



BREAKFAST

Buffets • Plated

BREAKS

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Plated • Buffets

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Cocktails/Beverage Service • Wine List

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Plated • Buffets

HOLIDAYS & WEDDINGS

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Menus



BREAKFAST

The Continental Buffet

Selection of Chilled Juices

Assortment of Fresh Baked Pastries (Assorted Danish, Donuts, and Muffins)

Iced Tea and Ice Water

Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

\$5.95 per person

The Continental Plus Buffet

Selection of Chilled Juices

Assortment of Fresh Baked Pastries (Assorted Danish, Donuts, and Muffins)

Sliced Seasonal Fruits

Iced Tea and Ice Water

Freshly Brewed Coffee, Decaffeinated Coffee, and Hot Tea

\$7.95 per person

American Classic Buffet Plus

Selection of Chilled Juices (Orange, Apple, Pineapple Juices)

French toast, Maple Syrup, Sausage Links or Patties, Bacon, Scrambled Eggs,

Home Fried Potatoes, Biscuits, Butter and Assorted Jams

Freshly Brewed Coffee, Decaffeinated Coffee, and Hot Tea

\$9.95 per person



SERVED BREAKFAST

All Plated Breakfast Accompanied with Chilled Juice, Toast or Biscuit, Fresh Fruit garnish

Scrambled Farm Fresh Eggs (plated)

With Plump Sausage Links/Patties or Bacon and Home Fried Potatoes

\$8.50 per person

Grilled Sirloin Steak (plated)

Grilled Steak served with Scrambled Eggs and Home Fried Potatoes

\$11.95 per person

KOOM Pancake Platter (plated)

2 Pancakes with Sausage or Bacon served with Butter and Syrup.

\$7.95 per person

Sliced Seasonal Fruits (plated)

With Yogurt or Honey Sauce

\$8.50 per person

***** One entrée choice only per plated breakfast function, the Sliced Seasonal Fruit plate is available for those individuals w/ special diet requests *****

Minimum of 25 people

***** All Prices will incur a 15% Service Charge *****

ALL VALID CLUB CARDHOLDERS SHALL RECEIVE \$1.00 OFF PER MEMBER'S BREAKFAST MEAL



BREAKFAST

Breaks A La Carte

Beverages

Selection of Chilled Juices	\$4.95 per carafe
An Assortment of Can Sodas	\$1.00 each
Freshly Brewed Coffee	\$7.50 gallon
Iced Tea	\$7.50 gallon
Milk	\$4.50 per carafe
Fruit Punch	\$12.95 gallon
Lemonade	\$7.50 gallon
Bottled Water	\$1.00 each

Fresh Bakeries

Assorted Donuts	\$6.95 per dozen
Assorted Muffins	\$8.95 per dozen
Assorted Danish	\$7.95 per dozen
Fresh Baked Cookies	\$9.95 per dozen
Cream Puffs	\$9.50 per dozen
Turnovers (Apple, Cherry or Blueberry)	\$12.95 per dozen
Croissants	\$9.95 per dozen
Bagels (plain or assorted) & cream cheese	\$11.95 per dozen
Mini Muffins	\$5.95 per dozen
Mini Donuts	\$5.95 per dozen



LUNCH

Plated

Hearty Appetite

Marinated Chicken Breast
Served with Garlic Mashed Potatoes and Chef's Choice Vegetable
Rolls with Butter
Coffee & Tea Service

\$8.50 per person

KOOM Light Luncheon Treat

Cup of Soup of the Day
Chicken Cashew Salad on Croissant
Pasta Salad
Coffee & Tea Service

\$8.50 per person

Chef Salad

Fresh Greens Topped with Ham, Beef, Turkey and Cheese
Garnished with Boiled Egg and Tomato Wedge
With Choice of Dressing
Rolls with Butter
Coffee & Tea Service

\$8.50 per person

Beef Tips Burgundy

Tips of Beef sautéed with mushrooms and served in a rich burgundy sauce served with vegetable of the day.
Coffee & Tea Service

\$9.95 per person

A Cup of our Soup of the Day is available as a lunch addition for \$1.50 per person

