

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: _____

Host's Name (if not sponsor): _____

Event Name: _____

Day/Date/Time of Event: _____

E-mail: _____

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

Address: _____

Signature of Sponsor: _____ Date: _____

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.

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.

MEMORANDUM

From: Morale, Welfare, and Recreation, Naval Station Newport
To: Pass & ID, Naval Station Newport

Subj: Morale, Welfare, and Recreation Event

Ref: (a) NAVSTANPTINST 5530.6B

Encl: (1) MWR Event Guest Roster

1. Per reference (a) the following information, and enclosure (1), are submitted for guest access to a Morale, Welfare, and Recreation event:

- a. Sponsor Name:
- b. Sponsor Telephone:
- c. Sponsor email:
- d. Event Description:
- e. Event Location:
- f. Event Date:
- g. Event Time(s):
- h. Estimated Number of Guests:

DIGITAL SIGNATURE

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.

Name (Print)

Signature

Date

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 am to 5:00 pm, 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 minimums. In-season 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 contract. A formal contract will be typed at least fourteen (14) days prior to your event.
5. The 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 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.

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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 a typed list (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 specified function room 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. Vendors may arrive no earlier than one and one half hours prior to the start of the event, unless prior arrangements are made with the catering department. 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 not vacated _____ (initial).

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.

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

Event Name: _____

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

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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

Hot & Cold Breakfast Options

The Crow's Nest

Chef's Selection of Freshly Baked
Sweet & Savory Pastries
*-Condiments to include Butter, Preserves
& Cream Cheese, if applicable -*
Chilled Orange Juice
Freshly Brewed Starbucks Coffee,
Decaffeinated Coffee and Tea
7.00 per guest

The Bird's Nest

Chef's Selection of Freshly Baked
Savory & Sweet Pastries
*-Condiments to include Butter, Preserves
& Cream Cheese, if applicable -*
Seasonal Fresh Fruit Salad
Chilled Orange Juice
Freshly Brewed Starbucks Coffee,
Decaffeinated Coffee and Tea
8.00 per guest

The Eagle's Nest

Chef's Selection of Freshly Baked
Savory & Sweet Pastries
*-Condiments to include Butter, Preserves
& Cream Cheese, if applicable -*
Seasonal Fresh Fruit Salad
Farm Fresh Scrambled Eggs *with herbs*
Apple Wood Smoked Bacon
OR Grilled Sausage Links
Traditional Home Fries
Blueberry Breakfast Bread Pudding
with Vermont Maple Syrup
Chilled Orange Juice
Freshly Brewed Starbucks Coffee,
Decaffeinated Coffee and Tea
14.00 per guest

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 Juice
Freshly Brewed Starbucks Coffee,
Decaffeinated Coffee and Tea
11.00 per guest

Breakfast Enhancements

Bacon, Egg & Cheese O'Muffins ~ 3.50
Egg & Cheese O'Muffins ~ 3.25

The Command Brunch

Chef's Selection of Freshly Baked

Savory & Sweet Pastries

*-Condiments to include Butter, Preserves
& Cream Cheese, if applicable -*

Seasonal Fresh Fruit Salad

Farm Fresh Scrambled Eggs *with herbs*

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

Beverages & Specialty Breaks

Beverages

Complete Starbucks Regular Coffee Service – 1.25 per guest

Complete Starbucks Coffee Service, Regular, Decaf and Tea Assortment 1.75 per guest

Hot Chocolate – 1.50 per guest

Assorted Ice Cold Sodas & Waters, Sparkling & Still – 1.75 per guest

Bottled Ice Tea with Lemon & Sugar – 1.50 each

Bottled Lemonade – 1.50 each

Bottled Assorted Juices – 1.50 each

Specialty Break

Sweet & Salty

Pretzels, Kettle Chips & Dip

Roasted Salted Mix Nuts

Assortment of Cookies and Dessert Bars

Bottled Water

6.00 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 & Swiss Cheese, Chicken Salad, Tuna Salad, Egg Salad or Seafood Salad*

Old Fashioned Potato Salad

Potato Chips

Pickle Tray

Complete Starbucks Coffee Service **OR** Lemonade **OR** Iced Tea

Assorted Cookie Platter

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 Honey Mustard~*

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~

Santa Fe Turkey

~Roasted Turkey, White Cheddar, Lettuce & Black Bean Corn Salsa~

Greek Wrap

~Romaine, Tomatoes, Kalamata Olives, Feta Cheese & Greek Dressing~

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

15.00 per guest

Beverage selections can be found on page 7.

