

FORT LEONARD WOOD

PERSHING COMMUNITY CENTER



CATERING GUIDE (JANUARY 2018)

Fort Leonard Wood's Pershing Community Center is a nationally recognized catering service and a two time recipient of the James A. Carroll Jr. Best in Class award for the Army's best catered event.

Thank you for choosing Fort Leonard Wood's Pershing Community Center as your choice for catering. We are excited to help you create a wonderful memorable event and are committed to providing you quality service and an exceptional cuisine in a unique setting for your guests and you.

We can serve your guests and you in hosting a variety of special occasions, which include social gatherings, dining-ins and dining outs, graduations, holiday events, business events, fund raising galas, weddings, and birthdays. Our Executive Chef and Catering Team can create memorable moments for your event with truly remarkable food and service. You can select a course theme for your event, as well as a method for serving. We can be as personal or as low-key in our serving styles as you would like and we can help fit your food budget.

We can offer a variety of food styles that can fit your preferences, as well as any food sensitivities that your guests might have. We have presentation options that include buffet style with food stations for guest to choose from, as well as banquet serving for a more personal touch.

The items listed on our menu selections are mainly guidance as to what our Executive Chef and the Team can provide. If there is an item not listed and you would like for us to cater, we can definitely make it happen. Please note pricing on our menus may be different depending on the location of your event.

Please take your time and review our catering offerings and let us know how we can help make your next event a success. Our Catering Team can be contacted by phone at (573) 329-2455 or we can sit down and take a look at your needs and expectations for your event in our office at the Pershing Community Center.

Policies

The Pershing Community Center is an open facility and all patrons can arrange catered events. A catered event is defined as exclusive use of a private room which entails special planning, e.g. Wedding Receptions, Rehearsal dinners, Luncheons, Dinners, Change of Commands etc. We also specialize in Conferences and Seminars.

Our Center must comply with Department of The Army Regulations, AR 215-1 and applicable Army directives. Catering facilities and services are provided on a first-come, first-served basis.

Food and Beverages. Outside food and beverages are not permitted in our Family and MWR facilities as described in Army Regulation 215-1, Chapter 8-24, (17). All food served at any event or function on premise must be purchased from the PCC and served by the staff, with the exceptions for wedding and military ceremonial cakes.

For the safety of all our guests, food and beverages must be consumed or disposed in the club. Leftovers cannot be removed from the Center per TB MED Regulation 530, page 3-8-d, Consumer Self-Service Operations, “customers will be prohibited from taking any Potentially Hazardous Food home from a buffet or other customer self-service operations.”.

All minor guests under the age of 21 years old are prohibited from purchasing or consuming alcoholic beverages in our facilities. The responsibility for compliance rests solely with the host to assure that minors do not consume or “help themselves” to the available beverages either at the bar or on the self-service tables. Outside alcohol is not permitted to be brought into the facility or on facility grounds.

Decorations. Decorations are the responsibilities of the host. To preserve our building we do not allow nailing, tacking, or taping of objects on the wall, ceiling, chandeliers or any other Center property.

Decoration time must be coordinated with the catering staff. Typically, rooms are accessible at least 6 hours prior to start time for an evening event and 2 hours prior for a morning or afternoon event. A \$50.00 labor fee per hour may be charged for early set-up requests (if room is available) and for events ending past the contracted ending time. Events that extend past midnight, may be charged \$100.00 per hour thereafter.

A \$100.00 cleaning fee is charged to the Host if rice, bird seed, confetti, glitter, rose petals, food, etc., are thrown in or outside the facility.

Property, Liability and Damages. The Pershing Community Center nor Family and MWR is liable for any loss or damage to merchandise, equipment or articles left in our facility prior to, during or following any event.

The event Sponsor is responsible for any damage to the Center’s property.

Gate Access. All guests over the age of 16 years, must provide proper identification (ID) when entering Fort Leonard Wood. The driver of the vehicle must have proof of insurance and vehicle registration available. All guests are encouraged to enter using the Main Gate.

The event organizer is responsible for securing gate access for their guests and will assume responsibility for their conduct on the installation and at the Pershing Community Center.

Event Procedures

Timeline. To ensure accuracy, timeliness and a flawless event, please use the following checklist for items due prior to your scheduled event:

Initial Meeting Information

- Date Time Location Preliminary guest count
- Deposit Signed contract

30 days prior

- Event details

7 days prior

- Final guest count Floor plan

3 days prior

- Final payment

Guest Count Guarantees. If actual number of guests exceed the guarantee given, additional guest charge will apply. If guest count is lower, the guaranteed count will apply. The Pershing Community Center reserves the right to make menu substitutions when the guest count increases after the guarantee has been given.

