

Wedding Dreams



ALLOW US TO MAKE YOUR WEDDING DREAMS COME TRUE

**Catering & Conference Center
Naval Support Activity Washington - Washington Navy Yard
1454 Parsons Ave SE Bldg. 211
Washington, DC 20374
Phone - 202-433-3041 or 202-433-4312
Fax: 202-433.3083**

WEDDING DREAMS

These are some of the most special dreams in your life, and we know how important your wedding day is to you. Our experienced catering staff can guide you through your entire event without a worry. Our wedding package is designed to make planning your wedding a pleasurable experience. Located in the heart of the Washington Navy Yard, our historic and truly elegant facility can host your most special day with rooms accommodating 30 to 350 guests. Allow our catering professionals to create menus of fantastic elegance or simplistic beauty from the decor to dessert. So review our package and allow us to make your wedding dreams come true.

Our Wedding Package

- ❖ Fresh Fruit, Cheese & Vegetable Display
- ❖ An array of elegant wedding cakes to choose from, designed by one of Washington's most prominent bakeries.
- ❖ Fresh floral centerpieces to add just the right touch of color (Bridal Table Only)
- ❖ A glass of select wine for each guest with your meal
- ❖ A champagne or cider toast for all to congratulate the bride & groom
- ❖ A full complement of professional entertainers, florists, decorators and photographers to recommend.

SERVED DINNER

Fresh Garden Salad with Romaine Lettuce, Cucumber & Tomato
Served with Poppy Seed Vinaigrette Dressing

or

Fresh Spinach Salad with Mushrooms & Baby Shrimp
Served with Cabernet Sauvignon Vinaigrette Dressing

Poultry

Boneless Cornish Hen with Wild & Brown Rice
Served with a Ragout of Fresh Garden Vegetables
\$41.00

Beef

Tenderloin of Beef with Bearnaise Sauce
Green Beans with Julienne Carrots, Red Peppers, Red Bliss Potatoes
\$41.00

Poultry and Sea

Medallion of Grilled Salmon with Lemon Beurre Blanc Sauce
Boneless Chicken Breast with Marsala Sauce
Wild & Brown Rice with Leeks & Walnuts
Bouquet of Garden Vegetables
\$45.00

Land and Sea

Jumbo Shrimp/Stuffed with Crabmeat served with Champagne Sauce
Petit Mignon with Bearnaise Sauce
Roasted Garlic Mashed Potatoes, Asparagus with Vegetable Blend
\$45.00

Served Dinner Includes: Bakery fresh rolls and butter, coffee, tea and iced tea.

20% service charge must be added to all food & beverage prices

DINNER BUFFET

ENTREES

Select Three (3)

Lemon Chicken with Fresh Basil
Fried Chicken
Marinated London Broil
with Mushroom Sauce
Roast Loin of Pork
Filet of Sole Amandine
Shrimp & Seafood Newburg

ACCOMPANIMENTS

Select Five (5)

Whole Green Beans
Fresh Garden Salad
Southern Style Collard Greens
Roasted New Potatoes
Macaroni Au Gratin
Rice Pilaf
Country Style Yams
Wild & Brown Rice with Leeks
Carrots, Broccoli & Cauliflower Bouquet
Fresh Broccoli Fleurettes

\$42.00

Buffet Dinner Includes: Bakery fresh rolls and butter, coffee, tea and iced tea.

20% service charge must be added to all food & beverage prices

HORS D'OEUVRES

Use as a pre-dinner appetizer, a beautiful presentation, or a fingertip buffet. Selections from our vast array of cocktail foods are perfect for any occasion.

