



Catering

MAXWELL CLUB

375 WEST DR., MONTGOMERY, AL 36112, BLDG. 144

MAIN LINE: 334-953-7820 • CATERING: 334-312-0516



Getting Started

While our professional catering staff will be ready to assist you in planning your special event, here is some information that will help you gauge the beverage and food quantities appropriate to meet the needs of your function. In order to book your event, we will need some information which you can provide via email, telephone or in person:

- Date and time of event
- Club members/sponsor's name
- Rank or grade
- Address
- Email address
- Home telephone number
- Club card number verification or credit card on file
- Approximate number of attendees
- Serving time (i.e. cocktails, dinner, cake)

Please make preliminary arrangements to the date, time and location of your event as early as possible. Our policy is four hours per function. If additional time is needed, a fee will be assessed for the added hours. Final menu arrangements should be made in person. The contract should be signed three months prior to your wedding reception.

RESERVATION POLICY

The catering office must have a signed contract and credit card on file in order to reserve the Maxwell Club. Our catering manager can email a contract to you. Menu selections can be made at a later date. If a reservation is not confirmed with a credit card within 48 hours of tentative reservation, it will be cancelled.

CANCELLATIONS OR RESCHEDULING

If a contract is signed and the event is cancelled, rescheduled, or not held for any reason, you will be charged according to the following rules:

- Members will pay a \$75 processing fee if an event is cancelled or rescheduled 60 business days or less from the contracted booking date.
- Non-members will pay a non-refundable \$250 fee for Saturday events and \$75 for Tuesday-Friday events.
- Non-members will pay a room use fee if food and beverage minimums are not met. Minimums are referenced on page 16.
- There will be NO REFUND OF THE DEPOSIT for cancellation at any time, for any person or organizations for events scheduled in December.
- It is the clients responsibility to inform the catering office in writing of cancellation or rescheduling (i.e. email). Verbal notification of any kind is not acceptable. The date and time the information is received by the catering office is the effective date and time.
- Include the following: contract number, date of function and signature

CONTRACTS & GUARANTEES

Contracts are to be completed 30 business days prior to the event. When developing the contract, the amount of guests is estimated. The guaranteed amount is required five business days prior to your event. The number of meals ordered five business days prior will be the exact amount prepared and the minimum amount billed. If additional meals are required over the final number stipulated, the Club has the right to substitute depending on availability, but the substitution will be billed at the higher rate if the substitution is greater than the contracted party meal. Fifteen business days before the function, we require the contracting member to email the catering manager and give the catering manager a revised number of expected attendees. That is the number that will allow us to order the product, schedule the staff and finalize the room assignment. If a final count is not given within three business days of your wedding reception, we will prepare for the original estimated number and bill for that amount. Final billing will be at 100% of the final figure supplied or the actual number of meals provided, whichever is greater.

SERVICE CHARGE

Maxwell Club adds a 20% service charge for each event served in the club.

PAYMENTS

Cash, personal check, Visa, or MasterCard are accepted as payment. Club members will receive a 10% discount on food purchases for their personal event. Fifteen business days prior to your event, the remaining balance is due; three business days after your event, all incidentals will be paid in full.

PROPERTY, LIABILITY AND DAMAGES

Neither the Club, or the Air Force is liable for any loss or damage to merchandise, equipment, or article, 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 Maxwell Club caused by the host/sponsor or guests. Damages will be billed to the host/sponsor at market replacement price plus labor.

SUBJECT TO CHANGE DISCLAIMER

All prices and items are subject to change due to availability or market conditions.



Our Services

FOOD AND BEVERAGES

You may bring food items such as wedding cakes into Club facilities. Should you have any other requirements, please ask the catering manager. Outside alcohol is NOT permitted. Additionally, for the safety of our guests, all food and beverages must be either consumed or disposed of at the Club.

MULTIPLE ENTRÉES

We use a color code system for luncheons and dinners when multiple entrées are ordered. This will expedite service and ensure each guest receives what they ordered. We will work with you by providing suggestions for a quantity of entrée offerings and a color code for each entrée. The use of colored name tags, place cards, or tickets helps the servers distinguish what entrée to serve each guest. Clients are allowed to select up to two entrées, not including vegetarian plates. If a client requests three entrées to be served, there will be a \$2 split menu fee assessed for each meal served. For a nominal extra charge, we recommend combination plates to ease the planning process and expedite service.

SERVING TIME

We pride ourselves in meeting the serving time noted on your contract. For seated functions, our staff will invite your guests to be seated five to ten minutes prior to actual serving time. If for any reason you need to delay the serving time, please advise the catering manager as soon as possible to ensure quality, taste and eye appeal of your meal. A delay of 30 minutes or more will incur a \$75 fee.

