



Mustin Beach Catering
at
The Officers Club

Welcome

From small intimate weddings to large elegant receptions with hors d'oeuvres to a beach buffet, our catering menus are filled with fresh, contemporary ideas. Our diverse staff will deliver the quality food and service necessary to ensure your event is a success.

This guide will be a useful tool as you plan your unique and special occasion. Relax; planning your event will be an enjoyable experience with the help of our dedicated staff.

~Mustin Beach Officers Club~ Catering Guidelines

We pride ourselves in being able to meet our clients' needs. The following steps will help you through the process of organizing your special function. These guidelines are applicable at The Officers Club.



Arranging and Reserving a Date

Early planning is the hallmark to the success of any event. To arrange a booking, you may contact MBOC at 850/452-8280 or by fax at 850/458-1465. All events will be required to pay a room rental fee and food & beverage minimum. Most arrangements can be made by phone, or facsimile, others may require an appointment with the catering department. Our office hours are Tuesday through Friday 9:00 a.m. to 4:00 p.m.

As we finalize all the details of your event, you will receive a Banquet Event Order (BEO) form to confirm with a signature. Please carefully review all information on the BEO for accuracy and completeness before signing. Make any changes, sign and return via fax to 850/458-1465. A signed BEO must be in our office seven (7) business days prior to your event date. We do reserve the right to move your function space based upon final numbers or an event surcharge will be applicable.



Changes, Guarantees and Cancellations

When placing a request, you must provide an estimated guest count. The final guest count and all changes referring to the menu or event arrangements is due seven (7) business days prior to the date of your event. If a guaranteed count is not confirmed seven business days prior to the event, service will be provided for the estimated count and you will be billed accordingly. Mustin Beach Catering will do our best to accommodate an increase in the count prior to the event. To guarantee all items and services will be available for your event, please contact the Catering Department as soon as possible. Any catering request placed less than three (3) business days will be subjected to a \$ 25.00 or 10% late charge, whichever is greater. A Banquet Event Order (BEO) will be completed and sent to you for signature confirmation. Your requests are not confirmed until you have signed the BEO and return it to the Catering Department with the requested deposit.



Payments and Charges

*All catered events must have a secured payment method prior to the function. A deposit is due to secure your date and space depending on room choice. **This is a non refundable deposit. Function Space Rental and a \$25.00 food & beverage minimum, per person, is applicable for every event.** Fifty percent (50%) of the estimated event charges are due thirty (30) days prior to the event date. All final charges for the event, your signed BEO and your final guaranteed headcount, are due seven (7) business days prior to the event date. If payment is not received, an event may be canceled due to non payment. A 20% late fee will be charged on any balance that is left open. Mustin Beach Officers Club will ask for a credit or debit card to be on file to take care of any incidentals, host beverage and day of additions that may occur.*

All groups are subject to a 20% Service Charge and 7.5% Florida State Sales Tax on Food and Beverage. Prices are subject to change and certain items may be limited in accessibility based upon the current product availability and economic environments . Any not-for-profit groups must submit a copy of their federal exemption status at the time of booking, for exclusion of the sales tax.



Service Upgrades

*You can easily add that special touch to your event by letting us handle your decoration needs. We work with talented decorators that can accommodate any request. Floral arrangements, and themed props can be arranged, we ask that you give us at least a five business day notice. Price will vary according to your selection. Rental items will be charged according to your event needs. Please ask for a list of **our recommended vendors** to assist you in your planning needs.*



Removal of Food Policy

*Due to health regulations, it is the policy of Mustin Beach Catering services that excess food items from events cannot be removed from the event site. This means food left over from a catered function cannot be given to guests after the function. Items purchased to pick up should be properly stored prior to the event and removed and disposed of by the host of the event. **This policy is necessary to comply with the Preventive Medicine N.A.S.P regulations and are strictly enforced. No food or beverage item is permitted to be taken out of the function room.***



