

Camp Zama Community Club

CATERING SERVICE

263-4204





Camp Zama Community Club Catering Policies

The following information is provided to make planning your special event easier so that it will be a memorable event. Initial arrangements may be made in person at the Catering Office or by telephone during regular catering department hours. An eligible patron must make these preliminary arrangements. Eligible patrons are SOFA sponsored patrons, JSDF personnel, DODEA or Local National employees.

GENERAL INFORMATION AND GUIDELINE

PLANNING INITIAL

Your initial arrangements for your function may be made by telephone or in person with the caterer. At the time of the initial booking you must provide your full name, organization, home and office phone numbers, date of proposed function, approximate number who will be in attendance and the time when cocktails and dinner are to be served. Functions initially booked by telephone or in person are considered tentative for 14 days only. The host or project officer must come to the Camp Zama Community Club (CZCC) and sign the contract prior to 14 days to guarantee the booking.

GUARANTEED ATTENDANCE

The sponsor must contact the caterer no later than 72 business hours prior to their function and provide a guaranteed number of guests who will attend. Meals are prepared according to the number of guaranteed guests. In some cases a variance of 5% is permitted and the sponsor must agree to pay for all

guests who attend. Should the number of guests in attendance exceed the 5% variance, the CZCC reserves the right to substitute menu items for the number of increases. This variance is authorized at the discretion of management based on the number of guests, type of meal, etc. In the event the sponsor fails to provide a guaranteed number, the CZCC will prepare for and bill the host/hostess based on the last estimate of guests provided to the caterer.

ROOM SIZE

You may request the room you would like for your function; however the caterer will determine all room requirements for each function.

ROOM ARRANGEMENTS

The CZCC will do everything possible to have the room set up the way you would like, however, please keep in mind the club has certain restrictions due to service requirements that may prohibit the exact configuration that you request. We will do our best to meet your setup requirements.

DECORATIONS

Decorations will be the sole responsibility of the party sponsor. Decorations cannot be attached to the walls, doors, ceilings, chairs or tables without the approval of the club manager. The method of application must be of the type that will not damage the surface it is adhered to. CZCC owned decorations or fixtures cannot be removed from any part of the CZCC. Decorations must be removed immediately after your function. The throwing of rice, confetti, or birdseed inside or outside the CZCC is prohibited.

LINENS

Color choices for linens depend upon availability from suppliers.



PA EQUIPMENT

Podiums, Cordless Microphone, Lapel Microphone, Projector and Drop-down Screens are available for use in the Ballroom. Arrangements and testing of equipment must be done by party sponsor prior to the function

SPLIT ENTRÉES

In trying to provide timely service, the CZCC discourages split entrées. However it is the responsibility of the party sponsor to provide a system to distinguish the different meals so that serving will go smoothly. All guests will receive the same starch and vegetable.

BRINGING FOOD INTO THE CLUB

All food and beverage must be supplied/purchased through the CZCC to include alcoholic party favors. In accordance with Army Regulation (AR) 215-1 no member, guest, or group will be permitted to bring food or beverage into a MWR FB&E facility for consumption on the premises. The only exception to this is certain specialty items that must be approved by the club manager.

TAKE-OUT or DELIVERY

The CZCC can provide most of the catering menu for pick up at the CZCC free of the 15% service charge. 15% service charge will be charged for delivery.

PAYMENTS

Event payments must be made in FULL at the cashier's window immediately after the event.

SERVICE CHARGE

A service charge of 15% all food and beverage totals will be added to your bill upon completion of your function and will be billed as part of your overall cost.

ROOM CHARGE

The CZCC has had numerous requests for conference spaces and areas that do not require food or beverage services. In order to meet these demands, the CZCC has established a room charge plus a minimum sales requirement for each room. These fees are to cover expenses that are generated by that function such as setup, clean up and linen costs. If the minimum is not attained the difference between actual sales and the minimum requirement will be added to the final bill. The room charge and minimum sales requirements for each room are listed on page 7. Each room charge is based on a four-hour time period and is the minimum charges. If special accommodations are required, additional fees may be charged.

