

***WELCOME
TO THE
EGLIN BAYVIEW CLUB***

CREATING A MEMORABLE DINING EXPERIENCE

Catering Guide

EGLIN CATERING & CLUB INFORMATION

Our goal is to provide quality, consistent service & exceptional, creative cuisine to our club members and their guests in a unique and extraordinary setting.

We are happy that you have chosen the Bayview Club to provide you with a beautiful and affordable venue for your 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 more than happy to assist you. On personal functions, Club members receive the added benefit of a 10% "Members First" discount on all food purchases and offset room rentals when purchasing food.

We can host a variety of events large or small. Some of these include but are not limited to:

- *Retirement, Promotion Receptions*
- *Weddings & Anniversaries*
- *Conferences*
- *Birthdays*
- *Holiday Parties*

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, stenos 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 • Dance Floor

Your Catering Manager will help you plan for additional items needed over and above the standard banquet needs. Please take the time to review the Club Catering Brochure package to help you plan your next event. We appreciate the opportunity to serve you!

Sincerely,

The Bayview Club Management

Contact us for your next event, stop on by, call or email us any questions/requests.

1018 Boatner Rd. Bldg#10870

Eglin AFB, FL 32542

Office: (850) 882-4766

DSN: 312-872-4766

Email: 96FSS.fswc.BayviewClub@us.af.mil

GETTING STARTED

We need some information to book your party, which you can provide by either stopping by, calling (850) 882-4766, or emailing 96FSS.fswc.BayviewClub@us.af.mil

*****Please note only club members can book a party for a personal event and be free of room charges if the member is purchasing food equal or greater than the established minimum sales room fee. Nonmembers, private organizations, booster clubs, etc.... do not receive this membership benefit. Please provide the following:**

- **Host/Sponsor's Name**
- **Grade/Rank**
- **Address**
- **Home, Office & Fax Telephone Numbers**
- **Email (Work and/or Home)**
- **Memberplanet Air Force Club Number**
- **Two Forms of Payment for Weddings**
- **Name of Group/Organization of Hosting Party**
- **Approximate Number of Attendees**
- **Serving Time for Cocktails & Dinner**

Please make preliminary arrangements for time, date and location as early as possible. Upon your request we will make a contract to reserve the room. This contract is considered tentative until it is signed and a room fee paid. Tentative contracts for Military events will be held for 3 business days (7 days for private events). At the end of this time period we will release the room. It is the client's responsibility to contact us to sign a contract and pay the room fee. If no further contact has been made on the 3 or 7 day mark from initial booking, it will automatically be kicked out of the system, and the room released for availability. Only Club Card Members can sign a contract. We prefer functions to be booked at least 60 days in advance, final menu selections and updated headcount 30 days in advance, a concrete plan with food, service times and updated headcount 14 days in advance, and a final headcount and details three working days prior to the event. Functions are booked on a first come, first serve basis as is determined by the first deposit paid. For information on becoming a club member, please go to www.myairforcelife.com, click the "Join Now" hyperlink and follow the link to the account setup page of MemberPlanet.

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.

GENERAL INFORMATION

BANQUET ROOM SPECIFICATIONS:

We have a variety of rooms at the club available for your special event. Our catering staff will assist you in choosing the right room for your event. Availability of any giving area depends upon regularly scheduled functions in that space. Below is a chart that shows the maximum capacity number of guest allowed in each of our rooms. These maximums are limits we cannot exceed due to fire safety codes.

