

MCCS Catering

General Catering Information and Policies

Thank you for considering the MCCS Catering Facility as a location for your upcoming event. To confirm your reservation, please review the following information and return a signed copy of this Agreement with your deposit. Should you have any questions regarding our policies, please consult our Catering Manager.

ELIGIBILITY

Active duty and retired military personnel and their dependents, reservists, DoD employees, contractors and community support groups are eligible patrons of the MCCS Catering Facility. These eligible patrons may also sponsor functions. The eligible sponsor must present a valid ID card and sign the Agreement to finalize reservation.

RESERVATIONS

Initial arrangements for a function may be made by telephone or in person. Reservations are considered tentative until a signed agreement and deposit are received. Room reservations, without a signed agreement and deposit fifteen (15) days prior to the event, are automatically subject to cancellation.

A Guest Roster must be submitted 4 business days prior to function for security purposes.

Entry to the Base requires that you have in your possession a valid driver's license, vehicle registration and proof of motor vehicle insurance.

FOOD & BEVERAGE SERVICES

All food and beverage items must be provided exclusively by the MCCS Catering Facility with the exception of wedding or ceremonial cakes as per Marine Corps MWR Policy Manual, Chapter 3, Section 10, Paragraph 31055. Regulations prohibit the removal of any remaining food or beverage from the facility without exception, per BUPERSINST 1710.13, Chapter 2, Section A, Paragraph 208-d.

BANQUET MENU

All menus and room arrangements must be finalized at least four weeks prior to your function date. A hand-served meal is limited to one entrée selection for the entire group. **Menus and prices are subject to change without notice.** We will attempt to accommodate any requests for meal substitutions due to dietary restriction. These requests must be made at least two business days prior to the function and may be charged an additional cost.

_____ Initial

GUARANTEE

A final Guaranteed Guest Count is required by the Catering Department three business days prior to your event. If no final count is received by this deadline, your tentative count will become your Final Guaranteed Count. The Final Guarantee Count is not subject to reduction. If the actual number of guests exceeds the guarantee, every effort will be made to serve these guests, however, a menu substitution and other seating arrangements may be necessary and meal service may be delayed.

DEPOSIT AND PAYMENT

A **non-refundable** deposit is required to reserve function space. Additional deposits may be required at the discretion of the MCCS Catering Office. Full payment, based upon the Guaranteed Count, is due one week prior to the event. Any remaining balance is due on the day of the event.

CANCELLATIONS

Cancellation with less than seventy-two (72) hours' notice may be charged for one day's room rental fee or the cost of the catered function multiplied by the number of attendees, whichever is greater. In the event that a patron(s) cancels the event less than 48 hours prior to the function, no refund of the full payment will be given.

SET-UP FEE

Reservations for group meals in a private room are accepted with a minimum of 25 persons. Should the guaranteed guest count be less, a set-up or labor charge of \$50.00 is required. You may elect to order the minimum of 25 meals in lieu of being assessed this labor charge.

TIME SCHEDULE

Events are scheduled for a maximum of four hours. All evening functions are to conclude by 10:00p.m. If the actual program exceeds the agreed conclusion time, every effort will be made to accommodate this change. However, this time extension shall not be considered guaranteed and patron should be aware that overtime charges shall be assessed at \$100.00 per hour for events beginning before 3:00p.m. and at a rate of \$150.00 per hour for events beginning after 3:00p.m. In no case shall an event go beyond midnight.

FUNCTION ROOM

MCCS Catering reserves the right to reassign function room should your guaranteed count be significantly lower or higher than what was originally planned.

UNFORESEEN CONTINGENCIES

MCCS Catering will not be responsible for damage or loss of any merchandise, articles, equipment or valuables left before, during and after the event. Arrangements must be made for security of exhibits, merchandise, valuables or artifacts set up for display prior to the planned event. Patron is responsible for damage to the premises during the time premises are under patron's control or the control of any independent vendor or contractor hired by the patron. MCCS Catering will not be held liable for failure to carry out arrangements due to acts of God or nature, or other conditions that are not under the control of MCCS Catering.

OUTDOOR FUNCTIONS

MCCS Catering reserves the right to make a final decision to event indoors due to weather conditions. Additional fees may incur for outdoor functions.

SERVICE CHARGE POLICY

An 18% service charge shall be added to all food and beverage.

DECORATIONS

Patron may elect to bring in decorations to personalize the function space for the event. However, no items may be attached to walls or hung from ceiling. Catering Manager must be contacted no less than one week prior to event to schedule decorating time.

I have read and understand the above information and agree to accept the policies set forth by MCCS Catering.

Name (please print) _____

Signature _____ Date _____

Name of Event _____ Event Date _____

Banquet Room _____