



# **KIRTLAND CLUBS**

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## **Club Information Catering To You**

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

We are happy you picked the Kirtland clubs and stand ready to make this a memorable event. Our menus include our most popular items and are value priced for members. If you prefer to customize a menu our catering staff will be happy to work with you. Our experienced staff will offer suggestions and recommendations for theme parties and/or packages that will make your event unique. Featured in this packet are our traditional and most popular menu items. **On personal functions, members receive the added benefit of a 10% "Members First" discount on all food purchases.**

Our objective is to make this easy and stay within your budget. Our menu prices include:

- Complete menu ideas from start to finish
- Experienced wait staff to serve your guests
- China, glass, silverware, and appropriate chaffers, stenos and trays for menus chosen
- House linens to compliment the banquet room
- Cocktail napkins
- Table for your registration, cake, or display
- American and Air Force Flags when available

Your Catering Manager will help you plan for additional items needed, over and above the standard banquet needs. Please take time to review the Club Catering Brochure and General Information package to help you plan your next event. Our goal is to provide quality, consistent service, and exceptional creative cuisine in a unique setting for you and your guests. We appreciate the opportunity to serve you!

Thank You,  
The Club Management and Staff



## GETTING STARTED

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We need some information to book your party, which you can provide either by telephone or in person. Please note only club members can book a party. Eligible nonmembers do not receive this membership benefit.

Please provide the following:

- Host/sponsor's Name
- Grade
- Address
- Home and office telephone numbers
- Club card number and expiration date
- Name of group/organization hosting party
- Approximate number of attendees
- Serving time for cocktails and dinner

Please make preliminary arrangements for date, time, and location as early as possible. Final menu arrangements should be made in person and the contract signed within ten (10) days of the scheduled date or at the time the special function is booked. The club staff will follow up with you to ensure all arrangements are finalized. Our goal is to do this within 10 days of your party.



## GENERAL INFORMATION

Planning your next event with the Club is simple to do. Our Catering Staff will assist you in all aspects of your important event and will guide you through the easy procedures from start to finish. The general guidelines below will give you a better understanding of how we operate in order to provide our members with quality, consistent service and exceptional, creative cuisine. We look forward to working with you for an unforgettable event!

### NON-MILITARY EVENTS

There are restrictions on the use of the club by civic and civilian organizations. Should your organization fall into one of these categories and you would like to use the club, please provide the club manager the information listed below. The club manager will work with the commander for a final decision. Name of organization

- Type of organization, i.e., civic, civilian, nonprofit, etc.
- Purpose of organization
- The type of party you wish to hold and approximate attendance

If approved, please contact the catering department for details concerning available times and any applicable charges. Included in this document are room usage fees and guidelines to help you plan and stay within your meeting budget.

### PRO-RATA FORMS

For your convenience, we have pro-rata forms you may use to prorate and charge individual club member accounts. **When paying by cash or credit, members providing their club card number will receive a Members First discount of at least \$2.00.** For charges, please have the member sign beside their club card number. We would appreciate receiving the pro-rata forms before the function or by 1000 hours on the next workday after the function. Additionally, we ask for your assistance in ensuring the participants know the actual cost of meals and services being provided by the club. They should know of any costs above that amount required to cover non-club services.



## **GUEST ENTRANCE THROUGH THE MAIN GATE**

It is the responsibility of the Security Forces to stop all vehicles without a base registration decal. To help you and your guest through the main gate without delay and inconvenience, here are a few things you can do in advance of your function:

A list of the individuals attending the event must be typed and include both first and last names of each person. The list must include the time, date, and location of the event as well as a name and phone number of a point of contact in the event any problems or changes occur. The sponsor, who must be affiliated, must hand carry the list to the Police Services section and be personally delivered at least three (3) duty days prior to the event. All individuals attending the event must present proof of a valid drivers license, vehicle registration, and vehicle insurance to the gate sentry in order to gain access to the installation.

Sponsored Events: For security reasons, special event passes are required. Please request (by letter), base entry for non base connected personnel for a specific sponsored event. The letter should have an alphabetized, by name, list of attendees. Please include in the letter time, date, place, approximate number of attendees, and a point of contact (with duty and home phone numbers). The host/sponsor may drop off letters during normal duty hours.