Willow Buffet

-choose three varieties from the selection below-

Rare Sirloin of Beef

with Green Leaf Lettuce, Tomatoes, Red Onion, Tiger Sauce on Crusty Parisienne Roll

Roast Turkey Club

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

Chicken Salad

with Fresh Dill and Green 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

Black Bean Wrap

Black Bean Burger with Lettuce, Avocado & Pico de Gallo on a Spinach Wrap

-includes choice of two sides-

Old Fashioned Potato Salad

House Made Potato Chips

Coleslaw

Mediterranean Pasta Salad

Southwest Black Bean Salad

Tossed Garden Salad *with Balsamic Vinaigrette*

Complete Starbucks Coffee Service

Assorted Cookie Platter

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

New England Clam Chowder – 3.50 per guest

Lobster Bisque – 4.00 per guest

Beverage selections can be found on page 7.

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Hot Lunch Options

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

Saratoga Buffet

Fresh Garden Salad *with Balsamic Vinaigrette and Ranch 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
18.00 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 - *with Asparagus, Prosciutto, Fresh Mozzarella and topped with a White Truffle Cream Sauce*
Seafood Stuffed Sole - *with a Lemon & Butter Sauce*
6 oz Bistro Steak *with Herbed Demi-Glace*
Chef's Choice Vegetarian

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

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Barbecue Options

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

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Stationary or Passed Hors d'oeuvres

-choose three from one category, we allow six pieces per person-

Three Star

Scallop wrapped in Smoked Bacon *with a Balsamic Glaze*
Chicken Quesadilla *with Pico de Gallo & Avocado Sour Cream*
Spanakopita
Cucumber, Grape Tomato & Feta Cheese Phyllo *with Roasted Garlic Aioli*
Boursin Prosciutto Pita Pizza
Mac & Cheese Bites *with an Aged White Cheddar Cream Sauce*
Braised Short Ribs *wrapped in Bacon with a Maple Glaze*
6.00 per guest

Four Star

Cheeseburger Sliders, *American Cheese, Caramelized Onion, Tomato & Pepper Relish on a Hawaiian Bun*
Chicken Cordon Bleu Bites
Miniature Portuguese Style Stuffed Clams *with Chourico & Cracker Crumbs*
Asparagus & Roasted Pepper Risotto Truffles *with Basil Pesto*
Chicken Saltimbocca *with Fresh Mozzarella, Sage, Prosciutto and Herbed Demi-Glace*
Demitasse of New England Clam Chowder, *served with a Mini Clam Cake*
Miniature New England Crab Cake *with Roasted Red Pepper Aioli*
Cornbread Crostini with Pulled Pork, Smoked Gouda & Apricot Chutney
8.00 per guest

Five Star

Sliced Beef Tenderloin on Crostini *with Baby Arugula, Gorgonzola and Red Onion Jam*
Lobster Salad *in a Phyllo Cup with Lemon Dill Aioli*
House Made Sushi Rolls, *to include Spicy Tuna, California, Newport, Philadelphia and Specialty Roll*
Lobster Mac & Cheese *in Phyllo Cups with Smoked Gouda*
Lollipop Lamb Chops *with a Mustard Herb Crust and Warm Gorgonzola Cream*
Seared Scallop *with Sweet Chili Sauce & Crème Fraiche on a Fried Wonton*
Beef Tenderloin Bites *with a Warm Bleu Cheese Fondue*
Rare Tuna on a Tamari Rice Crackers with Wasabi Aioli, Black Sesame Seeds and Red Pepper Confetti
10.00 per guest

Shrimp Cocktail with traditional Cocktail Sauce can be substituted, additional 2.00 per guest