CARVED MEATS

Top Rounds of Beef	\$325.00
Smoked Turkey	\$260.00
Baked Ham	\$325.00
Roast Suckling Pig (35-40 Servings)	\$550.00
Whole Poached Salmon	\$300.00
Smoked Salmon	\$300.00
Steamship Round of Beef	\$600.00

SLICED MEATS

Roast Beef	\$180.00
Fresh Baked Turkey Breast	\$180.00
Fresh Baked Ham	\$180.00
Combination Meat Tray*	\$260.00
*Ham, Roast Beef, Turkey, Fresh Rolls & Condiments	

VEGETABLES, FRUITS & CHEESES

Fresh Vegetable Tray	\$160.00
Fresh Fruit Tray	\$200.00
Bite Sized Cheese Tray	\$200.00
Fruit, Vegetable & Cheese Tray	\$300.00
Fruit, Vegetable & Cheese Display	\$600.00
Brie - 1Kilo	\$ 70.00
Brie - En Croute - 1Kilo	\$ 90.00
Raspberry Almond Brie	\$100.00
Strawberry Basket w/ Chocolate Fondue	Price Quoted

20% service charge must be added to all food & beverage prices

HORS D'OEUVRES

Unless otherwise indicated, selections listed below are served in quantities of one hundred (100) pieces.

ASSORTED DIPS

Hot Shrimp Dip	\$160.00
Artichoke Dip w/ Crabmeat	\$160.00
Hot Spinach Dip	\$130.00
Potato Chips & Dip Platter	\$ 65.00

COLD FOODS

Mini Sandwiches (Tuna & Chicken Salad)	\$160.00
Iced Jumbo Cocktail Shrimp	\$290.00
Celery Stuffed w/ Boursin Cheese	\$125.00
Deviled Eggs	\$190.00
Tenderloin of Beef	\$260.00
Served on Crusty French Baquette w/ Horseradish Sauce	
Assorted Mini Desserts	\$260.00

HOT FOODS

BBQ or Sweet/Sour Meatballs	\$160.00	Cod Fish Nuggets	\$190.00
Assorted Mini Quiche	\$180.00	Cozy Shrimp	\$260.00
Scallops Wrapped in Bacon	\$230.00	Vegetable Quesadilla	\$180.00
Wings of Fire	\$160.00	Hibachi Beef Skewers	\$230.00
Chicken Drumettes	\$160.00	Maryland Crab Cakes	\$260.00
Mini Egg Rolls	\$180.00	Mini Deep Dish Pizzas	\$180.00
Hibachi Chicken Skewers	\$230.00	Italian Sausage Puff	\$200.00
Fried Cocktail Shrimp	\$250.00	Spinach & Goat Cheese Pizza	\$190.00
Oriental Shaomai Dumpling	\$190.00	Chicken Satay	\$190.00
Spanakopita	\$160.00	Brie w/Raspberry & Almonds	\$180.00
Fried Coconut Shrimp	\$250.00	w/Thai Peanut Sauce	
Mini Spinach Quiche	\$160.00	Ham and Turkey Wraps	\$190.00
Beef Wellington	\$225.00		

20% service charge must be added to all food & beverage prices

BEVERAGES

A bartender fee of \$100.00 per bartender is charged for three (3) hours of service.
Each additional hour of service is \$35.00 per bartender.

ALCOHOLIC/NON-ALCOHOLIC PUNCHES

(Each unit serves up to 50 people)

Champagne	\$130.00	Egg Nog	\$90.00
Wine Punch	\$130.00	Fruit Punch	\$65.00
Iced Tea	\$65.00	Lemonade	\$65.00

WINE (per bottle)

(Servings per Bottle - 7 people)

House Wine	\$18.00
Champagne	\$15.50
Sparkling Apple Cider	\$12.00

CASH BAR

Guests are charged for each drink they consume.

HOST BAR

A running total is kept for all drinks served.
The host may be informed of the total at any time.

OPEN BAR

The client is charged an hourly rate per person.
Open bar offers an unlimited number of drinks during the contracted period.
OPEN BAR PRICES PER PERSON/PER HOUR

CALL BRANDS

1hr - Open Bar Service/Per Person	\$17.00
2hr - Open Bar Service/Per Person	\$20.00
3hr - Open Bar Service/Per Person	\$23.00

PREMIUM BRANDS

1hr - Open Bar Service/Per Person	\$22.00
2hr - Open Bar Service/Per Person	\$24.00
3hr - Open Bar Service/Per Person	\$26.00

20% service charge must be added to all food & beverage prices

GENERAL INFORMATION

TERMS AND CONDITIONS

To ensure the success of your special event, please read carefully and adhere to the following policies and procedures.

