

Our Facilities . . .

Welcome to the **Bay Breeze Community Center** at historic Fort Monroe, Virginia. Here, unparalleled views of the stunning Chesapeake Bay offer the perfect setting for the perfect occasion! Our Master Certified Food Executives have more than a quarter-century of professional experience in the catering and events industry. Put their creativity to work for you! Together, you'll design the ideal event, from intimate gatherings to full-scale V.I.P. receptions.

At the Bay Breeze Community Center, you'll discover:

- Elegant surroundings
- Privacy in a secure, intimate setting
- An opportunity to dovetail your event with outdoor activities at the pool, pavilion, beach and adjacent tennis courts
- Access to a wide variety of live entertainment options
- A skilled, enthusiastic full-service catering staff dedicated to making your affair a night (or day!) to remember

Following, you'll find everything you need to ensure a first-class event with memories to last a lifetime. Feeling overwhelmed by the planning process? We'll be happy to share with you a compilation of our guests' favorites, and offer fresh, new ideas from our talented chef, as well. Whether it's Sunday brunch, a promotion party or retirement farewell, an organization luncheon, a night of dinner and dancing or something in between, we're here to help.

Great food and atmosphere are the foundation upon which any successful event is built. At the Bay Breeze Community Center, we expertly prepare the freshest foods to create imaginative, memorable meals for every occasion. We invite you to challenge our chef's creativity with your own unique ideas for custom menu-building.

Our facility is rented in four (4) hour blocks. Please note that an additional labor charge applies for events requiring additional time. Our minimum usage charge is \$300 per hour. The Bay Breeze Community Center (BBCC) sets a standard number of servers based on the size and type of event. A supplementary \$100 per-staff-member charge applies for any additional servers you wish to have present. The BBCC charges no tax on events; however, federal and commonwealth governments require us to levy an 18% service charge on all food and beverage purchases.

Please accept our sincere thanks for considering us. We look forward to meeting with you to begin planning *your* perfect event. To make initial arrangements, please contact:

The Bay Breeze Community Center

Telephone: 757-788-4226 or 788-2406

Fax: 757-788-2245

email: monr.catering@us.army.mil



Bar Arrangements . . .

Bar Setups: The Bay Breeze Community Center offers a variety of bar arrangements from which to choose. Please note there is a non-refundable \$100 bartender fee for each bar requested. The bar may remain open for up to four (4) hours. You are not required to meet a spending minimum.

Cash (“Pay-as-you-Go” or “PAG”) Bar: A cash or no-host bar is one in which guests pay for their drinks as they receive them. For PAG setups, a cash register is placed at the bar.

Open (Host) Bar: An open or hosted bar is one in which the guests do not pay for the drinks they order. Your charge for this service is based on the total amount of liquor consumed. This charge is computed at the per-drink rate detailed in our bar beverage price list. Please note that a service charge of 18% is added to total sales.

Host (dollar limitation) Bar: With this option, the host establishes the maximum dollar amount to spend. When the cash register reaches that amount, the bar is closed. (The sponsor may exercise the option to extend the dollar limit or re-open as a cash bar.) Please note that a 30-minute inventory time is required before re-opening the bar, and a service charge of 18% is added to total sales.

Per-Person Bar: If arrangements are made to have a pre-set dollar amount for each guest on a bar tab, the host pays for the guaranteed number of attendees at the agreed-upon price.

Bar Stock: Catered event bars are stocked with:

- White, blush, and red house wines (prices start at \$3.50 per glass / \$11.50 per bottle)
- Bottles of champagne: \$11.50 per bottle
- Domestic and imported beers (prices start at \$3 per bottle / domestic beer kegs: \$175; import / premium beer kegs: \$275; pony kegs: \$90)
- House brands of vodka, bourbon, scotch, blend, gin, and rum (\$3.50 and up)

IMPORTANT NOTE: Prices are subject to change without notice.

The sale, consumption, or serving of alcoholic beverages to or by persons under the age of 21 years is not permitted. The responsibility for the conduct of each patron and guest, with respect to the consumption of alcoholic beverages on the premises, and in the operation of a motor vehicle following such consumption, lies with the individual patron and guest and / or the event host.

IMPORTANT NOTE: At no time may alcohol be removed from the premises.

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Arranging Your Special Event . . .

Initial arrangements for a catered event may be made by telephone, email, or in person. The telephone number for the catering office is **(757) 788-5656** or **788-4226**. We can be reached by email at monr.catering@us.army.mil.