Stationary Hors d'oeuvres

International & Domestic Cheese Board

*An Assortment of International & Domestic Cheeses, served with
with Assorted Crackers, Breads, Honey, Nuts, Fresh and Dried Fruits*

5.50 per guest

Seasonal Brie Display

Fall/Winter – Brie Wrapped in Puff Pastry with Fig Compote and Sliced Baguettes

Spring/Summer – Brie with Raspberry Jam and Sliced Seasonal Fruits with Baked Crostini

110.00 per Brie (serves 50 guests)

Seasonal Fruit Display

Ripe Seasonal Sliced Fruit, garnished with fresh Berries and served with a Honey Yogurt Sauce

5.00 per guest

Vegetable Crudité Display

Seasonal Vegetable Display, served with Herbed Bleu Cheese or Ranch Dip

3.50 per guest

Appetizer Landscape

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

6.00 per guest

Specialty Cocktail Hour Hors d'oeuvres Stations

New England Raw Bar

Iced Littlenecks, Oysters, Shrimp and Chilled Lobster

~offered with~

Traditional Cocktail Sauce, Tabasco Sauce, Mignonette Sauce, Worcestershire Sauce, Horseradish, Fresh Lemons and Natural Oyster Crackers

Market Price

Antipasto Display

A Selection of International Cured Meats, Pickled Vegetables and Imported Cheeses, served with Seasonal Breads, Crackers & Crostini

6.50 per guest

Little Dipper Station

A selection of dippers will be chosen to compliment your dips, which may include roasted or fresh seasonal vegetables, Fresh or Dried Fruit, Crackers, Pita, Crostini and/or Bread Sticks

~choose three dips~

Mango, Pineapple, Papaya Margherita

Apple Cheddar Chutney

Boursin, Pear & Roquefort

Southwest Avocado, Cilantro, Corn & Black Bean

Roasted Garlic Hummus, Olive, Cucumber & Feta

Buffalo Chicken & Bleu Cheese

Honey & Yogurt

Brie, Hazelnut & Fig Compote

Brie, Raspberry & Almond

6.00 per guest

Miniature Gourmet Burger Bar

~choose two~

Black Angus and Maytag Bleu Cheese and Bacon

Turkey Burger with Roasted Red Pepper Pesto

Black Bean Burger with Tomato Corn Salsa and Avocado

Ahi Tuna and Shitake Burgers with Wasabi Aioli and Pickled Ginger

Served with House Made Chips, Condiments and Garnishes

7.25 per guest

Sushi Station

An Assortment of House Made Sushi, served with Wasabi, Pickled Ginger and Aged Soy

12.00 per guest

Pasta Station

~choose two~

Farfalle with a Sun-Dried Tomato and Basil Cream

Tortellini served with an Asiago Cream

Rigatoni with a Traditional Bolognese Sauce

Penne with Traditional Marinara Sauce, Basil & Parmesan Cheese

Served with Seasoned Breadsticks

6.00 per guest

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Carving Station

-choose two, served with hearth baked rolls-

Roasted Herb Crusted Turkey Breast with a Cranberry Chutney

Pepper Crusted Sirloin of Beef with Horseradish Cream

Virginia Baked Ham with Assorted Mustards

7.50 per guest

International Rice & Risotto Station

-choose two-

Asparagus & Roasted Red Pepper

Parmesan & White Truffle

Tomato, Basil & Mozzarella

Pancetta & Fontina

Lobster & Gruyere

6.75 per guest

Whipped Potato Martini Bar

Garlic Red Skin Smashed Potatoes

Yukon Gold Mashed Potatoes

Whipped Sweet Potatoes

-toppings to include-

Crumbled Smoked Bacon, Gorgonzola, Shredded Jack Cheese,

Sautéed Mushrooms, Caramelized Onions, Sour Cream, Chopped Chives

Cabernet Gravy, Whipped Butter

6.75 per guest

Wood Grilled Pizza Station

Grilled over hardwood charcoal and cut into bite sized pieces

-choose two-

Al Forno – Garden Tomatoes & Basil

Funghi – Mushrooms, Caramelized Onion

Pesto – Basil Pesto, Garden Tomatoes & Three Cheeses

Tuscany – Sweet Italian Sausage, Basil & Tomato Sauce

6.75 per guest

* Each station may include a culinary attendant and is at management discretion, 60.00 per attendant.

