

USAG Japan



Camp Zama Community Club Catering Service

Camp Zama, Bldg. 457

Hours of Operation:

- Monday–Friday: 9 a.m.–5 p.m.
- Saturday, Sunday & US Holiday: CLOSED

Contact:

DSN: 263-4204 / Commercial: 046-407-4204

Web Site:





Camp Zama Community Club (CZCC) 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, JGSDF 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 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.

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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 fourhour 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
DSN: 263-4204 Email: rika.ueda.ln@army.mil

James J. Gough, Food & Beverage Director
DSN: 263-7666 Email: james.j.gough.naf@army.mil



BEVERAGE SERVICES

Private Bar

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. In attendance exceed the 5% variance, the CZCC

Alcoholic Beverages

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

Non-Alcoholic Beverages

Orange Juice	\$10 per carafe
Tea (Iced or Hot)	\$12 per gallon
Fruit Punch	\$15 per gallon
Coffee	\$17 per gallon



HORS D'OEUVRES

Cold Selections

Prices per 50 pieces

- Deviled Eggs \$30
- Inari Sushi \$30
- Vegetable Pinwheels \$30
- Chicken Salad Pinwheels \$40
- Sushi Rolls \$40
- Bruschetta \$45
- Shrimp Cocktail \$85
- Hummus with Crudite \$85
- Assorted Finger Sandwiches (Tuna, Turkey, Ham & Egg) \$90



Cold Displays

Approximately 50 servings

- Hummus Dip with Corn Chips \$50
- Crudité with Ranch Dip \$55
- Assorted Cheese Board with Crackers \$100
- Seasonal Assorted Fruit Tray \$120
- Assorted Meat Tray with Parker House Rolls \$120
- Smoked Salmon Tray with Toast Points \$130

Hot Selections

Prices per 50 pieces

- Cheese Pizza \$25
- Pepperoni Pizza \$26
- Sausage Pizza \$26
- Meatballs (BBQ, Teriyaki or Swedish) \$40
- Macaroni & Cheese Bites \$45
- Spanakopita \$55
- Buffalo Chicken Bites \$60
- Fried Gyoza \$60
- Fried Ravioli with Marinara Sauce \$72
- Kara Age Chicken \$75
- Fried Fantail Shrimp \$90
- Smoked Gouda Arancini with Ranch Dressing \$90
- Crab Rangoon with Sweet Thai Chili Sauce \$90
- Kimchee Chicken Potstickers with Sweet Thai Chili Sauce \$95
- Creamy Wild Mushroom Mini Tartlets \$115
- Mini Assorted Quiche \$135
- Breaded Creamy Ricotta Cheese Bites with Marinara \$140

STATIONS

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

- Nacho Bar \$320
Approximately 40-50 servings
Includes beef taco meat, nacho cheese, shredded lettuce, tomatoes, onions, olives, sour cream, and salsa.

Tempura Station

Includes tempura sauce and grated radish

- Vegetable Tempura \$200
50 pieces each Eggplant, Sweet Potato and Pumpkin
- Shrimp and Vegetable Tempura \$250
Shrimp 50 pieces each and Vegetable 25 pieces each
- Shrimp Tempura \$290
100 pieces

Carving Stations

- Whole Roast Turkey \$220
Approximately 40-50 servings
- Glazed Ham with Condiments \$275
Approximately 40-50 servings
- Roasted Beef Top Round with Condiments \$450
Approximately 50-60 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 per person.

All Buffets include Iced tea and coffee.

Breakfast Selections

Breakfast Buffets minimum 25 person limit

Classic American Buffet \$12

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



Lunch Selections

Lunch Buffets minimum 30 person limit

Asian Buffet \$14

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

Italian Buffet \$14

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

American Buffet \$19

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

Dinner Selections

Lunch Buffets minimum 30 person limit.