Specific Guidelines

- The Client shall be responsible for proper conduct and attire (shirts and shoes required at all times) of all guests. The club is not responsible for damage, loss or theft of personal property left unattended on our premises. Any items brought onto the club facilities are the sole responsibility of invitees and their guests and should be removed immediately upon completion of the event.
- Any damage, by a group's guest that occurs to the club, function space or banquet items used during the function will be the responsibility of the group. A cleaning fee of \$250.00 will be applicable when function space is not returned to the club in same state as beginning of event.
- All food and beverage must be purchased through Mustin Beach Catering. The only exception is Wedding Cakes. Due to the Environmental Health Regulations, cakes must be baked by a licensed baker.
- Children under the age of eighteen (unless accompanied by an adult) are not allowed in the bar area. Children are not allowed to play in the Lobby Area or Restrooms. Event hosts are responsible for the actions of their guests. There will be damage or cleaning surcharges for abuses.
- The throwing of rice, confetti, birdseed, food, glitter or the use of bubbles inside and outside the Officers Club or Lighthouse Point **is not permitted**. There will be a minimum \$ 250.00 cleaning fee assessed to the host if the policy is violated. Sparklers can be used outside of the OClub and LHP with appropriate means of disposal by group.
- Candles may be used inside the Officers Club and Lighthouse Point. The flame of the candle must be enclosed in glass such as votive and hurricane globes.



Facebook



The Mustin Beach Officers Club is now on Facebook! To view recent weddings, banquets or other special events held at the Officers Club, visit our Catering Fan Page at "The Mustin Beach Officers Club" or www.facebook.com/mbocatering.

A 20% Service Charge and 7.5% Sales Tax is applicable on all Food and Beverage.

~Themed Buffets ~

Minimum of 50 people. A \$4.00 surcharge is applicable per person for groups under 50 people.

All buffets are accompanied with the appropriate décor.

Little Italy

Traditional Caesar Salad

Antipasto Salad

Bacon Braised Green Beans

Zesty Meat Lasagna

Pasta with Julienne Chicken and a Creamy Herb Garlic Sauce

Home Baked Italian Bread

Herbed Foccacia

Canolli

\$ 22.95 per person

Southwestern Ole

Flour Tortillas

Grilled Chicken and Spicy Vegetable Fajitas

Assorted Toppings

Southwestern Style Black Beans

Spanish Rice

Tortilla Chips, Salsa and Guacamole

Cinnamon Crisps

\$ 18.95 per person

Add Grilled Steak Strips or Shrimp \$4.00 per person

Seafood Buffet

Cole Slaw

Potato Salad

Chef's Choice Vegetables

Hush Puppies

Seafood Gumbo with Steamed White Rice

Fried Oysters

Fried Shrimp

Baked or Fried Fish Filets

Baked or Fried Chicken

Fresh Baked Rolls with Butter

Market Price

A 20% Service Charge and 7.5% Sales Tax is applicable on all Food and Beverage.

~Seated Dinners ~

*For an event that requires a more formal atmosphere, we suggest a served meal.
Dinners include fresh baked dinner rolls with butter, water and iced tea.*

Salad Choices

*Mixed Green Salad with Selection of Two Dressings
Traditional Caesar Salad with Parmesan, Croutons & Caesar Dressing
MBOC Signature Salad, House Greens with Pecans, Mandarin Oranges, White Raisins, and
Fried Vidalia Onion and our Chef's Specialty Vinaigrette*

Entrée Selections

(All entrees come with Chef's Choice Accompaniments.)