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Plated Entrées

All Entrées and buffets include a salad, hearth baked rolls & butter, seasonal starch & vegetable, dessert & complete coffee service. You may choose up to two single entrées for your event or one duet entrée. A 5.00 per person fee will be applied if more than two entrées are 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.

Salads

Fresh Garden Salad *with Balsamic Vinaigrette*

Traditional Caesar Salad *with Shaved Parmesan & Garlic Croutons*

Baby Arugula *with Shaved Shallots, Grape Tomatoes, Prosciutto Crisps, Gorgonzola with Balsamic Vinaigrette, additional 1.00 per guest*

Caprese Salad *with Vine Ripened Tomatoes, Fresh Mozzarella, Basil, Balsamic Glaze and Extra Virgin Olive Oil additional 1.00 per guest*

Field Green Salad *with Strawberries, Candied Pecans, Gorgonzola with Balsamic Vinaigrette, additional 1.00 per guest*

Hearth Baked Rolls & Butter

Land Entrées

Chicken Marsala ~ *with Wild Mushrooms in a Marsala Wine Demi-Glace ~ 28.00 per guest*

Chicken Francese ~ *with White Wine, Lemon & Butter ~ 28.00 per guest*

Baked Chicken Breast ~ *with Asparagus, Prosciutto, Fresh Mozzarella and topped with a White Truffle Cream Sauce ~ 32.00 per guest*

Chicken Saltimbocca ~ *with Prosciutto, Fontina, Sage and a Rosemary Demi-Glace ~ 30.00 per guest*

Statler Chicken Breast ~ *stuffed with Heirloom Tomatoes, Mozzarella & Basil, wrapped in Prosciutto and finished with a Yellow Tomato Cream ~ 32.00 per guest*

Grilled 10 oz New York Strip ~ *with a Rosemary Demi-Glace ~ 39.00 per guest*

Grilled 8 oz Filet Mignon ~ *Topped with Classic Hollandaise ~ 40.00 per guest*

Grilled 8 oz Ribeye ~ *with Bleu Cheese Butter ~ 39.00 per guest*

Gingersnap Cookie Encrusted Pork Tenderloin ~ *with Red Wine Glaze ~ 28.00 per guest*

Sea Entrées

Baked Local Cod ~ *with an Herbed Panko Crust in a Lemon Beurre Blanc ~ 27.00 per guest*

Baked Fresh Atlantic Salmon ~ *with a Caramelized Sweet Onion & Fig Jam ~ 31.00 per guest*

Sole Francaise ~ *with White Wine, Lemon & Butter ~ 31.00 per guest*

Seafood Stuffed Sole ~ *with a White Wine, Lemon & Butter Sauce ~ 33.00 per guest*

Four Baked Stuffed Shrimp ~ *with a Traditional Seafood Stuffing and Lemon Butter ~ 34.00 per guest*

Roast North Atlantic Cod *with Crab & Asparagus Imperial topped with Classic Hollandaise ~ 34.00 per guest*

Grilled Swordfish ~ *with a Citrus Marinade and White Truffle Aioli ~ 35.00 per guest*

Baked Stuffed 1 ½ lb Lobster ~ with Fresh Lemon & Drawn Butter ~ Market Price

Boiled 1 ½ lb Lobster ~ with Fresh Lemon & Drawn Butter ~ Market Price

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Duet Entrées

6 oz Grilled Filet Mignon ~ *Topped with Classic Hollandaise*
paired with Butter Poached Lobster Tail ~ 45.00 per guest

6 oz Grilled Filet Mignon ~ *Topped with Classic Hollandaise*
paired with Two Baked Stuffed Shrimp ~ with a Traditional Seafood Stuffing and Lemon Butter ~ 40.00 per guest

Chicken Marsala ~ *with Wild Mushrooms in a Marsala Wine Demi-Glace*
paired with Two Baked Stuffed Shrimp ~ with a Traditional Seafood Stuffing and Lemon Butter ~ 32.00 per guest

6 oz Grilled Filet Mignon ~ *Topped with Classic Hollandaise paired with*
Chicken Francese ~ with White Wine, Lemon & Butter ~ 32.00 per guest

(Vegetarian Entrées available upon request.)