Kindly provide us with the following information:

- Your full name
- Your address
- Your home and secondary (office or cellular, for example) phone numbers
- A valid email address
- The name of the group or organization for which the catered event is being booked
- The approximate number of expected attendees
- The time the function is to be served

The Bay Breeze catering manager will assist you in customizing your menu, and with room layout, bar service, entertainment and other prerequisites to make your event a complete success! If there is something you'd like to discuss that is not detailed in this brochure, just let us know. We'll make every effort to accommodate your requests.

IMPORTANT NOTE: If the management of the Bay Breeze Community Center agrees to cater an event totaling fewer than fifty (50) attendees and the event does not meet minimum spending requirements, prices as listed on our normal menu will not apply. Prices will instead reflect the complete coverage of all costs associated with catering an event of smaller attendance.

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Catering Policies . . .

Booking Procedures: You are required to sign a statement that your catered event conforms to all current Army policies as outlined in Army Regulation 215-1.

- **A CATERED EVENT IS NOT CONSIDERED “BOOKED” UNTIL THE HOST SIGNS THE CATERING AGREEMENT AND PAYS THE REQUIRED RETAINER.** This signature requirement may be satisfied by email or fax. Please note: In order to hold a room, the catering agreement must be signed when the retainer has been paid. Completion of one part of this process without the other is not considered sufficient to reserve space.
- Room reservations for catered events are booked on a first-come, first-served basis. The catering manager reserves the right to reassign rooms if necessary.

Attendance Guarantees: A written guarantee of the estimated number of guests attending must be provided when signing the catering agreement.

- **NO FEWER THAN 10 BUSINESS DAYS (“business days” are Monday through Friday) PRIOR TO THE EVENT YOU MUST PROVIDE THE CATERING MANAGER WITH A FINAL ATTENDANCE GUARANTEE AND PAYMENT** (unless prior alternative payment arrangements have been made with a BBCC manager).
- Changes may only be made by the host or a SINGLE designated representative.
- We accept no responsibility in serving more than the guarantee but will make every effort to accommodate.
- You are required to pay the guarantee even if the actual number of guests attending ultimately is less than the guarantee.

Sales Guarantees: Due to labor costs and other expenses, minimum sales guarantees are required. These guarantees are determined by the catering manager and made part of the catering agreement.

Deposits: Unless prior alternative arrangements have been agreed to by a BBCC manager, the host must make a \$250 retainer fee payment when booking an event. This deposit is non-refundable and non-applicable to food and beverage.

Payment: The method of payment must be determined in advance of the event. Full payment of the estimated event cost must be made within 10 business days (“business days” are Monday through Friday) prior to the event. This amount will be specified in the catering agreement.

- The host of an event is directly responsible for all costs and is expected to be present at the event.
- If jointly hosted, one host will be designated on the contract as responsible for all costs associated with the event.

IMPORTANT NOTE: If there is a host-sponsored charge (for example, bar charges), a credit card is required for payment of that charge.

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Catering Policies ... continued

IMPORTANT NOTE: Prices in the catering brochure are subject to change without notice.

For your convenience, we are pleased to offer two payment options:

- **Commercial charge:** Host must provide a valid credit card account number at the time of contract signing. We accept Visa and Master Card. Payment automatically will be charged to your account upon telephone confirmation of final charges.
- **Cash or check:** Payment is due upon final determination of charges or as otherwise specified on the catering agreement. Payment must be received two weeks prior to an event. NOTE: Delinquent accounts will be assessed a five (5) percent late charge.

Cancellations and Penalties: A cancellation fee will be assessed if the catering manager is notified of the cancellation 60 days or less from the event date as set forth in the catering agreement. The host also will be required to pay full price for any beverage or food items ordered exclusively for the catered event, or the full minimum spending limit set by management for the banquet room reserved.

Guest Conduct and Appearance: Guests are expected to meet standards of appearance and conduct of the facility.

- Catered-event hosts are responsible for the conduct of their guests while on event premises.
- The event host is responsible for any damage to facilities, equipment, or furnishings.

Prohibited Practices:

Conflict with regularly scheduled functions: CATERED EVENTS WILL NOT BE SCHEDULED IN CONFLICT WITH REGULARLY SCHEDULED (RECURRING) FUNCTIONS UNLESS THE HOST OBTAINS WRITTEN APPROVAL FROM THE DIRECTOR OF MORALE, WELFARE, AND RECREATION.

The following is STRICTLY PROHIBITED by Army Regulation 215-1. We will not permit:

- Any patron, guest, or group to bring their own food or beverage to a catered event for consumption on Bay Breeze Community Center premises. Exceptions are itemized in Army Regulation 215-1, and include wedding cakes or other specialty food items that may be provided by the sponsor of a private party or reception. Conditions will be specified in the event catering agreement.
- Use of facilities and services for persons or groups practicing discrimination as defined by Executive Order 11375, dated 13 October 1976.
- Gambling on premises
- Partisan political activities

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Catering Policies ... continued

Service Charge: An 18 percent service charge will be added to the total food and beverage cost of your function.

