler Chicken Breast with Herb Demi-Glace 24.00

Grilled 8 oz. Sirloin with Rosemary Demi-Glace 33.00

Chicken Breast Stuffed with Roasted Acorn Squash and Fresh Apples with Maple & Herb Velouté 26.00

Grilled 8 oz. Filet with Bourbon Butter 36.00

Grilled 10oz New York Strip with a Rosemary Demi-Glace 34.00

Twin Grilled Marinated Pork Chop with Apple Bourbon Glaze 26.00

## *Vegetarian*

Butternut Squash Risotto (Vegetarian) 20.00

Roasted Stuffed Pumpkin (Vegetarian) 22.00



~ Spring / Summer Entrees ~

Pan Seared Statler Chicken Breast with Herb Demi-Glace 24.00  
Chicken Breast Stuffed with Mozzarella, Tomato, and Spinach with Herb Velouté 26.00  
Pan Seared Salmon with Lemon Dill Butter 29.00  
Seafood Stuffed Sole with Meunière Sauce 30.00  
Grilled 8 oz. Sirloin with Rosemary Demi-Glace 33.00  
Grilled 8 oz. Filet with Bourbon Butter 36.00  
Grilled Citrus Marinated Swordfish with Mango Salsa 38.00  
Grilled 10oz New York Strip with a Rosemary Demi-Glace 34.00

Vegetarian

Wild Mushroom Risotto (Vegetarian) 25.00  
Roasted Stuffed Eggplant (Vegetarian) 22.00

~Choose One Dessert~

Chocolate Cream Pie  
Key Lime Pie  
Tiramisu  
Flourless Chocolate Truffle Cake (*Gluten Free*)  
Seasonal Pies, Tarts & Cheesecakes

Complete Starbucks Coffee Service

\* *Duet plates available upon request\**

# *Buffet Event Menus*

*~Choose One Salad~*

- Fresh Garden Salad *with Balsamic Vinaigrette*
- Traditional Caesar Salad *with Shaved Parmesan and Garlic Croutons*
- Fall / Winter Specialty Salad
- ~Field Greens topped with Shaved Red Onion, Roasted Pears, Candied Walnuts,  
Brie laced with Blood Orange Vinaigrette *~add 1.00 per guest*
- Summer Strawberry Salad
- ~ Spinach topped with Fresh Strawberries, Goat cheese and Toasted Poppy seeds,  
Laced with Lemon Dijon Dressing *~add 1.00 per guest*
- Assorted Dinner Rolls & Butter

*The Captain's Buffet*

- Seafood Stuffed Sole with Meunière Sauce
- Grilled 8 oz. Filet with Bourbon Butter
- 37.00 per guest

*The Chief's Buffet*

- Pan Seared Salmon with Lemon Dill Butter
- Pan Seared Statler Chicken Breast with Herb Demi-Glace
- 26.00 per guest

*~Choose One~*

- Lasagna -- Layered Pasta Sheets with House Made Meat Sauce, Ricotta, Mozzarella, and Pecorino Cheese~
- Chicken Broccoli Alfredo – Tender sliced Chicken Breast in Creamy Alfredo Sauce with Fresh Broccoli
- Crispy Buffalo Chicken Mac-n-Cheese – Buttermilk Marinated Chicken Deep Fried and Blended with our House Made Creamy Cheese  
Sauce and Buffalo Sauce
- Cheese Tortellini – Cooked in a Sage, Garlic, and Butter Sauce

Served with Chef's Choice Seasonal Starch & Vegetable

*~Choose One Dessert~*

- Chocolate Cream Pie
- Key Lime Pie
- Tiramisu
- Flourless Chocolate Truffle Cake (*Gluten Free*)
- Seasonal Pies, Tarts & Cheesecakes

Complete Starbucks Coffee Service

# *Dessert Enhancements*

## Donut Bar

Assortment of Freshly Baked Donuts from Local Iconic Bakery Ma's Donuts  
3.00 per person