Floor Plan/Room Layout. The Host is encouraged to share their vision on the room set-up. A room layout/diagram is required 7 days prior to event date. If no room layout is provided at that time, we reserve the right to set-up event at our discretion. A \$50.00 per hour labor fee may be charged if room layout is changed the day of the event.

Meal and Event Time. Accurate starting and ending times of for your event and meal serving times are very important. To ensure the best quality of our meals, please advise our catering staff as soon as possible if you need to delay serving time.

Fees and Payments

Deposit. To secure a reservation, a non-refundable deposit is required at the time of the booking for all private events and will be applied to the total of the invoice.

Up to 30 guests	\$ 25.00
30 - 124 guests	\$ 50.00
125 - 199 guests	\$ 75.00
200 + guests	\$ 100.00

Payments. All events must be paid in full no later than 3 days prior to the event. Payments are accepted in cash, check, Visa, Mastercard or American Express. Credit card must be put on file for balances that accumulate during the event, i.e. Inventory bar, additional food/beverage purchases. Purchase orders and unit funds are accepted with prior approval.

A guarantee of attendance must be specified 3 days prior to the function. The number shall constitute a guarantee not subject to reduction and charges will be made accordingly. The host is obligated to pay for the final number of guest/meals guaranteed on the contract or the number of meals served, whichever is greater. No refunds will be given for meals not served.

Sunday Premium. A \$100.00 up charge will apply on all events held on Sundays

Service Charge. The catering service charge is 18% (23% for functions catered off the premises) and is included in the Menu Options pricing.

Cancellations. All deposits are non-refundable. Military events with no catering requirements must provide a 48 hour cancellation notice and a one week cancellation notice for events with catering requirements.

Menu Options

Catering is our passion, which is why we are committed to delivering excellent services to contribute to the success of your live event. We also know that our clients have a variety of budgets to work with and no matter what the cost, we pledge to do our best to serve you and make your event a success.

Breakfast Offerings

All Inclusive

All served with fresh brewed coffee, juice, and water

The Continental Breakfast Buffet

Minimum Guests Guarantee - **30**

\$9.50

Assorted Danish Pastries and Muffins

Seasonal Array of Fresh Fruit

Butter and Preserves

The Pershing Traditional Breakfast Buffet

Minimum Guests Guarantee - **30**

\$13.50

Seasonal Fresh Fruit Platter

Buttermilk Biscuits with Country Gravy

Scrambled Eggs with Onions, Mushrooms, and Green Pepper

Bacon, Sausage, Hash Brown Casserole

Lunch Offerings

All Inclusive

All served with iced tea, fresh brewed coffee, and water

Soup & Sandwich Lunch Buffet

Minimum Guests Guarantee - **30**

\$13.50

An array of delectable sandwiches, wraps and subs to fit any occasion. Buffet includes an assortment of cold cuts, cheeses, sandwich salad spreads, and a variety of breads and styles including French Baguettes and flavored wraps.

Includes:

Chef's Choice Soup

Assorted Sandwiches on Display

Pasta Salad of the Day

Your choice of Salad

Assorted Cookies

One Entrée Lunch Buffets for Larger Gatherings

Minimum Guests Guarantee - **75**

\$12.00

Buffet includes your choice of 1 of the below selections:

Fettuccini Alfredo w/Broccoli, Salad, Garlic Bread
Vegetable Lasagna, Salad, Garlic Bread
Sausage and Peppers over Pasta w/Marinara Sauce, Salad, Rolls
Grilled Chicken Caesar Salad, Fruit Cup, Rolls
Fried or Baked Chicken (2 pc), 1 Starch, 1 Vegetable, Rolls
Taco Bar
Baked Potato Bar

Two Entrée Pershing Traditional Lunch Buffet

Minimum Guests Guarantee - **30**

\$14.50

Buffet includes your choice of 2 entrees, 1 starch, 1 vegetable, salad w/choice of dressings, and freshly baked dinner rolls

Entrée Suggestions (Choose two)

Herb Roasted Chicken
Fried Chicken
Beef Pot Roast w/Crispy Onion Straws
Pepper Steak
Schnitzel
Roasted Pork or Chicken w/Mustard Cream Sauce
Pan Seared Salmon
Eggplant Parmesan
Pulled Pork

Starch Offerings (Choose one)

Rustic Red Skin Mashed Potatoes
Oven roasted herb Potatoes
Rice Pilaf
Dirty Rice
Three Cheese Mac-N-Cheese

Vegetable offerings (Choose One)

Sautéed Fresh Vegetable Medley
Green Beans Almandine
Green Beans w/Bacon and Onion
Southwest Roasted Corn
Roasted Cauliflower Puree
Steamed Baby Carrots