Served with Chef's Choice Seasonal Starch & Vegetable

~Choose One Dessert~

Vanilla Ice Cream *with Chocolate Sauce*

New York Style Cheesecake

Key Lime Pie *with Whipped Cream*

Flourless Chocolate Truffle Cake *with Fresh Fruit and Chocolate Sauce, additional 1.00 per guest*

Apple Crisp *with Cinnamon Whipped Cream, additional 1.00 per guest*

Add Vanilla Ice Cream to any of the above desserts, additional 1.50 per guest

Complete Starbucks Coffee Service

Buffet Event Menus

-choose one-

Fresh Garden Salad *with Balsamic Vinaigrette*

Traditional Caesar Salad *with Shaved Parmesan and Garlic Croutons*

Baby Arugula *with Shaved Shallots, Grape Tomatoes, Prosciutto Crisps, Gorgonzola
with Balsamic Vinaigrette, additional 1.00 per guest*

Caprese Salad *with Vine Ripened Tomatoes, Fresh Mozzarella, Basil, Balsamic Glaze and Extra Virgin Olive oil additional 1.00 per guest*

Field Green Salad *with Strawberries, Candied Pecans, Gorgonzola with Balsamic Vinaigrette, additional 1.00 per guest*

Hearth Baked Rolls & Butter

The Admiral's Buffet

Pan Roasted Filet Mignon, *carved & topped with a Rosemary Demi-Glace*

Seafood Stuffed Sole - *with a Lemon & Butter Sauce*

52.00 per guest

The Captain's Buffet

Oven Roasted Prime Rib - *Natural Au Jus and Herbed Horseradish Cream*

Baked Fresh Atlantic Salmon - *with a Caramelized Sweet Onion & Fig Jam*

37.00 per guest

The Chief's Buffet

Chicken Marsala - *with Wild Mushrooms in a Marsala Wine Demi-Glace*

Baked Local Cod - *with an Herbed Panko Crust in a Lemon Beurre Blanc*

24.00 per guest

-choose one pasta selection-

Farfalle *with a Sun-Dried Tomato and Basil Cream*

Tortellini *served with an Asiago Cream*

Rigatoni *with a Traditional Bolognese Sauce*

Penne *with Traditional Marinara, Basil & Parmesan*

Served with Chef's Choice Seasonal Starch & Vegetable

~Choose One Dessert~

Vanilla Ice Cream *with Chocolate Sauce*

New York Style Cheesecake

Key Lime Pie *with Whipped Cream*

Flourless Chocolate Truffle Cake *with Fresh Fruit and Chocolate Sauce, additional 1.00 per guest*

Apple Crisp *with Cinnamon Whipped Cream, additional 1.00 per guest*

Add Vanilla Ice Cream to any of the above desserts, additional 1.50 per guest

Complete Starbucks Coffee Service

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The Midshipman

Officers' Club Mid-Week Special ~ 25.00 per guest

Available Monday – Thursday Only

You may choose up to two Entrées for your event. A 5.00 per person fee will be applied if more than two Entrées are 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 Balsamic Vinaigrette*