<u>Room Name</u>	<u>Seated Meals</u>	<u>Reception Only</u>	<u>Classroom Style</u>	<u>Theater Style</u>
<i>Ballroom</i>	<i>350</i>	<i>400</i>	<i>150</i>	<i>350</i>
<i>Ballroom & Formal</i>	<i>400</i>	<i>700</i>	<i>170</i>	<i>400</i>
<i>Formal</i>	<i>60</i>	<i>125</i>	<i>40</i>	<i>60</i>
<i>Sand-dollar</i>	<i>160</i>	<i>250</i>	<i>100</i>	<i>200</i>
<i>Party Rooms (each)</i>	<i>30</i>	<i>40</i>	<i>30</i>	<i>40</i>
<i>Dining Room</i>	<i>80</i>	<i>150</i>	<i>N/A</i>	<i>N/A</i>

EVENT BOOKING REQUIRMENTS:

Club members do not need to pay a deposits. Non-club members must pay a deposit (20% of bill) on all booked events. All booked events need to have two forms of payments listed. Cancellation penalties do apply-please see cancellation policy section for details. No rooms will be held until contact is signed. If you would like to make a deposit keep in mind that the entire amount of this deposit will be applied to the overall cost of the event.

NO ROOMS WILL BE HELD OR CONSIDERED BOOKED UNTIL THE POC SIGNS THE CONTRACT

ROOM USE FEES:

As a benefit of club membership, club members are not required to pay room use fees or deposits for authorized personal events. However, a room set-up fee will apply if the minimum sales requirements below are not met for non-military events and other authorized customers. For all other events the applicable room use fees are listed below. Room fees are waived if food & beverage dollars exceeds the minimum sales plus room fee total requirements for each four (4) hour period the room is booked. \$150 per hour room fee on all events exceeding 4 hours, and a \$250 per hour fee after midnight. Listed

below are the room use fees & minimum sales requirements. Please note all dining room bookings must be cleared through Bayview Club Management prior to reservation.

GENERAL INFORMATION
Room Fees for Un-Official Events

Theater Style Seating	0-50 People	50-100 People	100-150 People	150-200 People	200-250 People	250+ People
Ballroom	\$240.00	\$268.00	\$340.00	\$425.00	\$497.00	\$554.00
Formal Lounge	\$205.00	\$234.00	NA	NA	NA	NA
Sand-Dollar Lounge	\$232.00	\$260.00	\$332.49	NA	NA	NA
Dining Room	\$215.00	\$242.00	NA	NA	NA	NA
Daedallion Room	\$193.00	\$221.00	NA	NA	NA	NA
Party Room 1	\$193.00	\$221.00	NA	NA	NA	NA
Party Room 2	\$193.00	\$221.00	NA	NA	NA	NA
MINIMUM SALES TO OFFSET ROOM FEES	Room Charge + \$75	Room Charge + \$75	Room Charge + \$75	Room Charge + \$75	Room Charge + \$75	Room Charge + \$75
Classroom/Dining Style Seating	0-50 People	50-100 People	100-150 People	150-200 People	200-250 People	250+ People
Ballroom	\$479.00	\$600.00	\$782.00	\$985.00	\$1,126.00	\$1,248.00
Formal Lounge	\$445.00	\$566.00	NA	NA	NA	NA
Sand-Dollar Lounge	\$425.00	\$593.00	\$775.00	NA	NA	NA
Dining Room	\$471.00	\$575.00	NA	NA	NA	NA
Daedallion Room	\$425.00	\$554.00	NA	NA	NA	NA
Party Room 1	\$432.00	\$554.00	NA	NA	NA	NA
Party Room 2	\$432.00	\$554.00	NA	NA	NA	NA
MINIMUM SALES TO OFFSET ROOM FEES	Room Charge + \$75	Room Charge + \$75	Room Charge + \$75	Room Charge + \$75	Room Charge + \$75	Room Charge + \$75