***** One entrée choice only per plated lunch function, the Chef Salad entree is available for those individuals w/ special diet requests*****

****** All Prices will incur a 15% Service Charge ******



LUNCH Plated

Chicken Monterey

Charbroiled Chicken Breast topped with BBQ sauce and Monterey Jack cheese, garnished with bell pepper confetti and served with your choice of potato.
Coffee & Tea Service

\$8.50 per person

Chicken Miami

A Charbroiled boneless breast of chicken topped with honey mustard, bacon, and Monterey Jack Cheese. Served with your choice of potato or rice. Coffee & Tea Service

\$8.50 per person

Pasta Lovers Treat

Bowtie Pasta tossed with seasonal vegetables and sun dried tomato sauce. Served with a 4 oz chicken breast, Fresh baked rolls with Butter, Coffee and Tea service

\$ 8.95 per person

Chicken Shimeji

Boneless Chicken Breast with Shimeji Mushroom Sauce, Steamed Rice and Seasonal Vegetable, Fresh Baked Rolls with Butter, Coffee and Tea Service

\$8.50 per person

A Cup of our Soup of the Day is available as a lunch addition for \$1.50 per person

**** One entrée choice only per plated lunch function, the Chef Salad entree is available for those individuals w/ special diet requests****

Minimum of 25 people

***** All Prices will incur a 15% Service Charge *****



RECEPTION

Hot and Cold Hors d'oeuvres

HOT

Fried Buffalo Chicken Wings	\$8.95 per dozen
Vegetable Spring Rolls w/ Sauce	\$8.95 per dozen
Sweet & Sour, Swedish or Barbecue Meatballs	\$5.25 per dozen
Barbecue Cocktail Franks	\$4.25 per dozen
Jalapeño Poppers	\$10.95 per dozen
Wontons w/ Sauce	\$4.75 per dozen
Assorted Mini Quiche	\$10.95 per dozen
Crispy Fried Chicken Tenders Atlanta	\$11.95 per dozen
Chicken Yakitori w/ Sauce	\$9.95 per dozen
Shrimp Tempura	\$9.95 per dozen
Vegetable Tempura	\$5.50 per dozen
Grilled Beef Kabobs	\$9.95 per dozen
Mozzarella Cheese Sticks w/ Sauce	\$8.75 per dozen
Crab Ragoons	\$8.95 per dozen

COLD

Assorted Finger Sandwiches (Chicken, Tuna, Ham and Egg Salad)	\$5.50 per dozen
Smoked Salmon Finger Sandwiches	\$7.95 per dozen
Deviled Eggs	\$5.50 per dozen
Assorted Sushi	\$6.95 per dozen
Shrimp Pocket Inari Sushi	\$12.00 per dozen
Shrimp Sushi	\$12.00 per dozen
Tomato Basil Crostini	\$5.50 per dozen
Peeled & Eat Shrimp	\$17.95 per pound
Peeled Shrimp	\$19.95 per pound
Cream Cheese & Herb Ball Served w/ Crackers	\$9.95 per pound
Cream Cheese & Almond Nugget Balls Served w/ Crackers	\$9.95 per pound
Sliced Ham or Turkey Served w/ Mini Rolls & Condiments	\$7.75 per pound
Chips and Dip Tray	\$9.95 per tray
Pretzel and Peanut Tray	\$15.00 per tray
Side of Smoked Salmon Served w/ Whipped Cream Cheese and Crackers	\$93.50 each

Minimum order of 3 Dozen

**** All Prices will incur a 15% Service Charge ****



RECEPTION

Enhancements

Trays

Fancy Cheese Display Served w/ Sliced Baguettes

\$38.50 per Small (approx. 35 ppl) **\$55.00 per Large (approx. 70 ppl)**

Vegetable Crudités with Ranch Dip

\$27.50 per Small (approx. 25 ppl) **\$49.50 per Large (approx. 50 ppl)**

Sliced Fresh Fruit Display with Seasonal Berries, Served with Honey Sauce

\$38.50 per Small (approx. 25 ppl) **\$60.00 per Large (approx. 50 ppl)**

Deluxe Platter of Sliced Meats and Cheeses (Ham, Turkey, Beef, Salami)