Hearth Baked Rolls & Butter

Chicken Marsala - *with Wild Mushrooms in a Marsala Wine Demi-Glace*

Chicken Francese - *with White Wine, Lemon & Butter*

Baked Local Cod - *with an Herbed Panko Crust in a Lemon Beurre Blanc*

Baked Fresh Atlantic Salmon - *with a Caramelized Sweet Onion & Fig Jam*

Grilled 6 oz Bistro Steak - *with a Rosemary Demi-Glace*

Gingersnap Cookie Encrusted Pork Tenderloin - *with Red Wine Glaze*

Served with Chef's Choice Seasonal Starch, Vegetable & Dessert

Complete Starbucks Coffee Service

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Dessert Enhancements

Viennese Station

Extravagant Display of whole cakes, tortes & pies

~choose three of the following~

Chocolate Mousse Cake

Lemon Tart

New York Style Cheesecake

Fresh Fruit Tart

Flourless Chocolate Torte

English Trifle

Tiramisu

Assorted Petit Fours

~along with~

Hand dipped chocolate strawberries, chocolate truffles and mini seasonal fruits

8.00 per guest

Mini Dessert Indulgences

~mini shot-glass size desserts, choose three from the following~

Strawberry Shortcake

Old Fashioned Carrot Cake

Rocky Road

Chocolate Peanut Butter Mousse

Blueberry Cheesecake

Tiramisu

Caramel Apple

Key Lime Pie

8.50 per guest

Assorted Miniature French Pastries (cream puffs, petit fours, miniature eclairs, etc.) and Tea Cookies

6.25 per guest

Ice Cream Sundae Station

Chocolate & Vanilla Ice Cream, Hot Fudge, Caramel, Strawberry,
M&Ms, Heath Bar Crunch, Crushed Reeses Peanut Butter Cups, Walnuts,
Cherries, Whipped Cream

7.00 per guest

S'mores Station

Plain, Cinnamon Sugar & Chocolate Graham Crackers

Chocolate Bars, Reeses Peanut Butter Cups

Marshmallows Galore!

7.00 per guest

The Candy Bar

Your guests will be "kids in the candy store" as they fill candy bags with assorted candies
displayed in oversized glasses and decorative jars with scoops

5.00 per guest

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Mini Italian Pastry Table

Almond Cream Puff, Assorted Cannolis, Italian Cookies,
Zeppole & Zuppa Inglese
9.00 per guest

Platters of Italian Cookies

~serves 8-10 guests~
25.00 per platter

Milk & Cookies

An assortment of seven varieties of cookies and ice cold milk
6.00 per guest

Crème Brulee

3.95 per guest

Passed Desserts

Miniature Ice Cream Cones

4.75 per guest

Cookie & Milk Shooters **OR** Donut & Flavored Milk

3.95 per guest

RI Autocrat Coffee Frappes

Mini coffee milk shakes in a shooter glass
3.95 per guest

Cupcake Tower

Unfilled standard size vanilla or chocolate cupcakes

With traditional vanilla or chocolate buttercream

1.50 each

Filled standard size cupcakes ~ choose up to two flavors

Vanilla with Raspberry Filling

Vanilla with Chocolate Mousse Filling

Vanilla with Lemon Filling

Chocolate with Chocolate Mousse Filling

Chocolate with Raspberry Filling

Chocolate with Peanut Butter Mousse Filling

2.50 each

Add a seashell white chocolate to any of the above ~ .25 per cupcake

Make it a jumbo cupcake ~ .50 additional per cupcake

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Officers' Club Specialty 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 95.00 each

Full Sheet Cake 165.00 each

Vanilla Butter Cream ~ *Vanilla Cake with Butter Cream Frosting*

Chocolate Butter Cream ~ *Chocolate Cake with Butter Cream Frosting*

Vanilla Raspberry ~ *Yellow Cake with Raspberry Preserves & Vanilla Butter Cream*

Mocha Cream ~ *Yellow Cake with Mocha Butter Cream*

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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

Please choose your level of bar service. 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 pre-arranged deposit.

Classic ~ up to 6.25 per drink

Amsterdam Flavored Vodkas
Svedka Vodka
Gilbey's Gin
Bacardi Superior Rum
Mount Gay Rum
Camarena Tequila
Jim Beam Whiskey
Seagrams 7 Blended Whisky
Kahlua
Peach Schnapps
Korbel Brandy
Cutty Sark Scotch Whisky

Top Shelf ~ up to 7.25 per drink

Deep Eddy Vodkas
Ketel One Vodka
Tito's Vodka
Bombay Sapphire Gin
Tanqueray Gin
Bacardi Spice Rum
Captain Morgan Rum
Thomas Tew Rum
Myers Dark Rum
Goslings Rum
Malibu Rum
Canadian Club Whisky
Seagrams VO Whisky
Southern Comfort
Woodford Reserve Bourbon
Crown Royal Canadian Whisky
Jack Daniels Whiskey
Jameson Irish Whiskey
Makers Mark Bourbon
Disaronno
Baileys
Dewars Blended Scotch Whisky

