



The Crosswind's Club
CATERING

ADD GREATNESS TO YOUR GATHERING





GREVEN CROSSWINDS CLUB POLICIES & PRACTICES

MISSION STATEMENT

The Crosswinds Club staff is committed to supporting the mission of Vance AFB and providing its guests a superior dining experience. From the time that you begin to plan your event until the last guest departs the club, our staff will strive to make this a memorable event. We are devoted to giving personal attention to every detail of our clients' requirements, no matter how small. We draw on our flexibility and cast experience to guarantee the success of every event we undertake. We are Vance Proud and committed to high standards in both the quality of our food and service.

OUR MENU PRICES INCLUDE

- Complete menu ideas from start to finish
- Experienced wait staff to serve your guests
- Standard table and chair setup, to include labor
- China, glass, silverware and appropriate chafers, sternos and trays for chosen menus. (VIP China at additional cost)
- House linens to compliment the banquet room
- Table for registration, cake or display
- American and Air Force flags when available

RESERVATION POLICY

Verbal reservations are only good for 48 hours. We must have a signed contract in order to hold the room past that period of time. Our catering section can email a contract to you. Menu selection can be made at a later date.

CANCELLATIONS

Cancellation more than 30 days in advance of function will result in no charge.

For cancellations received less than 2 weeks, but more than 72 hours (3 business days) in advance of the function, the clubs will charge the member 25% of the contract amount to include room fees.

Cancellations with less than 72 hour (3 business days) notice will result in charges of 50% of the contracted amount if no food has been prepared or 100% of the contracted amount if the food has been prepared.

***Additional requests for relief from these charges, other than noted above, must be sent in writing through the Caterer to the Club Manager for final determination.**



CONTRACTS & GUARANTEES

Recommend contracts are done 30 days prior to the event. When developing the contract, the amount of guests are just estimated. The guaranteed amount is required 72 hours prior (3 business days). The number of meals ordered 72 hours prior will be the exact amount prepared and the minimum amount billed for. If additional meals are required over the final number stipulated, the club may have to substitute depending on availability, but will bill at the higher rate of either the contracted party meal or the substituted meal. Ten (10) business days before the function, we require the contracting member to call us and give us a revised number of expected attendees. That is the number that will allow us to order the product, schedule the staff and finalize the room assignment. If not contracted with a final count 72 hours (3 business days) before the function, we will prepare for the original estimated number and bill for that amount. We realize that many of our functions are scheduled very far in advance and the contracting members may not have a very accurate number of attendees. Final billing will be at 100% of the final figure supplied or the actual number of meals provided, whichever is greater.

MEETINGS & SEMINARS

We specialize in social events for members and guests that contract for food and beverage services. Members and organizations wishing to use rooms for private meetings and seminars need to contact the catering department for details concerning available times and any applicable charges.

Included in this document are room use fees and guidelines to help you plan and stay within your meeting budget. ***Exceptions made at Club Managers discretion.**

***Groups of 25 or more people must complete a contract before event date.**

SPECIALIZED AUDIO VISUAL, VENDOR & MATERIALS GUIDELINES

For your convenience microphones, podiums, and limited audiovisual equipment items may be available through the catering department to support your function. Identify your needs to the catering department well in advance of the function so we can reserve these items for you. If a specialty item is not available within the club, we may be able to assist you by providing a list of sources for the required item. If any outside vendor delivers items to the clubs, they must coordinate with the catering department to receive clearance to come onto the base.

DECORATIONS & LINEN

We have table skirts and linens available in several colors for your celebration. All decorations other than those provided by the clubs are the responsibility of the host/sponsor. To preserve the beauty of the clubs for all members and their guests we request no nailing, tacking or taping to the walls, ceiling or other parts of the clubs without approval of club management.



We require a ‘Card on File’ form be filled out for a Decoration Fee if the party plans to bring in decorations. The fee is only charged if decorations are not cleaned up immediately following the event. If all decorations are cleaned up after the event, the card on file will not be charged and the Card on File form will be shredded. The host/sponsor is financially responsible for any damages to the facility resulting from misuse of decorations. **We do not allow glitter or confetti of any kind.** With the exception of place cards and some individual table decorations, all decorations must be fire resistant and meet the codes of the base fire department. Our catering staff will assist you in coordinating your decorations in accordance with the fire codes. Please coordinate the time you plan to decorate your tables and area with the catering staff to insure there is no conflict with other functions. We have table numbers available and will place them on the tables to correspond with the seating arrangements when required.

