



Thank you for choosing MCCS-SC for your special event! We take pride in knowing you have selected us to Host your celebration. Please carefully review the policies below and do not hesitate to ask any questions you may have.

GUEST LIST & BASE ACCESS

The safety of our Marines, Sailors and their families is our number one priority. As such, for those without standard DoD access, security regulations require that the catering office submit a complete list of all guests and suppliers **no later than 7 business days prior** to your function.

The list must be typed (sent electronically or delivered hard copy), **alphabetized by last name and include all dates of birth** for any attendees 18 years or older. Any guests not listed cannot be guaranteed access.

Your list will be sent to the front gate speeding the process for you and your guests to access the installation. All drivers should be prepared to show a valid driver's license, proof of insurance and registration at all times.

Guests must obey regulations regarding protocol, conduct, traffic rules, and general respect of military customs. Speed limits on base are strictly enforced. Please observe all posted speed limits and traffic signs. Be alert for any marching or running troops at all times.

CLIENT/HOST (Contact Person)

On the day of the event it is important that there is one person designated as the point of contact. This person may be the client/host or someone specified by the client. Any changes to the event agreement shall be made only by the designated person. The client is liable for any expenses approved by the individual designated as the "Contact Person."

FACILITY RENTAL

The fee for renting a facility is \$1,500. This facility rental price includes the following: exclusive use of your chosen venue, set-up for your event, tables, chairs, all utensils & flatware, glasses, linen (available table cloths, napkins and skirting), as well as break-down and clean-up of the facility. Also included with rental fee are: AV equipment, dance floor, cake cutting and use of our gazebos. Some specialty linens are available for an additional fee. Any decorations brought in are to be set-up by the host as well as removed at the conclusion of your event.

LIABILITY & DAMAGE

MCCS is not responsible for any damage or loss of any merchandise, equipment, clothing or other property which occurs prior to, during or following any function. The client is responsible for the conduct of party guests and assumes full financial responsibility for any damage or loss caused by guests or hired vendors.

The client is responsible for any damage to the premises during the time it is under the clients control or the control of any independent vendor or contractor hired by the client.

GUARANTEES

Please consider your guaranteed number of guests carefully. Food will be purchased and prepared based on your final guarantee. A **final guarantee is due 7 business days prior** to the event; otherwise, arrangements will be made based on the most recent attendee count. It is the responsibility of the client to keep the catering representative apprised of any changes in the attendee count. Any guests added within 7 days of the event may face additional charges depending on product delivery schedules. The Chef may substitute similar available food items if the actual number of guests exceeds your guarantee. Payment is based on the guaranteed number of guests or actual attendance if greater. The final guarantee count is not subject to reduction.

Menus with plated entrees must indicate the number of guests for each entree. The price will be the same for all entrees selected based on the highest priced entrée selected. The client is required to provide color-coded place cards or stickers for plated menu options to ensure service standards are maintained.

FOOD & BEVERAGE SERVICE

All food and beverage items must be provided by MCCS-SC with the exception of wedding or ceremonial cakes.

We would be pleased to accommodate any requests for meal substitutions due to dietary or food allergy restrictions. These requests must be made at least 2 business days prior to the function and may incur an additional cost.

Regulations (MCO 1700.30) prohibit the removal of any leftover food or beverage from the banquet facility without exception. Please note that food may not be left out for more than 1.5 hours from the initial service time. The Chef cannot guarantee the quality of food if service time is delayed more than 15 minutes past the contracted time. There will be a \$75.00 charge for any delays over 30 minutes from the contracted service time.

All alcohol products must be supplied by MCCS-SC and consumed on the premises. Under no circumstances are minors permitted to consume alcoholic beverages. The client is responsible for ensuring that guests under the age of 21 do not consume alcoholic beverages. MCCS-SC will refuse service to guests without proper ID or guests exhibiting signs of impairment.

ENTERTAINMENT

Entertainment is to conclude at least 15 minutes prior to the scheduled conclusion of the event. The client is responsible for any damage as well as ensuring that any entertainment is tasteful. Your DJ or band is responsible for providing all/any necessary equipment, including sound and speakers, as well as any necessary electrical requirements. Please carefully review your entertainment contract as it may include a clause requiring you to provide a meal. If so, this meal must be included as part of your guest count

DEPOSIT & PAYMENT

An initial \$500.00 deposit is required to reserve your preferred venue. Sixty days prior to the event payment is required so that the total deposit is equal to 50% of the total estimated charges. Final payment is required for all estimated charges seven business days prior to the event.