## Ice Cream Bar

~Hot fudge, Caramel, Strawberries, Cherries, Whipped Cream, Sprinkles, and Candy Pieces~  
Chocolate & Vanilla Ice Cream  
3.00 per person

## Candy Bar

~Assorted Candies in Decorative Jars~  
5.00 per person

## Milk & Cookies

~Freshly Baked Chocolate Chip Cookies with Crème Anglaise~  
3.00 per person

# *Cupcakes*

Minimum Half Dozen Each Flavor  
Maximum Two Flavors  
2.50 per Cupcake

## Irish Cream

Chocolate Cupcake filled with Coffee Buttercream, Topped with Irish Cream Buttercream

## Gingerbread

Gingerbread Cupcake Topped with Cinnamon Cream Cheese Frosting

## Apple Cinnamon

Apple Cinnamon Cupcake with Cider Frosting

## Tiramisu

Vanilla Cupcake filled with Coffee Liquor Soaked and Topped with Amaretto Mascarpone

## Grasshopper

Dark Chocolate Cupcake with Mint Frosting

# Sheet Cakes

Half sheet serves 50 & full sheet serves 100

Your message may be written on cakes; for edible logos & pictures, there is an additional 15.00 fee, per cake  
Please provide logo/picture in .jpeg format to the Officers' Club catering office at least one week prior to your event

Half Sheet Cake 40.00 each

Full Sheet Cake 75.00 each

Vanilla Butter Cream

~ *Vanilla Cake with Butter Cream Frosting* ~

Chocolate Butter Cream

~ *Chocolate Cake with Butter Cream Frosting* ~

Lemon Meringue

~ *Vanilla Cake with Lemon Curd & Vanilla Butter Cream* ~

Irish Cream

~ *Chocolate Cake with Coffee Buttercream, Topped with Irish Cream Buttercream* ~

# *Bar Services*

Calling upon our experience and Navy regulations, please review the following guidelines regarding alcohol service:

- Alcohol service will cease fifteen minutes prior to the end of your event but we will happily serve non-alcoholic beverages until the event's conclusion.
- We reserve the right to refuse alcohol to anyone who is under 21 years of age, cannot produce a legal ID or in our professional judgment appears intoxicated.
- Alcohol of any kind, including favors, may not be brought into or removed from the Officers' Club.
- Shots of any kind are not permitted.
- At management discretion, high quality plastic ware may be used during the final thirty minutes of your event.

## *Hosted Bars*

The bar is charged on the total number of drinks consumed. You may choose to host your bar for your entire event or a portion thereof (i.e. hosted for the first hour). You may also opt for a prearranged deposit. Our drink prices vary from 4.75 - 8.00 per drink

For all packages: Canyon Road Wine Selection ~ 7.00 per glass

For indoor bars, choose two draught beer selections and two bottled beer selections:

Draught: Bud Light, Goose Island IPA, Harpoon, Newport Storm, Sam Adams Boston Lager/Seasonal or Shock Top Belgian White ~ 4.25 – 5.50 per glass. Ask your event sales coordinator about our seasonal selections.

Bottled: Bud Light, Budweiser, Coors Light, Corona, Guinness, Heineken, Michelob Ultra, Newport Storm Blueberry, O'Doul's (Non-Alcoholic), Sam Adams Boston Lager/Seasonal, Stella Artois or Yuengling ~ 4.00 – 4.50 per bottle

A wide brand selection of alcohol will be available for your guests, including beers & wine. Please notify the catering sales team if you have a specific preference.