Italian Buffet \$21

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

American Buffet \$22

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

Asian Buffet \$22

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

ENTRÉES

Lunch Entrées

Includes small salad, iced tea and coffee

- Pasta Bolognese \$12
Linguine pasta with meat sauce and garlic bread
- Sliced Roast Beef \$12
6oz Sliced roast beef served with mashed potatoes and corn
- Grilled Chicken Breast with Pico de Gallo \$12
6oz Grilled chicken breast topped with fresh pico de gallo served with Mexican rice and corn
- Grilled Chicken Pasta with Alfredo Sauce \$13
6oz Grilled chicken breast on top of linguine pasta smothered with creamy Alfredo sauce
- Sweet and Sour Pork \$13
Served with steamed rice and sautéed broccoli
- Southern Fried Chicken \$13
6oz Boneless chicken breast served with country gravy, mashed potatoes and green beans

Dinner Entrées

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

- Grilled Pork Loin \$14
8oz Pork loin marinated and grilled
- Chicken Cordon Bleu \$18
6oz Chicken breast stuffed with ham and Swiss cheese, breaded and fried
- Herb Crusted Roast Cod \$18
8oz Cod marinated in herbs, topped with herb infused breadcrumbs and roast to perfection
- Chicken Monterey \$22
8oz Chicken breast grilled and topped with barbecue sauce, Monterey cheese, diced tomatoes and bacon bits
- Broiled Salmon with Béarnaise Sauce \$23
8oz Fillet of salmon broiled and served with a Béarnaise sauce
- Filet Mignon 8oz \$36
- New York Steak 10oz \$37

DESSERTS

- Sorbet (Strawberry, Kiwi, Lemon & Mango) \$2 per scoop
- Vanilla Ice Cream \$2
- Pie (Apple, Pumpkin or Pecan) \$6 per slice

Pastries

**by the Dozen*

- Mini Cheese Cakes \$12
- Brownies \$14
- Mini Éclairs \$16
- Assorted Danish \$21
- Assorted Cookies \$23
- Mini Fruit Tarts \$31
- Mini Cannoli \$34

- Cup Cakes \$16

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

Cakes

Sheet Cakes

**Choice of White or Chocolate
Choice of White or Chocolate Icing

- Cake Decoration Fee (Edible Print) \$15
- Quarter (9" x12" /22cmx30cm approximately serves 15) \$28
- Half (11" x15" /27cmx37cm approximately serves 35) \$55
- Full (18" x 24" /45cmx 60cm approximately serves 75) \$110

Speciality Cakes

- Banana
- Red Velvet
- Carrot
- German Chocolate

Half \$50 / Full \$100



ROOM RENTAL



BALLROOM



EDA'S



FIRELITE LOUNGE



GARDEN ROOM

	Room Charge per 4 hours	Min. Food & Beverage Charge		Room Charge per 4 hours	Min. Food & Beverage Charge
BALLROOM 1/3	\$75	\$300	GARDEN ROOM	\$75	\$300
BALLROOM 2/3	\$125	\$500	FIRELITE LOUNGE	\$75	\$300
BALLROOM (WHOLE)	\$200	\$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 ea	• Chaffing Dish with Fuel	\$15 ea
• Coffee Cup with Saucer	\$1 ea	• Fuel Can	\$2.5 ea
• Dinner Plates	\$1 ea	• Table Cloth (54x54 or 54x120)	\$5 ea
• Salad Plates	\$1 ea	• Cloth Napkins	\$2 ea
• Small Plates	\$1 ea	• Long Tables (8 places)	\$15 ea
• Soup Bowl	\$1 ea	• Round Tables (6 or 8 places)	\$15 ea
• Butter Plate with Butter Knife	\$1 ea		
• Flat Ware, per setting	\$3 ea		
(Soup Spoon, Salad Fork, Dinner Fork and Knife, Dessert Fork or Spoon and Tea Spoon)			
• Flat Ware	\$0.5 ea		
• Punch Bowl with Ladle	\$15 ea		