AUDIO VISUAL SUPPORT

Use of microphones, podiums, and limited audio visual equipment items for your event can be arranged through the base comm for military official events. Contact number 334-953-6333.

TABLE NUMBERS

Arrangements can be made to have numbers placed on tables to correspond with seating assignments. There is no fee for this service, however, it is based on availability.

DECORATIONS

To preserve the beauty of the Club we request no nailing without approval. The host/sponsor is financially responsible for any damages to the facility. With the exception of place cards and some individual table arrangements, decorations must be fire resistant and meet the codes of the base fire department. Please coordinate the time you wish to decorate with the catering manager to ensure no conflict exists.

Breakfast

American Classic

\$12.75 per person buffet • \$14.75 per person plated

- Scrambled eggs, home fried potatoes
- Crisp bacon and sausage

American Classic Plus

\$13.75 per person buffet • \$15.75 per person plated

- French toast with maple syrup
- Scrambled eggs
- Home fried potatoes
- Crisp bacon and sausage

* Minimum 30 people

* Includes orange juice.

Healthy Morning

\$11.95 per person buffet • \$13.95 per person plated

- Scrambled "Eggbeaters"
- Roasted potatoes with peppers & onions
- Seasonal fruit

Roll Tide

\$12.75 per person buffet • \$14.75 per person plated

- Fluffy buttermilk biscuits split and stuffed with scrambled eggs,
- Grilled ham and cheddar cheese
- Roasted potatoes with peppers and onions
- Seasonal fruit

* Prices are honored before 10:00am

* Buffet includes one hour of service

Plated Dinners

Included: Salad, bread, dessert,
water, sweet tea and coffee station

Chicken Supreme.....\$23.95

Boneless chicken breast filled with a blend of cream cheese, mushrooms, parsley and chives. Served with mashed potatoes & green beans.

Roasted Stuffed Chicken.....\$23.95

A chicken breast stuffed with spinach and cheese smothered in parmesan sauce. Served with roasted potatoes and green beans

Chicken Castellina.....\$23.95

Grilled chicken breast with white wine sundried tomatoes, bacon, sliced artichokes, & smoked gouda. Served with roasted potatoes & green beans.

Sliced Porkloin.....\$23.95

Served over mashed potatoes & vegetable medley

Sliced Flank Steak.....\$23.95

Served over mashed potatoes & green beans

Filet of Salmon.....\$29.95

Baked filet of salmon drizzled in white cream sauce. Served with mashed potatoes & broccoli.

Steak Dianne.....\$29.95

Filet of tenderloin medallions covered with a rich brown sauce flavored with Dijon mustard, brandy, mushrooms and onions. Served with mashed potatoes & green beans.

Combo Plate.....\$33.00

A boneless marinated chicken breast grilled to perfection and topped with a white cream sauce, paired with filet mignon served with béarnaise sauce. Served with roasted potatoes & green beans.

Vegetarian Choices

(Choose One)

- Ratatouille
- Tomato Basil Gruyere Tart
- Spinach & Mushroom Enchiladas
Smothered with sour cream sauce
- Vegetable Primavera
Fresh steamed vegetables served on a layer of zucchini with pesto sauce.
- Vegetarian Twist
Vegetarian lasagna topped with marinara sauce and parmesan cheese.

*All vegetarian dishes are priced equal to the served entree due to the same/all refreshments included.

Salad

(Choose One)

- Caesar Salad with Caesar Dressing
- Fresh Greens with Ranch Dressing
Served with tomato and cucumber
- Caprese served in shot glass

Dessert

(Choose One)

- Strawberry Shortcake
- Cheesecake
- Chocolate mousse (vegan friendly)
- Caramel Fudge Pecan Cake
- Goey Butter Cake
- Peach Cobbler
- Banana Pudding



Build Your Own Buffet

LIGHT

\$22.95 PER PERSON

Choose one salad, one meat approximately one starch, one vegetable and one dessert

CLASSIC

\$24.95 PER PERSON

Choose two salads, two meats two starches, two vegetables and one dessert

SUMPTUOUS

\$32.95 PER PERSON

Choose three salads, three meats, two starches, two vegetables and two desserts

* Minimum 30 people

* All buffet style dinners include rolls & butter and coffee & sweet tea

* Buffet service is for one hours from start of serving time.