*Roasted Chicken Breast with Sundried Tomato Pan Jus
\$23.00*

*Poppy Seed Crusted Salmon with Citrus Brown Butter
\$24.00*

*Blackened Red Fish with Mango Salsa
\$24.00*

*Grilled Pork Chop with Bacon Spinach Cream
\$23.00*

*Pan Seared Free Range Chicken Breast with Tomato Lavender Provencal
\$23.00*

*Prime Rib of Beef with Creamy Horseradish Sauce
\$25.00*

*Pan Seared Ribeye with Rosemary Bourbon Honey Glaze
\$25.00*

*Pan Seared Grouper Medallions with Roasted Chicken Breast and Sundried Tomato Pan Jus
\$28.00*

*Herbed Lamb Chops with Dijon Sourcream Sauce
\$28.00*

*Shrimp Stuffed Flounder with Grilled Orange Pineapple Confit
\$28.00*

*Seared Filet Mignon with Roasted Portabella Shallot Jus
\$34.00*

*Pan Seared Snapper with Sautéed Shrimp and Roasted Garlic Lemon Beurre Blanc
\$35.00*

*Sesame Seared Yellow Fin Tuna with Seared Scallops and Wasabi Tea Glaze
\$35.00*

*Grilled Filet Mignon with Broiled Slipper Lobster Tail and Saffron Maltaise
\$42.00*

A 20% Service Charge and 7.5% Sales Tax is applicable on all Food and Beverage.

~Create Your Own Buffet Dinner ~

*Minimum of 50 people. A \$4.00 surcharge is applicable per person for groups under 50 people.
All selections include Choice of Salad (1), Chef's Accompaniments, Rolls and Butter,
Fresh Brewed Coffee or Iced Tea.*

Salad Choices

Select One

*Mixed Green Salad with Selection of Two Dressings
Traditional Caesar with Parmesan, Croutons & Caesar Dressing
Spring Mix with Vinaigrette Dressing
Chef's Choice Pasta Salad
Rosemary Roasted Potato Salad*

Entrée Selections

*Pan Seared Chicken Breast with Sundried Tomato Pan Jus
Roasted Chicken Breast with Citrus Brown Butter Sauce
Beef Medallions with Portabella Shallot Pan Jus
Pan Seared Chicken with Tomato Lavender Provencal
Blackened Chicken with Sesame Fennel Slaw
Broiled Mahi Mahi with Dill Beurre Blanc
Roasted Pork Loin with Bacon Spinach Sauce
Grilled Mahi Mahi with Fire Roasted Pineapple Salsa*

Chef's Choice Starch and Vegetable.

Two Entrée Selections

\$25.00 per person

Three Entrée Selections

\$28.00 per person

Additional Accompaniments

\$3.00 each

A 20% Service Charge and 7.5% Sales Tax is applicable on all Food and Beverage.

~ Reception Displays and Stations ~

Add something special to your event by having one of our skilled Chefs carve in front of your guests or have an eye catching decorative display...

The Butcher Block

All Carved items include appropriate Condiments and Fresh Baked Rolls

<i>Roast Beef Tenderloin (serves up to 30)</i>	<i>\$ 255.00 each</i>
<i>Herb Rubbed Inside Round of Beef (serves up to 100)</i>	<i>\$ 295.00 each</i>
<i>Smoked Pork Loin (serves up to 50)</i>	<i>\$ 145.00 each</i>
<i>Virginia Baked Ham (serves up to 50)</i>	<i>\$ 135.00 each</i>
<i>Turkey Breast ~ Roasted, Herbed, Cajun (serves up to 50)</i>	<i>\$ 135.00 each</i>
<i>Grilled Tuna Loin with Fire Roasted Ginger Pineapple Relish (serves up to 50)</i>	<i>Market Price</i>

Action Stations, includes Chef

(minimum of 25 people or surcharge may apply)

Pasta Station, two Pastas & Creamy Alfredo and Marinara Sauce, Garlic Bread *\$16.00 per person*
Add on's - Grilled Chicken Breast - \$4.00 per person Shrimp - \$4.00 per person

Ponchartrain Jambalaya Station, Cajun Sauté; Veggies, Shrimp, Andouille Sausage, Chicken sautéed to order with hot Creole Sauce and served over Steamed Rice and French Bread *\$16.00 per person*

