



## Fort Leonard Wood Family and MWR 2022 Catering Guide

Dear future guest,

Thank you for considering Fort Leonard Wood MWR Catering. We are excited to help you host an event that's unforgettable. We are pleased to offer you a broad selection of foods tailored to your specific event. Whether you're hosting an intimate gathering with sports bar styled appetizers or a formal five-course dinner, our dedicated team is committed to providing you quality service and exceptional cuisine.

Please understand that the attached menu is only a guideline. We can develop custom menus to help meet the needs of your unique event. Please speak to the Food & Beverage team to discuss how we may be able to better meet your needs by tailoring a special menu for your event.

We offer catering and room rentals in the Pershing Community Center and Ozark Tavern classroom. We are also happy to cater offsite, anywhere on Fort Leonard Wood for an additional fee.

Thank you,

The Fort Leonard Wood FMWR Food & Beverage Team

Please call us or email us to start planning your event.

We look forward to working with you!

573-329-2455

usarmy.leonardwood.id-training.list.dfmwr-flw-  
catering@mail.mil

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## Facility Rentals

Room	Square Footage	Capacity	Rate*
<u>Pershing Community Center</u>			
Ballroom (All Sections)	4700	425	\$400
Main Ballroom	1750	125	\$150
Dance Floor	800	100	NA
Ballroom Section A	874	75	\$100
Ballroom Section B	1034	75	\$100
Ballroom Section C	828	75	\$100
Regimental Room	1536	100	\$125
Hearth Room	961	30	\$150
Pershing Room	1800	65	\$100
Patio		250	\$75
<u>Ozark Tavern</u>			
Classroom		70	NA
Patio		50	\$700
Dining Area and Patio		150	\$3,000

*\* Room rental fees are waived when the price of catered food and beverage exceeds the cost of the room rental. If the price of catered food is below the cost of the room rental, the difference will be added to the catering bill.*

## Deposits

A tentative room reservation will be held for approximately 7 business days after the initial request. After the 7 day period has been exhausted, if no deposit has been received, the date will be released for booking by other clients. Official military functions will be "good faith" contracts and the deposit will be waived.

To secure a reservation, a non-refundable deposit is required 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

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## **Payment and Guest Counts**

Final payment is due 72 business hours prior to the scheduled event. Payments are accepted in cash, check, and major credit or debit cards. Purchase orders and unit funds are accepted with prior approval. Credit card must be put on file for balances that accumulate during the event, i.e. inventory bar, additional food/beverage purchases, and or cleaning fees. Any balances that change or are accumulated during the event must be paid on the first business day following the event. Late payments will result in a \$25 per day penalty that will be added to the final bill.

A guarantee of attendance must be specified 72 business hours prior to the function. The number shall constitute a guarantee not subject to reduction. 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.

## **Pricing**

A standard 18% service charge will be applied to the total sales of food and beverage for an event. The service charge is increased to 25% for offsite catering. Room fees will be waived when the cost of food and drink exceeds the room rental fee. Published pricing subject to change.

## **Setup**

Reservations are blocked with a 2 hour setup time prior to the event. Should additional setup time be required, additional fees will apply. The Food & Beverage team cannot guarantee that the space will be available all day and or that there will not be other events taking place during the day of your event, unless it is contracted in advance.

If setup will take place outside of normal business hours, a \$50.00 labor fee per hour may be charged (if room is available). This fee will also be charged if an event exceeds the contracted end time.

Events that extend past midnight, will be charged \$100.00 per hour thereafter.

Due to higher operating costs, a \$100.00 premium will apply to all events held on Sundays to cover Sunday premium pay.

## **Decorations**

Decorations are the responsibility 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.

## **Clean Up Fee**

If trash, boxes or any food items are left in the room being rented, an additional \$50.00 clean up fee will be added onto the contact and will have to be paid within 24 business hours.

A \$100.00 cleaning fee will be incurred by the host if rice, bird seed, confetti, glitter, rose petals, food, etc., are thrown in or outside the facility. This fee will also be applied if the event guests soil the facility beyond normal wear and tear.

## **Rentals**

Table linens are included with food and beverage purchases.