* House linens & napkins included

* Dessert can be substituted for vegetable, cheese or fruit tray

Salads

- Fresh greens, tomatoes, and cucumbers tossed with ranch dressing
- Caesar salad with garlic croutons and Caesar dressing
- Pasta salad
- Potato salad

Meats

- Flank steak
- Savory herbed pork loin
- Hand-breaded chicken parmesan with romano cheese
- Chicken with mushrooms gravy
- Chicken Castellina
- Tilapia
- Country Fried Steak
- Pre-carved roasted turkey with carver add \$50 per hour
- Pre-carved Ham with carver add \$50 per hour

Desserts

- Chocolate Mousse
- Peach Cobbler
- Strawberry Shortcake
- Goey Buttercake
- Banana Pudding
- Caramel Fudge Pecan Cake
- Cheesecake

Vegetables

- Greenbeans
- Buttered Corn
- Orka and Tomatoes
- Chef's California tri-blend
- Steamed broccoli spears
- Cinnamon and honey glazed carrots

Starches

- Rice Pilaf
- Rice & Brown Gravy
- Garlic mashed potatoes
- Mashed Potatoes with Gravy
- Roasted new potatoes
- Sweet Potato Casserole
- Macaroni & Cheese
- BBQ Mac & Cheese (Add \$3 extra per person)

Carvings

- **WHOLE ROASTED TURKEY** (Serves 75 guests) with cranberry chutney, rolls and condiments \$130 minimum
- **PRIME RIB AU JUS** (Serves 75 guests) \$40 per pound, minimum 18 pounds
- **STEAMSHIP ROUND OF BEEF** (Serves 300 guests) with horseradish, rolls and condiments \$20 per pound, minimum 50 pound increments
- **TOP ROUND OF BEEF** (Serves 75 guests) with horseradish, rolls and condiments \$20 per pound, minimum 20 pounds
- **WHOLE BEEF TENDERLOIN** (Serves 25 guests) with horseradish, rolls and condiments \$45 per pound, minimum 5 pound increments
- **CARVED PIT HAM** (Serves 25 guests) with rolls and condiments \$20 Per pound, minimum 15 pound increments

*\$50 Carver Fee Per Hour

Trays



COLD SPINACH DIP.....\$45
Served in a bread bowl with crackers (serves 50)

DIP & CHIPS.....\$45
French onion or ranch dip (serves 50)

MILD SALSA with tortilla chips\$33
(serves 50)

MEXICAN LAYERED DIP with tortilla chips.....\$55
(serves 50)

HOT ARTICHOKE DIP\$55
With crackers or sliced baguettes (serves 50)

WHOLE FRENCH BRIE.....\$75
Baked in a golden pastry crust with crushed raspberries and baguettes

GRILLED VEGETABLE PLATTER
Small.....\$75
Large.....\$115

VEGETABLE CRUDITÉS
Small.....\$65
Large.....\$105

SLICED FRESH FRUIT DISPLAY
Small.....\$75
Large.....\$110

IMPORTED & DOMESTIC CHEESES.....\$125
With baguettes (serves 75)

SPECTACULAR STRAWBERRY TREE\$350
Seasonal (serves 75)

DELI MEAT & CHEESE
Small.....\$89
Large.....\$190
Turkey, ham and roast beef deli meats; cheddar, Swiss, and American cheese; rolls and condiments

WHOLE COOKED SALMON\$400
Served on a bed of lettuce served with mustard dill sauce and crackers (serves 75 to 100)

CHILLED JUMBO SHRIMP.....\$30 per pound
Served with cocktail sauce and lemon (serves 10)

ASSORTED CUBED CHEESES.....\$40
With crackers (serves 30)

CAPRESE SKEWERS.....\$75
Mozzerella, Tomato, Basil, Olive Oil & herbs (serves 50)

ANTI-PASTO SKEEWERS.....\$75
Salami, Fontina, Kalamata Olives and Artichokes (serves 50)

Hors d'oeuvres

ALL SELECTIONS INCLUDE 50 PIECES

| | | | |
|--|------|--|-------|
| Sweet & sour, Swedish or barbecue meatballs..... | \$55 | Petite assorted quiche..... | \$85 |
| Fancy deviled eggs..... | \$45 | Seafood stuffed mushrooms..... | \$105 |
| Southern deviled eggs with bacon & jalapenos..... | \$55 | Scallops wrapped in bacon..... | \$125 |
| Blue Cheese meatballs..... | \$70 | Shrimp & Clams dip with crackers..... | \$100 |
| Tomato basil crostini..... | \$60 | Waffle biscuits topped with pulled pork..... | \$90 |
| Buffalo wings..... | \$55 | Mini apple pies..... | \$50 |
| (garlic parmesan, sweet chili, caribbean jerk, bbq & mild) | | Spicy pimento cheese with crackers..... | \$50 |
| Pork egg rolls..... | \$55 | Coconut chicken tenders..... | \$170 |
| Pigs in a blanket..... | \$50 | Mini brie en croute..... | \$200 |
| Water chestnuts wrapped in bacon..... | \$75 | Pork pot sticker..... | \$60 |
| Shrimp pinwheels..... | \$65 | Salsalitos..... | \$70 |
| Vegetable spring rolls..... | \$55 | Monte cristo sandwiches..... | \$70 |
| Homemade chicken salad sandwiches..... | \$57 | Fried Green tomatoes..... | \$65 |
| Crispy fried chicken tenders..... | \$57 | Mini Crab Cakes..... | \$107 |
| Shrimp stuffed spring rolls..... | \$75 | Southwest eggrolls..... | \$65 |
| Smoked salmon canape with dill cream cheese..... | \$75 | | |