Displays

<i>Whole Poached Salmon Display</i>		<i>Market Price</i>
<i>Accompanied by Capers, Chopped Eggs, Diced Red Onions and Mini Bagels</i>		
<i>Sashimi Display with Wasabi Soy Dipping Sauce and Pickled Ginger</i>		<i>\$ 250.00 each</i>
<i>~~serves 50 people</i>		
<i>Fresh Seasonal Fruit Displays</i>	<i>Small (serves up to 25)</i>	<i>\$ 65.00 each</i>
	<i>Large (serves up to 60)</i>	<i>\$ 155.00 each</i>
<i>Assorted Domestic Cheese Displays</i>	<i>Small (serves up to 25)</i>	<i>\$ 55.00 each</i>
	<i>Large (serves up to 60)</i>	<i>\$ 145.00 each</i>
<i>Fresh Garden Vegetable Displays</i>	<i>Small (serves up to 25)</i>	<i>\$ 65.00 each</i>
	<i>Large (serves up to 60)</i>	<i>\$ 155.00 each</i>
<i>Mixed Fruit, Veg, Cheese Display</i>	<i>Large (serves up to 50)</i>	<i>\$ 175.00 each</i>

A 20% Service Charge and 7.5% Sales Tax is applicable on all Food and Beverage.

~ *Hors D Oeuvres* ~

Selections are based on 100 pieces per selection for ordering purposes only.

~ *Hot Selections* ~

<i>Fried Chicken Fillets w/Dipping Sauce.....</i>	<i>\$200.00</i>
<i>Meatballs</i>	
<i>~BBQ or Swedish.....</i>	<i>\$115.00</i>
<i>Assorted Miniature Quiche.....</i>	<i>\$230.00</i>
<i>Veggie Spring roll.....</i>	<i>\$150.00</i>
<i>Mini Pork Eggroll</i>	<i>\$175.00</i>
<i>Mushroom Caps with Crab Stuffing.....</i>	<i>\$185.00</i>
<i>Pineapple Soy Steak Satay.....</i>	<i>\$175.00</i>
<i>Peanut Ginger Chicken Satay.....</i>	<i>\$150.00</i>
<i>Crab Cakes with Chipotle Lime Aioli</i>	<i>Market</i>
<i>Coco Shrimp with Creole Orange Glaze.....</i>	<i>\$250.00</i>
<i>Oysters Rockefeller.....</i>	<i>Market</i>
<i>Raspberry & Pecan Brie with Crackers.....</i>	<i>\$125.00</i>
<i>Spanikopita.....</i>	<i>\$175.00</i>
<i>Coconut Shrimp w/Mango Dip.....</i>	<i>\$250.00</i>
<i>Baby Lamb Chops.....</i>	<i>\$300.00</i>
<i>Bite-size Chicken Cordon Bleu</i>	<i>\$250.00</i>
<i>Petit Beef Wellingtons.....</i>	<i>\$300.00</i>
<i>Mozzarella Sticks w/marinara</i>	<i>\$150.00</i>
<i>Jalapeno Poppers</i>	<i>\$135.00</i>
<i>Spinach and Artichoke Dip w/ crackers</i>	<i>\$85.00</i>
<i>~ serves 40-50 people</i>	

~ *Cold Selections* ~

<i>Seared Tuna on Wonton Crisp.....</i>	<i>\$225.00</i>
<i>Assorted Canapés.....</i>	<i>\$250.00</i>
<i>Shrimp Cocktail (Iced or Marinated).....</i>	<i>Market</i>
<i>Marinated Crab Claws.....</i>	<i>Market</i>
<i>Specialty Pinwheel Sandwich Bites</i>	
<i>with assorted filling.....</i>	<i>\$175.00</i>
<i>Peel & Eat Shrimp</i>	<i>\$225.00</i>
<i>Sushi Display with wasabi and fresh ginger.....</i>	<i>\$275.00</i>
<i>Belgian Endive with Smoked Salmon, Citrus Crème</i>	
<i>Fraiche and Sizzled Capers.....</i>	<i>\$165.00</i>
<i>Artichoke Tart.....</i>	<i>\$150.00</i>
<i>Seared Beef Tartar on Croustade with Chive Aioli</i>	
<i>.....</i>	<i>\$300.00</i>
<i>Chicken Salad Cocktail with Crackers & Asst. Breads</i>	
<i>~serves 40 people</i>	<i>\$75.00</i>
<i>Prosciutto, Crab and Asparagus wrapped in Phyllo</i>	
<i>.....</i>	<i>\$195.00</i>
<i>Crab Dip with baguette slices and crackers.....</i>	<i>\$ 95.00</i>
<i>Specialty Hummus Display.....</i>	<i>\$ 75.00</i>
<i>With pita chips and toast points... serves 40 people</i>	
<i>Display of Tapenade with flatbreads.....</i>	<i>\$85.00</i>
<i>~serves 40 people</i>	