Table linens, napkins, stemware, cutlery, and more are available to rent. Pricing and availability will be provided upon request.

## **Ceremonial Cakes**

If you choose to bring your own cake, a fee of \$70.00 per 150 guest will be applied to your event. This fee covers the plates, forks, napkins, and linen for the cake table. If desired, our team will be available and happy to cut and serve the cake for your event.

## **Property, Liability and Damages.**

Family and MWR is not 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 Family and MWR property.

## **Family and MWR Food and Beverage Policies**

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.

Per AR 215-1, no privately owned alcoholic beverages will be brought into any facility where alcoholic beverages are sold. If this regulation is found to be violated by any guest, the host of the event will be charged \$500 in damages to the Family and MWR Food and Beverage program. Payment is immediate. Bar services will be immediately closed and the event will cease all functional activity. No event refunds will be authorized.

## Breakfast Buffets

### **The Continental**

Minimum Guests Guarantee - **20**

- Assorted Danish Pastries and Muffins
- Seasonal Array of Fresh Fruit
- Butter and Preserves
- Orange Juice and coffee
- \$12

### **The Pershing Traditional**

Minimum Guests Guarantee – **25**

- Scrambled Eggs
- Bacon or Sausage
- Hash Brown Casserole or Breakfast Potatoes
- Seasonal Fresh Fruit Platter
- Biscuits and Country Gravy
- Butter and Preserves
- Orange Juice and Coffee
- \$14

### **The Pershing Deluxe**

Minimum Guests Guarantee – **30**

- Choice of Pancakes, or French Toast with Syrup
- Scrambled Eggs
- Bacon or Sausage
- Hash Brown Casserole or Breakfast Potatoes
- Seasonal Fresh Fruit Platter
- Buttermilk Biscuits with Country Gravy
- Butter and Preserve
- Orange Juice and Coffee
- \$16

**Prices above are per guest. Breakfast enhancements are priced per guest per add on.**

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## Lunch Buffets

### Soup & Salad

- Gourmet Soups (choice of 1)
- Garden Salad with Dressings
- Assorted Rolls with Butter
- Fresh Baked Cookies
- Coffee & Tea Service

**\$12.00**

### Baked Potato Bar

- Garden Salad with Assorted Dressings
- Baked Potatoes
- Sour Cream, Chives, Bacon Bits & Butter
- Coffee & Tea Service

**\$12.00**

### Taco Bar

- Taco Shells
- Taco Beef
- Diced Tomatoes, Lettuce, and Onions
- Shredded Mexican Cheese
- Salsa and Sour Cream
- Spanish Rice
- Coffee & Tea Service

**\$14.00**

### Pasta Buffet

- Sausage and Peppers over Penne Pasta with Marinara Sauce or
- Fettuccini Alfredo with Broccoli
- Garden Salad with assorted Dressings and Garlic Bread
- Coffee & Tea Service

**\$13.00**

### Backyard BBQ

- Garden Salad with Assorted Dressings
- Slow Roasted Pulled Pork
- Country Rolls or Jalapeno Cheddar Cornbread
- BBQ Baked Beans
- Coleslaw or Potato Salad
- Coffee & Tea Service

**\$14.50**

### Bavarian Sound of Music

- German Style Potato Salad
- Bavarian Style Roasted Chicken or Roasted Pork w/Dark Beer Sauce and Dinner Rolls
- Bratkartoffel or Kaese Spaetzle
- Seasonal Vegetable Medley
- Coffee & Tea Service

**\$16.50**

**Prices above are per guest.**

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## Larger Lunch Buffets

Minimum Guests Guarantee - **40**

### Salad

Garden Salad with Assorted Dressings

### Entrée Suggestions

Vegetable or Beef Lasagna

Herb Roasted Chicken

Fried Chicken

Beef Pot Roast w/Crispy Onion Straws

Pepper Steak

Schnitzel

Pan Seared Salmon

### Starch Suggestions

Rustic Red Skin Mashed Potatoes

Oven roasted herb Potatoes

Rice Pilaf

Dirty Rice

Three Cheese Mac-N-Cheese

### Vegetable Suggestions

Sautéed Fresh Vegetable Medley

Green Beans Almandine

Green Beans w/Bacon and Onion

Southwest Roasted Corn

Steamed Baby Carrots

***Selections are prices per person and include garden salad with dressings, one vegetable, one starch, dinner rolls, iced tea, coffee and water***