Dinner Offerings

All Inclusive

All served with iced tea, fresh brewed coffee, and water

One or Two Entrée Pershing Traditional Dinner Buffet

Minimum Guests Guarantee - **30**

One Entrée \$19.00

Two Entrees \$21.50

Buffet includes your choice of one or two main Entrees, 1 starch, 1 Vegetable, Salad w/choice of dressings, and freshly baked dinner rolls

Salad Offerings (Choose One)

Garden Mixed Greens

Caesar Salad

Spinach Salad

Cucumber & Tomato Marinated Salad

Entrée Offerings

Chicken Cordon Bleu finished with Asiago Cream Sauce

Beef Lasagna

Fried Chicken

Eggplant Parmesan

Herb Grilled Chicken with Hollandaise

Salmon w/Pineapple Salsa

Sliced Roast Beef w/Mushroom Demi Glaze

Honey Ginger Chicken

Roasted Pork w/ Mustard Cream Sauce

Starch Offerings (Choose one)

Rustic Red Skin Mashed Potatoes

Oven Roasted Herb Potatoes

Three Cheese Mac-N-Cheese

Rice Pilaf

Dirty Rice

Baked Potato

Vegetable Offerings (Choose one)

Green Beans w/bacon and onions

Sautéed Fresh Vegetable Medley

Steamed Baby Carrots

Roasted Cauliflower Puree

Green Beans Almandine

Southwest Roasted Corn

One Entrée Dinner Buffets for Larger Gatherings

Tiered pricing for more savings

40-99 guests - \$18.75, 100-199 guests - \$17.50, 200+ guests - \$16.50

Sliced Roast Beef, 1 Starch, 1 Vegetable, Salad, Rolls

Bacon Wrapped Meatloaf, 1 Starch, 1 Vegetable, Salad, Rolls

Chicken Marsala, Rice Pilaf, 1 Vegetable, Salad, Rolls

Pepper Steak over Rice, 1 Vegetable, Salad, Rolls

Sliced Roast Pork, 1 Starch, 1 Vegetable, Rolls

Pulled Pork, 1 Starch, 1 Vegetable, Salad, Rolls

Sautéed Chicken Breast over Pasta & Vegetables in Lemon Cream Sauce, Salad, Rolls

A La Carte Dinners

All Inclusive

All served with iced tea, fresh brewed coffee, and water

A La Carte Selections

Minimum Guests Guarantee - **30**

All dinner entrees, choice of two, are served with fresh house salad with choice of dressing and freshly baked dinner rolls. Entrée selections are accompanied by Chef's choice starch and vegetable.

Beef Selections

London Broil...\$23.00

New York Strip...\$26.75

Roast Prime Rib of Beef Au Jus...\$32.75

Chicken Selections

Chicken Marsala...\$17.50

Pan Seared Chicken with Chardonnay Sauce...\$17.50

Chicken Cordon Bleu...\$17.50

Seafood Selections

Seared Salmon with Pineapple Salsa...\$18.50

Seafood Linguine with White Wine Reduction ...\$18.50

Pork Selections

Spice Rubbed Pork Loin w/Maple Horseradish Glaze...\$16.00

Dijon Roasted Pork Loin w/Apple Chutney...\$17.25

Vegetarian Selections (Available upon request for lunch or dinner. Entrée selections are accompanied by Chef's choice vegetable and starch).

\$13.00

Ratatouille Bake

Zucchini Herb Casserole

Zucchini with Chickpea and Mushroom

Carving & Specialty Stations

All Inclusive

Carving Stations include one uniformed Chef for two hours.
All carved meats are served with dinner rolls.

