



## Fort Leonard Wood Family and MWR 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 a fun 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.

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@army.mil](mailto:usarmy.leonardwood.id-training.list.dfmwr-flw-catering@army.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
Ballroom Section A	874	75	\$100
Ballroom Section B	1034	75	\$100
Ballroom Section C	828	75	\$100
Regimental Room	1536	100	\$150
Hearth Room	961	40	\$150
Pershing Room(Large Bar)	1800	90	\$200
Patio		250	\$100
Pershing Room & Patio		315	\$250
Morelli Heights			\$250
Ozark Tavern			\$250

*\* 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. Rental fees are not waived at Morelli Heights and Ozark Tavern and these facilities are only available at limited times due to business hours.*

## 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.

To secure a reservation, a non-refundable deposit of \$250.00 is required for all events and will be applied to the total of the invoice.

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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 \$50 per day penalty that will be added to the final bill.

Menu selection must be made a minimum of 2 weeks in advance to your event to give ample time to provide the service. A guarantee of attendance must be specified 7 business days 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 20% service charge will be applied to the total sales of food and beverage for an event. The service charge is increased to 30% for offsite catering. Service Charges are taken for replacement of condiments, supplies, damaged equipment, cleaning and laundering dishes and linens, and other event support operational expenses. Published pricing subject to change based upon market pricing and event location and specifications.

Events that extend past midnight, will be charged \$150.00 per hour thereafter.

Due to higher operating costs, a 40% Service Charge will apply to all events held on Sundays to cover Sunday premium pay.

## Setup

Reservations are blocked with a 2 hour setup time and rehearsal 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.

## **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. If the facility receives damages to walls, furniture etc, the host will be required to pay any fees applied by management to replace or repair damaged items.

## **Clean Up Fee**

If trash, boxes or any food items are left in the room being rented, an additional \$100.00 clean up fee will be added onto the contract and will have to be paid within 24 business hours.

A \$200.00 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. Damages of linens or rental items depending on severity will require the renter or host to pay a fee for replacement.

## **Ceremonial Cakes**

If you choose to bring your own cake, a fee of \$30.00 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. Please see page 16 for our all-inclusive cake pricing.

## **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 up to \$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.

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

1 Large Fruit Tray

**\$300**

#### 100 Guests

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

1 Large Fruit Tray

**\$400**

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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 or apple juice, coffee, tea, pastries, and fresh whole fruit or fruit tray

Mid-Morning Break: Refresh Coffee

Mid Afternoon Break: Refresh coffee, Tea, and Water, fresh whole fruit

**1-20 guests     \$250**  
**21-50 guests     \$350**

**51-75 guests     \$450**  
**76-100 guests     \$550**

### Half-Day Break Package

Morning Break: Chilled orange juice or apple juice, coffee, tea and fresh whole fruit or fruit tray

**1-20 guests     \$160**  
**21-50 guests     \$325**

**51-75 guests     \$380**  
**76-100 guests     \$480**

**Boxed Lunches** *(Can be a conference package upgrade or standalone order)* Your choice of Sandwich; Turkey, Ham, or Salami served on choice of White or Wheat Bread or Tomato Basil or Spinach Tortilla Wrap with American or Swiss Cheese  
 All lunches include Bottled Water, Chips, Whole Fruit, and Condiments  
**\$16.00 per person**

Offsite deliveries incur and 30% service fee.  
 Electronic equipment is not included for offsite packages.

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## Breakfast Buffets

### The Continental

Minimum Guests Guarantee - **20**

- Assorted Danish Pastries and Muffins
- Seasonal Array of Fresh Fruit
- Butter and Preserves
- Orange Juice Or Apple Juice and Coffee
- \$14.50

### The Pershing Traditional

Minimum Guests Guarantee – **25**

- Scrambled Eggs
- Bacon
- Hash Brown Casserole
- Seasonal Fresh Fruit Platter
- Biscuits And Country Gravy
- Butter and Preserves
- Orange Juice Or Apple Juice and Coffee
- \$18.00

### The Pershing Deluxe

Minimum Guests Guarantee – **30**

- Choice of Pancakes, or French Toast with Syrup
- Scrambled Eggs
- Bacon
- Hash Brown Casserole
- Seasonal Fresh Fruit Platter
- Buttermilk Biscuits with Country Gravy
- Butter and Preserve
- Orange Juice Or Apple Juice and Coffee
- \$20.00

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

### Upgrades:

**Southwest Style Eggs** (adds onions, mushrooms, and green peppers)- \$2.00

**Additional Pancakes or French Toast** - \$3.00

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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

**\$14.50**

### Baked Potato Bar

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

**\$13.50**

### Taco Bar

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

**\$16.50**

### 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

**\$15.50**

### Backyard BBQ

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

**\$16.00**

### Bavarian Sound of Music

- German Style Potato Salad
- Bavarian Style Roasted Chicken
- Bratkartoffel or Kaese Spaetzle
- Seasonal Vegetable Medley & French Rolls
- Coffee & Tea Service