## **FLAGS**

We have an Air Force Flag and an American Flag with stands at no charge when available. For specific state, general officer, or service flags, the base Protocol Office may be able to assist you.



## CLUB POLICIES

To implement a successful event, certain club policies are in place to insure quality, consistent service and exceptional, creative cuisine to our members. Please review the information below. Our Catering Staff will be happy to answer your questions about these guidelines. We look forward to serving you!

### OFF BASE PUBLICITY

Except for base newspapers, the purchase of commercial advertisements in any civilian media to publicize a private or club sponsored party is not permitted.

### FOOD AND BEVERAGE

You can bring food items such as wedding cakes, military ceremonial cakes, and special event pastries into the club. Should you have any other requirements, please ask our staff. Additionally, for the safety of our members, all food and beverages are either consumed or disposed of in the club. Exceptions are made when unusual circumstances occur; for example, inclement weather that prevents many guests from attending.

### GUARANTEES

To ensure the right items and quantities are on hand for your event, please provide your menu selection 10 business days in advance. Two business days before the event, please advise us of the number of guests to be served. We want to prepare sufficient food for the guaranteed number of attendees. We will work with the host/sponsor on any changes required. A 100% guarantee is required

### PAYMENTS

Cash, personal check, bank draft, your club card, and any commercial Visa or MasterCard is accepted for party payments. The club will accept your payment up to 2 business days after the event or the first business day after a weekend event.

### MULTIPLE ENTREES

The Club uses color codes on luncheons and dinners where multiple entrees are ordered. This practice expedites services and ensures each guest gets what they ordered. We will work with the host/sponsor by providing suggestions on the number of entrée offerings and a color code for each entrée that can be used by each attendee. The use of colored nametags, place cards, or tickets helps the servers distinguish what entrée to serve each guest.



### **SERVING TIME**

We pride ourselves in meeting the serving time listed on your contract. For seated functions, our staff will invite your guests to be seated 5 to 10 minutes prior to actual serving time. If, for any reason, you need to delay the serving time, please advise the catering staff as soon as possible to insure quality, taste and eye appeal of your meal. For meal service requests at other than normal operating club hours, special pricing may apply. Management will work with you to identify those charges in advance and, if applicable, will clearly indicate the charges on your contract.

### **MEETINGS AND SEMINARS**

We specialize in social events for members and guests that contract for food and beverage services. Members and organizations wishing to use rooms for private meetings and seminars need to contact the catering department for details concerning available times and any applicable charges. Included in this document are room use fees and guidelines to help you plan and stay within your meeting budget.

### **SPECIALIZED AUDIO VISUAL, VENDOR AND MATERIALS GUIDELINES**

For your convenience microphones, podiums, and limited audiovisual equipment items may be available through the catering department to support your function. Identify your needs to the catering department well in advance of the function so we can reserve these items for you. If a specialty item is not available within the club, we may be able to assist you by providing a list of sources for the required item. If any outside vendor delivers items to the club, they must coordinate with the catering department to receive clearance to come onto the base. If display or conference support materials are being shipped into the club, clearly mark the boxes with the name of the function, host/sponsor name and date. Also mark the boxes "Deliver to the Catering Department." Please notify the catering department of any special storage needs for rented or shipped items.

### **CANCELLATIONS**

In the event of a cancellation less than 30 days from the event a minimum charge of \$300.00 will rendered.

### **SERVICE CHARGE**

The total contracted food and beverage costs include a service charge of 20% for all in-house parties that are official military functions and a service charge of 20% for all other functions. There is no service charge on pay-as-you-go bar sales and for special function items ordered for take-out. Additional charges will incurred for functions catering out of the club.



### **TELEPHONE AND FAX NEEDS**

House telephones (if available) can dial anywhere on base. Phones may be available for local toll free calls. If DSN access lines are required, notify the catering manager during the function planning to discuss possible options for service. The catering department will accept incoming telephone messages for all event attendees. Messages will be placed on a message board. Other than in emergencies, conference and party guests are not paged for telephone calls. Guests should check the message board regularly. The catering department does not have internal resources for high volume duplication services; however, small quantity duplication and local fax service is available in the catering office at no charge.