Slow-Roasted Prime Rib of Beef Au Jus

Each Prime Rib serves approximately 40-50 Guests

Market Price

Roasted Top Round of Beef Au Jus

Served with Horseradish Cream Sauce

Serves approximately 60-75

\$255.00

Roasted Breast of Turkey and Cranberry Sauce

Accompanied with Homemade Turkey Gravy

Serves approximately 40-50

\$175.00

Southern-Style Brown Sugar and Clove Glazed Ham

With Pineapple Sauce

Serves approximately 40-50 Guests

\$195.00

Roasted Kielbasa Rope Sausage

with Peppers and Onions

Serves approximately 30 Guests

\$105.00

Appetizers

Hot Appetizer Offerings

Battered Mushrooms (5lb)...	\$41.25
Onion Rings (5lb)...	\$41.25
Assorted Cocktail Meatballs (5lb)...	\$65.00
Franks Wrapped in Puff Pastry (per dz)...	\$17.25
Buffalo Chicken Dip w/Tortilla Chips (serves 25)...	\$49.50
Jalapeno Poppers (per dz)...	\$18.25
Vegetable or Pork Egg Rolls with Sweet Thai Chili Sauce (per dz)...	\$23.50
Assorted Pizza (per pizza)...	\$19.00
Assorted Chicken Drumsticks (5lb)...	\$66.00
Philly Cheesesteak Dip w/Pita Chips...	\$60.00
Spinach & Artichoke Dip w/Tortilla Chips...	\$55.00
Wing Dings (Boneless-5lb)...	\$50.00
Southwest Egg Rolls (per dz)...	\$29.50
Bacon Wraps (24 pcs)...	\$25.00
Sausage Loaf (18 slices)...	\$21.00

Cold Appetizer Offerings

Assorted Sub Sandwiches (3" each) per dozen...	\$ 9.50
Deviled Eggs (per dozen)...	\$11.25
Antipasti skewers (cheese, salami, tomato, olives) (per dozen)...	\$12.00
7 Layer Mexican Dip with Tortilla Chips...	\$35.00

Pershing Party Trays

Tri Colored Tortilla Chips & Salsa	\$ 29.50
Potato Chips & French Onion Dip	\$ 29.50
Assorted Cheese and Crackers	\$ 47.25
Assorted Fresh Vegetables & Ranch Dip	\$ 47.25
Add humus or spinach dip for additional cost	
Assorted Finger Sandwiches	\$ 50.00
Fresh Cut Seasonal Fruit	\$ 88.50
Sliced Deli Tray	\$ 95.00
Assorted Mini Desserts	\$ 95.00
Cookies & Brownies	\$ 35.00

Desserts

Dessert Selections

\$4.00 per person
Assorted Cobblers
Classic Bread Pudding with Vanilla Sauce
Cheese Cake with Choice of Topping
Cookies and Brownies

Dining In and Dining Out Formal dining in and dining out events are a time-honored tradition in the United States Army. This all-inclusive menu section is designed especially for formal military social occasions, and includes wine service. Our catering office can help you with the details of protocol, time elements and sequence of events to assure that your unit's dinner is a complete success. As a formal event, the dining in and dining out is served customarily as a sit-down dinner.

\$35.00 per person

First Course

Fresh Garden Greens

Second Course (Choose two)

Roasted Prime Rib of Beef with Buerre Rouge Sauce

Or

Grilled New York Strip Loin with Mushroom Demi-Glace

Or

Grilled Chicken with Mushrooms and Marsala Sauce

Or

Pan Seared Chicken with Chardonnay Sauce

Or

Seared Salmon with Pineapple Salsa

Or

Seafood Linguine with White Wine Reduction

Accompaniments

Chef's choice of one starch and one vegetable for all main courses

&

Freshly baked dinner rolls

Third Course

Traditional New York Style Cheese Cake with Cherry topping

Beverage Service

Chardonnay, White Zinfandel, or Burgundy Wine

Liquor Service

All Bars

There is a \$100 minimum on bar sales for a bar for the first two hours, then \$50 each additional hour thereafter. Please work closely with the Caterer, as the Pershing Community Center wishes to provide the best service possible at a reasonable rate. The host will be responsible for paying the difference if the minimum is not met.

No Host Bar

Each of your guests will pay for their drink as they order it at current bar pricing.

Host Bar

The sponsor agrees to pay for all drinks served or a partial amount determined by a dollar amount, time, or specific beverage. Once the amount is reached, the bar can be run as a cash bar if the host decides it to. A credit card must be on file for all open bars to be settled after the event. A 10% service charge is assessed to an open bar.

Draught Beer

A keg of beer of your choice will be tapped with cups available. No refund is given for unused beer and the remaining keg cannot be taken off premise.
Draught Beer...\$225.00 per domestic keg (approximately 160 servings of 12oz cups)

Additional Beverage Services

Franzia House Wine – Chardonnay or Burgundy per carafe...\$11.50 (6 servings)

Sutter Home – Cabernet Sauvignon, Chardonnay, White Zinfandel, Merlot
or Pinot Grigio...\$16.50 per bottle

Barefoot Moscato...\$16.50 per bottle

Champagne Toast Andre Brut...\$13.00 per bottle (6 Servings)

Champagne Punch...\$19.50 per gallon (3 gallon minimum)

Sparkling Grape or Cider Juice...\$10.00 per bottle

Non-Alcoholic Punch...\$12.00 per gallon (2 gallon minimum)

Mulled Cider...\$16.00 per gallon

Wine Corking Fee, per person...\$1.00

Grog Corking Fee, per bottle...\$3.00