GENERAL INFORMATION
Room Fees for Official Events

Theater Style Seating	0-50 People	50-100 People	100-150 People	150-200 People	200-250 People	250+ People
<i>Ballroom</i>	\$125.00	\$150.00	\$175.00	\$200.00	\$200.00	\$200.00
<i>Formal Lounge</i>	\$75.00	\$100.00	NA	NA	NA	NA
<i>Sand-Dollar Lounge</i>	\$100.00	\$125.00	\$150.00	NA	NA	NA
<i>Dining Room</i>	\$100.00	\$125.00	NA	NA	NA	NA
<i>Daedallion Room</i>	\$75.00	\$100.00	NA	NA	NA	NA
<i>Party Room 1</i>	\$75.00	\$100.00	NA	NA	NA	NA
<i>Party Room 2</i>	\$75.00	\$100.00	NA	NA	NA	NA
MINIMUM SALES TO OFFSET ROOM FEES	Room Charge	Room Charge	Room Charge	Room Charge	Room Charge	Room Charge
Classroom/Dining Style Seating	0-50 People	50-100 People	100-150 People	150-200 People	200-250 People	250+ People
Ballroom	\$175.00	\$200.00	\$225.00	\$250.00	\$250.00	\$250.00
Formal Lounge	\$125.00	\$150.00	NA	NA	NA	NA
Sand-Dollar Lounge	\$150.00	\$175.00	\$200.00	NA	NA	NA
Dining Room	\$150.00	\$175.00	NA	NA	NA	NA
Daedallion Room	\$150.00	\$175.00	NA	NA	NA	NA
Party Room 1	\$150.00	\$175.00	NA	NA	NA	NA
Party Room 2	\$150.00	\$175.00	NA	NA	NA	NA
MINIMUM SALES TO OFFSET ROOM FEES	Room Charge	Room Charge	Room Charge	Room Charge	Room Charge	Room Charge

GENERAL INFORMATION

GUEST ENTRANCE THROUGH THE MAIN GATE:

It is the responsibility of the Security Forces to stop all vehicles without proper identification. To help you and your guest through the main gate without delay and inconvenience, please follow the instructions below.

*Entry Authority Lists (EAL) must be used when six (6) or more visitors are being sponsored on the base. Please take seven (7) copies of the EAL to Security Forces Squadron to Bldg. 272-room 116 **three duty days prior to the event.***

EALs will reflect the full name, address, phone number, and unit of an authorized base affiliated sponsor and will include the full name of each visitor, valid Driver license number, social security number and DOB Ask the caterer to email or print you a copy of the current EAL format. You must attach a separate list to your letter or just copy your names to their format. You may also call Security Forces at 850-882-2865.

PRO-RATA FORMS:

For your convenience, we have pro-rata spreadsheets that you may use to prorate and charge individual club member accounts.

When paying by cash or credit members providing their Memberplanet number will receive a Members First Discount of \$2.00. Additionally, you must ensure participants know the actual cost of meals and services being provided by the club. They should know of any costs above the amount required to cover non-club service

We must receive the pro-rata forms 3 days before the function. POC is responsible for ALL declined credit card payments.

GUARANTEE:

The guaranteed number of guests for all functions must be submitted to the club by 12:00pm (noon) 5 (5) business days prior to the date of the function by emailing 96FSS.fswc.BayviewClub@us.af.mil. If the guaranteed number of guest is not received by the cut-off date, the club will use the "expected" number of guest last submitted by the host as the correct number. The number becomes the minimum number of guest used in calculating food preparation and cannot be lowered. Should the number of guest in attendance of the event exceed the guarantee, the host/sponsor will be charged for the actual number of guests. On all food & beverage functions, the club will set up seating for up to five percent (5%) over the guaranteed number and will prepare the food for five percent (5%) over the guaranteed number. We reserve the right to change groups to a room suitable for attendance if attendance decreases.

CANCELLATIONS:

Should the host cancel the event within 120 days from the event date, the club will charge a room fee for the appropriate room in which the event was booked. If the room is re-booked for the date the room was cancelled, then no room fee will be charged. Should the host/sponsor cancel the event before 120 days of the event date; the host will not be charged a room fee. Any deposits made will be refunded. All cancellations must be made through our catering department.