~ Beverages ~

~ Non-Alcoholic Punches ~

(3 gallon minimum)

<i>Fruit Punch</i>	
<i>Lemonade Punch</i>	
<i>Sparkling Strawberry Punch</i>	
<i>Sparkling White Grape Juice Punch</i>	
<i>\$ 15.00 per gallon</i>	

~ Other ~

(per gallon)

<i>Fresh Brewed Coffee</i>	<i>\$ 15.00</i>
<i>Iced Tea</i>	<i>\$ 15.00</i>
<i>Lemonade</i>	<i>\$ 10.00</i>
<i>Bottled Water (each)</i>	<i>\$ 1.50</i>
<i>Soda (each)</i>	<i>\$ 1.50</i>

A 20% Service Charge and 7.5% Sales Tax is applicable on all Food and Beverage.

~ Bar Services ~

Bars may be contracted for catered functions if the customer desires this service. A setup and breakdown fee of \$200 (per bartender) will be charged, for a four hour event. ****Fees are based on minimum of four hours.****

Host Bar: Charges are based on the total number of beverages consumed during the party. A 20% service charge & FL state tax is added to the bar total. Tipping the bartender is not customary and tip containers are not displayed. Our selection of liquors for bars is based on call or premium selections.

Cash Bar: Each guest pays for drinks when served. Our selection of liquors for bars is based on call or premium selections. Tip containers are displayed on cash bars.

Call Brands (\$3.75 per drink): Smirnoff Vodka, Gordons Gin, Sailor Jerry's Rum, Jim Beam Bourbon, Ballentyne Scotch, Seagrams 7 Blend

Premium Brands (\$4.25 per drink): Absolut Vodka, Tanqueray Gin, Captain Morgans Rum, Jack Daniels Bourbon, Johnny Walker Red Scotch, Dewar's Scotch, Crown Royal Blended Whiskey

Additional or specialty liquors can be provided at an additional cost.



~ Beer ~

Domestic Beer, \$3.50 per bottle – Bud, Bud Light, Miller Lite, Coors Light, and Michelob

Imported Beer, \$4.00 per bottle – Heineken, Amstel Light, Corona, Guinness, Sam Adams, Harps, Bass Ale, O'Doul's (non-alcoholic),

~ House Wine ~

Chardonnay and
Cabernet Sauvignon

\$4.00 per glass
\$ 18.00 per Bottle

~ Champagne ~

House Champagne	\$ 13.95
Asti Spumante	\$ 15.95
Korbel	\$ 19.95
Petalo Vino dell Amore	\$ 19.95
Freixenet Cordon Negro	\$ 19.95

Additional liquor, beer or wines and champagne are available upon request and charged accordingly. If you request a special label or vintage of wine, we will do our best to provide it if it can be purchased by law within the State of Florida.

A 20% Service Charge and 7.5% Sales Tax is applicable on all Food and Beverage.

~ Recommended Vendor List ~

While many vendors are welcome at Mustin Beach Officers Club, the vendors listed below are recommended by Mustin Beach Officers Club as they have distinguished themselves through the services they provide.