\$9.95 per pounds (5 lbs. Serves approx. 25-30 ppl)

Carvings

Whole Roasted Turkey

\$65.00 each (Serves 50 guests)

Top Round of Beef with Horseradish, 6 dozen Mini Rolls & Condiments

7.00 per lb (Minimum 60 lb)

Honey Glazed Ham with 6 dozen Mini Rolls & Condiments

85.00 ea

Whole Roasted Pig

6.50 per lb (Minimum 60 lbs)

**** All Prices will incur a 15% Service Charge ****



Cocktails / Beverages

OFFICERS' CLUB COMPLEX

WINE LIST

White Wine

Jacobs Creek Chardonay

11.95 per bottle

Wyndom Estates 222

11.95 per bottle

Guntrum Reisling

6.95 per bottle

Blush

Berringer White Zinfandel

9.95 per bottle

Red

Black Swan

7.95 per bottle

Jacobs Creek Merlot

11.95 per bottle

Wyndom Estates 888

11.95 per bottle

Champagne

Andre White Champagne

6.95 per bottle

Sparkling Cider

4.50 per bottle

Special Function with 50 Bottles or more receives an additional \$1.00 off per-bottle



BEVERAGES

Pay as you go bar \$125.00 minimum guaranteed sales for the first 2 hours

Open Bar \$125.00 minimum guaranteed sales for the first 2 hours

Keg Beer (MGD or Miller Lite) each (In house)..... **\$300.00**

(Take Out)...Member's price..... **\$75.00**

+ \$42.00 refundable

(Take Out) Non-members' price..... **\$85.00**

+ \$42.00 refundable deposit

DINNER

Plated



Sumptuous Feast

Tossed Green Salad w/ Tomatoes, Cucumbers and Ranch Dressing
Sliced London Broil Coffee Rub or Chimichurri with Roasted New Potatoes,
and Chef's Choice Vegetables, Freshly Baked Rolls with Butter
Coffee & Tea Service

\$14.95 per person

Hometown Favorite

Fresh Tossed Greens w/ Tomatoes, Cucumbers, Carrots and House Dressing
Pork Loin Apple Glazed served with Rice Pilaf or Fried Rice and your choice of
Vegetable
Rolls with Butter
Coffee & Tea Service

\$13.95 per person

Kadena O'Club Favorite

Fresh Tossed Greens w/ Tomatoes, Cucumbers, Carrots and House Dressing
Boneless Chicken Breast:
Teriyaki, Shimeji Mushroom, Lemon Artichoke Herb, South West Enchilada
Sauce Cheddar Cheese
Served with Rice Pilaf and Chef's Vegetable
Rolls with Butter
Coffee & Tea Service

\$14.95 per person

*Boneless Chicken Breast stuffed with spinach, mozzarella, topped with mushroom
sauce* **\$15.95 per person**

Seafood Classic

Fresh Tossed Greens w/ Tomatoes, Cucumbers, Carrots and House Dressing
Baked Salmon with Dill Sauce or Herb de Provence served with Rice Pilaf and
Chef's Vegetable
Rolls with Butter
Coffee & Tea Service

\$16.95 per person

Club Classic

Fresh Tossed Greens w/ Tomatoes, Cucumber, Carrots and House Dressing
10 oz. Roasted Prime Rib of Beef Au Jus
Served with Mashed Potatoes and Chef's Vegetable
Rolls with Butter

Coffee & Tea Service **\$18.95 per person**



DINNER

Plated and Split Menu Delights

O'Club Award's Night

Fresh Tossed Greens w/ Tomatoes, Cucumbers, Carrots and House Dressing
Sliced Beef Tenderloin with Port Wine Sauce
Served with Roasted Potatoes and Chef's Vegetable
Rolls with Butter
Coffee & Tea Service

\$16.95 per person

O'Club Award's Night 1

Fresh Tossed Greens w/ Tomatoes, Cucumbers, Carrots and House Dressing
6 oz. Petite Filet Mignon
- And -
Grilled Lemon Herb Chicken or Grilled Rosemary Chicken
Served with Roasted Potatoes
Chef's Vegetable
Rolls with Butter
Coffee & Tea Service

