



# CLUB STEWART & HUNTER CLUB

*Conference and Catering*

CLUB STEWART

**(571) 801-2532**

1020 HERO RD, BLDG 405

HUNTER CLUB

**(571) 801-8986**

135 DUNCAN DRIVE, BLDG 6015

**StewartHunter.ArmyMWR.com**

# VENUE RENTALS No Catering

Rates based on 4 Hour Events. \$150 for each additional hour.

## Club Stewart

	Weekday Rate	Weekend Rate
Ballroom	\$1,000	\$1,600
2/3 Ballroom	\$750	\$1,200
Liberty Lounge	\$450	\$600
Palmetto Lounge	\$450	\$600
Warriors Lounge	\$450	\$600
Thunder Run	\$450	\$650
<b>Whole Club</b>	<b>\$2,500</b>	<b>\$3,500</b>

## Hunter Club

Hunter Club	\$1,000	\$1,500
Ballroom	\$600	\$800
Hunter VIP Large <i>2 Rooms</i>	\$500	\$800
Hunter VIP Small	\$400	\$600

# BAR PACKAGES

## Distinguished Visitor

\$550

30 Imported Beers  
30 Domestic Beers  
6 Bottles of Wine *3 Red & 3 White*

## The Traveler

\$400

15 Imported Beers  
25 Domestic Beers  
4 Bottles of Wine (2R/2W)

### Catering Add-On

House Wine or Champagne Toast *Per Person*  
House Wine or Champagne Bottle *Per Table*