### **DECORATIONS**

All decorations other than those provided by the club are the responsibility of the host/sponsor. To preserve the beauty of the club for all members and their guests we request no nailing, tacking or taping to the walls, ceiling or another part of the club without approval of club management. The host/sponsor is financially responsible for any damages to the facility resulting from misuse of decorations. With the exception of place cards and some individual table decorations, all decorations must be fire resistant and meet the codes of the base fire department. Our catering staff will assist you in coordinating your decorations in accordance with the fire codes. Please coordinate the time you plan to decorate your tables and area with the catering staff to insure there is no conflict with other functions.

### **PROPERTY, LIABILITY AND DAMAGES**

Neither the club, nor the Air Force is liable for any loss or damage to, merchandise, equipment, or articles left in any facility prior to, during, or following any event. The host/sponsor will be held responsible for any losses or damage to the building, equipment, house decorations or fixtures belonging to the club/base caused by the host/sponsor or guests. Damages will be billed to the host/sponsor at market replacement cost plus labor.



## **ROOM USE FEES AND ROOM DEPOSITS**

As a benefit of club membership, club members are not required to pay room use fees or room deposits for authorized personal functions. Applicable set up fees are listed below. Set up fees are discounted or waived if food and beverage dollars exceeds the room use fee price unless food or beverage purchase is minimal (such as beverages and light snacks/pastries). Set up fees cover setup/cleanup, room maintenance and general overhead expenses. Listed below is the meeting space available:

<u>Room Name</u>	<u>Set up and Restoration</u>
MVP	\$21.00
Daedalian	\$36.00
Hardin	\$21.00
Ground Zero	\$54.00
Manzano	\$56.00
Del Norte	\$42.00
Sandia 1	\$42.00
Sandia 2	\$35.00
Sandia 3	\$35.00
Heritage	\$21.00

## **BANQUET ROOM SPECIFICATIONS**



We have a variety of rooms at the club available for your special event. Our Catering Department will assist you in choosing the appropriate banquet room for your function. Availability of any given area depends upon regularly scheduled functions in that space.

## **BEVERAGE POLICIES AND CHARGES**

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### **BEVERAGES**

We have a "designated driver" program that provides free coffee, soda, to drivers you designate from your group. The club staff will stop serving alcoholic beverages to any individual they feel is intoxicated or nearing intoxication.

### **PARTY BARS**

There are two types of bars: "pay-as-you-go" and an "open" bar. There is a \$100.00 sales guarantee per bar tender.

**Pay-as-you-go Bar:** The guests order and pay for their drinks. Standard lounge drink prices apply. There is no service charge added to this type of bar service.

**Open Bar:** The host/sponsor agrees to pay for all drinks served. Drinks are dispensed to the guests free of charge with the host/sponsor assuming responsibility for payment. An open bar can be set up with a predetermined dollar amount or time limit. The dollar limit amount will be annotated in the contract. A register tab will be computed until the pre-set limit is reached. The 18% service charge will be added to the tab. The host/sponsor is responsible for assuring minors do not consume supervised or unsupervised alcoholic beverages.

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## HELPFUL PLANNING INFORMATION

Your catering department will assist you in planning your special event. However the information listed below will help you understand the appropriate amounts needed for your function.

### EQUIVALENTS

Bottle of Champagne:	=	6 - 8 glasses for toasting
750 MI Wine:	=	6 glasses
1.5 ltr Wine	=	10 glasses
Gallon Punch:	=	25 - 30 servings)

### HORS D'OEUVRES QUANTITY SUGGESTIONS

#### Light Hors d'oeuvres:

Usually served in early afternoon or prior to dinner;

Plan 4 to 6 pieces per person plus dips, spreads, fruit or vegetable trays

#### Medium Hors d'oeuvres:

Usually served mid to late afternoon and considered "bridge" food for the Period between lunch and an "after 6" dinner

Plan 7 to 10 pieces per person plus snack foods, chips, and dips

#### Heavy Hors d'oeuvres:

Usually a lunch substitute and/or a pre-show or light dinner substitute, which includes sliced meats and sandwich items.