**\$18.00**

*Prices above are per guest.*

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## **Larger Lunch Buffets**

Minimum Guests Guarantee - **40**

### **Salad**

Garden Salad with Assorted Dressings

### **Entrée Suggestions**

Beef Tips with Butter Noodles

Herb Roasted Chicken

Fried Chicken

Schnitzel

Pepper Steak

### **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

Southwest Roasted Corn

Green Beans with Bacon & Onion

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

#### **One Entrée-**

**40-99 Guests - \$18.00**

**100-199 Guests - \$17.00**

**200+ Guests - \$16.00**

#### **Two Entrees-**

**40-99 Guests - \$21.00**

**100-199 Guests - \$20.00**

**200+ Guests - \$19.00**

## Dinner Buffets

### Salad Suggestions (Select 1)

Garden Mixed Greens

Caesar Salad

### Entrée Suggestions

Chicken Cordon Bleu finished with Asiago Cream

Fried Chicken

Herb Grilled Chicken Breast with Hollandaise

Seared Chicken Breast with Lemon Cream Sauce

Honey Ginger Chicken

Sliced Roast Beef w/Mushroom Demi Glaze

Salmon w/Pineapple Salsa

Roasted Pork w/ Mustard Cream Sauce

### Starch Suggestions (Select 1)

Rustic Red Skin Mashed Potatoes

Oven Roasted Herb Potatoes

Three Cheese Mac-N-Cheese

Rice Pilaf

Dirty Rice

Baked Potato

### Vegetable Suggestions (Select 1)

Green Beans with Bacon & Onion

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 – 40

### One Entrée-

40-99 Guests - \$22.00

100-199 Guests- \$21.00

200+ Guests- \$20.00

### Two Entrees-

40-99 Guests- \$24.50

100-199 Guests- \$23.50

200+ Guests- \$22.50

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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**

**50.00** 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  
Pan Seared Chicken Breast with Lemon Cream Sauce  
London Broil

#### **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 Cheesecake with Cherry topping or Blueberry topping

#### **Beverage Service**

Red Or White Wine (Catering Manager's Choice)

**For a more casual soiree, any of our lunch and dinner menu items can be ordered for evening events. Vegetarian & Allergy menu available upon request.**

## Exclusive Holiday Buffets

### Salad Suggestions (Select 1)

Garden Mixed Greens  
Caesar Salad

### Entrée Suggestions

Roasted Turkey Breast with Cranberry Sauce & Turkey Gravy  
Glazed Ham with Pineapple Sauce  
Prime Rib with Au Jus Sauce & Horse Radish Cream- Special Request (Market Price)\*  
Pork Loin With Apple Chutney

### Accompaniments (Select 2) *One Starch, One Vegetable*

Rustic Red Skin Mashed Potatoes  
Oven Roasted Herb Potatoes  
Three Cheese Mac-N-Cheese  
Sweet Potato Casserole  
Green Beans with Bacon and Onion  
Sautéed Fresh Vegetable Medley  
Green Beans Almandine  
Southwest Roasted Corn

### Dessert (Select 1)

Assorted Cookies  
Bread Pudding with Vanilla Sauce  
Cheesecake with topping  
Pumpkin Pie

***Selections are priced per person and include choice of salad with dressings, one or***

***two entrees, two accompaniments, dinner rolls, 1 Dessert option, iced tea, coffee and water***

Minimum Guests Guarantee – 40 \* Pricing subject to change if Prime Rib is Selected

#### One Entrée-

40-99 Guests - \$23.00

100-199 Guests- \$22.00

200+ Guests- \$21.00

#### Two Entrees-

40-99 Guests- \$25.50

100-199 Guests- \$24.50

200+ Guests- \$23.50

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## Desserts

### Pie & Assorted Desserts

Assorted Cobblers  
 Assorted Pies  
 Classic Bread Pudding with Vanilla Sauce  
 Cheesecake with Choice of Topping  
 Tiramisu  
 Lemon Bars  
**\$6.00 Per Person**

### Cookies and Brownies

Assorted Cookies  
 or Brownies  
 24 each for \$34.00

## *Cakes for Ceremonies & Special Occasions*

### Cakes

*Piped decoration included all cake decorations will be reviewed to ensure requested design can be made.  
 (Screen Printing Unavailable)*