Premium~ up to 8.00 per drink

Stoli Vodka
Grey Goose Vodka
Patron Tequila
Knob Creek Bourbon Whiskey
Sons of Liberty Uprising Single-Malt Whiskey
Sons of Liberty Battle Cry Single-Malt Whiskey
Hennessey Cognac
Drambuie
Grand Marnier
Courvoisier Cognac

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, Guinness, Heineken, Heineken Light, 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

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Cash Bars

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

Korbel Champagne Toast ~ 4.25 per guest

Officers' Club Catering Dinner Wine List

Prices are per bottle, all bottles are .750 mil

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

Clos Du Bois ~ California ~ 36.00

Robert Mondavi Napa ~ California ~ 38.00

Pinot Grigio

Ecco Domani ~ Italy ~ 23.00

Chloe ~ California ~ 24.00

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

J. Lohr Estate ~ California ~ 36.00

St. Francis ~ California ~ 40.00

Malbec

Tamari ~ Argentina ~ 27.00

Pinot Noir

Chloe ~ California ~ 28.00

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

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Extra Amenities

Linens, Centerpieces & More

In House Colored Napkins ~ .50 each
Double Table Cloths (Ivory or White) ~ 5.00 each
Ceremony Bell ~ 25.00
House Faux Floral Centerpiece ~ 10.00 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
Chair Covers and Custom Invitation pricing. Delivery fee may 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 ~ 5.00 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
Screen Only ~ 15.00 each
Copies ~ .15 each
Fax ~ .50 per page

Dance Floor

Gearing Room ~ 50.00; Constellation Room ~ 75.00; Bay Room ~ 125.00; Grand Ballroom ~ 150.00 per dance floor
Staging ~ Each Staging Piece is Four-feet by Eight-feet ~ 20.00 per piece

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Directions & Travel Information to the Newport Officers' Club (401) 841-1442

Do not use MapQuest, GPS or Navigation Systems

Download the Navy MWR NAVSTA Newport app at the Apple Store or Google Play for door to door driving directions.

All drivers should be prepared to show valid, federally recognized driver's license, auto registration & proof of automobile insurance. With the exception of children, all passengers should be prepared to show valid, federally recognized driver's license or photo identification.

From T. F. Green Airport

Take I-95 South to Route 4, then follow signs to Newport (Route 138 East) and the Newport Bridge (toll - \$4).

Take the second exit off of Newport Bridge and a right at the end of the exit ramp onto Admiral Kalbfus Road (at Newport Grand). Go straight and under the overpass. At the rotary, take the second right (before the Shell station). Go over the railroad tracks and through the light to Gate One, where there will be a secured sentry booth. All guests must stop at the booth (be sure to dim your lights if traveling through at night). After the sentry booth take a left at the stop sign, then take the next left. The Officers' Club is on the right.

** This is approximately a 30-minute drive. These directions may also be used from the Providence area.*

From Points South, New York Area

Follow I-95 North to Rhode Island. Once in Rhode Island, take exit 3 (Route 138 East) and follow signs for Newport.

After approximately 30 minutes, look for signs for Newport Bridge. Cross the Jamestown Bridge followed by the Newport Bridge (toll - \$4). Follow rest of directions from TF Green Airport above.

** This is approximately a three and a half-hour drive from New York City.*

From the Providence Area

Take Route 195 East to Route 24 South, which then becomes Route 114 South. Follow Route 114 South into Newport to Admiral Kalbfus Road (at the Dominos). Take a right onto Admiral Kalbfus and follow through two sets of lights. Go straight and under the overpass. At the rotary, take the second right (before the Shell station). Go over the railroad tracks and through the light to Gate One where there will be a secured sentry booth. All guests must stop at the booth (be sure to dim your lights if traveling through at night). After the sentry booth take a left at the stop sign, then take the next left. The Officers' Club is on the right.

** This is approximately a 45-minute drive.*

From Points North, Boston Area

Leave Boston area on Route 128 South to Route 24 South, which then becomes Route 114 South.

Follow rest of directions from the Providence area above.

** This is approximately a one and a half-hour drive.*

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