Treats & Cookies

| | | | |
|---------------------|---------|----------------------|---------|
| Mini Danish..... | \$13.95 | Red Velvet..... | \$20.00 |
| Mini Muffins..... | \$8.95 | Lemon Blueberry..... | \$20.00 |
| Chocolate Chip..... | \$10.00 | Peanut Butter..... | \$12.00 |

Rental Fees

ADD ONS

| | |
|------------------------------------|-----------|
| Vases | \$3 each |
| Red carpet..... | \$75 |
| 120' satin linen..... | \$7 each |
| White house linen..... | \$5 each |
| House napkins..... | \$1 each |
| 120' polyester linen..... | \$7 each |
| Satin sashes/bows..... | \$1 each |
| Uplight..... | \$30 each |
| Confetti/rose petal cleanup f..... | \$250 |

WEDDING PACKAGE

| | |
|--------------------------------|---------|
| Member..... | \$1,000 |
| Non-Member..... | \$1,500 |
| Wedding Ceremony Room Fee..... | \$250 |

Base Access

MAXWELL-GUNTER GUEST ACCESS

There are a few things you must do prior to your wedding in order for your non DoD ID card guests to be granted base access without delay or inconvenience. Recent Air Force Headquarters directives have required increased security measures for accessing military installations. These directives were implemented as an active step to ensure the safety and security of military installations and their communities across the country. As the sponsor, you will need to provide your name, rank, organization, the time of your event, location of the event and any contact information on a Entry Authority List (EAL) request. You will attach your guest list to the request and submit it to the visitor center no later the 10 days prior to the event. Please contact 42 SFS Visitors Center at 334-953-4283 for questions or concerns.

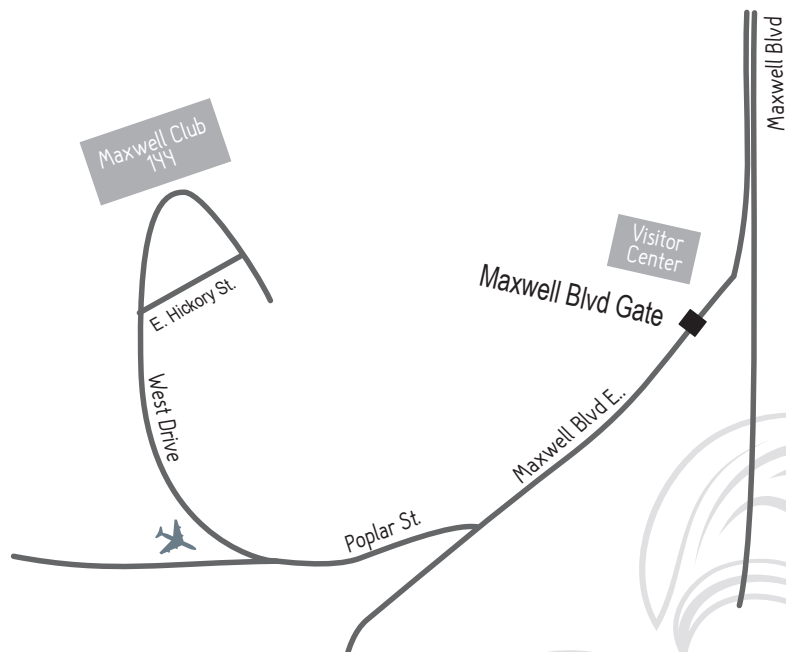
GUEST INFORMATION NEEDED:

- Name (last, first and middle initial)
Name must be as shown on driver's license/ID card of any guest 18 years of age and older. It is not necessary to include military or DoD ID cardholders on the list.
- Date of birth
- Driver's license number
- Driver's license state of issue

Names must be in alphabetical order. For your convenience sorting instructions are listed on the spreadsheet. List must be typed (no hand written list will be accepted). You will be notified of any guests not allowed to enter the base due to information found during the vetting process. Specific details on information regarding denied base access to a guest will not be disclosed to anyone except the party concerned and law enforcement authorities. When arriving at the gate, guests must present a valid ID (e.i. driver's license) to the gate guard. Guests entering during the hours of 6 p.m. to 6 a.m. have a 100 % identification check. Passengers may present identification in the form of a state-issued driver's license, state-issued identification card, a passport or student ID. Ensure that your guests know these rules when driving on base.

Each guest should have registration, current insurance documents and driver's license in their possession.

No cell phone use while driving.





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