~ Decorators ~

*Marry Me Wedding Rentals 850-607-8090
Wedding Walls 850-293-9762*

~ Florists ~

*Celebrations 850-433-2022
Everything Green 850-292-8585
Fiore 850-469-1930*

~ Chair Rentals; Lawn / Beach ~

*Ace Rentals 850-476-8803
Kent's 850-932-3505
Merry Me Wedding Rentals 850-607-8090*

~ Wedding Cakes ~

*Betty Weber 850-477-1745
Bread of Life Bakery 850-458-2273
Sweet Things 850-291-1088*

~ Entertainment/DJ ~

*A DJ to Go 850-941-1538
Gulf Talent Services 850-747-0903
Music Unlimited 850-457-6684*

~ Coordinators ~

*A Wish to Kiss Weddings & Events 469-644-3459
Marry Me Weddings 850-607-8090*

~ Photographers ~

*Beach Bum Photography 850-512-6275
Captured Art 850-390-0217
Patsy Brown 850-456-1000*

Mustin Beach Officers Club Event Policy and Procedures Guidelines

_____ No food and beverage may be brought on property or used in any MBOC or LHP function room. ALL food and beverage must be provided by MBOC Catering.

_____ Bookings are confirmed once the non-refundable deposit and this policy guide, signed by the client is received in MBOC offices. A Food & Beverage minimum of \$25.00 per person is applicable to ALL events. Pricing and menu items are subject to change. All Food & Beverage items are subject to a 20% service charge and 7.5% sales tax.

_____ In the case of Wedding Ceremonies and Receptions, your function room is available to the client for décor purposes four (4) hours prior to the beginning of the event. In all other cases, a function room is available two (2) hours prior to the event. If you require earlier access to the function room, an increased room rental fee will apply.

_____ Groups renting the patio/lawn have use of the lawn for one hour for their ceremony. The group has access two hours before the ceremony to set up any chairs or decorations. Groups renting the patio or lawn area are responsible to bring and set up their own chairs if desired. Chairs are not included in the rental of this space.

_____ A final guaranteed headcount for your event is required seven (7) business days in advance of the event date. You may make additions to the guaranteed number with the club approval; however, you will be charged the minimum guaranteed number regardless of any cancellations or reductions at that time. For any menu that offers a choice of entrees, a total count for each entrée is also required at this time. Groups having multiple entrees must provide placecards to designate entrée choice. The maximum entrée choice permitted is three; if more are required a surcharge will apply.

_____ All cancellations must be made (31) business days prior to the event date in writing, or a group is liable as follows:

1-30 days prior to event-----100% of total contracted charges

A signed Banquet Event Order (BEO) and full payment of the estimated total charge is due seven (7) business days prior to your event. We gladly accept credit card (Visa, MasterCard, or American Express), cashiers check, or cash.

_____ A cake cutting fee of \$50.00 is applicable to all events, including weddings. All wedding cake vendors must provide MBOC with a copy of a valid FL Business License at least 30 days prior to the event or they will not be allowed to bring any cake items on base for the wedding. Wedding cakes may not be displayed in the function room more than three (3) hours prior to the start of reception. Cake table sizes are at the discretion of the MBOC Catering Department.

_____ The client shall be responsible for proper conduct and attire of all guests. The club is not responsible for damage, loss or theft of personal property left unattended on our premises. Any items brought onto the club facilities are the sole responsibility of invitees and their guests and should be removed immediately upon completion of the event. Any damage, by a group's guest that occurs to the club, function space or banquet items used during the function, will be the responsibility of the group. A cleaning fee of \$250.00 will be applicable when function space is not returned to the club in same state as beginning of event.

_____ The timeframe for each event shall be strictly followed by client. Due to health codes and policies, food on buffets will be kept open for no longer than 2 hours. Serving times must be followed per each clients contract to ensure food safety and palatability. Client is responsible for abiding by these timeframes as the club may have other commitments for the space either before or after the event. If the event should not abide by the designated starting time or ending time, client may be charged the prevailing charge for such overage, and client agrees to pay the wait staff overtime charges for such extra time. In the case of inclement weather, the club reserves the right of final decision as to moving an event inside if chance of weather is 40% or greater. Areas such as the entrance, foyer and fireplaces, terrace, and patio are considered public space and can not be reserved for group use.

