



# Catering

MAXWELL CLUB

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

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

📍 42 FSS MAXWELL CLUB



# 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

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

## Healthy Morning

\$13.75 per person buffet

- ☑ Scrambled eggs
- ☑ Hard boiled eggs
- ☑ Assorted hot teas
- ☑ Turkey bacon
- ☑ Seasonal fruit

## Bama Special

\$13.75 per person buffet

- ☑ Scrambled eggs 3-ways  
Peppers & onions, eggs with chorizo & freshly scrambled
- ☑ Bacon
- ☑ Seasonal fruit

\* Minimum 30 people

\* Includes orange juice.

\* Prices are honored before 10:00am

\* Buffet includes one hour of service



**20% service charge will be added to the above prices. Sales tax not applicable.**



# Build Your Own Buffet

## Meats

- Flank steak
- Savory herbed pork loin
- Pulled Pork
- Chicken Marsala
- Chicken Picatta
- Pre-carved roasted turkey  
with carver add \$50 per hour
- Pre-carved Ham  
with carver add \$50 per hour

## Vegetables

- Greenbeans
- Buttered Corn
- Steamed broccoli spears
- Cinnamon and honey glazed carrots

## Starches

- Rice Pilaf
- Garlic Mashed Potatoes
- Mashed Potatoes with Gravy
- Roasted New Potatoes
- Macaroni & Cheese

## Salads

- Mixed green salad with cucumbers  
and tomatoes

## Desserts

- Red Velvet Cake
- Peach Cobbler
- Pecan Pie
- Cheesecake
- Assorted Deserts

## LIGHT

\$30.00 PER PERSON

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

## CLASSIC

\$33.00 PER PERSON

Choose one salad, two meats  
one starch, one vegetable and one dessert

\* Minimum 30 people

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

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

\* House linens & napkins included

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



# Carvings

- 📄 **WHOLE ROASTED TURKEY** (Serves 75 guests)  
with cranberry chutney, rolls, condiments, and mustard  
\$350 minimum
- 📄 **PRIME RIB AU JUS** (Serves 75 guests)  
with rolls and horseradish  
\$40 per pound, minimum 18 pounds
- 📄 **TOP ROUND OF BEEF** (Serves 75 guests)  
with horseradish, rolls, mayonaise, and mustard  
\$30 per pound, minimum 20 pounds
- 📄 **WHOLE BEEF TENDERLOIN** (Serves 25 guests)  
with horseradish, rolls, mayonaise, and mustard  
\$45 per pound, minimum 5 pound increments
- 📄 **CARVED PIT HAM** (Serves 25 guests)  
with rolls and mustard  
\$30 Per pound, minimum 15 pound increments

\*\$50 Carver Fee Per Hour



# Trays



HOMEMADE CHICKEN SALAD SANDWICHES.....\$60  
(50 pieces)

TRADITIONAL DEVILED EGGS.....\$55  
(50 pieces)

SOUTHERN DEVILED EGG.....\$65  
With bacon and jalapenos (50 pieces)

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

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

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

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

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

IMPORTED & DOMESTIC CHEESES.....\$165  
With baguettes (serves 75)



SPECTACULAR FRUIT 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, mayonaise and mustard

SMOKED SALMON .....\$400  
Served on a bed of lettuce served with mustard, capers, lemons, and crackers (serves 75 to 100)

SMOKED SALMON CANAPE.....\$85  
With cream cheese (50 pieces)

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

ASSORTED CUBED CHEESES with crackers  
Small (serves 30).....\$40  
Large (Serves 70).....\$100

TOMATO BASIL CROSTINI.....\$60  
(50 pieces)

# Hors d'oeuvres

ALL SELECTIONS INCLUDE 50 PIECES

Swedish or barbecue meatballs.....	\$65	Seafood stuffed mushrooms.....	\$125
Pork egg rolls .....	\$60	Sausage stuffed mushrooms.....	\$105
Vegetable spring rolls.....	\$60	Mini brie en croute.....	\$200
Crispy fried chicken tenders.....	\$75	Pork pot sticker.....	\$60
Shrimp stuffed spring rolls.....	\$85	Salsalitos.....	\$70
Petite assorted quiche.....	\$100	Monte cristo sandwiches.....	\$70



# Treats & Cookies

ALL SELECTIONS INCLUDE 12 PIECES

Mini Danish.....	\$13.95	Peanut Butter.....	\$12.00
Mini Muffins.....	\$8.95	Chocolate Brownies.....	\$12
Chocolate Chip.....	\$10.00	Chocolate brownies with caramel and seasalt.....	\$15
Doughnut Beignets.....	\$15.00		

# 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 fee .....	\$250
Jumbo martini glasses.....	\$10 each
Round Mirrors (Large).....	\$5 each
Round Mirrors (Small).....	\$3 each
Staff to put out centerpieces .....	\$75 per hour

Must be fully assembled and dropped off 48 hours prior to event.  
Minimum 2 hours. Price listed per staff member.

## WEDDING PACKAGE

Member.....	\$1,000 + 20% service charge
Non-Member.....	\$1,500+ 20% service charge
Wedding Ceremony Room Fee (Member).....	\$500
Wedding Ceremony Room Fee (Non-member).....	\$700



# 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.

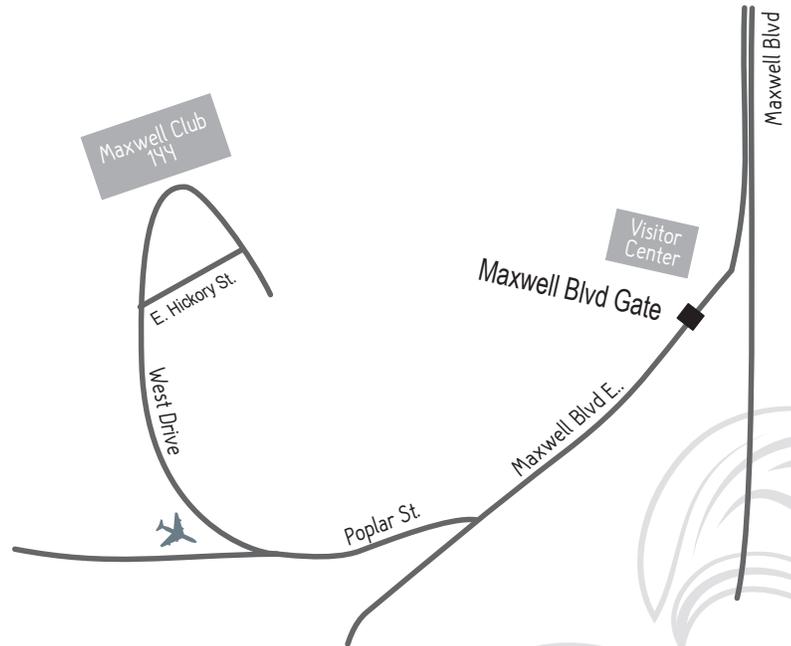
## GUEST INFORMATION NEEDED:

- ☑ 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.





Let us be  
your  
**Personal  
Chef**

















42 FSS Maxwell Club