



Conference Room Agreement Information

Please complete and email your selections to Jennifer Maxfield, jennifer.l.maxfield2.naf@mail.mil

Final event counts must be submitted 5 business days prior to the event.

Final event agreements must be signed to verify adjusted count.

Base Access Information: Selfridge Golf Course will submit your Guest Lis for access to the base. All Individuals, without access, will be vetted by Security Forces. Guest List must be submitted to us, on the proper Vetting Sheet, no later than **10 days prior to the Event.**

Event Name: _____ Date: _____

Name: _____ Phone Number: _____

Email Address: _____

Conference Room Rental **\$175**

Daily Rental (up to 7 hours) Can be waived with a \$500 Food & Beverage Purchase! (must be pre-ordered)

Includes: Room set-up and Screen, Projector, Easel, Podium, Microphone and Coat Rack upon customer request.

Does not include administrative support. (No copies, Office Supplies, Surge Protectors, Extension Cords)

Time of Arrival: _____ End Time of Conference : _____

Number of Guests: _____ How many hours: _____

WiFi Code: 1234golf

Conference Layout

Specific Layout: Yes / No If Yes, please submit at least 4 business days prior.

Registration Table: Yes/No If Yes, How Many Chairs: _____

Screen: Yes / No Projector: Yes / No

Easel: Yes / No If Yes, How Many: _____ Coat Rack: Yes / No

Podium: Yes / No Microphone: Yes / No

Notes:

NOTICE: OUTSIDE FOOD AND BEVERAGES ARE NOT AUTHORIZED ON THE COURSE OR IN THE RESTAURANT AND WILL BE ENFORCED.

Initial _____

Food and Beverage Information

Please complete and email your selections to Jennifer Maxfield, jennifer.l.maxfield2.naf@mail.mil

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Conference Room Food Packages (all pricing is listed as per guest)

Breakfast Options

Beverage Dispenser of Juice can be added to any of the breakfast options for \$2 per guest. (Choice of Orange or Apple Juice.)

1. Coffee & Donuts ... \$3.00, per guest

2. Coffee & Bagles ... \$3.50, per guest

3. Continental Breakfast (Serves 25 Guests) ... \$150

Includes: 15 Bagels w/Cream Cheese and Jelly, 15 Muffins,
15 Assorted Donuts, 3 Gallons Juice, 3 Gallons Coffee,
Disposable cups, creamers, sugars

4. Three Gallons of Coffee ... \$35.00

Based on one cup per guest

Includes: 30 Disposable cups, creamers, sugars

Breakfast Serve Time: _____

Add Beverages: Yes / No If Yes, Beverage Dispenser Selection: _____

Lunch Options

Beverages can be included with dinner for \$2 per guest. (Chose two Dispensers: Lemonade, Iced Tea or Punch)

Dessert is included with each of the following selections, your choice Cookies or Brownies*. (*Excludes the Taco Buffet)

1. One Meat Buffet ... \$14.00, per guest

Choice of One Meat Selection

Chicken Selections: Fried, Herb Baked, Chicken Picatta

Beef Selections: Au Jus, Tips, Meatballs

Choice of One Starch: Red Skinned, Mashed or

Rice Pilaf

Includes: Seasonal Vegetable, Salad and Rolls and
Cookies or Brownies

2. Soup & Salad Buffet ... \$12.00, per guest

Includes: Assorted Salads, Assorted Dressings, Cheese, Tomatoes,
Onions, Beets, Bacon, Hard Boiled Eggs, Cottage Cheese and Croutons
and Cookies or Brownies

Choice of One Soup

Chicken Noodle, Beef Noodle, Broccoli Cheddar, Corn Chowder
or Navy Bean w/Ham

3. Taco Buffet ... \$11.00, per guest

Includes: Seasoned Beef, Chicken, Refried Beans,
Nacho Cheese, Tortilla Chips, Hard and Soft Shells,
Assorted Toppings and Churros*

4. Deli Sandwich Buffet ... \$12.00, per guest

Includes: Assortment of Deli Meats, Cheeses, Breads and Rolls
Assorted Cold Salads, Condiments and Toppings, Chips and
Cookies or Brownies

5. Boxed Lunch ... \$10.00, per guest

Requires a Boxed Lunch Order Form. (See next page)

Afternoon Snack ... \$2.00, per guest

Choice of One of the following: Chex Mix, Chips & Dip, Cookies

Afternoon Snack ... \$3.50, per guest

Choice of One of the following: Cheese, Cracker or Veggie Dip Tray.

Lunch Serve Time: _____

Add Beverages: Yes / No

If Yes, Beverage Dispenser #1 Selection: _____

If Yes, Beverage Dispenser #2 Selection: _____

One Meat Selection: _____

Starch Selection: _____

Soup Selection: _____

Dessert Selection: _____

No Outside Food or Beverages Permitted in the Establishment.

Initial _____

Box Lunch Order Form

Name: _____

Phone number or email address: _____

Choose either a sandwich or salad option below.
 Mark your selections with an "X", to customize your lunch order.
 Return your order form 5 business days prior.

Sandwich Options				
Sandwich	Ham	Turkey	Corned Beef	Chicken Salad
Bread	White	Rye	Wheat	Wrap
Cold Salad	Potato Salad	Pasta Salad	Coleslaw	-
				-
Beverage	Water	Cola	Diet Cola	Lemon Lime
<i>All sandwiches come with fresh fruit, chips and a cookie</i>				

OR

Salad Options				
Salad	Chef	Chicken Caesar	Grilled Chicken	Fried Chicken
Dressing	Ranch	Italian	Caesar	Raspberry Vinaigrette
Beverage	Water	Cola	Diet Cola	Lemon Lime
<i>All salads come with fresh fruit and a cookie</i>				

Initial _____