SEATING CHARTS & FLAGS

If your event requires a seating chart, (ex: Graduation Dinners, Induction Ceremonies, etc.) please contact the Protocol Office. They will ensure your seating chart follows proper protocol. Please ensure seating arrangements are not changed once it is Protocol approved and given to the club. This significantly helps the club when a plated dinner is involved in the event.

The club has one Air Force Flag and an American Flag with stands at no charge when available. For specific state, general officer, or service flags, the base Protocol Office may be able to assist you. You can contact them at 580.213.7253


RESERVED PARKING SIGNS

The clubs do not “own” the street and/or curbside parking. We have no authority to force guest who are at the club to move their vehicles. If you would like for your function to have reserved parking for DV guests, the host must obtain signs and place them in the desired spots, excluding existing designated commanders’ parking spaces. This should be done not more than two hours prior to the start of the function. If the club has any reserved signs, they will be made available on a first come first served basis. The host should be prepared to obtain signs to meet their needs from alternate sources such as security forces or protocol offices. Generally, in an effort to be fair to fellow club members, reserved parking is limited to those guests at the head table and visiting dignitaries.

NON-MILITARY EVENTS

There are restrictions on the use of the Club by civic and civilian organizations. Should your organization fall into one of these categories and you would like to use the club, please provide the catering staff with the information listed below. The Caterer will work with the Club Manager and Flight Chief for a final decision.

- **Name of organization**
- **Type of organization, i.e., civic, civilian, nonprofit, etc.**
- **Purpose of organization**
- **The type of party to be held and approximate attendance**



If approved, please contact the catering department for details concerning available times and any applicable charges. Included in this document are room usage fees and guidelines to help you plan and stay within your event budget.

OTHER CHARGES

Cake Cutting Fee: \$25

Only when you would like the club staff to cut the cake for your event. This fee includes plates, napkins and forks. If your party brings in plates, napkins and utensils to eat and cut the cake, this fee will not be charged.

Outside Food & Drink Fee: \$100

With the exception of ceremonial cakes, (should still be discussed with the catering staff beforehand) If caught with outside food or drink a \$100 fee will be added to the party's contract.

Last Minute Setup Fee: \$100

Any additional changes to the setup of your event with less than 24 hour notice will result in an additional \$100 fee.

Wedding Fees:


A \$25 fee will be charged for all required Wedding Ceremony/Reception room change-overs. i.e., room reset after ceremony for reception. The throwing of confetti, bird seed or rice is not allowed. If rose petals are thrown a \$50 fee will be charged. Blowing of bubbles is allowed without charge, but we ask that you have your guests do this responsibly and with safety in mind.

PROPERTY, LIABILITY & DAMAGES

Neither the clubs, nor the Air Force is liable for any loss or damage to, merchandise, equipment, or articles left in any facility prior to, during or following any event. The host/sponsor will be held responsible for any losses or damage to the building, equipment, house decorations or fixtures belonging to the Club/base caused by the host/sponsor or guests. Damages will be billed to the host/sponsor at market replacement cost plus labor.

GUEST BASE ACCESS

There are a few things you must do in advance of your function to get your non-DoD ID card guests through the gate without any delay or inconvenience. Headquarters Air Force Directives have required increased security measures for accessing Military Installations. These directives were implemented as an active step to ensure the safety and security of military installations and their communities across the country. The following items meet the intent of the security measures and will ultimately ensure your event is secure, as well as, a memorable one. As an authorized DoD I.D cardholder you are responsible for getting your guest on base. If you are needing to get more than five guests on base, an Entry Authorization List (EAL) will be required.



To obtain a base pass or EAL template for your guest(s), you can visit the Vance Visitors Center located outside the main gate. **Note:** specific reasons a guest would be denied access base on derogatory information may not be disclosed to anyone but the party concerned or Law Enforcement authorities.

All guest vehicles must enter the base through the main gate and must present a valid ID (e.g. Driver's License) to the gate guard. Passengers may present identification in the form of a state-issued driver's licenses, state issued identification card or passport if you should have any questions or concerns regarding this, please feel free to contact the **Vance Visitors Center at 580-213-5528**

OFFICIAL FUNCTIONS

Official functions utilizing Special Morale & Welfare (SMW) funds are limited to light refreshments and necessary disposable accessories to serve them (i.e., paper plates, cups, utensils, etc.). Light refreshments under SM&W are defined as nonalcoholic beverages, desserts, snacks and finger foods. Alcoholic beverages of any kind, meals, buffets, banquet, smorgasbords and heavy hors d'oeuvres are excluded. Additionally, the following items are not authorized reimbursement under light refreshments: linen or tablecloth rentals, tablecloth purchases, sales tax or tips. Club special function service charges and commissary surcharges for the purchases of light refreshments are reimbursable. Menu items authorized Special Morale & Welfare funds are identified with (SMW) by the menu item.

