

Dining In



Dining Out

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



DINING IN DINING OUT

In traditional military fashion, our chef will prepare a superb meal, set in the most formal style. The décor is impeccable with the seasons' most colorful flowers. Our professional and most competent wait staff will cater to your every need through out the five delectable courses. Enjoy the fine wines and a spot of port if you so desire. Choose any of the printed selections or ask our catering professional to create a menu for your specific needs.

FIRST COURSE - SOUP (select one)

Creamy Mushroom Soup with Fresh Mushrooms, sprinkled with Parsley
Lobster Bisque
Tomato Florentine

SECOND COURSE - SEAFOOD (select one)

Filet of Tilapia with Lemon Sauce
Filet of Flounder with a Light Champagne Sauce
Filet of Salmon with Dill Sauce

THIRD COURSE, SALAD (select one)

Crispy Romaine Lettuce with Italian Parmesan Dressing
Spinach Salad with Mushrooms, Hard Boiled Eggs and Bacon
Caesar Salad with Croutons and Anchovy Vinaigrette

MAIN COURSE

Roast Prime of Beef with Creamy Horseradish Sauce
Vegetables – Chef's Choice

CONCLUDING COURSE - DESSERT (select one)

Fruit Topped Cheesecake
Triple Chocolate Mousse
Mango Mousse Cake

BEVERAGE SERVICE

Select Chardonnay served with the Soup, Seafood and Salad Course
Cabernet Sauvignon presented with the Main Course
Fine Champagne, to uphold traditions, with Dessert
Port wine available at an Additional charge of \$2.50 per person
Grog is available upon request - \$200.00 per BOWL

DINNER MENUS CANNOT BE SUBSTITUTED FOR DINING IN AND DINING OUTS
\$65.00 PER PERSON (includes service charge)

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.