Plan 11 to 13 pieces per person plus dips and fruit/cheese/vegetable trays

#### Meal Substitute Hors d'oeuvres:

Served in lieu of a meal and always includes hot/cold meat items

Plan 14 plus pieces per person

Enclosed in this menu packet are many types of hors d'oeuvres from which to choose. Your catering department will be happy to recommend items that compliment each other for a tasteful event.

# CATERING TO YOUR NEEDS



As a member, you have many options when entertaining your guests. Our enclosed catering menus will provide you with complete creative cuisine served by our quality service staff at the Club. You won't have to lift a finger to give your guests an event to remember for years to come. We also have a nice selection of items that transport well on those occasions when you want to have a hassle-free event at home.

## CARRY OUT SERVICE

Carryout services are available at the Club. Contact the catering department for ordering assistance and coordinating pickup schedules.

There is a 10% service charge on all Carry out orders.

## OFF-SITE CATERING SERVICES

Enclosed in this menu packet is a listing of most commonly asked for foods for your next event off-site. The catering department will assist you in ordering your choices and also to help you with additional needs.

Off site catering incurs a 25% service charge and additional labor fees if required to setup, staff and breakdown the function.

## ENTERTAINING AT HOME

We value you as a member. We know there are times you want to do things at home but may not have enough of a particular service item, i.e. glassware, china, or flatware to support your needs. We are here for you. Members do not pay any fee when borrowing, (for their personal use) small quantities of club daily-use china, glassware, flatware, or tables or chairs when these items are not in use in support of club functions.

Ice, when available in excess of club needs is given to members free of charge. However, members must provide their own containers and transport arrangements. In addition, sterno or other food warming products may be purchased at cost. Linen may be borrowed but a cleaning fee does apply. This membership lending benefit does not apply to squadron and private organizations.

All borrowed items will be signed out on a hand receipt and will have an explicit return date/time. Failure to return items on or before the agreed time will result in charges shown below for each item borrowed. Lost or broken items will be replaced at current cost.



Linens .....	\$ 2.75 each
Napkins.....	\$ .75 each
Tables .....	\$ 6.25 each
Silverware: Dinner Knives, Forks, Teaspoons .....	\$ 3.25 per set
Glassware: Bar, Wine, Water, Champagne Glasses.....	\$1.00 per glass
Dinner Plates .....	\$ 1.00 per set
Salad Plates.....	\$ 1.00 per set
Dessert Plates.....	\$ 1.00 per set
Coffee Cups.....	\$ 1.00 per set
Punch Bowl w/ ladle (glass) .....	\$ 5.00 per bowl
Chair covers.....	\$3.50 each
Sash.....	\$1.00 each

**Special order table cloths.**

120" Black rounds.....	\$6.75 each
120" Burgundy rounds.....	\$6.75 each
120" White rounds.....	\$6.75 each
120" Ivory rounds.....	\$6.75 each

**WEDDING INFORMATION**

Wedding receptions are one of the most important events you will ever plan or host. We provide expert advice and attention to detail to assist you in planning your reception at the Club. Enclosed in the menu packet is a Wedding Specialties page to highlight complimentary items and rental items for your event. In addition there are several Reception Packages to choose from to make it easy for you to plan this important event.

Each reception package includes:

- A 5 hour event
- cake or gift tables and dance floor if applicable
- House linens and napkins



### **BIRD SEED/FLOWER PETALS**

The throwing of bird seed or flower petals at wedding receptions is an accepted custom. Throwing of rice is not permitted due to the health hazard it presents to wildlife. The club manager must approve the throwing of any other materials. A modest \$35 cleanup fee will be charged for throwing items inside the club or in the entrance area outside the club.

### **TABLE SKIRTING AND LINENS**

We have table skirts and linens available in several colors for your celebration. In addition, the catering manager can order specialty linens for a nominal fee.

### **TABLE NUMBERS**

We have table numbers available and will place them on the tables to correspond with the seating arrangements. There is no charge for this service.

# CATERING NOTES



Lined area for writing notes, containing faint background text: special events, reunions, graduations, promotions, anniversaries, retirements, birthdays, and weddings.