\$18.95 per person

O'Club Award's Night 2

Fresh Tossed Greens w/ Tomatoes, Cucumbers, Carrots and House Dressing
6 oz. Petite Filet Mignon and Grilled Swordfish or Salmon
Served with Roasted Potatoes
Chef's Vegetable
Rolls with Butter
Coffee & Tea Service

\$19.95 per person

Cup of our Soup of the Day is available as a dinner addition for \$1.50 per person

***** Two entrée choices only per plated dinner function, a Vegetable Stir Fry with rice entree is available @ \$12.95 per person for those individuals w/ special diet requests *****

***** All Prices will incur a 15% Service Charge *****



DINNER

Build Your Own Buffet (50 guest minimum)

All Buffets include:

Fresh Tossed Green Salad and Tomatoes with House Dressing
Rolls and Butter
Coffee & Tea Service

Classic Buffet: Choose (1) Salads, (2) Meats, (2) Starches, (2) Vegetables,
(1) Dessert

\$17.95 per person

Sumptuous Buffet: Choose (1) Salads, (3) Meats, (2) Starches,
(2) Vegetables, (2) Desserts

\$19.95 per person

Meats/Main Course

Sliced London Broil
Huli Huli Chicken
Teriyaki Chicken Breast
Lemon Herb Chicken
Breaded Pollock
Sliced Turkey Breast
Fried Catfish
Fried, BBQ, or Baked Chicken
Kailua Pork
Smoked Glazed Ham
Baked Salmon

Starches

Au Gratin Potatoes
Mashed Potatoes w/ Gravy
Steamed Rice
Roasted New Potatoes
Linguini Marinara
Rice Pilaf
Macaroni and Cheese
Fried Rice
Garlic Mashed potatoes

Vegetables

Green Beans with Almonds
Peas with Mushrooms
Steamed Broccoli Spears
Buttered Corn
Stir Fried Vegetables
Bouquet ere - Broccoli, Carrots & Cauliflower

Desserts

Chocolate Mousse
Apple Pie
German Chocolate Cake
Carrot Cake
Assorted Fruit Cobblers
Cream Pies

Salads

Potato Salad
Marinated Cucumber & Tomato Salad
Cole Slaw
Macaroni Salad
Three Bean Salad
Fruit Salad

**** All Prices will incur a 15% Service Charge ****

Club members will receive a \$2 discount of dinner meals



LUNCH AND DINNER

BUFFETS

Southern Buffet

Creamy Potato Salad
Classic Crispy Cole Slaw
Deep Fried Catfish
Crispy Fried Chicken
Grilled Pork Chops
Mashed Potatoes and Cream Gravy
Turnip Greens
Macaroni and Cheese
Corn on the Cob
Warm Fruit Cobbler
Hot Biscuits with Butter
Coffee and Tea Service

\$15.95 per person

Jazz Club Dinner

Fancy Green Salad with Toasted Walnuts, Blue Cheese and Raspberry Vinaigrette
Chilled Shrimp on Ice with Cocktail Sauce and Lemons
Imported and domestic Cheese with Fruit and Sliced Baguettes
Carved Prime Rib of Beef
Chef Choice Pasta
Chefs Vegetables
Roasted New Potatoes
Assortment of Cheesecakes
Coffee and Tea Service

\$19.95 per person

*Minimum of 50 people
A 15% service charge will apply*



TAKE OUT SERVICES

Cole Slaw, Potato Salad, Macaroni Salad or Cucumber Vinaigrette Salad

\$.75 per 3 oz. serving

Imitation Crab Salad

\$1.25 per 3 oz. serving

White Rice

\$.75 per 3 oz. serving

Fried Rice

\$.95 per 3 oz. serving

Baked Potato w/ Butter and Sour Cream

\$1.00 each

Stuffed Baked Potato

\$1.50 each

Green Beans Almandine, Buttered Corn or Glazed Whole Baby Carrots

\$.75 per 3 oz. serving

Baked Beans

\$.75 per 3 oz. serving

Dinner Rolls w/ Butter

\$3.50 per dozen

Baked Chicken

\$2.95 per pound

BBQ Pork Ribs

\$9.00 per pound

Whole Cooked Pitt Ham (avg. 12-14 lbs.)

