



Catering Request Form

Kathy Murphy • Events Manager •

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Contact Information

Name (Last, First)

Air Force Club Member

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Squadron/Organization

Military ID or CAC ID #

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Cell Phone Number

Alternate Office Number

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Email

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Event Details

Event Title: _____

Date: _____ Start Time: _____ End Time: _____

Estimated Number of Guests: ____ Minimum ____ Maximum

The event is for(check): Squadron ____ Organization ____ Personal ____

Desired Facility(check): The Club ____ Community Commons ____

Off Site _____

Desired Menu (check): Breakfast ____ Lunch ____ Dinner ____

Meal (check): Buffet ____ Served ____ Hors d'oeuvres ____

Party Bar¹ (check): Pay-as-you go ____ Open ____ Custom/Host ____

Special Requests:

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¹ There is a \$100 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 \$75 per bar, per hour will be applied to cover bar labor.

Catering Deadlines

These deadlines need to be met leading up to your event date in order for you to coordinate and execute a successful and stress free event:

- +60 Business Days:** Begin reviewing the catering menu. If required, start coordinating a special menu that is suitable for your party.
- 30 Business Days:** Special menu **must** be submitted.**
- 14 Business Days:** Final menu selection, room set-up details, estimated amount of guests, and contract to be signed.
- 10 Business Days:** Updated amount of guests attending with current meal breakdown (if applicable) and confirmation of contract details. **Deadline for your RSVPs.*****
- 7 Business Days:** Final amount of guests attending and guarantee of meal breakdown (if applicable).
- 3 Business Days:** Final invoice sent to your email address.****

Day of Event

- 90 minutes prior to event start time:** Room will be open for decorating.
- 72 business hours prior to the event:** Final payment due to Cash Cage

_____ **I acknowledge have read the above catering deadlines and agree to follow.**

Party Host Name: _____ **Sponsor Name:** _____

Party Host Signature: _____ **Date:** _____

**Creating a special menu is a lengthy and time consuming process, (i.e., receive request, discuss a budget, cost it out, organize a tasting of the dish, adjust as necessary, sign contract with final menu and price, etc.).

***Recommended RSVP closure date to ensure enough time to provide final information and seating chart for the event.

****Additional fees will apply for any changes made after the final invoice has been sent.