Gratuity: A gratuity of your determination may be added to the total cost of the food and beverage portion of your function. This gratuity will be shared among personnel who supported your event.

Flowers: Please consult the catering manager for local florists whose arrangements and other decorations have pleased other patrons. Note: we cannot be responsible for flowers left in the facility before or after your catered event.

Wedding Cakes: Please consult the catering manager for local bakers whose cakes have pleased other patrons. A time should be arranged directly with the vendor for wedding cake delivery.

IMPORTANT NOTE: The Bay Breeze Community Center staff is **NOT RESPONSIBLE FOR THE ASSEMBLY OF THESE CAKES**. Please arrange with your vendor to deliver and assemble the cake at the club. Your cake may be set up two (2) hours prior to your function.

Photographers: Please consult the catering manager for local photographers whose work has pleased other patrons. A time should be arranged directly with the photographer for any and all services provided.

Decorations: Decorations are welcome at all functions and are the responsibility of the host. We request that you coordinate with the catering office prior to affixing any decorations to the walls, ceilings, doors or other fixtures. Please remove all decorations after your event. Note: we cannot be responsible for decorations left in the facility.

Linens: We utilize a linen rental company and will work with you to determine the appropriate color(s) and proper number of linens needed.

Staffing: In pricing menus, we have considered costs and provided for sufficient staffing to successfully conduct events of all sizes and scopes. In the event that staffing above normal levels is required, a labor charge of \$100 per employee will be added. For elaborate programs or Very Important Person (VIP) events, we recommend you consult with the catering manager to discuss potential additional staffing requirements. Often, this enhances the speed and efficiency of service and allows tight event schedules to be met. Unless otherwise specified in the catering agreement, all food is served before beverages are served at sit-down dining events. Normal estimated staffing is as follows (Please note: this number may vary depending on the individual event):

FUNCTION	# SERVERS	# GUESTS
Bar	1	90
Stand-up reception	1	100
Sit-down Dining (served)	1	30
Sit down Dining (buffet)	1	50

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Catering Policies ... continued

Menus: Menus are assembled for convenience and easy selection. If you have a favorite dish that doesn't appear on our established menus, we will be pleased to provide it, if it's available to us. Any special menu item ordered must have a guaranteed number 21 days in advance. If a program is planned after the meal, a short interval (15 to 20 minutes) should be allowed following the dessert to enable the service staff to clear the tables before your program starts.

Mixed menus: Normally one or two entrees are selected for catered dining. This expedites preparation and service for the occasion. In the event that more than two entrees are necessary, an additional charge of \$2 per plate will be added to the price of the extra entrees.

Clean up charges: Clean up charges will be assessed if the facilities require extra cleaning service due to the throwing of confetti, excessive spillage, litter in the parking lot, bird seed, rose petals, fishing string from fixtures/ceilings, etc. **IMPORTANT NOTE:** This is a \$500 minimum charge.

Off-Premises Service: All events that take place outside of the Bay Breeze Community Center are considered OFF PREMISES. Any additional expense derived from catering off premises (labor, transportation, special equipment, etc.) will be added to the bill for that service. Not all menu items are available for off-premises service. An additional service charge of five (5) percent will be added to all off-premises catered events and minimum spending of \$1,500 is required regardless of the size of the event.

Pricing Policy: By regulation, we are not permitted to subsidize the cost of private parties. Our prices reflect the costs necessary to provide the types of services requested, as well as to assure that capital improvements may be made to our catering operations. **IMPORTANT NOTE:** No group or individual may receive special prices or privileges that are not available to facility patrons as a whole.

Entertainment: We can recommend and arrange for entertainment that suits your particular event. This includes musicians and groups of every musical style; clowns, and other specialty performers. Alternatively, you may arrange for your own entertainment. Please note:

- **Scheduling:** Entertainment cannot interfere with regularly scheduled facility functions or entertainment and must therefore be coordinated with the catering manager prior to the event. Functions held in private rooms during periods when regularly scheduled functions and entertainment are scheduled elsewhere in the facility will be timed to preclude excessive noise or other inconvenience. All entertainment must be known and approved in advance by the catering manager.
- **DMWR activity-scheduled entertainment:** Entertainment will be paid for with Directorate of Morale, Welfare, and Recreation (MWR) funds only when the general patronage is exclusively utilizing the facility for a regularly scheduled function. (This does not prohibit large reservations provided the general patronage retains full utilization of the facility.)

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