



# Club Stewart

CONFERENCE & CATERING

1020 Hero Rd, BLDG 405 • Fort Stewart, GA

**(912) 767-4717**

[StewartHunter.ArmyMWR.com](http://StewartHunter.ArmyMWR.com)

# VENUE RENTALS No Catering

Rates based on 4 Hour Events. \$125 for each additional hour.

## Club Stewart

	Weekday Rate	Weekend Rate
Ballroom	\$600	\$1,000
2/3 Ballroom	\$400	\$750
Liberty Lounge	\$225	\$400
Palmetto Lounge	\$275	\$450
Warriors Lounge	\$275	\$450
Thunder Run	\$375 <i>PM Only</i>	\$500
<b>Whole Club</b>	<b>\$2,300</b>	<b>\$3,000</b>

## Hunter Club

Hunter Club	\$450	\$1,000
Ballroom	\$250	\$600
Hunter VIP Large <i>2 Rooms</i>	\$200	\$650
Hunter VIP Small	\$150	\$450
General Hunter Room	\$75	\$150

# BAR PACKAGES

## Distinguished Visitor

\$450

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

## The Traveler

\$320

15 Imported Beers  
25 Domestic Beers  
4 Bottles of Wine (3R/3W)

## Open Bar *Includes Bartender*

*Well Drinks Only. Top Shelf Available.*

4 Hr Service <i>Per Person</i>	\$30
2 Hr Service <i>Per Person</i>	\$25
House Wine or Champagne <i>Per Person</i>	\$5
House Wine or Champagne <i>Per Table</i>	\$25

# CATERING

## **Morning Packages** 0700-0900

**Continental** Per Person

\$9-15

Coffee, Water & Tea Service

Select from Morning Packages Menu

## **Lunches** Reservations Encouraged

\$10-17

**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: (912) 767-4717

**Private Luncheons** Reservations Required • Per Person

\$18.75-21.25

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

\$44.75

All Inclusive: *Gratuities* • *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** 150 Guests • Per Person

\$55.50

All Inclusive *Gratuities* • *Linens* • *Flatware* • *Venue* • *Set-up* • *Clean-up*

Water, Coffee, & Tea Service

Plated Salad and Served Entrée *Select from Catering Menu*

**Ballroom Event Plus** Per Person

\$62.50

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

**Ballroom Event Premium** Per Person

\$73.75

Ballroom Event Plus *with*

1 Hour Cocktail Reception *Alcohol Not Included*

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

Champagne Toast



# 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 Etoufee

Stone Grits, Tomato & Tasso Ham  
Etoufee

## Meatless

### Smoked Tofu Benedict

Grilled Asparagus, Hollandaise  
Sauce, French Bread

### Veggie Linguine

Blackbean Meatball Marinara w/  
Linguine and 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 • Smoked Tofu  
Balsamic Glaze • Arugula • Kale

CATERING

# CATERING OPTIONS

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

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

Prime Rib	\$17
Glazed Ham	\$12
Roasted Turkey	\$12

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

Charcuterie Board	\$525
Multi-Tiered Fruit Display <i>with Chocolate Treats additional \$100</i>	\$495
Cheese Fondue Station <i>assorted bread, crackers, meat, vegetables</i>	\$375

## **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*

\$125

MORNING  
BRUNCH  
PACKAGES

# MORNING PACKAGES

Available 0600 to 1100

All Morning Service Packages include: Standard Linens & Silverware

## **Continental Breakfast Platter** *Per Person*

\$9

25 Guest Minimum

An assortment breakfast pastries

Coffee & Hot Tea

## **Morning Hospitality Table** *Per Person*

\$12

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*

\$15

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!

# BOXED MENU

To-Go or Delivery available • 24 hour advance notice

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

### 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

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 Bottled Coca-Cola Products

# APPETIZERS

## HORS D'OEUVRES

### Party Packages

Price Includes:

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

### 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	\$1,025	\$1,175
<b>50 Guests</b> 3 Items from GROUP A or B 2 Items from GROUP C 1 Item from GROUP D	\$750	\$900
<b>30 Guests</b> 3 Items from GROUP A 1 Item from GROUP B	\$600	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	\$2,175	\$2,500
<b>Party of 75</b> 5 Items from GROUP A or B 3 Items from GROUP C 1 Item from GROUP D	\$1,875	\$2,175
<b>Party of 50</b> 3 Items from GROUP A or B 2 Items from GROUP C 1 Item from GROUP D	\$1,375	\$1,675