The contract will not be considered to be paid in full until after the function has been completed and the banquet manager has assessed all charges. Some "special order" item(s) require full payment in advance. If the event is canceled and we are unable to return the item(s) payment will not be refunded.

MCCS-SC reserves the right to reassign the venue should your guaranteed count differ from what was originally planned/booked.

MINIMUM FOOD SALES REQUIREMENTS

For any catered event, hosted during days or hours when a facility is typically closed, a food and beverage minimum of \$2,000.00 must be met. If total food and beverage sales do not meet the minimum the client is responsible for the variance. (Does not include Service Charge or Room Charge).

Please note: Events held on Federal Holidays or Sundays will incur additional charges.

Reservations made for the month of December may have special minimums, deposits and menus required.

FUNCTION ROOMS & DECORATION

No bubbles of any sort are allowed at any function to ensure guest safety. The client will take full responsibility for any injuries that occur due to bubble liquid on the dance floor or hard floors in general. No glitter or sand of any type is allowed. An additional cleaning fee of \$50.00/hour will be assessed to remove glitter from floors. The use of "smoke" or "fog" machines is prohibited. Please coordinate with our Catering Office prior to affixing any decorations to walls, ceilings & floors, doors or fixtures. The client is responsible for any damage to the premises by guests or independent contractors and must adhere to fire codes.

TIME SCHEDULES

Prior approval is required for all function start and end times. Parties are booked and reserved for a maximum of four (4) hours. Evening functions are to conclude by 11:00PM. If the client schedules an event to go over the 4 hour time block in advance (30+ days prior to event) a fee of \$200/hour will be assessed. If the event runs over the 4 hour time block, and it is not scheduled in advance, a fee of \$350.00/hour will be assessed. If a program runs over and exceeds the agreed conclusion time every effort will be made to accommodate the change, however, this time extension shall not be considered guaranteed.

Set-up for events is subject to availability and is only allowed for three hours prior to event start time.

OUTDOOR FUNCTIONS

Outdoor functions are hosted at the risk of the customer. Given the frequency of local thunderstorms that often contain lightening we encourage you to have a backup plan. Installation regulations require all outdoor activities cease whenever lightening is within five miles of the area. There are several variables to keep in mind:

1. An outdoor catered event may be moved indoors depending on available space. Please ensure you have incorporated this into your planning.
2. An outdoor ceremony may move indoors; however, our facility cannot be “un-set & then reset” if it has already been made ready for an indoor reception.
3. Deposits will not be refunded due to inclement weather. Should an event be canceled due to a potential hurricane or base closure all deposits and fees will be refunded.

REFUNDS

If the event is cancelled 90 or more days prior to your scheduled event date the deposit is returned in full. If the event is cancelled 89 days or less from the scheduled event date 50% of the deposit will be refunded. Cancellations made within 72 hours from the scheduled event date will be charged the cost of the room rental and the cost of the catered function determined by the menu price and final guarantee. Any refunds are returned via check within 1-2 weeks from the request date.

OFF-PREMISE FOOD & BEVERAGE

All catering must be hosted aboard either MCAS Beaufort, MCRD Parris Island, Naval Hospital Beaufort or Laurel Bay. In addition to the selected menu items additional charges may apply to provide the off-site service based on the location and services requested. Once all pertinent information has been received the Catering Sales Manager can provide the specific cost for an off-site event.

UNFORESEEN CONTINGENCIES

MCCS-SC will not be held liable for failure to carry out arrangements due to acts of God or nature or other conditions that are not under the control of MCCS-SC Catering.

PARKING

Parking is available for all functions at no charge.

SERVICE CHARGE POLICY

A 20% service charge will be added to all food and beverage purchases.

MCCS-SC CATERING POLICIES

Designated host: _____

Signature of designated host: _____ Date: _____

Catering/Facility manager: _____

Signature of manager: _____ Date: _____