GENERAL INFORMATION

STAGE AND DANCE FLOORS:

We offer stage sections (8'x10'), a large and small dance floor for your convenience. These items are including in our wedding fee. For all other events the following fees apply:

- *Stage (each section).....\$25.00*
- *Dance Floor..... \$75.00*

SET-UP:

If a change in the room set-up is required after the initial agreed upon set-up is finished, then a labor fee will apply. Labor fees will depend upon the time and labor needed to make the change, not to be less than \$50.00. All decorations other than those provided by the club are the responsibility of the host/sponsor. To preserve the beauty of the club, we insist on no nailing, tacking or taping to the walls, ceiling or any other part of the club without prior written approval from club management. Plants for decoration must be in containers to protect the carpet; decorative candles must be in containers. 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. In addition, all paper or plastic glitter, confetti, or other such decorations may not be used. A minimum \$75.00 clean-up fee will be charged when these items are used. Please coordinate the time you plan to decorate your tables with the catering staff to insure there is no conflict with other functions.

SERVICE CHARGE:

A service charge of 20% will be added for all in-house food & beverage sales. There is no service charge on pay-as-you-go bar sales for special functions items ordered for takeout.

FLAGS:

The base Protocol Office (850-882-3011) may be able to help you with your flag requirements; they may or may not have your specific state, general officer, or service flag. Here at the club we can provide the American Flag with flag stand when not already in use.

ANNOUNCEMENT SIGNS:

At your request the events name of your function and room location will be posted in our front lobby. Should additional signs, displays, banners, exhibits and decorations be needed, please ask the catering department for assistance.

SPECIALIZED AUDIO VISUAL AND CONFERENCE SUPPORT:

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.

GENERAL INFORMATION

MEETINGS, SEMINARS AND EXPOS:

Members and organizations wishing to use rooms for private meetings, seminars or expos need to contact the catering department for details concerning available times and any applicable charges that apply. Included in this document are the room use fees (page 6) and guidelines to help you plan and stay within your budget. Any food & beverage you may want or need for your event, to include going through the "lunch line" please consult the catering department to work up a proposal for you.

TELEPHONE AND FAX NEEDS:

House telephones can dial anywhere on the base. Phones may be available for local toll free calls. If DSN access lines are required, notify the catering department during the function planning to discuss possible options for service. The catering department does not have the internal resources for high volume duplication services; however small quantity duplication can be done and local fax service is available in the club office at no charge.

PRICING:

Room bookings are for a four hour period with the exception of weddings. All prices are subject to change. Prices agreed to on contracts, signed within 30 days of the event will not be subject to change. Our menu prices don't include gratuity & are priced at non-member prices. 20% gratuity will be added to all food & beverage types. Club Members receive a 10% discount on all food and non-alcoholic beverage items ordered for events such as weddings, family reunions and retirements. Events where each attendee is charged a fee to attend or the event is not of a personal nature (i.e. award ceremonies, Christmas parties, etc.) will not be given the 10% discount; however the \$2.00 discount for club members does apply. It is the responsibility of the host/sponsor to obtain the Memberplanet number from the POC to show proof of membership.

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 and/or damages to the building, equipment, house decorations or fixtures belonging to the club/base caused by the host/sponsor and/or their guest. Damages will be billed to the host/sponsor at market replacement cost plus labor. In addition, please to not operate or attempt to operate any of our audio equipment without prior approval of club management. Any damage to this equipment will be billed to the event host/sponsor.

TERMINATION OF EVENT:

Any function will be terminated immediately upon the discovery of any illegal substance brought onto the premises of the club by the host/sponsor and/or their guest. It is against federal law to bring illegal substances onto a military installation, and Security Forces will be called.