\$7.00 per pound

Additional take-out selections are available from the Hors d'oeuvres and Enhancements menu pages; please see Catering Manager for recommended take-out suggestions

****** A three-day advance notice is required for all take-out orders and orders must be placed in person, telephone orders are not accepted ******

****** All Take-out orders will incur a 5% Service charge *****



WEDDINGS

Reception Hors d'oeuvres

Club Classic

Tomato Basil Crostini (2pcs. per person)
Assorted Finger Sandwiches
Fancy Deviled Eggs (2 pcs. per person)
Imported and Domestic Cheeses with Sliced Baguettes
Vegetable Crudités with Ranch Dressing
Assorted Dips and Chips
Fruit Punch
Coffee Service
\$6.50 per person

Gala Affair

Tomato Basil Crostini (2 pcs. per person)
Chicken Yakitori (3 pcs. per person)
Assorted Finger Sandwiches
Fancy Deviled Eggs (2 pcs. per person)
Vegetable Crudités with Ranch Dressing
Assorted Dips and Chips
Fruit Platter
Deluxe Sliced Meats, Imported and Domestic Cheeses
with Rolls and Condiments
Fruit Punch
Coffee Service
\$9.95 per person

A Touch of Class

Chilled Shrimp with Tangy Cocktail Sauce and Lemon (3 per person)
Assorted Finger Sandwiches
Vegetable Crudités with Ranch Dressing
Fruit Platter
Whole French Baked Brie w/Crushed Raspberries and sliced Baguettes
Chicken Yakitori (2 pcs. per person)
Crab Rangoon's with Sauce (3 per person)
Chicken and Cheese Quesadillas (3 per person)
Carved Steamship of Beef served with Creamy Horseradish Sauce and
Rolls
Fruit Punch
Coffee Service
\$16.95 per person

Minimum of 50 people

15% service charge will apply



CHOCOLATE FOUNTAIN

Chocolate Fountain with assorted dipping items

(Cookies, crackers, marshmallows, pretzels, pound cake, seasonal fruits)

Add a chocolate fountain to any party

\$195.00 50 people

\$240.00 100 people

\$325.00 200 people

DECADENT DESSERT BUFFET

Assorted Dessert

Chocolate Fountain with Assorted Dipping Items (cookies, graham crackers, marshmallows, pretzels, pound cake, seasonal fruits,)

Iced Tea and Freshly Brewed Coffee

\$9.95 per person

Minimum of 50 people

15% service charge will apply



**Kadena Officers' Club offers the following items
on a complimentary basis
for your special event:**

- Available Tablecloth Colors & Sizes
 - White, Raspberry, Royal Blue, Navy Blue, Red, Burgundy, Hunter Green, Gold and Black
 - Colors are available for Skirting (except Gold), Square, Long & Round Tables
- Available Napkins Colors
 - White, Raspberry, Royal Blue, Navy Blue, Red, Burgundy, Hunter Green, Gold and Black
- Candles (1 Hurricane Globe per round table or up to 2 Votive Candles per table)
- Registration Table (draped and skirted)
 - 6' x 30"
- Gift Table (draped and skirted)
 - 6' x 30"
- Cake Table (draped and skirted)
 - 5' round
 - 6' x 30"
- Chaffing dishes with Sternos (based on food ordered)

Off-Site Catering

***** All Prices will incur a 25% Service Charge ******

***** There is a minimum food sale of \$500.00 per off-site catered event. ******



Club Information Catering To You

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

We are happy you considered the Kadena Officers' Club and we stand ready to make this a memorable event. Our menus include our most popular and traditional items, which are value priced for club members. If you prefer to customize a menu, our Catering Manager 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.