FOOD & BEVERAGE

No outside food or drink is allowed to be brought into the club with the exception of ceremonial cakes or with special permission from the Club Manager.

No alcohol will be brought into the club. Additionally, for the safety of our members, all food and beverages are either consumed or disposed of in the club.

MULTIPLE ENTREES

The use of color codes on luncheons and dinners where multiple entrees are ordered will expedite service and ensure each guest receives what they ordered. We will work with the host/sponsor by providing suggestions on the number of entrée offerings and a color code for each entrée. The use of colored nametags, place cards, or tickets helps the servers distinguish what entrée to serve each guest.

GREVEN CROSSWINDS CLUB FACILITY FEES

THEATER STYLE PRICING: BALLROOMS

Theater style seating is utilized for awards ceremonies, promotions, and retirements, change of commands, commander's calls, and equivalent events. The following is what is included in a standard theater style set-up.

- Chairs (per 50 see below)
- 1 Podium
- 1 House microphone
- 2 Awards tables
- 2 Sign-in tables
- 1 set American and Air Force flags if requested (first-come, first-serve basis)
- Use of the room for up to 4 hours
- Stage

Standard set-up will meet the needs of approximately 65% of functions utilizing theater style seating.

	Requirement	Rate	Total
	Maintenance time required to set-up/teardown 0-50 chairs	1.5 hrs. @ \$24.81/hr.	\$37.22
	Maintenance time required to set-up/teardown 2 award tables, 2 sign-in tables, house microphone, podium, American and Air Force Flags	1.5 hrs. @ \$24.81/hr.	\$37.22
	Wait staff time required to dress and undress 2 awards tables, 2 sign-in tables	1 hr. @ \$24.81/hr.	\$24.81
	NAF staff time required to coordinate/oversee set-up and turn on/set-up AV systems	1 hr. @ \$24.81/hr.	\$24.81
	Time required to vacuum, spot clean as required	2.5 hr. @ \$24.81/ hr.	\$62.03
	Stage - 5 panels (As is in current location)	\$5 per panel	\$25.00
Total for up to 50 people			\$211.09
	Maintenance time required to set-up/teardown 51-100 chairs	3.0 hrs. @ \$24.81/hr.	\$74.44
Total for up to 100 people			\$248.31

Maintenance time required to set-up/teardown 101-150 chairs	4.5 hrs. @ \$24.81/hr.	\$111.66
Total for up to 150 people		\$285.53
Maintenance time required to set-up/teardown 151-200 chairs	6.0 hrs. @ \$24.81/hr.	\$148.86
Total for up to 200 people		\$322.75
Maintenance time required to set-up/teardown 201-250 chairs	7.5 hrs. @ \$24.81/hr.	\$186.08
Total for up to 250 people		\$359.97
Maintenance time required to set-up/teardown 251-300 chairs	9.0 hrs. @ \$24.81/hr.	\$223.29
Total for up to 300 people		\$397.19

GENERAL ROOM USAGE: BALLROOMS

Meet & greets, receptions and small socials meals involving less than 100 people are examples of the types of functions for which general room usage fees would apply. In addition, fees will apply to rooms which are required to be changed from their original set-up. The following is what is included in the general room usage set-up.

- For meal functions tables/chairs
- Socials and receptions stand-up only (limited chairs for up to 10% of attendees can be provided)
- 1 Podium
- 1 House microphone
- 2 Awards tables
- 2 Sign-in tables
- Room use for up to 4 hours
- 2 Food tables
- Stage

Requirement	Rate	Total
Maintenance time required to teardown/reset tables and chairs for 50 people	3 hrs. @ \$24.81/hr.	\$74.44

Maintenance time required to set-up/teardown 2 awards tables, 2 sign-in tables, house microphone, podium	1.25 hr. @ \$24.81/hr.	\$31.02
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Wait staff time required to dress and undress 2 awards tables, 2 sign-in tables	1 hr. @ \$24.81/hr.	\$24.81
NAF staff time required to coordinate/oversee set-up and turn on/set-up AV system	1 hr. @ \$24.81/hr.	\$24.81
Maintenance time required to vacuum and clean room	2.5 hr. @ \$24.81/hr.	\$62.03
Wait staff time required to clear and reset to standard dining	2.5 hrs. @ \$24.81/hr.	\$62.03
Stage – 5 panels (As is in current location)	\$5 per panel	\$25.00
Total for up to 50 people		\$304.14
Maintenance time required to teardown/reset tables and chairs for 51-100 people	4.5 hrs. @ \$24.81/hr.	\$111.66
Total for up to 100 people		\$341.36
Maintenance time required to teardown/reset tables and chairs for 101-150 people	6 hrs. @ \$24.81/hr.	\$148.88
Total for up to 150 people		\$378.58
Maintenance time required to teardown/reset tables and chairs for 151-200+ people	7.5 hrs. @ \$24.81/hr.	\$186.10
Total for up to 200+ people		\$415.80