FOOD & BEVERAGE INFORMATION

FOOD & BEVERAGE:

You may bring food items such as wedding cakes to include groomsmen cakes, and military ceremonial cakes into the club. Food & beverage items that the club can provide are not allowed to be brought into the club and must be purchased from the club. Under no circumstance will you or your guest be allowed to bring in outside beverages to include all alcoholic beverages. If you or your guest are caught with these items, we will ask you and/or your guest to take it to your/their vehicle or to dispose of it right there on the spot. If you or your guest is caught with it a second time, you and/or your guest will be asked to leave. There are some items we allow you to bring in to give to your guest, to see what these items are please consult the catering department. We have many food & beverages options for you to choose from to plan your event.

BUFFETS:

To ensure we have enough of each food type on our buffets, we cook additional servings above what was ordered. The only time take outs are allowed on buffets is when the host buys more servings than guest that showed up. Then and only then will you be allowed to take home the difference...i.e. you pay for a 100 people and only 90 show up, then you will be allowed to take 10 servings home. You must ask your servers to box up the difference. Any additional food belongs to the club. Buffets are "all you can eat" during the serving time specified on your contract. Serving time is defined as "the specified buffet serve time written on the contract plus 45 minutes. In addition we cannot guarantee the quality of food & beverage if the meal is not served in accordance with the time stated on the signed contract. Our buffet prices are based on drink stations that have the glassware, and buffet lines that have the china, and silverware placed on it. If you would like a full table set-up for your buffet, then we will charge a nominal fee of \$1.25 per person for this service. You must guarantee a minimum of 50 guests for buffets, if you have less than the 50 guest guarantee, then an additional fee of \$2.00 per person will be charged. 20% gratuity will be added to all buffets.

PLATED DINERS:

We pride ourselves on the quality of our plated diners and the menu choices you can choose from. For all plated dinners, we pre-set the water/unsweetened tea and salads on the table. We ask that you invite your guest to be seated 5-10 minutes prior to the actual serve time. If for whatever reason you need to delay the serving time, please advise the catering staff as soon as possible. We cannot guarantee the meal quality, taste, or eye appeal unless your meal is served on time. For meal service request at other than normal operating club hours, special pricing applies. Management will work with you to identify those charges in advance and, if applicable, your contract will clearly indicate the charges that apply. All plated events include full table to include all silverware, glassware and napkin. We have 7 different color napkins to choose from. 20% gratuity will be added to all plated events.

MULTIPLE ENTREES:

The club requires the event host to use color codes on any function where multiple entrees are ordered. This practice expedites services and ensures each guest gets what they ordered. The use of colored nametags, place cards, or tickets helps the servers distinguish what entrée to serve each guest. A \$1.50 per plate charge will be added on all events for each additional menu item.

FOOD & BEVERAGE INFORMATION

DIETARY RESTRICTIONS/ALLERGIES:

We understand that there are many people with dietary restrictions and/or allergies. We try to accommodate people with special dietary request, but we ask for your help in these matters. We ask that you share you meal choices with you guest as soon as you can, so that if they do have some type of restrictions and/or allergies to please have them call the club & ask for the catering department so that we can work with them to try and meet their needs. An additional fee may apply depending on what meal is served to them to accommodate their needs. If someone brings up dietary restrictions/allergies during serve time, we'll do our best to try to accommodate them as best we can.

BEVERAGES:

Beverages can be ordered from the enclosed menu or we can provide a private bar for your guest. 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. The host/sponsor is responsible for assuring minors do not consume alcoholic beverages.

FEES FOR BARS:

There is a \$150.00 sales guarantee per bar/bar type for the first two (2) hours and a \$75.00 sales guarantee per bar/bar type for each additional hour. If your party does not meet these minimums, a charge of \$20.00 per bar/bar type, per hour will be applied to cover bar labor. The minimum sales guarantee is 2 hours.

PAY-AS-YOU-GO BAR:

The guest order and pay for their drinks. Standard event drink prices apply. There is no service charge added to this type of bar.

OPEN BAR:

Drinks are dispensed to the guests free of charge and the host/sponsor agrees to pay for all drinks served. An open bar can be set up with a predetermined dollar amount or time limit and will be annotated in the contract. A register tab will be computed until the pre-set limit is reached and an additional 20% service charge will be added.