\$7  
\$30

*A service charge of 20% will be added to every food and beverage purchase.*



# CATERING

## Morning Packages *0700-0900*

**Continental** *Per Person*

Starting at \$10

Coffee, Water & Tea Service

Select from Morning Packages Menu

## Lunches *Reservations Encouraged*

Starting at \$10

**Overflow Lunches** *Per Person*

Not To Exceed 30 Guests

Tuesday through Friday 1100-1330

Warriors Lounge or Club Stewart Upper Deck

Guests order from the Club Stewart Lunch Menu

Subject to space availability: (571) 801-2532

**Private Luncheons** *Reservations Required • Per Person*

Starting at \$18.75

30-50 Guests

Monday through Friday 1000-1400

Private Room *Palmetto Room • Warriors Lounge*

Guests order from the Club Stewart Lunch Menu or Catering Menu

**Boxed Lunches** *Pre-Order Required • Per Box*

\$15

Pick Up & Delivery Available *75 Mile Radius*

## Events

**Catering Event** *50-150 Guests • Per Person*

\$45.50

*Linens • Flatware • Venue • Set-up • Clean-up*

Venue Options: *Club Stewart • Palmetto Room • Warriors Lounge • Liberty Lounge*

Water, Coffee, & Tea Service

Plated Salad and Served Entrée *Select from Catering Menu*

**Ballroom Event** *100+ Guests • Per Person*

\$55.50

*Linens • Dance Floor • Flatware • Venue • Set-up • Clean-up*

Water, Coffee, & Tea Service

Plated Salad and Served Entrée *Select from Catering Menu*

**Ballroom Event Plus** *Per Person*

\$65.50

Ballroom Event *with* Chair Covers • Chair Sashes • Up Lights

**Ballroom Event Premium** *Per Person*

\$75.75

Ballroom Event Plus *with*

1 Hour Cocktail Reception *Alcohol Not Included*

3 Hors D' Oeuvres *Select from Groups A, B & C*

Champagne Toast or Wine on each Table

*A service charge of 20% will be added to every food and beverage purchase.*

# CATERING

## CATERING MENU

*Please make your selections from the options below.*

### Chicken

#### **Almond Encrusted Chicken**

Grit Cake • Beurre Blanc Sauce  
Paprika Oil • Asparagus

#### **Pan Seared Chicken**

Roasted Fingerlings  
Haricot Green Beans

#### **Chicken Marsala**

Sautéed Mushrooms • Linguine  
Fresh Green Beans

### Fish

#### **Hickory Smoked Salmon**

Honey Bourbon Glaze  
Wild Rice • Zucchini Spears

#### **Seafood Trio Linguine**

Shrimp • Little Neck Clams  
Blue Mussels • White Wine Sauce  
Heirloom Tomatoes

#### **Fried Fish & Grits Etouffee**

Stone Grits, Tomato & Tasso Ham  
Etouffee

### Meatless

#### **Smoked Tofu Benedict**

Grilled Asparagus • Hollandaise  
Sauce • French Bread

#### **Veggie Linguine**

Blackbean Meatball Marinara  
Linguine • Fresh Green Beans

### Beef

#### **Bacon Wrapped Filet**

Cognac Butter • Grilled Broccoli &  
Carrots • Duchess Potatoes

#### **Short Ribs**

Buttery Mashed Potatoes  
Glazed Carrots

#### **Sliced Steak**

Fried Onions, Mashed Potatoes,  
Demi- Glace, Fresh Steamed  
Green Beans

### Pork

#### **Balsamic Glazed Pork**

Roasted Red Potatoes  
Glazed Carrots

#### **Smothered Pork Chop**

Onion Gravy • Mashed Potatoes  
Collard Greens

#### **Pork Roulade**

Stuffed with Spinach & Feta Cheese  
Roasted Red Potatoes  
Broccolini • Thyme Pan Sauce

#### **Stuffed Portabella Mushroom**

Sourdough Stuffing • Kale  
Smoked Tofu • Balsamic Glaze  
Arugula

*A service charge of 20% will be added to every food and beverage purchase.*

CATERING

# CATERING OPTIONS

## **Carving Station** *Per Person*

*50 Guest Minimum • Includes Attendant • Served With Rolls*

Prime Rib	\$22
Glazed Ham	\$17
Roasted Turkey	\$17

## **Food Displays** *Serves approx 100 guests*

\$600

Charcuterie Board  
Multi-Tiered Fruit Display  
*with Chocolate Treats additional \$100*  
Cheese Fondue Station  
*assorted bread, crackers, meat, vegetables*

## **Specialty Menus** *Per Person*

\$32.50

Low Country Boil *Shrimp • Sausage • Corn • Potatoes*

Dutch Oven Family Options *Includes Salad & Dessert*

Beef Stew	Italian Pasta
Sausage & Peppers	40 Clove Chicken

Specialty Menus with Venue

\$40.95

Cater Boxes *Taco or BB-Q • Salad • English Tea*

\$23.50

## **Add-ons & Auxiliary Items**

**Audio/Visual Rental** *Per Event 4hrs*

\$125

**Bar Attendant** *Per 150 Guests*

\$150

**Chair Covers** *per chair*

\$3

**Chair Sash** *per chair*

\$1

**Table Runners** *per table*

\$1

*\*Speak to one of our catering representatives for color options*

MORNING  
BRUNCH  
PACKAGES

# MORNING PACKAGES

Available 0600 to 1100

All Morning Service Packages include: Standard Linens & Silverware

**Continental Breakfast Platter** *Per Person* \$10

25 Guest Minimum

An assortment breakfast pastries

Coffee, Hot Tea & Orange Juice

**Morning Hospitality Table** *Per Person* \$15

25 Guest Minimum

Chef's Assortment *Mini Danish • Mini Honey Buns • Pecan Swirls & More*

Fresh Cut Fruit

Orange Juice & Apple Juice

Coffee & Hot tea

**Southern Hot Breakfast Favorites** *Per Person* \$17

50 Guest Minimum

Scrambled Eggs

Bacon

Sausage

Garlic Cheddar Biscuits & Gravy

Hash Browns

Grits

Selection of Petite Pastries

Orange Juice & Apple Juice

Coffee & Hot Tea

Looking for something to **WOW** your guests?  
Ask about our Sunday Brunch Items for your morning event!

*A service charge of 20% will be added to every food and beverage purchase.*

# BOXED MENU

To-Go or Delivery available • 24 hour advance notice  
*\*pending availability of products*

ONLY  
**\$15**

## **Main Course** *Choose One*

### **House Smoked Brisket Sandwich**

Option 1: Arugula • Pickled Vegetables • Chimichurri Aioli • Brioche  
Option 2: Coleslaw • Russian Dressing • Apricot BBQ Sauce • Brioche

### **Caprese Sandwich** *Classic or Grilled Chicken*

Fresh Cut Mozzarella • Tomato • Balsamic Vinegar • Ciabatta

### **Thunder Run Club Wrap**

Turkey • Ham • Bacon • Cheddar • Lettuce • Tomato • Aioli

### **Grilled Chicken Sandwich** *Regular or Spicy*

Grilled Chicken • Lettuce • Tomato • Aioli • Ciabatta  
Smoky Sriracha available

### **Italian Deli Hoagie**

Pepperoni • Salami • Ham • Provolone • Lettuce • Tomato • Banana Peppers • Italian Dressing • Hoagie Roll