## *Cocktails by the Gallon*

Displayed on the bar, and served under the watchful eye of our bartenders:

Non-Alcoholic Fresh Fruit Punch ~ 20.00

Bloody Mary ~ 60.00

Madras Punch ~ 60.00

Mimosa Punch ~ 60.00

White or Red Sangria ~ 60.00

## *Champagne Toast*

House White Wine Toast ~ 2.50 per guest

House Prosecco Toast ~ 3.00 per guest

House Champagne Toast ~ 3.00 per guest

# *Officers' Club Dinner Wine List*

Prices are per bottle, all bottles are 750 ml

## HOUSE SELECTION

Canyon Road ~ California ~ 17.00

Chardonnay, Cabernet Sauvignon, Pinot Grigio, Pinot Noir, Merlot

### WHITES

#### *Champagne*

Wycliff ~ California ~ 20.00

Korbel Brut ~ California ~ 34.00

Moet Imperial Vintage Brut ~ California ~ 120.00

#### *Sparkling Wine*

La Marca Prosecco ~ Italy ~ 29.00

*(labels can be customized)*

#### *Chardonnay*

William Hill ~ California ~ 24.00

Kendall Jackson Vintners Reserve ~ California ~ 31.00

Robert Mondavi Napa ~ California ~ 38.00

#### *Pinot Grigio*

Benvolio ~ Italy ~ 20.00

Ecco Domani ~ Italy ~ 23.00

Santa Margarita ~ Italy ~ 52.00

#### *Riesling*

Starling Castle ~ Germany ~ 25.00

#### *Sauvignon Blanc*

Nobilo ~ New Zealand ~ 26.00

Simi ~ California ~ 36.00

Kim Crawford ~ New Zealand ~ 40.00

### REDS

#### *Cabernet Sauvignon*

Louis Martini ~ California ~ 30.00

J. Lohr Estate ~ California ~ 36.00

St. Francis ~ California ~ 40.00

#### *Malbec*

Tamari ~ Argentina ~ 27.00

#### *Pinot Noir*

Metairie ~ France ~ 20.00

Mark West ~ California ~ 28.00

Robert Mondavi Napa ~ California ~ 38.00

#### *Merlot*

Blackstone ~ California ~ 24.00

Murphy Goode ~ California ~ 32.00

St. Francis ~ California ~ 36.00

#### *Blend*

Apothic ~ California ~ 23.00

# *Extra Amenities*

## **Linens, Centerpieces & More**

In House Colored Napkins ~ .50 each  
Double Table Cloths (Ivory or White) ~ 5.00 each  
Fruitwood Ballroom Chairs ~ 5.00 each  
White Chair Covers ~ 3.50 each  
Ivory China with Gold Rim ~ 2.50/person  
Call our Catering Office for Floor Length, Specialty Linens,  
and Chair Covers pricing. Delivery fee will apply.

## **Podium & Flags ~ No Charge**

Podium  
American Flag  
Navy Flag  
Flag Stand

## **POW/MIA Table Set Up ~ No Charge**

Small Round Table, White Tablecloth, Single Place Setting (All White), White Napkin, Wine Glass ~ Inverted,  
Salt Shaker, Slice of Lemon on Bread Plate with A Pile of Spilled Salt, Small Bud Vase with A Single Stem Red Rose, Red  
Ribbon Tied Around the Vase, White Candle ~ Lit, Empty Chair

## **Missing Man Table Set Up ~ No Charge**

Round Table Set for Six, White Tablecloth, Place Settings (All White), White Napkin, Wine Glass ~ Inverted,  
Salt Shaker, Slice of Lemon on Bread Plate with A Pile of Spilled Salt, Small Bud Vase with A Single Stem Red Rose,  
Yellow Ribbon Tied Around the Vase, White Candle, Empty Chairs & Bible

## **Audio Visual**

Audio Visual ~ Daily Charges  
Flip Chart with Markers ~ 5.00 each  
Easels ~ 3.00 each  
White Erase Board with Markers ~ 10.00 each  
Wired Hand-Held Microphone ~ 15.00 each  
Wireless Hand-Held Microphone ~ 20.00 each  
Sound Patch ~ 55.00  
LCD Screen/Projector (Includes All Cables, Host Provides  
Laptop; If Mac, Host Provides Adaptor) ~ 75.00

## **Dance Floor**

Gearing Room ~ 50.00; Constellation Room ~ 75.00; Bay Room ~ 125.00; Grand Ballroom ~ 150.00

## **Staging**

Each Staging Piece is Four-feet by Eight-feet ~ 20.00 per piece