**\$14.50**

One Entrée

**\$17.50**

Two Entrées

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## Dinner Buffets

### Salad Suggestions

Garden Mixed Greens  
Caesar Salad

### Entrée Suggestions

Chicken Cordon Bleu finished with Asiago Cream  
Fried Chicken  
Herb Grilled Chicken with Hollandaise  
Salmon w/Pineapple Salsa  
Sliced Roast Beef w/Mushroom Demi Glaze  
Honey Ginger Chicken

### Accompaniments (Select 2)

Rustic Red Skin Mashed Potatoes  
Oven Roasted Herb Potatoes  
Three Cheese Mac-N-Cheese  
Rice Pilaf  
Dirty Rice  
Baked Potato  
Green Beans w/bacon and onions  
Sautéed Fresh Vegetable Medley  
Steamed Baby Carrots  
Green Beans Almandine  
Southwest Roasted Corn

***Selections are priced per person and include choice of salad with dressings, one or two entrees, two accompaniments, dinner rolls, iced tea, coffee and water***

Minimum Guests Guarantee – 30

<b>\$19.50</b>	One Entrée
<b>\$21.50</b>	Two Entrees

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## **One Entrée Dinner Buffet for Larger Gatherings**

Minimum Guests Guarantee - 40

### **Entrée Suggestions**

Sliced Roast Beef

Chicken Marsala

Pepper Steak

Sliced Roast Pork

Sautéed Chicken Breast over Pasta & Vegetables

in Lemon Cream Sauce

<b>\$18.50</b>	40-99 guests
<b>\$17.50</b>	100-199 guests
<b>\$16.50</b>	200+ guests

***Selections are priced per person and include choice of salad with dressings, one entrée, Chef's choice starch and vegetable and dinner rolls, iced tea, coffee and water***

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## Plated Dinners

### Beef Selections

London Broil	\$23.00
New York Strip	\$27.50
Roast Prime Rib of Beef Au Jus	\$32.75

### Chicken Selections

Chicken Marsala	\$18.00
Pan Seared Chicken with Chardonnay Sauce	\$17.50
Chicken Cordon Bleu	\$17.50

### Seafood Selections

Seared Salmon with Pineapple Salsa	\$18.75
Seafood Linguine with White Wine Reduction	\$18.75

### Pork Selections

Glaze Dijon Roasted Pork Loin w/Apple Chutney	\$18.00
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### Vegetarian Selections

Zucchini with Chick Pea and Mushroom Stuffing	\$13.00
Ginger Veggie Stir Fry	\$13.00
Zucchini Herb Casserole	\$13.00

Minimum Guests Guarantee - 30

**All dinner entrees are priced per person, and served with fresh house salad and freshly baked dinner rolls. Entrée selections are accompanied by Chef's choice starch and vegetable.**

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## Carving & Specialty Stations

Slow-Roasted Prime Rib of Beef Au Jus  
**Market Price**

Approximate Servings 40

Roasted Top Round of Beef Au Jus  
Served with Horseradish Cream Sauce  
**\$255**

Approximate Servings 60

Roasted Breast of Turkey and Cranberry Sauce  
Accompanied with Homemade Turkey Gravy  
**\$175**

Approximate Servings 40

Southern-Style Brown Sugar and Clove Glazed Ham  
Accompanied with Pineapple Sauce  
**\$195**