### **Turkey BLT or BLAT** *Avocado*

Best served on a Ciabatta

### **Grand Chicken Caesar Salad**

Romaine • Bruschetta • Parmesan • Croutons • Grilled Chicken

### **Apple Orchard Salad**

Sliced Apples • Dried Cranberries • Spicy Candied Pecans • Grilled Chicken  
Crumbled Blue Cheese • Mixed Greens • Apple Butter Vinaigrette

## **Sides** *Choose One*

Assorted Bags of Chips or Pretzels  
Traditional Pasta Salad or Potato Salad  
Fresh Cut Fruit Cup  
Carrots • Celery

## **Dessert** *Choose One*

Chocolate Chip Cookie  
Pudding *Chocolate • Vanilla • Banana*  
Slice of Pie *Blueberry • Cherry*

## **Drink** *Choose One*

Water or Coca-Cola Products

*A service charge of 20% will be added to every food and beverage purchase.*

# HORS D'OEUVRES

## HORS D'OEUVRES

### Party Packages

Price Includes:

- 4-Hour Room Rental w/ Reception Style Set-Up
- Beverage Station: Iced Tea, Water & Coffee
- Standard Linens

*\*Additional fees apply for use of Full Ballroom*

### **DAY PARTY PACKAGES** BEFORE 3PM

*Items based on 50 pieces per selection*

	<i>Weekday Rate</i>	<i>Weekend Rate</i>
<b>75 Guests</b> 3 Items from GROUP A 4 Items from GROUP B 2 Items from GROUP C 1 Item from GROUP D	\$1,375	\$1,475
<b>50 Guests</b> 3 Items from GROUP A or B 2 Items from GROUP C 1 Item from GROUP D	\$975	\$1,075
<b>30 Guests</b> 3 Items from GROUP A 1 Item from GROUP B	\$675	N/A

### **NIGHT PARTY PACKAGES** AFTER 3PM

*Items based on 100 pieces per selection*

<b>Party of 100</b> 3 Items from GROUP A 4 Items from GROUP B 3 Items from GROUP C 2 Items from GROUP D	\$2,550	\$2,750
<b>Party of 75</b> 5 Items from GROUP A or B 3 Items from GROUP C 1 Item from GROUP D	\$2,150	\$2,350
<b>Party of 50</b> 3 Items from GROUP A or B 2 Items from GROUP C 1 Item from GROUP D	\$1,650	\$1,950

*A service charge of 20% will be added to every food and beverage purchase.*



# HORS D'OEUVRES

## HORS D'OEUVRES

### GROUP A

Meatballs <i>Bourbon, Swedish, Maple, Sweet &amp; Sour or Teriyaki</i>	\$50
Pinwheel Sandwiches	\$50
Hoagie Platter	\$50
Assorted Finger Sandwiches <i>English Tea</i>	\$50
Housemade Chips w/ <i>Blue Cheese &amp; Bacon Crumbles</i>	\$45
Fried Mac & Cheese Bites	\$50
Fried Chips & Salsa	\$30
Chicken Salad Puffs	\$50
Bacon Pancake Bites	\$40
Assorted Mini Muffins	\$45
Cheese Curds	\$45

### GROUP B

Caprese Skewers	\$65
Roma Tomato Bruschetta <i>atop Asiago Crostinis</i>	\$65
Melon & Prosciutto	\$65
Spinach Dip with Assorted Breads	\$65
Chicken Skewers <i>Bourbon, Teriyaki or Thai Peanut</i>	\$65
Cheese & Cracker Assortment	\$65
Fresh Vegetable Crudit�	\$65
Grilled Ham & Pineapple Skewers	\$60
Asian Potstickers	\$60
Chicken Wings <i>Buffalo, BBQ, Lemon Pepper, Jerked or Naked</i>	\$65
Hot Honey Cheese Bites	\$65
Deviled Eggs	\$60
Assorted Cookie Tray	\$60
Chicken Spring Rolls	\$60
Buffalo Fried Cauliflower	\$55