CANCELLATION POLICY

The sponsor must contact the caterer or club manager to cancel their event. Cancellations must be received more than 72 working hours prior to the event to avoid cancellations fees. Cancellations within the 72 working hour's window will be charged accordingly;

72 working hours - will result in a 50% fee of the estimated contract charges

48 working hours - will result in a 75% fee of the estimated contract charges

24 working hours - will result in a 100% fee of estimated contract charges

CONTACT INFORMATION

Rika Ueda, Catering Manager, CZCC
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James J. Gough, Food & Beverage Director, CZCC
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BEVERAGE SERVICES

Private Party Bars

These bars are set up for the exclusive use of your party guests. These bars can be provided on a pay as you go basis where each guest pays for his or her drinks individually or a Host bar where drinks will be provided to your guests at no charge to them and the total bill will be charged to your party. The minimum intake for either host or no host bars is \$75 for the first two hours and \$25 for each additional hour the bar is in use. If the minimum is not attained the difference between actual sales and guaranteed minimum will be added to the final bill. The management reserves the right to curtail the bar operation when sales have tapered off to the point where continuing operations is unfeasible. The party sponsor may request to continue the bar operation beyond this point but will be responsible for the minimum intake guarantee.



Alcoholic Beverages

Champagne Punch	\$35 per gallon
House Wine (Red, Blush or White)	\$10 per carafe
Andre Champagne (White or Pink)	\$10 per bottle
Bottled Wine (Ask to see our Wine list)	Current Club prices

Non-Alcoholic Beverages

Fruit Punch	\$15 per gallon
Tea (Iced or Hot)	\$12 per gallon
Coffee	\$12 per gallon
Orange Juice	\$10 per carafe





HORS D' OEUVRES

Cold Selection

Prices per 50 pieces

Vegetable Pinwheels	\$40
Chicken Salad Pinwheels	\$55
Deviled Eggs	\$40
Sushi Rolls	\$65
Bruschetta	\$50
Caprese Crostini's	\$80
Assorted Finger Sandwiches (Tuna, Turkey, Ham & Egg)	\$90
Shrimp Cocktail	\$85

Cold Displays

Approximately 50 servings

Assorted Cheese Board with Crackers	\$110
Assorted Meat Tray with Parker House Rolls	\$150
Smoked Salmon Tray with Toast Points	\$150
Seasonal Assorted Fruit Tray	\$115
Crudit� with Ranch Dip	\$55
Hummus Dip with Corn Chips	\$55

Hot Selection

Prices per 50 pieces

Meatballs (BBQ, Teriyaki or Swedish)	\$45
Beef or Chicken Fajitas	\$160
Franks in a Blanket	\$80
Buffalo Chicken Wings	\$90
Kara Age Chicken	\$60
Fried Fantail Shrimp	\$90
Chicken Yakitori	\$95
Cheese Quesadilla	\$80
Cheese Pizza	\$35
Pepperoni Pizza	\$40
Sausage Pizza	\$50
Bratwurst Bites and Sauerkraut	\$65

STATIONS

Nacho Bar \$300
Approximately 50-60 servings

Includes beef taco meat, nacho cheese, shredded lettuce, tomatoes, onions, olives, jalapenos, shredded Monterey jack cheese, sour cream, and salsa

Soba and Udon (Hot or Cold) \$175
50 serving

Tempura Station

Includes tempura sauce and grated radish

Shrimp Tempura \$335
100 pieces

Vegetable Tempura \$245
50 pieces each
Eggplant, Sweet Potato and Pumpkin

Shrimp and Vegetable Tempura \$275
Shrimp 50 pieces each and Vegetable 25 pieces each