_____ Items may not be attached to any stationary wall, floor, windows, or ceilings with nails, staples, tape, or any other substance in order to prevent damage to the fixtures and furnishings. MBOC does not allow any confetti, birdseed, glitter, bubbles or use of rice on the property, inside or out. If for any reason this policy is violated at MBOC there will be a \$250.00 cleaning fee assessed to the host client.

_____ All function space has minimum number of persons attending in order to book, ie. the Ballroom and Lighthouse Point Restaurant have a minimum of 150 guaranteed attendees, or an additional room rental fee will be applicable. MBOC reserves the right to move your function space based upon final numbers.

_____ Due to health and base regulations, it is the policy of MBOC/NASP that NO food or beverage items from ANY event held on property can be removed from the function room. This policy is strictly enforced by MBOC Catering and the Preventive Medicine Department of the NAVY.

_____ Proper attire, including shoes, must be worn at all times while on property. Each host is responsible to ensure their guests are aware of this regulation and are following all MBOC policies.

_____ MBOC is not responsible for items left behind after functions. In the event that items are left behind by a group, the group may come back during normal operating hours.

_____ Force Majeure: If the facility is closed due to any situation outside of Sodexo's control, or if there is a change in the base mission or security levels that impacts business, or if the facility is destroyed, or damaged by fire, flooding, extreme weather events and/or named storms, special considerations will be made. The facility and Sodexo will not be responsible for any incidental or consequential losses resulting for the cancellation of this agreement.

This form must be initialed and returned to MBOC's Catering office along with your deposit before any booking may be confirmed.

Group Name: _____

Date: _____

Mustin Beach Catering
~ Mustin Beach Officers Club & Lighthouse Point ~

Event Booking Guidelines

Function Room Rentals

Ballroom - \$1,200.00 and Lighthouse Point - \$1,400.00

(150 people minimum guarantee to book Ballroom or LHP or surcharge applicable)

Mustin Beach Officers Club Lawn & Patio - \$600.00

MBOC Lawn/Patio rental includes an interior room for inclement weather backup, if applicable.

Bayroom with Private Balcony, Dining Room, Goshawk - \$600.00

(50 person minimum guarantee to book or surcharge applicable)

Ready Room, for private functions - \$250.00

Museum Staging Fee – \$1,200.00

Audio Visual Charges

Podium - \$25.00

Podium with Microphone - \$50.00

Standing Microphone w/sound system - \$50.00

Screen - \$25.00

LCD Projector - \$125.00

Other Fees and Rental Charges

Wedding Arch - \$75.00 (undecorated)

Dance Floor - \$125.00

Additional or Special Request Tables - \$10.00 per table

Security Fee, *where applicable* - \$250.00/ 1st four hours, \$100 additional for each hour after

Cleaning Fee, *where applicable* - \$150.00

Cake cutting fee - \$50.00

Table setting fee for receptions (china, glass, silver) - \$3.00 per person

Chair cover w/sash, white - \$6.00 each ***limited number available*

Linen; 120" tablecloth, to-the-floor - \$10.00 per cloth

Specialty Colors; Tablecloth - \$4.00 per table, Napkins - \$0.50 each

Labor Charges

Bartender - \$25.00 per hour (plus 100.00 Set up Fee)

Bartender (off-site) - \$50.00 per hour

Additional Waitstaff - \$15.00 per hour

Waitstaff (off-site) - \$25.00 per hour

Decorating Staff - \$15.00 per hour

Four hour minimum applicable to all service staff fees.

*Our functions are setup with rounds to accommodate at the discretion of the MBOC Catering Department, if a group requests specific table sizes then an additional per table charge of \$4.00 will be applicable.

Client Signature: _____