GENERAL ROOM USAGE: E LOUNGE, BALLROOMS 1&2

Meet & greets, receptions and small socials meals involving less than 50 people are examples of the types of functions for which general room usage fees would apply. In addition, fees will apply to rooms which are required to be changed from their original set-up. The following is what is included in the general room usage set-up.

- For meal functions tables/chairs (up to 4 tables)
- Socials and receptions stand-up only (limited chairs for up to 10% of attendees can be provided)
- Room use for up to 4 hours

- 2 Food tables

Requirement	Rate	Total
Maintenance time required to teardown/reset tables and chairs for up to 35 people	1.5 hrs. @ \$24.81/hr.	\$37.22
Wait staff time required to dress and undress food and beverage tables	1 hr. @ \$24.81/hr.	\$24.81
Wait staff time required to clear and reset to standard dining	2.5 hrs. @ \$24.81/hr.	\$62.03
NAF staff time required to coordinate/oversee set-up and turn on/set-up AV system	1 hr. @ \$24.81/hr.	\$24.81
Maintenance time required to vacuum and clean room	1 hr. @ \$24.81/hr.	\$24.81
Total for up to 35 people		\$173.68

STANDARD MEETING ROOM: E LOUNGE, BALLROOMS 1&2

Meetings that do not require catering (but can order off of the short order menu) is an example in which the Standard Meeting Room fees would apply. In addition, fees will apply to rooms which are required to be changed from their original set-up. The following is what is included in the standard lunch meeting set-up.

- For meal functions tables/chairs (up to 4 tables)
- Room use for up to 4 hours

*This fee will be waived for meetings under 25 participants and/or mission essential functions under the following conditions:

- Meetings occur within standard operating hours of 0800-1600. Your meeting must be scheduled to start NO LATER THAN 1530 as to guarantee staff are not required to stay later than 1600 to monitor facility.
- There is no expectation of additional service. If a specific setup is required, plan accordingly to make these arrangements using personal efforts or discuss setup costs. Exception may be presented and reviewed by management for qualification.
- All meetings still need to contact club staff and receive confirmation.

Requirement	Rate	Total
Maintenance time required to teardown/reset tables and chairs for up to 35 people	1.5 hrs. @ \$24.81/hr.	\$37.22

	Wait staff time required to clear and reset to standard dining	2.5 hrs. @ \$24.81/hr.	\$62.03
	Maintenance time required to vacuum and clean room	1 hr. @ \$24.81/hr.	\$24.81
	Total for up to 35 people		\$124.06

ADDITIONAL ITEMS

Operations Specialist: \$15.85/1 + 35% Benefits = \$21.40

Cashier/Checker \$18.38/1 + 35% Benefits = \$24.81

Bartender (\$18.75 + 35%) x 3 Benefits = \$75.94

*Wage Estimates Based on Average Wage for Function

Additional Podium	\$10.00
8-Man Round Table	\$10.00
6-Man Round Table	\$8.00
4-Man Square Table	\$6.00
8ft Banquet Table	\$8.00
Chairs	\$2.50
Stage Relocation	\$120.00
Additional Stage Panel	\$5.00
Relocate Stage to North Wall	\$75.00



GREVEN CROSSWINDS CLUB CATERING MENU

FOR ALL OCCASIONS

We are pleased that you have chosen the Greven Crosswinds Club to host your special event and want to make this a memorable occasion. Our goal is to provide quality, consistent service, and exceptional creative cuisine in a unique setting for you and your guests. Our experienced staff will offer suggestions and recommendations to best fit your needs as well as assist you and plan for additional items needed, over, and above the standard banquet needs. We appreciate the opportunity to serve you and wish to make this a memorable event.