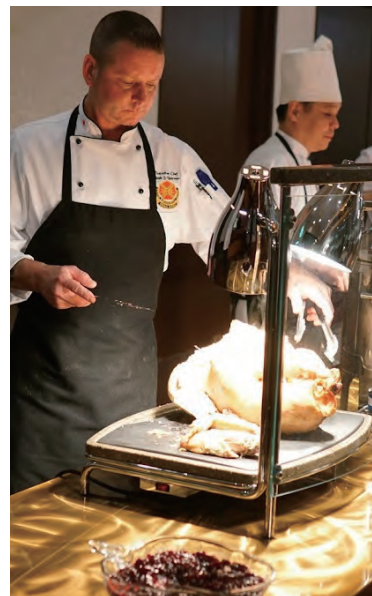


Carving Stations

Roasted Beef Top Round with Condiments \$375
Approximately 50-60 servings

Glazed Ham with Condiments \$225
Approximately 40-50 servings

Parker House Rolls (50 pieces) \$25



BUFFET SELECTION



Buffets are limited to **once through the line and one plate per person**

All you can eat is an additional \$3.00 per person

All Buffets include Iced tea and coffee

Breakfast Selections

Breakfast Buffets minimum 25 person limit

Continental Buffet \$10.95

- Assorted Bagels and Cream Cheese
- Freshly Baked Danish
- Seasonal Fresh Fruit Cocktail
- Coffee and Orange Juice

Classic American Buffet \$11.95

- Freshly Scrambled Eggs
- Bacon
- Home Fried Potatoes
- French toast with Maple Syrup
- Coffee and Orange Juice

Add-ons

Sausage (2 pieces)	\$1.50
Sausage Gravy and Fresh Baked Biscuits (1 piece)	\$3
Fresh Baked Danish (2 pieces)	\$3.25
Toast with Butter and Assorted Jelly (2 slices)	\$1.95
Seasonal Fresh Fruit Cocktail (25 serving)	\$45

Lunch Selections

Lunch Buffets minimum 30 person limit

American Buffet \$17.95

- Mixed Field Green Salad
- Classic Style Meatloaf
- Boneless Fried Chicken
- Mashed Potatoes
- Chuck Wagon Corn
- Dinner Rolls with Butter

Asian Buffet \$16.95

- Mixed Field Green Salad
- Teriyaki Chicken
- Sweet and Sour Pork
- Steamed White Rice
- Asian Style Sautéed Green Beans

Italian Buffet \$16.95

- Mixed Field Green Salad
- Pasta with Marinara Sauce
- Chicken Cacciatore
- Oven Roast Potatoes
- Garlic Sautéed Broccoli Spears
- Garlic Bread

Dinner Selections

Dinner Buffets minimum 30 person limit

American Buffet \$22.50

- Mixed Field Green Salad
- Sliced Roast Beef with Gravy
- Grilled BBQ Chicken Breasts
- Mashed Potatoes
- Glazed Carrots
- Dinner Rolls with Butter

Asian Buffet \$23.95

- Mixed Field Green Salad
- Beef and Broccoli
- Orange Chicken
- Vegetable Lo Mein
- Steamed White Rice
- Asian Style Sautéed Green Beans

Italian Buffet \$23.95

- Mixed Field Green Salad
- Chicken Parmesan
- Italian Baked Cod
- Pasta Bolognese
- Oven Roast Potatoes
- Garlic Sautéed Broccoli Spears
- Garlic Bread

ENTRÉES

Lunch Entrées

Includes small salad, iced tea and coffee

Sliced Roast Beef \$11.95

6oz Sliced roast beef served with mashed potatoes and corn

Sweet and Sour Pork \$12.95

Served with steamed rice and sautéed broccoli

Southern Fried Chicken \$13.95

6oz Boneless chicken breast served with country gravy, mashed potatoes and green beans

Grilled Chicken Breast with Pico de Gallo \$12.50

6oz Grilled chicken breast topped with fresh pico de gallo served with Mexican rice and corn

Pasta Bolognese \$10.95

Linguine pasta with meat sauce and garlic bread

Grilled Chicken Pasta with Alfredo Sauce \$12.95

6oz Grilled chicken breast on top of linguine pasta smothered with creamy Alfredo sauce