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
- Standard table and chair setups to include labor
- China, glass, silverware, and appropriate chaffers, sternos and trays for menus chosen
- House linens to compliment the banquet room
- Cocktail napkins
- Standing podium for your speaker
- 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 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 Kadena Officers' Club Management and Staff



GETTING STARTED

We need some information to book your special function, which you can provide either by telephone or in person. Please note that only club members may book a function; 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
- Start times and/or serving times

Please make preliminary arrangements for date, time, and location as early as possible; we accept reservations up to 6 months in advance. **Final menu arrangements should be made in person and the contract signed within three (3) weeks of the scheduled date. The party sponsor is expected to follow up with the club to ensure all arrangements are finalized; headcount guarantees are given, etc. within 72 hours of the party.**



GENERAL INFORMATION

Planning your next event with the Kadena Officers' Club is simple to do. Our Catering Manager 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 available which you may use to prorate and charge individual club member accounts. For charges, the member must sign beside their club card number. We would appreciate receiving the pro-rata forms 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 nonclub 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 guests through the main gate without delay and inconvenience, the following steps should be done in advance of your function:



Sponsored Events: For security reasons, special event passes are required. Please request (by letter), base entry for nonbase 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 to the Pass & ID office located at Bldg. #721B (634-4172) on Kadena. A sample letter is also available at this location.

FLAGS

We have the American, Japanese and Air Force Flags, as well as the one, two, three and four star General's Flags with stands at no charge when available. Please make these flag requests at the time of contract finalization to ensure availability.

CLUB POLICIES



To implement a successful event, certain club policies are in place to insure quality, consistent service and exceptional, creative cuisine for our members. Please review the information below. Our Catering Manager 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

Only food and beverages provided, produced, obtained, or contracted by the Officers' Club may be served in the function rooms or Club facilities. The Club Manager may override this policy when the club does not have the resource to produce, obtain or contract needed items. 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. Unfortunately, due to uncertain market conditions, food and beverage substitutions may be necessary; the Catering Manager will be in touch with you regarding this type of situation.

GUARANTEES

To ensure the right items and quantities are on hand for your event, please provide your menu selection a minimum of 3 weeks in advance. Three business days before the special function please advise us of the number of guests to be served. Once a guarantee is given, it is only possible to raise that number within the 72 hours. The party sponsor will be responsible for payment for no less than 100% of the final guarantee.

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 1 business day after the event or the first business day after a weekend event. Payments not made by this time will be billed to the party sponsor's club card account.



Please note Member First Pricing Policy: All valid Air Force Club Cardholders will receive a dollar (\$2) or percentage (10%) discount per-member for special functions, depending on the type of menu selected. It is the sponsor's responsibility to capture club card information for their function.

MULTIPLE ENTREES

The Club requires color codes on plated functions where multiple entrees are ordered. This practice expedites service and ensures guests get what they ordered. The use of colored nametags, place cards, or tickets are all examples of color codes which help the servers distinguish what entrée to serve each guest. The responsibility for color coding each individual place setting rests with the party host.

SERVING TIME

We pride ourselves in meeting the serving time listed on your contract. For seated functions, the master of ceremony should invite your guests to be seated 5 to 10 minutes prior to the 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.

AUDIO VISUAL GUIDELINES

For your convenience, microphones, podiums, and limited audiovisual equipment items are 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.

ANNOUNCEMENT SIGNS

On the date of your event, the name of your function and the room location will be posted in a highly visible area of the club. Should you require additional signs, displays, banners, exhibits and decorations, please ask the catering department for assistance.



CANCELLATIONS

The Kadena Officers' Club cancellation policy states that all special functions should be cancelled no later than 3 weeks prior to the function date or a \$250.00 cancellation fee will be charged.

SERVICE CHARGE

The total contracted food and beverage costs will include a service charge of 15% for all in-house parties. Parties catered by the club to an off-site location will incur a 25% service charge. Additionally, there is a 5% surcharge for all take-out orders.

TELEPHONE AND FAX NEEDS

House telephones can dial anywhere on base. 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 and 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 is available in the club customer service 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 Manager 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.