Approximate Servings 40

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

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## Hors D'oeuvres

### Hot Hors D'oeuvres

Breaded Mushrooms (5 lbs Serves 20 Guests)	<b>\$42.00</b>
Assorted Cocktail Meatballs (5 lbs Serves 20 Guests)	<b>\$65.00</b>
Assorted Chicken Wings (5 lbs Serves 20 Guests)	<b>\$51.50</b>
Boneless Wings (5 lbs Serves 20 Guests)	<b>\$50.00</b>
Chicken Cordon Bleu Bites (5lbs Serves 20 Guests)	<b>\$55.00</b>
Buffalo Chicken Dip with Tortilla Chips (Serves 20 Guests)	<b>\$45.00</b>
Philly Cheesesteak Dip with Pita Chips (Serves 20 Guests)	<b>\$60.00</b>
Spinach & Artichoke Dip with Tortilla Chips (Serves 20 Guests)	<b>\$55.00</b>
Spinach Tartlets (2 Dozen)	<b>\$35.00</b>
Assorted Mini Quiche (5 Dozen)	<b>\$88.00</b>
Shrimp Tartlets with Cocktail Sauce (Per Dozen)	<b>\$28.00</b>
Southwest Egg Rolls (Per Dozen)	<b>\$30.00</b>
Franks Wrapped in Puff Pastry (Per Dozen)	<b>\$14.00</b>
Vegetable or Pork Egg Rolls with SweetThai Chili Sauce (Per Dozen)	<b>\$23.00</b>
Bacon Wraps (24 pcs)	<b>\$28.00</b>
Sausage Loaf (18 slices)	<b>\$18.00</b>
Toasted Ravioli (50 pieces)	<b>\$45.00</b>

### Cold Hors D'oeuvres

*One tray serves 20 – 25 Guests*

Assorted Tea Sandwiches (3" each) (Per Dozen)	<b>\$24.00</b>
Caprese Salad skewers (Per Dozen)	<b>\$8.00</b>
Antipasti skewers (cheese, salami, tomato, olives) (Per Dozen)	<b>\$12.00</b>
Deviled Eggs (Per Dozen)	<b>\$12.00</b>
Bruschetta (5 Dozen)	
Jumbo Shrimp Cocktail	<b>\$45.00</b>
7 Layer Mexican Dip with Tortilla Chips	<b>Market Price</b>
Tortilla Chips & Salsa	<b>\$35.00</b>
Assorted Cheese and Crackers	<b>\$25.00</b>
	<b>\$45.00</b>

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### Cold Hors D'oeuvres Continued

Vegetable Crudité & Ranch Dip (Serves 30 Guests)	<b>\$45.00</b>
Add humus or spinach dip for additional cost	\$2.00
Assorted Finger Sandwiches (Per Dozen)	<b>\$42.00</b>
Fresh Cut Seasonal Fruit (Serves 30 Guests)	<b>\$85.00</b>
Sliced Deli Tray (Serves 40 Guests)	<b>\$95.00</b>
Charcuterie Board	<b>\$135.00</b>



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## Desserts

### Ice Cream Sundae Bar

Includes: Two flavors of ice cream, chocolate or caramel syrup, Sprinkles, whipped cream, cherries and nuts.

**\$6.75** Per Person

### Cookies and Brownies

Assorted Cookies or Brownies

24 each for \$30.00

### Cake and Pie

Assorted Cobblers

Assorted Pies

Classic Bread Pudding with Vanilla Sauce

Cheese Cake with Choice of Topping

**\$4.00** Per Person

### Sprinkles of Joy

Your choice of 1 dozen delicious, cake pops, chocolate covered strawberries, Brownie Bites with Cream Cheese, Asst Cookies. Orders come with balloons and a card. Send your love for any occasion! Price includes delivery on post.

**\$20**



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## 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.

### **Formal Three Course Dinner**

**\$35.00** per person

#### **First Course**

Fresh Garden Greens with dressings

#### **Second Course** (Choose two)

Roasted Prime Rib of Beef with Buerre Rouge Sauce  
Grilled New York Strip Loin with Mushroom Demi-Glace  
Grilled Chicken with Mushrooms and Marsala Sauce  
Pan Seared Chicken with Chardonnay Sauce  
Seared Salmon with Pineapple Salsa  
Seafood Linguine with White Wine Reduction

#### **Accompaniments**

Chef's choice of one starch and one vegetable for all main courses  
Freshly baked dinner rolls  
Coffee, Iced Tea, and Water

#### **Third Course**

Traditional New York Style Cheese Cake with Cherry topping

#### **Beverage Service**

Chardonnay, White Zinfandel, or Burgundy Wine

**For a more casual soiree, any of our lunch and dinner menu items can be ordered for evening events. Custom menus are also available.**

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## Military Receptions

Planning a Change of Command, Hale and Farewell, or Retirement celebration?  
We have you covered!