Dinner Entrées

Includes small salad, iced tea, coffee and choice of starch and vegetable

New York Steak 10oz \$32

Filet Mignon 8oz \$38

Chicken Monterey \$22.95

8oz Chicken breast grilled and topped with barbecue sauce, Monterey cheese, diced tomatoes and bacon bits

Chicken Cordon Bleu \$17.95

6oz Chicken breast stuffed with ham and Swiss cheese, breaded and fried

Grilled Pork Loin \$16.95

8oz Pork loin marinated and grilled

Broiled Salmon with Béarnaise Sauce \$22.95

8oz Fillet of salmon broiled and served with a Béarnaise sauce

Herb Crusted Roast Cod \$20.95

8oz Cod marinated in herbs, topped with herb infused breadcrumbs and roast to perfection

Pasta Primavera \$13.95

Linguine tossed with our in house marinara sauce and seasonal vegetables

Choice of Starches

- Mashed Potatoes with Gravy
- Oven Browned Potatoes
- Au Gratin Potatoes
- Baked Potatoes
- Rice Pilaf
- Steamed White Rice

• Fried Rice

Choice of Vegetables

- Asian Style Green Beans
- Steamed Butter Broccoli Spears
- Garlic Sautéed Broccoli Spears
- Corn
- Glazed Carrots

DESSERTS

Sorbet (Strawberry, Kiwi, Lemon & Mango) \$3.25

Vanilla Ice Cream \$2.95

Pie (Apple, Pumpkin & Pecan) \$5.95 per slice

Pastries

*By the Dozen

Mini Éclairs \$16.95

Mini Cheese Cakes Mini \$17.95

Fruit Tarts \$18.50

Assorted Cookies \$18.95

Brownies \$12.95

Cup Cakes \$15

*Choice of Yellow or Chocolate

*Choice of Butter Cream Icing, Whipped Cream Icing, Chocolate Cream or Cream Cheese

Cakes

Sheet Cakes

*Choice of Yellow or Chocolate

*Choice of White or Chocolate Icing

Full \$75

(18" x 24" / 45cm x 60cm approximately serves 75)

Half \$40

(11" x 15" / 27cm x 37cm approximately serves 35)

Quarter \$20

(9" x 12" / 22cm x 30cm approximately serves 15)

Decoration Fee \$15

Edible Print Flowers, ect. \$0.5 each

Specialty Cakes

- Banana
- Red Velvet
- Carrot
- German Chocolate

Full \$125 Half \$75



ROOM RENTAL



Ballroom



Eda's



**Garden Room
(Conference Room)**



Firelite Lounge

		Room Charge per 4 hours	Min. Food & Beverages Charge		Room Charge per 4 hours	Min. Food & Beverages Charge
BALLROOM	1/3	\$100	\$300	GARDEN ROOM	\$75	\$300
BALLROOM	2/3	\$175	\$500	FIRELITE LOUNGE	\$75	\$300
BALLROOM	(WHOLE)	\$225	\$800	EDA' S	\$75	\$300

EQUIPMENT AND SUPPLIES RENTAL

The following equipment can be rented for use at home or office. Host is responsible for pick up and returned equipment to CZCC. If equipment is damaged or not returned, Host is responsible for full replacement value.

Equipment rental will be limited during the holiday season, Club events and any other private function in CZCC

Glassware \$1 each
 Coffee Cups with Saucer \$1 each
 Dinner Plates \$1 each
 Salad Plates \$1 each
 Small Plates \$1 each
 Soup Bowl \$1 each
 Butter Plate with Butter Knife \$1 each

Flat Ware per setting \$3 each
 (Soup Spoon, Salad Fork, Dinner Fork and Knife, Dessert Fork or Spoon and Tea Spoon)
 Flat Ware \$0.5 each

Chaffing Dish with Fuel \$15 each
 Fuel Can \$2.5 each
 Table Cloth (54x54 or 54x120) \$5 each
 Cloth Napkins \$2 each
 Long Tables (8 places) \$15 each
 Round Tables (6 or 8 places) \$15 each