MINIMUM REQUIRED CATERED FOOD SALE

As a benefit of club membership, club members are not required to pay room use fees or room deposits for personal or official functions contracting food and beverages, as long as they meet the minimum food sales requirement. Listed below are the rooms and applicable minimum food sales every 4 hours:

<u>Room Name</u>	<u>Room Dimensions</u>	<u>MINIMUM REQUIRED FOOD SALE</u>
Kudaka Room	78' x 75'	\$500*
Daedalian/Torii Room	80' x 38'	\$300*
Daedalian Room	40' x 38'	\$150*
Torii Room	40' x 38'	\$150*
Skoshi Room	32' x 19'	\$100*

* Minimum Plus 15% Service Charge

BANQUET ROOM SPECIFICATIONS

We have a variety of rooms at the club available for your special event. Our Catering Manager 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. Below is a chart for the maximum capacity allowed in each banquet room. These maximums are limits we may not exceed due to Fire Safety Codes.

Room	Seated <u>Meals</u>	Buffet <u>Meals</u>	Reception <u>Only</u>	Classroom/ <u>Meeting</u>	Theater/ <u>Meeting</u>
Kudaka Room	325	250	375	N/A	N/A
Daedalian/Torii Room	120	90	140	100	150
Daedalian Room	60	N/A	60	48	75
Torii Room	60	N/A	60	48	75
Skoshi Room	30	N/A	30	N/A	N/A

Please note, room reassignments may be necessary based on changes in the needs of the club and/or the function. The Catering Manager will contact the party host of such situations.



BEVERAGE POLICIES AND CHARGES

BEVERAGES

Beverages can be ordered from the enclosed menu or we can provide a private bar for your guests. We have a "designated driver" program that provides free coffee, soda, and juice 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 "open" bar. There is a \$75 sales guarantee per bar for the first hour and a \$50 sales guarantee per bar for each additional hour. If your party does not meet these minimums, a charge of \$20 per bar, per hour will be applied to cover bar labor. The minimum sales guarantee is 1 hour.

Pay-as-you-go Bar: The guests order and pay for their drinks. Standard lounge drink prices apply. See enclosed menu page on beverage prices. 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, both of which would be annotated in the contract. A register tab will be computed until the pre-set limit is reached. A 10% service charge applies to the bar total.

The host/sponsor is responsible for assuring minors do not consume supervised or unsupervised alcoholic beverages.



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:	=	8 glasses for toasting
Bottle of Wine (750ml):	=	8 glasses (4 oz per glass)
Gallon Punch:	=	30 servings (4 oz per glass)
Full Barrel of Beer:	=	180-200 glasses (10 oz per glass)

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 Kadena Officers' 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.

TAKE-OUT SERVICE

Take-out services are available at the Kadena Officers' Club. Contact the catering department for ordering assistance and coordinating pickup schedules.

ENTERTAINING AT HOME

We value you as a member. We know there are times you want to do things at home but you 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, or flatware 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, linen may be borrowed from the club but a cleaning fee does apply. These membership-lending benefits do 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. Lost or broken items will be replaced at current cost.

Linens:

54" x 54" square tablecloths	\$1.00 each
120" x 54" long tablecloths	\$2.00 each
90" round tablecloths.....	\$2.00 each
18" x 18" napkins	\$.50 each

Dinner wear:

Club China.....	\$3.00 per set
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Glassware.....\$0.75 per glass
Silverware.....\$1.00 per set

Due to our limited supply, we do not rent or loan table skirting, chaffing dishes or food platters.



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 Kadena Officers' Club. Enclosed in the menu packet is a Wedding Specialties page to highlight complimentary 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 4 hour event
- Room Setup, including cake and gift tables
- House Linens and Napkins
- Votive or Hurricane Candles
- Hot and Cold Hors d'oeuvres
- Coffee Service
- Fruit Punch
- Wait Staff to tray pass Champagne or Sparkling Cider "Toast"

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 Kadena Officers' Club Manager must approve the throwing of any other materials. A modest 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.

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.

*****Thank you for choosing the Kadena Officers' Club for your Catering needs*****

CATERING NOTES



A large rectangular area with a double-line border (outer blue, inner red) containing 20 horizontal red lines for writing notes.