Thank you,
The Crosswinds Staff

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KEY

(V) Vegetarian

(N) Contains Nuts



Beverages

*1 Gallon Serves Approx. 16 People

Coffee, Regular & Decaf	\$17.95/gallon
Unsweet Iced Tea	\$5.95/gallon
Sweet Iced Tea	\$7.00/gallon
Lemonade	\$10.00/gallon

Hors D'Oeuvres

Assorted Mini Quiche	\$60/ 3 dozen
Bacon Wrapped Mushroom	\$15 / 12-14 mushrooms
Beef Taquitos W/ Salsa	\$10/ dozen
BBQ Meatballs	\$13/ pound
BBQ Smokies	\$16/ pound
Tenders	\$12/ pound
Chili con Queso & Chips	\$45 Serves 25-2oz. portions/ add Pico to the Queso \$3.00
Queso W/ Chips	\$34 serves 25-2oz. portions
Guacamole & Chips	\$20 Serves 12 people/ Add Salsa \$6.00
Pico de Gallo	\$9.00/ 1.5 pound
Tostada Chips for 12 people	\$5.00
Pulled Pork Puff W/ BBQ Sauce	\$26/ dozen
Chicken Wings House Flavors	\$14/ pound
W. Ranch, Honey Mustard or BBQ Sauce	
Caprese Skewer W/ Balsamic Wine Reduction	\$45/ 36 skewers

Fruit Kabobs	\$50
Honey Balsamic Roasted Grape Tomato Crostini	\$38/ 30-36
crostini	
Mini Cheese Balls (paprika, sesame seed, Italian Herbs)	\$18/ 30-40
balls	

Platters & Trays

Large Cubed Cheese Tray W/ Assorted Crackers	\$105
Medium Cubed Cheese Tray W/ Assorted Crackers	\$55
Large Meat & Cheese Tray W/ Rolls	\$120
Medium Meat & Cheese Tray W/ Rolls	\$65
Seasonal Fruit Tray	\$55
Vegetable Tray W/ Ranch Dressing	\$40
Assorted Large Danishes W/ Napkins	\$70
Assorted Small Danishes W/ Napkins	\$45
Assorted Mini Muffins (Flavors Based of Availability)	\$32

Buffets

Chicken Strips with French Fries	Serve 50 - \$171.01
(1 serving is 2 Chicken Strips and approx. 3oz French Fries)	Serve 100- \$342.01
Street Tacos	Serve 50- \$180
(1 serving is 2 street tacos with beef, onion, cilantro, cheese, and salsa)	Serve 100- \$342
Loaded Tacos	Serve 50- \$185
(1 serving is 2 street tacos with beef, onion, cilantro, cheese, and salsa)	Serve 100- \$347
16" Pizza	Cheese \$14
(1 serving is 2 slices; pizza contains 4 servings)	1 Topping \$15
	Supreme \$16



BBQ Entrees & Sides

Brisket	\$130
Pork Butt (Pulled Pork)	\$42
Smoked Chicken	\$15
Rack of Ribs	\$23
BBQ Baked Beans	\$2.75
Fruit Salad	\$2.75
Hawaiian Roll & Butter	\$1.25/2 rolls
Coleslaw	\$2.75

Plated Dinner Service

Please indicate if you would be interested in a salad and/or bread course. For meal options please select one entrée and up to two sides. Plated dinner service will also include Iced Tea, Freshly Brewed Coffee, and Water. Minimum Guest Guarantee 20

Breadbasket W/ Butter	\$1.5/ 2 rolls
Side Salad	\$3.25/serving

Entrees:

Balsamic Flat Iron Steak 6 oz.	\$9
Grilled Balsamic Flank Steak 8 oz.	\$11
Pan Seared Bacon Wrapped Sirloin 5 oz.	\$8
Pan Seared or Grilled Flank Steak 6 oz.	\$11
Pan Seared or Grilled N.Y. Strip 8 oz.	\$13
Pan Seared or Grilled Sirloin 8 oz.	\$8
Pan Seared or Grilled T-Bone 16 oz.	\$22
Grilled Dragon Fire Chicken 6 oz. W/ Pineapple Pico	\$8



Grilled Balsamic Chicken Breast 6 oz. \$7

Mahi-Mahi W/ Pineapple Salsa \$13

Pan Seared Cajun Maple Mahi-Mahi \$12

Pesto & Cheese Stuffed Pork Loin \$8

Southwest Chicken 6 oz. \$7

Sides:

All sides are \$2.75:

Balsamic Roasted Vegetables

Cilantro Lime Rice

Fried Rice

Green Beans W/ Garlic

Green Beans W/ Roasted Red Peppers

Parmesan Grits

Rice Pilaf

Spanish Rice

Roasted Rosemary Potatoes

Steam Asparagus W/ Cracked Black Pepper

Steamed Broccoli

Steamed Broccoli W/ Red Peppers

Steamed Seasonal Vegetables

Steamed Stir Fry Vegetables

Spinach & Mushrooms W/ Orange Honey Glaze

Mashed Potatoes W/ Crème Fraiche

Mashed Potatoes W/ Garlic & Pepper