### GROUP C

Bourbon Glazed Beef Skewers <i>with Jalape�o Bacon</i>	\$80
Fruit Display	\$80
Spanakopita	\$75
Empanadas <i>Buffalo Chicken or Steak &amp; Cheese</i>	\$75
Petit Fours	\$75
Fried Ravioli w/Marinara	\$75
Stuffed Mushroom Caps <i>Sausage or Crab</i>	\$70
BBQ Pulled Pork Bruschetta <i>Caramelized Onions Atop Asiago Crostinis</i>	\$70
Assorted Dessert Bites	\$70
Stuffed Churros w/ Cinnamon Sugar	\$75
Assorted Phyllo Bites <i>savory or sweet</i>	\$70

### GROUP D

Fruit Trays x2	\$165
Meatball Slider Station w/ <i>Assorted Rolls</i>	\$160
Cheese Fondue Station	\$155
Bacon Wrapped Scallops	\$155
Savannah Crab Dip w/ <i>Assorted Crackers</i>	\$155
Petit Fors	\$150
Coconut Shrimp	\$125
Shrimp Cocktail	\$100
Shrimp & Grits	\$100
Low Country Boil Skewers	\$100
Nigiri Tuna or Shrimp	\$90
Chicken & Waffles	\$90
Salmon Patties	\$85
Assorted Quiche Bites	\$80

A service charge of 20% will be added to every food and beverage purchase.

# LUNCH & DINNER BUFFET

## Lunch & Dinner Buffet Options

### Entrees

- Herb Roasted Chicken
- Orange Dijon Chicken
- Pulled BBQ Chicken
- Chicken Piccata
- Grilled Chicken Breast *in Beurre Blanc or marsala*
- Roast Beef *w/ brown gravy*
- Smothered Pork
- Pulled Pork
- Pork Roulade *w/ cream sauce*
- Sliced Beef *w/ demi*
- Baked Lemon Peppered Fish
- Roasted Turkey *White & Dark Meat*
- Glazed Ham *w/ Pineapple*
- Meatloaf *w/ mutha sauce*
- Vegetable Lasagna

### Vegetables

- Chef's Steamed Vegetable Blend
- Glazed Carrots
- Seasoned Sweet Corn
- Peas *w/ Pearl Onion*
- Green Beans
- Steamed Broccoli

### Starches

- Wild or Garden Rice
- Roasted Potatoes
- Garlic Mashed Potatoes
- Macaroni & Cheese
- Stuffing
- Sweet Potato Casserole

### Specialty Salad

- Potato Salad
- Coleslaw
- Pasta Salad
- Cucumber & Tomato Salad
- Seasonal Fruit Salad
- Macaroni Salad

*A service charge of 20% will be added to every food and beverage purchase.*



# LUNCH PRICES

**Basic Lunch Buffet** \$17.95

Choice of entree • Vegetable • Starch  
Served with mixed greens salad or specialty salad • Rolls  
Choice of Sweet Tea • Coffee

**Deluxe Lunch Buffet** \$22.95

Choice of two entrees • two vegetable • Starch  
Served with mixed greens salad or specialty salad • Rolls  
Choice of Sweet Tea • Coffee

# DINNER PRICES

**Basic Dinner Buffet** *per person* \$34.95

Choice of entree • vegetable • starch  
Served with mixed greens salad or specialty salad

**Deluxe Dinner Buffet** *per person* \$39.95

Choice of two entrees • two vegetable • one starch  
Served with mixed greens salad or specialty salad

**Premier Dinner Buffet** *per person* \$43.95

Choice of two entrees • two vegetable • two starch  
Served with mixed greens salad or specialty salad  
Includes Chef's Choice dessert

# GROUP EXPERIENCES

## Golfing

# GROUP EXPERIENCES

Location: Taylors Creek Golf Course or Hunter Golf Course

### **Golf Scramble Tournament** 20 person minimum

- 9 Holes Cart • Tournament Set-up • Scoring
- 18 Holes Cart • Tournament Set-up • Scoring

\$50  
\$60

PLUS

- + 2 Mini Competitions Long Drive • Closest to the Pin • Longest Put
- + Boxed Meal from Club Stewart
- + Complimentary 30 min Golf Clinic -or- One Range Token

Chose one of the scramble formats below

#### **Powerball Scramble**

Team members are assigned a number (1 through 4) and previous to going out, a "Powerball", 1 - 4 will be drawn and that player will then play from the forward tees for that event.

#### **Las Vegas Scramble**

Players on teams will be assigned a number (1 through 4) and assigned 1 die. On each tee, they will roll the die and if it lands on 1 - 4 that person is the person whose tee shot will be used. If a 5 or 6 is rolled, then it is just a standard scramble.