# HORS D'OEUVRES

## HORS D'OEUVRES

### GROUP A

Meatballs <i>Bourbon, Swedish, 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	\$45
Fried Chips & Salsa	\$30

### 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 Crudité	\$65
Grilled Ham & Pineapple Skewers	\$60
Asian Potstickers	\$60
Chicken Wings <i>Buffalo, BBQ, Lemon Pepper, Jerked or Naked</i>	\$65
Deviled Eggs	\$60
Assorted Cookie Tray	\$60
Chicken Spring Rolls	\$60
Buffalo fried Cauliflower	\$55

### GROUP C

Bourbon Glazed Beef Skewers <i>with Jalapeño 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

### GROUP D

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

# GROUP EXPERIENCES

## Outdoor Recreation

# GROUP EXPERIENCES

*Location: Skeet and Trap Range, Holbrook Pond*

*Each option includes lunch*

*Prices are per person*

### OPTION 1

Choose 3 Games • 15 ppl max

\$38

### OPTION 2

Choose 4 Games • 25 ppl max

\$47

### OPTION 3

Choose 5 Games • 25 ppl max

\$55

## GAMES

### Skeet Shooting

2 shots at each seven stations

*Round takes approximately 20 minutes for groups of 5 shooters*

### Trap Shooting

3 shots at five stations

*Round takes approximately 20 minutes for group of 5 shooters*

### Axe Throwing

Round includes 10 throws per person,

*Round take approximately 10 mins for each team*

### Air Soft Shooting Target Shooting

Shooters must break 5 targets

*Approximate time for each team is 15 minutes*

### Paintball Target Event

Shooters shoot paintball markers at a designated target

*Approximate time for each team is 10 minutes*

### Bait Casting

Casting at designated targets scattered around Holbrook Pond

*Approximate time for event is 20 minutes*

# 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

\$30

\$40

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

\$49.95

### **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

# 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?** Provide us with a list of your event attendees two weeks in advance for access to the installation. 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: (912) 767-4717

### 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. **912-767-4717**

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

For catering during normal business hours (7am-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 **912-767-4717** 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:** \_\_\_\_\_

## Room Reservations:

Club Stewart provides catering and banquet services to military units, private organizations and guests. A deposit is required to confirm your reservation and hold the banquet room selected for your specified date and time. Deposits are non-refundable and will be credited to the amount of your events final bill. Based on your or your organizations' affiliation, room reservations are subject to the following three (3) reservation categories:

- A. **DOD and official military events (promotions, retirements, classes\*).**  
Charges still apply, but deposits may be waived. Your catering coordinator will confirm eligibility to use this method and explain the procedure.
- B. **Private party organizations affiliated with the Garrison, Directorates, 3ID or other tenant units.**  
These organizations may reserve a room without deposit; however, deposit paying organizations may "bump" those organizations reserving a room. Your catering coordinator will review this process should you choose this category. Continued cancelations may prevent your party from using this method in the future.
- C. **Private party or private non-military organizations.**  
A deposit totaling the full room rental amount is required to confirm your reservation. Deposits must be made no later than one week (5 business days) after the room reservation is requested. Until receipt of your deposit in full, all reservations will remain tentative. Reservations will be automatically cancelled if the full deposit is not received within the guidelines stated above. All deposits are non-refundable, however, exceptions are made only under the following circumstances: a catastrophic event which requires rescheduling or cancellation; official military reassignments or orders; other exceptional events require approval on a per case basis by the Club Stewart Manager.

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

### **Rooms:**

Room reservations are for 4-hour blocks. Anytime exceeding 4 hours may be added at a cost of \$125 per hour, depending on the service level required. Your room rental rate is based on the particular room selected, day and time of the reservation. Rates include: set-up of requested tables, chairs, and basic linens for food service/buffet staging tables; hospitality table(s), restroom service, clean up and tear down after your event; table skirting and linens for guest tables is available at an additional charge. Based on availability, early access to your room may be available.

Any damages to the facilities caused by guests will be the responsibility of the host/POC. Under no circumstances should any items be taped, stapled, push pinned or nailed into any wall in the facility. Table decorations with candles may be used as centerpieces as long as the flame is enclosed in glass or a hurricane. Tablecloth damages caused from table decorations will be charged to the host at \$20 per tablecloth. Glitter, sprinkles, tinsel or confetti is not allowed in the facility and usage of these materials is subject to an additional cleaning upon conclusion of the event. Club Stewart is not responsible for any item(s) lost or left behind in the facility.

**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 if 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:

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



