

HAVANA'S

The following information is provided to make planning your special event easier and memorable. Initial arrangements may be made in person at the Catering Office or by telephone during regular catering department hours. An eligible patron must make this preliminary arrangement. Please plan on making your reservation as early as possible and at least two weeks in advance. The booking will be considered as tentative until a contract is signed, and a \$100 deposit made.

Planning: 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 lunch or dinner are (or alternate food and beverage service) is to be served. Functions initially booked by telephone or in person are considered tentative until the host or project officer comes to Havana's and signs a contract and make the deposit. **All payments will be made in full by the day of the event.**

Guarantees: The sponsor must contact the caterer no later than one week prior to their function and provide a tentative number of guests who will attend. Meals are prepared according to the number of guaranteed guests. Final guarantees for functions scheduled Monday –Friday, will be given **48 hours prior to an event.** For Weekend functions, guarantees are needed by **noon on the Wednesday prior** to your function. Once given, your headcount may **not be reduced.** Charges are billed according to this guarantee or final headcount, whichever is higher. In the event that a particular entrée or other food item cannot be procured, the sponsor will be contacted with a recommended substitution.

Service Charge: A 15% service charge will be added to all food and beverage charges.

Bar Arrangements: Bar service is available for a \$75 fee for the first hour and \$25 for each additional hour after. If bar sales do not reach these minimum requirements, the difference will be added to the final bill.

Outside Food and Beverages: Club policy and Department of the Army regulations do not permit the introduction of food and beverages by any member, patron, or group for consumption in the club. Only exceptions are special occasion cakes, such as wedding cakes or birthday cakes. These cakes will be considered on a case by case basis. A plating fee of \$1.00 per person will be applied.

Liability: Clients (hosts) are liable for loss or damage of facility property or equipment. Havana's Catering or the host facility is unable to assume responsibility for any loss or damage of any merchandise or articles left or sent to the facilities prior, during or following an event.

Audio/Visual Support: Use of any or all of the following: Projector, screen, sound system, podium or microphones will incur a flat rate of \$100.

Decorations: Decorations will be the sole responsibility of the party sponsor. Decorations may be attached to the walls, doors, and ceilings with no damage to the surface that it is adhered to. Club owned decorations or fixture will not be removed from any the club. Decorations must be removed immediately after your function. The throwing of rice, confetti or birdseed inside or outside of the club is not allowed.

Buffet Leftovers: Due to health and sanitation concerns, "to go" boxes will not be provided for meals that were not served or from food items remaining on a buffet or hors d'oeuvres menu.

Room Rental Charges: Room rental charges are incurred when a host does not require food and beverage, but would like to reserve a space for functions. A room rental charge covers expenses that are generated by that function, such as setup and clean up after the event. All room charges are based on a 4 hour time period. If more time is needed, additional fees will apply. A complimentary light beverage service of coffee/tea, lemonade, and water will be provided for 2 hours for up to 30 patrons.

Linens: All room rentals will come with standard linens which includes a table cloth and skirting with one overlay and accompanying standard folded napkins for each table. Additional requests for extra table cloths and special linen set ups will incur an additional charge.

<u>Room Charges</u>		
<u>RALLY POINT (Lounge)</u>		
Mon-Sun	0700 –1700	\$150 (Each additional hour \$25)
Fri-Sat	1500 – 2400	Unavailable (Lounge Open)
Mon-Sun	1700 –2400	\$300 (Each additional hour \$50)
<u>Entire Ballroom</u>		
Mon –Fri	0700 – 1500	Unavailable – Dining open
	1500 – 2400	\$400 (Each additional hour \$50)
Sat-Sun	0700 – 1500	\$600 (Each additional hour \$50)
<u>East Side Ballroom (La Tropicana)</u>		
Mon- Fri	0700 – 1700	\$75 (Each additional hour \$25)
Mon- Fri	1700 – 2400	\$300 (Each additional hour \$50)
Sat – Sun	0700 - 2400	\$500 (Each additional hour \$50)

<u>West Side Ballroom (La Plaza de Havana)</u>		
Mon – Fri	0700 – 1700	Unavailable – Dining open
Mon – Fri	1700 – 2400	\$300 (Each additional hour \$50)
Sat – Sun	0700 – 2400	\$500 (Each additional hour \$50)
<u>CJ's Sunset Grill (located on Torii Beach/Seasonally from April to September)</u>		
Mon – Sun	0700 – 2400	\$200 (Each additional hour \$50)
<u>Inclement Weather Fees:</u>		
A rain day decision must be made by the sponsor, one day prior to the event, if the sponsor decides to move the event into the club. A rain day change of location from the beach to the club on the day of the event will incur a \$100 fee. In the event of a possible approaching typhoon, it is recommended that your event be postponed to a later date. If you choose to continue with the original date and the installation closes, you will be responsible for the full contract amount.		

Conference Package: A Havana's conference room package is offered for 30 patrons or more with tea, coffee, pastry (for duration of 2 hours) and a light lunch is offered for \$15.00 per person. Catering manager will provide a list of available meal options.

<u>Conference Package Availability</u>		
<u>RALLY POINT (Lounge)</u>		
Mon-Sun	0700 – 2400	
Fri-Sat	1500 – 2400	Unavailable (Dining room occupied)
<u>Entire Ballroom</u>		
	0700 – 1500	Unavailable – Dining room occupied
Mon –Fri	1500 – 2400	
<u>East Side Ballroom (La Tropicana)</u>		
Mon- Sun	0700 – 2400	
<u>West Side Ballroom (La Plaza de Havana)</u>		
Mon – Fri	0700 – 1500	Unavailable – Dining room occupied
Mon – Fri	1600 – 2400	
Sat – Sun	0700 – 2300	

Additional Add-Ons:

Audio/Visual Support: Use of any or all of the following: Projector, screen, sound system, podium or microphones will incur a flat rate of \$100.

Linens: Tablecloths or skirting \$5.00 each, overlays \$3.00 each, napkins \$2.00 each

Water Station/Beverage Station: Water Station: \$25.00 per day, for other beverage stations: please see catering manager

There are a variety of additional add-ons that can be added to customize your function, please consult our catering manager for details.

Please read and acknowledge the information presented above, please sign and date below.

PRINTED NAME _____

SIGNATURE _____

DATE _____

CATERING MANAGER _____