#### **Drop-Out Scramble**

Who's ever shot is chosen to play, that person does not play the next shot.

#### **Red, White and Blue Scramble**

Teams will alternate between the Red, White and Blue tee boxes.

#### **Texas Scramble**

Teams will be required to use 4 tee shots from each player.

#### **Fort Lauderdale Scramble**

Standard type of scramble, no restrictions on drives, and players play from the tees that they normally play.

#### **Ambrose Scramble**

This will be a net or handicapped event.

## Bowling

# GROUP EXPERIENCES

Location: Marne Lanes Bowling Center

### **Pizza Pin and Pop**

- 6 people \$8.50 for each additional person
- 1 16" one topping pizza
- 1 Unlimited pitcher of soda
- 2hrs of bowling & shoes

\$65.00

#### **MORE** Other Entertainment Options at Marne Lanes

- + Dropzone Gaming Pods (play by the hour)
- + Win cash on site by playing Bingo!
- + Arcade with Air Hockey & Billiards
- + Enjoy sports on our 22' screens

*Please note: prices are subject to change*

*A service charge of 20% will be added to every food and beverage purchase.*

# FAQ

Frequently Asked Questions

## GENERAL

### Why choose Club Stewart?

Private events are what we do and we do it them well. We focus on exceeding your needs while making your day stress-free and enjoyable. Our trained catering staff is passionate about every detail of your event and strive to provide top-notch customer service.

### Who is eligible to use our facility?

Club Stewart is open to the public in accordance with regulatory guidance written in AR215-1. Anyone able to be sponsored or access the installation is able to enjoy the services of Club Stewart.



### Gate Access

Visit <http://www.stewart.army.mil/>

Click the Newcomers tab and then Gate Information.

From this site you can fill out the Access Control Form to request access to the Installation.

**Hosting an Event?** The Club will provide a QR code for all catering events; customers will provide information to the gate via the QR code prior to the event date. Those with CAC or Military ID cards already have access to the installation.

### What types of events does Club Stewart cater?

We cater weddings, graduations, military balls, proms, corporate events, military training sessions, business luncheons, dinner parties, church gatherings, and more! Call today: (571) 801-2532

### What size events can Club Stewart host?

Club Stewart is a seven venue facility; Thunder Run (200 Guests), Warriors (150 Guests), Ballroom (600 Guests), Patriots Corner (80 Guests), Palmetto Room (100 Guests), Liberty Lounge (80 Guests) and Marne Room (80 Guests).

### What catering services does Club Stewart offer?

We offer full service buffet, plated or family style meals both on and off premise. We also offer hors d'oeuvres packages for any event.

# FAQ:

## FREQUENTLY ASKED QUESTIONS

### ORDERING

#### How do I place a catering order?

Simple! Give us a call (571) 801-2532

#### What size of events can Club Stewart cater?

For catering during normal business hours (8am-3pm, M-F) we recommend a 30 person minimum.

For a weekend and evening event (after 3pm) recommend a 50 person minimum.

#### How do I request a catering quote?

You can request a quote by giving us a call at (571) 801-2532 or stopping into our catering office at **1020 Hero Road, Bldg 405 Fort Stewart.**

#### How far in advance do I need to place my catering order?

Catering orders should be placed as far in advance as possible.

Minimum amount of time for a catering order would be 72 hours.

#### How do I make sure there will be enough food for everyone?

Our professional catering team will be happy to assist you to make sure your event is a great experience.

### DELIVERY

#### Do you have special dietary options?

Let us know if you'd like vegetarian options or specific dietary restrictions.

Our team can whip up a tasty option for your guests.

#### Can I get my order delivered?

We deliver! A 50 mile radius is included in all current menu pricing. With this option our staff will set up your feast with all the necessary utensils, plates, and napkins. Anything further can still be supported, but will require a \$50 distance fee.

#### Can I just pick up my catering?

Yes you can! Give us a time you will be picking up your order and we will be ready!

# CATERING AND SPECIAL EVENTS OPERATING PROVISIONS

Thank you for considering Club Stewart for your event. Please read each of the following sections carefully and initial were indicated so we may begin making arrangements for your upcoming event. Upon receipt of this document, final review, and signing by our catering staff, we will confirm your reservation. We appreciate your business and strive to exceed your expectations.