- Final guest count, menus, guest list and any other details pertinent to your event should be finalized and submitted one week in advance. Any and all changes to the original contract must be submitted in writing.
- The 30% policy does not apply for Sunday events because a guaranteed 200 guest count is required to book a Sunday date and food cost minimum is \$20.00 per person
- The Catering and Conference Center requires that menus be provided one month in advance of your event.
- Off-site events will incur a set-up and/or delivery fee.
- The Catering and Conference Center reserves the right to change rooms and substitute menu options without further notice when guest count or food options fluctuate.
- Non-refundable deposit of \$500.00 per room is required. The deposit confirms your date and reservation.
- Cancellations should be made one week prior to your event and deposits are non-refundable.
- Washington/Capitol/Potomac or Washington/Commodore/Anacostia will require 200 guest minimum, excluding meeting symposiums and conferences. Grand ballroom requires a guests minimum of 340 . Guaranteed number of guests should not fall below 30% of the original estimated number of guests, or a \$3.00 per person surcharge will be assessed based on the original estimate.
- 75 guest minimum on Saturdays and 50 guest minimum Monday thru Fridays for buffets only.
- No in-house wedding ceremonies. Only the Patio/Gazebo area is used for ceremonies.
- Signatures are required on all contracts.
- **No food or beverage may be brought into or taken out of the facility due to Health Regulations. NO EXCEPTIONS.** The Catering and Conference Center provides all food and beverages. Only Specialty cakes (birthday, wedding, retirement cakes) can be brought into the facility.
- No alcoholic beverages are to be brought into the facility by guests. The Center has bartenders who can be staffed to accommodate your event.
- **A 20% SERVICE CHARGE IS ADDED TO ALL FOOD AND BEVERAGES PURCHASED.**
- We ask that you notify all vendors (DJ's, bands, wedding cake providers, photographers) to bring appropriate equipment to transport and provide their services. We are unable to supply them with carts or extension cords. DJ's are required to use the ramp on the backside of the Catering and Conference Center. **DO NOT USE THE LOBBY TO TRANSPORT EQUIPMENT TO DESIGNATED ROOMS.**

- No exposed candles, glitter, confetti or rose petal can not be used on tables. Rice is not allowed. You will be assessed a fee of \$500.00 for any damages.
- If a power point presentation is requested or planned, the customer should make an appointment prior to their event to also test all equipment for compatibility (i.e. laptop, LCD).
- If a company is providing special lighting for your event, an insurance certificate is required by that company.
- No photography backdrops are allowed in the lobby for picture taking.
- There is no separate charge for the room when there is food and beverage being served at a minimum of \$18.00 per person for cocktail events.
- Room rental fees are applicable for meetings, conferences, forums/symposiums. Audio/visual equipment is included in the fee.

A completed alphabetical list of guest must be submitted to the Catering Manager or Administrative Assistant, who can provide you with an e-mailed format "Guest List" at least 1 week prior to event. Once your guest list has been submitted, no edits, changes or additions can be made. If you are a guest and have been placed on the access list for an event you must have a picture ID to gain access to the Washington Navy Yard. Driver licenses must be current. These are policies of the Washington Navy Yard Security Operations Division. Failure to comply with these policies may result in your guests being turned away or delayed.

Financial settlement must be made one week prior to your event payable by cash, personal check, cashier's check, money order or credit card. To our wedding patrons, financial settlement must be made by cashier check, money order or credit card ONLY.

All checks must be payable to "The Department of the Navy" and the following information must be provided on check: home address, work and home phone number and sponsor's name.

If your function/activity is cancelled due to circumstances beyond our control (e.g., high threat condition, severe weather, national emergency, etc.) which results in the closure of our facility we will give client a 24 hour notice as to if the base is closing. The Catering and Conference Center will refund your deposit, or make every attempt to reschedule your event at the earliest opportunity. The Commander Officer of the base has the authority to close the base in this regard.

Client: _____ Date: _____

Sales Representative _____ Date: _____

YOUR SIGNATURE VERIFIES THAT YOU (CLIENT) HAVE READ AND FULLY UNDERSTAND THE TERMS AND CONDITIONS SET FORTH ABOVE.



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