½ Sheet Cake- \$45.00

*feeds up to 40 guests*

Full Sheet Cake- \$85.50

*feeds up to 72 guests*

**Flavors: Vanilla, Chocolate, Marble**

### **Cupcakes** 24 Per Order piped decoration included.

*Flavors: Vanilla, Chocolate*

**Unfilled \$16.50**

**Filled \$19.50**

**Filling Options: Apple, Vanilla Pudding**

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## Hors D'oeuvres

### Hot Hors D'oeuvres

Southwest Breaded Chicken Bites (5 lbs serves 20 Guests)	<b>\$35.00</b>
Assorted Cocktail Meatballs (5 lbs Serves 20 Guests) BBQ Or Swedish	<b>\$67.00</b>
Assorted Chicken Wings (5 lbs Serves 20 Guests) Buffalo, BBQ or Garlic Parm	<b>\$55.00</b>
Chicken Cordon Bleu Bites (5lbs Serves 20 Guests)	<b>\$60.00</b>
Buffalo Chicken Dip with Tortilla Chips (Serves 20 Guests)	<b>\$50.50</b>
Spinach & Artichoke Dip with Tortilla Chips (Serves 20 Guests)	<b>\$59.00</b>
Spinach Tartlets (24 pcs)	<b>\$38.00</b>
Assorted Mini Quiche (5 Dozen)	<b>\$90.00</b>
Southwest Egg Rolls (Per Dozen)	<b>\$32.50</b>
Franks Wrapped in Puff Pastry (Per Dozen)	<b>\$16.50</b>
Pork Egg Rolls with SweetThai Chili Sauce (Per Dozen)	<b>\$25.50</b>
Vegetable Eggrolls with SweetThai Chili Sauce (24 pcs)	<b>\$25.50</b>
Bacon Wraps (24 pcs)	<b>\$36.00</b>
Toasted Ravioli (50 pieces) 2 ½ Lbs Per Order	<b>\$52.00</b>
Jalapeno Mac & Cheese Bites (5lbs serves 20 Guests)	<b>\$35.00</b>

### Cold Hors D'oeuvres

*One tray serves 20 – 25 Guests*

Antipasti skewers (cheese, salami, tomato, olives) (Per Dozen)	<b>\$14.50</b>
Deviled Eggs (Per Dozen)	<b>\$14.50</b>
Bruschetta (5 Dozen)	<b>\$48.00</b>
7 Layer Mexican Dip with Tortilla Chips	<b>\$38.00</b>
Tortilla Chips & Salsa	<b>\$28.00</b>
Assorted Cheese and Crackers	<b>\$48.00</b>

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**Cold Hors D'oeuvres Continued**

Vegetable Crudité & Ranch Dip (Serves 30 Guests)	<b>\$50.00</b>
Add humus or spinach dip for additional cost	<b>\$4.00</b>
Assorted Finger Sandwiches (Per Dozen)	<b>\$26.00</b>
Fresh Cut Seasonal Fruit (Serves 30 Guests)	<b>\$88.00</b>
Sliced Deli Tray (Serves 40 Guests)	<b>\$98.00</b>
Charcuterie Board	<b>\$140.00</b>



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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  
**Market Price**

Approximate Servings 60

Roasted Breast of Turkey and Cranberry Sauce  
Accompanied with Homemade Turkey Gravy  
**Market Price**

Approximate Servings 40

Southern-Style Brown Sugar and Clove Glazed Ham  
Accompanied with Pineapple Sauce  
**Market Price**

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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## Catered Bar Services

### On Site Bars

One bartender will be provided per 100 guests. Each bar must reach minimum beverage sales of \$250.00 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 \$300 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 - **Market Price plus service charge & convenience fee**)

### Military Grog

If a grog bowl is prepared for your function, there will be a \$3 per guest attending grog corking fee applied to the event. Event Hosts are responsible to provide the grog item list prior to event date.

**Corking Fee by no circumstances will be waived this is a mandatory fee to host the grog. The Hosting party is required to bring their own grog containers, ladles etc. If Pershing Community Center is requested to provide the alcohol for the grog the fee of purchasing the alcohol and the corking fee will be applied to the contract.**

**Additional Beverage Services**

Franzia House Wine – Chardonnay or Cabernet per carafe (6 Servings)	<b>\$12.00</b>
Sutter Home Bottle Cabernet Sauvignon, Merlot, or Pinot Grigio	<b>\$17.00</b>
Barefoot Moscato Bottle	<b>\$17.00</b>
Champagne Toast Andre Brut Bottle (6 Servings)	<b>\$13.50</b>
Champagne Punch (3 Gallons)	<b>\$57.00</b>
Sparkling Grape or Cider Juice Bottle	<b>\$10.50</b>
Non-Alcoholic Punch (2 Gallons)	<b>\$21.00</b>
Mulled Cider (1 Gallon)	<b>\$17.00</b>
Juice (2 Gallons) <b>Choose Apple, Orange, or Cranberry</b>	<b>\$15.50</b>
Coffee (2 Gallons)	<b>\$13.50</b>
Lemonade (2 Gallons)	<b>\$21.00</b>

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