**Initials:** \_\_\_\_\_

## Catering/Contracts:

The Catering Office must have a signed contract before the event with the following information: date, time, duration, menu, room set up, estimated guest count, audio visual requirements and point of contact (POC) information. Final payment for the event is required no later than 72 hours prior to the event. Payments to Club Stewart will only be accepted from the event host or POC. If your event is set-up for each person to pay their share, the event host must be the only liaison between the guests and Club Stewart. Club Stewart cannot collect event payments from your guests or attendees.

**Initials:** \_\_\_\_\_

## Payments:

All forms of payment are accepted Visa/MasterCard/Amex and checks must be made payable to Club Stewart and must include the following information: Driver's License number, unit name (if applicable), day and evening telephone number and mailing address. All returned checks will be assessed a \$25 or 10% surcharge, whichever is greater. No personal checks will be accepted for final payment.

**Initials:** \_\_\_\_\_

## Meals:

No outside food and beverages may be brought into the facility. Special occasion cakes are the only exception to this policy. Your organization's POC will be required to sign a Letter of Understanding (provided by the Club) regarding this policy. The Unit, Organization or POC signing the contracts is obligated to pay for the final number of guests or meals guaranteed on the contract, whichever is greater. No refunds or take outs will be given for meals not served or consumed from buffets or plated meals.

The chef prepares generous buffet portions based on guest count; however, our buffets are not in an "all you can eat" format. Meal combinations with multiple meats, vegetables and starches are all portioned per person. Your catering coordinator can adjust ratios and will explain the menu for your event. For an additional amount, your buffet can be upgraded to an endless, all you can eat format.

Service charges will be applied to all food, beverage and menu packages that are not all inclusive— 18% for in-house catered events and 10% pickup orders.

A cutting fee at the rate of \$50 per every 150 guests will be assessed for specialty cakes and desserts which are brought in to the Club and also require plating and service from Club wait-staff. To avoid this fee, the Club may be able to add your cake to the event contract.

Meal service including two or more different entrée types will be charged based on the entrée with the highest price point and the labor service charge to execute the function. Your catering coordinator will discuss all meal options and pricing to meet your events needs and budget.

We request all final menu selections be submitted at least 30-days prior to your event. A minimum of two weeks is necessary to purchase food and schedule production for the event. Final menu selections made less than 2-weeks from event date may require substitutions.

Initials: \_\_\_\_\_

**Alcohol Service:**

Guests must be 21-years of age to consume alcohol on the premises. Per Army regulations, outside alcohol may not be consumed on Club property and there is zero-tolerance for this policy. Prohibited items include bottles for sharing, single servings or in personal flasks, cups, containers, or cans. Please ensure your guests are well aware of this rule to avoid any complications during your event. If outside alcohol is discovered by Club staff during your event, these items will be confiscated and your guests may be asked to depart the premises. The Club offers a wide variety of both alcoholic and non-alcoholic beverages for toasts, punches, grogs and bar service. Grog items must be approved by the catering office or Club management, for a limited amount. Bars can be set-up based on your event budget. Bar service is offered as limited, full, open and cash. Our Business Manager can recommend the best one for your event.

Initials: \_\_\_\_\_

**Rental Options:**

The Club is capable of providing all the amenities you would expect from world class hotels and conference centers. Items which can save you time, hassle, expense and can add a signature touch to your event, are all available to for rent or purchase. Items include, but are not limited to: linens, chair covers and equipment (chafing dishes, etc.). The fees associated with these additional items are very competitive and are designed to save you money. We encourage you to inquire with our manager about items that may aid in adding to your event.

Initials: \_\_\_\_\_

**Event Timeline:**

Scheduled milestones for your event from 30 days out:

30 -Days	21-Days	14-Days	7-Days	6-Days	5-Days	4-Days	3-Days	2-Days	1-day	Event Day!!!
Final room rental change & menu selection	Last day for menu changes	Room layout planned. Access list remitted.			Meal guest count finalized			Last possible day for final payment		

*I have read and understood the preceding information presented to me by the Catering staff of Club Stewart. I agree to abide by these policies and procedures.*

\_\_\_\_\_  
Printed name of host/POC

\_\_\_\_\_  
Work & cell phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Catermate contract #

\_\_\_\_\_  
Address or unit

\_\_\_\_\_  
Date of event, room name, & time

\_\_\_\_\_  
Credit card #, exp date (for final/additional charges)