### Reception Bundle

Packages include plastic ware, linen, and delivery

#### 50 Guests

3 Gallons of Orange Juice  
3 Gallons of Coffee  
2 Dozen Assorted Pastries  
Choice of  
    Doughnuts  
    Danishes  
    Muffins

1 Large Fruit Tray

**\$280**

#### 100 Guests

3 Gallons of Orange Juice  
3 Gallons of Coffee  
5 Dozen Assorted Pastries  
Choice of  
    Doughnuts  
    Danishes  
    Muffins

1 Large Fruit Tray

**\$380**

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## Conference Packages

Whether you're hosting dignitaries, training, team building, or planning a conference, Fort Leonard Wood MWR Catering has packages to keep your guests comfortable, refreshed, and replenished.

Packages include room rental fee, room set-up in the configuration of your choosing, podium, and electronic equipment to support presentations.

### All Day Break Package

Morning Break: Chilled orange juice, coffee, tea, pastries, and fresh whole fruit

Mid-Morning Break: Refresh Coffee

Mid Afternoon Break: Refresh coffee, lemonade, and fresh baked cookies

<b>1-20 Guests</b>	<b>\$225</b>	<b>51-75 Guests</b>	<b>\$425</b>
<b>21-50 Guests</b>	<b>\$325</b>	<b>76-100 Guests</b>	<b>\$525</b>

### Half-Day Break Package

Morning Break: Chilled orange juice, coffee, tea, cookies and fresh whole fruit

<b>1-20 Guests</b>	<b>\$150</b>	<b>51-75 Guests</b>	<b>\$350</b>
<b>21-50 Guests</b>	<b>\$250</b>	<b>76-100 Guests</b>	<b>\$450</b>

### Boxed Lunches *(Can be a conference package upgrade or standalone order)* Your

Choice of Sandwich; Turkey, Ham, or Tuna Salad served on Tomato Basil or Spinach

Wrap with American or Swiss Cheese

All lunches include: Bottled Water, Chips and Condiments

**\$13** per person

Offsite deliveries incur and 25% service fee.  
Electronic equipment is not included for offsite packages.

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## Catered Bar Services

### On Site Bars

One bartender will be provided per 100 guests. Each bar must reach minimum beverage sales of \$150.00 per bartender or the difference will have to be paid by the host.

### Off Site Bars

MWR provides the alcohol. A trained bartender will arrive 45 minutes early to set up. There is a \$200 minimum beverage minimum on all offsite bars. For non-official functions, one bartender per 75 guests will be \$30.00 per hour. Additional bartenders will be \$20.00 per hour.

### Cash 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.

### Host Bar Packages

Hosted liquor bar packages include beer, wine, and soda. The prices below are per guest and do not include shots.

### 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.

Domestic Keg (approximately 125 beers)

**\$240.00**

### Military Grog

If a grog bowl is prepared for your function, there will be a \$3 per guest grog corking fee applied to the event.

### **Additional Beverage Services**

Franzia House Wine – Chardonnay or Burgundy per carafe (6 Servings)	<b>\$11.50</b>
Sutter Home Bottle Cabernet Sauvignon, Chardonnay, White Zinfandel, Merlot, or Pinot Grigio	<b>\$16.50</b>
Barefoot Moscato Bottle	<b>\$16.50</b>
Champagne Toast Andre Brut Bottle (6 Servings)	<b>\$13.00</b>
Champagne Punch (3 Gallons)	<b>\$55.00</b>
Sparkling Grape or Cider Juice Bottle	<b>\$10.00</b>
Non-Alcoholic Punch (2 Gallons)	<b>\$20.00</b>
Mulled Cider (1 Gallon)	<b>\$16.00</b>

### **Current Bar Pricing**

#### Cash Bar

Well Liquor	\$4.00
Call Liquor	\$5.00
Premium Liquor	\$6.00
Domestic Beer	\$3.50
Craft/Import Beer	\$4.50
Wine	\$4.50

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