

# FORT BELVOIR

## Officers' Club

### *Catered Event Policies & Procedures*

- 1.** Please read the following policies and procedures, sign and return to the Catering Office, so that event arrangements may begin.
  - a.* A qualified Sponsor is required prior to booking a catered event.
  - b.* A Sponsor is an Officers' Club member who pays dues for privileges.  
We must have his/her address, telephone number, Officers' Club name and account number. The Sponsor must sign the contract and is ultimately liable for the payment.
  - c.* If the Host does not have a Sponsor, a \$500 non-member fee will be applied.
  - d.* All guests should enter through Tulley Gate. A photo ID is required for all patrons ages 13 and over.
  - e.* All patrons of Fort Belvoir must comply with post traffic laws. This includes stopping for pedestrians and observing posted speed limits throughout the installation. *Please Note: The speed limit through housing on Fort Belvoir is 15 mph.*
  - f.* DoD agencies are not required to have a sponsor. A letter of intent is sufficient to reserve a room.
- 2.** Non-refundable deposits are required to book an event and will go toward final billing. Deposits are made with the Catering Office on the day the room is reserved.
- 3.** An approximate number of guests attending should be provided at the time of booking.
- 4.** Whenever possible, menu selection and final details should be provided no later than 30 days prior to the event and 60 days prior for wedding receptions. The final payment (100%) of the anticipated billing is due five (5) days prior to the event. Cash, cashier's check, Visa, MasterCard and American Express are acceptable forms of payment.
- 5.** Personal checks for final payment are acceptable, from the Host of the event. The Officers' Club does not cash personal checks from event guests.
- 6.** The final guarantee needs to be provided by 12 noon, five (5) business days prior to the event. The Club reserves the right to provide an alternate entrée to guests in attendance above contractual number. No reduction in guaranteed guests will be accepted within 72 hours of the event. To better accommodate guests, the Club also reserves the right to move the event to another room should the final count significantly change.

- 7.** When serving a two-entrée à la carte menu, the following conditions apply:
  - a.* All guests in attendance must possess a prepared ticket stating their preselected entrée.
  - b.* Due to additional labor costs to prepare two entrées, all guests/host will pay for the higher priced entrée.
- 8.** All minor guests under the age of 21 are prohibited from purchasing or consuming alcoholic beverages. The responsibility for compliance rests solely with the Host who needs to make sure that minors do not consume or “help themselves” to the available beverages either at the bar or on the self serve stations.
- 9.** If the Host cancels the event within 30 days for any reason other than an “Act of God,” the authorized Host agrees to pay the Club the amount of 25% of the contracted price and forfeits the deposit due to the great demand for room reservations, party functions and meeting space. All cancellations must be submitted via email or in person with a written statement.
- 10.** Due to their seasonal nature, some food items may not be available at the time of finalization. However, an equitable substitute shall be coordinated between the Host and the Club.
- 11.** Room Rental Hours and Limitations:
  - a.* For a seated lunch, dinner or buffet, the room rental is three (3) hours.
  - b.* The cost to extend is \$150 per hour Monday through Friday; \$300 per hour on Saturday and Sunday.
  - c.* Weddings: Room rental of either four (4) hours or five (5) hours is included in the package. The cost to extend is \$300 per hour.
  - d.* On Saturdays, the Belvoir and Mount Vernon Ballrooms are available for receptions from 11:00 hours to 15:00 hours in the afternoon and from 18:00 hours to 22:00 hours or 19:00 hours to 23:00 hours in the evening. All other rooms can be booked at a preferred time. We are unable to book wedding receptions or parties from 15:00 hours to 18:00 hours. The Club needs the time to set up for the next event.
  - e.* The Mount Vernon room is not available for catered events that may affect yearly scheduled membership events on Wednesday, Fridays or Sundays. There is a required time of three (3) hours to set up for any membership event.
  - f.* Stand-up Cocktail Buffet, a limited number of cocktail tables and chairs are provided for guests.
- 12.** A \$250 cleanup fee is charged to the Host if rice, bird seed, confetti, glitter, rose petals, food, etc., are thrown inside or outside the Club.

- 13.** Sparklers are not allowed inside or outside of the Club.
- 14.** No glue or tape may be used on the walls or the wallpaper for hanging decorations or any other items. The Host is responsible for any damage to the Club property.
- 15.** The Club recommends food be served no later than 20:00 hours.
- 16.** Sunday and Monday Afternoons: Events scheduled on these days require a minimum guaranteed guest count of 75 persons. If the minimum is not met, the Host will be charged for the guaranteed minimum.
- 17.** Heating and AC Conditions: Parties booked between the months of October – November or April – May. The building does not have individual room thermostats to control heating or air conditioning. During the above specified months, there may be some days when the temperature will not be ideal in our banquet rooms. It takes a minimum of 48 hours to change over the system.
- 18.** Outstanding balances in excess of 30 days, will be charged to the Sponsor’s credit card.
- 19.** The Club is not responsible for “Acts of God,” Force majeure, or any other act, event, circumstance or condition beyond the control of the Club.
- 20.** The Club is not responsible for items left in the banquet rooms. All personal items should be removed by the Host immediately after the banquet.
- 21.** It is the responsibility of the Host to distribute party favors, place cards, decorations, candles, etc. The room will be available two (2) hours prior to the event. This service can be provided by the catering staff for a fee of \$350. Any other additional items will be charged accordingly.
- 22.** Dance floor rental for the Yorktown, Alexandria or Castle room is \$100.
- 23.** Prices are subject to change once a year. Please contact Catering Office for updated pricing information.

*Required Minimum and Maximum Guest Counts for Rooms*

<b>Room</b>	<b>Minimum Required Guest Count</b>	<b>Not To Exceed</b>
Alexandria	25	60
Belvoir	125	250
Jefferson	25	50
Mount Vernon	150	350
Potomac	60	150
Valley Forge	25	60
Yorktown	25	60