CARRY OUT SERVICE:

Carryout services are available at the club; contact the catering department for ordering assistance and coordinating pickup schedules.

OFF-SITE CATERING SERVICE:

For your next off-site event, please see the enclosed food options in this catering guide. Due to equipment limitations, we cannot host large off-site events. The catering department will assist you in ordering your choice and also help you with additional needs. There is a minimum \$100.00 delivery fee for all food items, and a minimum \$250.00 for all bar items.

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 own personal use) small

quantities of club daily use china, glassware, flatware, or tables when these items are not in use in support of club activities or functions. Ice when available in excess of club needs is giving to members free of charge. However, members must provide their own containers and transport arrangements. In addition sternos or other food warming products may be purchase at cost. Linen may be borrowed but a cleaning fee does apply. This membership lending benefit does not apply to squadrons and private organizations. However squadrons and private organization can rent these items from us. Please see or call the catering department for items & prices.

HELPFUL PLANING INFORMATION

EQUIVALENTS:

- *Bottle of Champagne.....8 glasses per bottle for toasting*
- *Liter carafe wine.....8 glasses per bottle (4oz serving)*
- *Liter Liquor.....32 drinks per bottle*
- *Gallon Punch.....30 servings (4oz serving)*
- *½ Barrel keg of beer.....100-120 glasses (16oz per glass)*
- *¼ Barrel keg of beer.....50-60 glasses (16oz per glass)*

TENDED BARS:

- *1 bartender.....100 people or less*
- *2 bartenders.....101-175 people*
- *3 bartenders.....176-250 people*
- *4 bartenders.....251-350people*
- *5 bartenders.....350-450*
- *1 hour cocktails.....2.5 drinks per person*
- *2 hour cocktails.....4 drinks per person*
- *4 hour cocktails.....6 drinks per person*

If you require more bartenders then the allotted above amount, then a modest fee of \$20.00 per bartender per hour will be applied to your signed contract. If you meet the minimum sales requirements then the fee will be waived.

The club staff will stop serving alcoholic beverages to any individual they feel is intoxicated or nearing intoxication. The host/sponsor is responsible for assuring minors do not consume alcoholic beverages. If a minor is caught drinking, we will confiscate the drink and contact the host/sponsor immediately. If the minor continues to drink a second time, then we will have the host/sponsor find them a ride home immediately. If a ride cannot be found, we will call a taxi to take them home, and will bill the cab fare to the host/sponsor.

PRICES FOR Liquor, Wine and Beer:

Please ask your Club Staff for current prices and options.

LIGHT HORS D'OEUVRES:

This type of selection consists of 4-6 pieces per person plus dips, spreads, fruit or vegetable trays. It may also include cheese trays.

MEDIUM HORS D'OEUVRES:

This type of selection consists of 7-10 pieces per person plus dips, spreads, fruit or vegetable trays. It may also include cheese trays.

HEAVY HORS D'OEUVRES:

This type of selection consists of 11-13 pieces per person plus dips, fruit and/or vegetable /cheese trays. This usually includes a variety of sliced meats/cheeses and sandwich type items.

ACTION STATIONS:

We offer a variety of different types of action stations. An action station is a station that is manned by one of our chefs, and they cook your food to order as you watch. You can add this to any of the buffets you choose, or can use this as a dinner alternative. We recommend that if you choose to go with one of our action stations as a dinner alternative that you should at least pick two different types, and add a variety of different hors d'oeuvre to make you meal more complete. We charge \$40.00 an hour for a chef fee with a 1 hour minimum. This fee will be annotated on the signed contract.

CARVING STATIONS:

We offer a variety of different type of items to be carved by one of our chefs for your guest. All carving stations are served with appropriate condiments and rolls. We charge \$40.00 an hour for the chef fee with a 1 hour minimum. This fee will be will be annotated on the signed contract.

