



Eisenhower

CONFERENCE & CATERING

18400 19th Street
Fort Eisenhower, GA
706-791-6780

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October 1, 2024

Hello!

Thank you for choosing Eisenhower Conference & Catering to host your upcoming event! We are delighted to share your special day with you.

For over 35 years, Eisenhower Conference & Catering has been the premiere conference and catering center for military and civilian events alike. From weddings to retirements, meetings to expos, and just about everything in between, our team at Eisenhower Conference & Catering has been honored to be a part of the Fort Eisenhower Community.

Our team is eager to provide all of our guests with an exceptional and memorable experience. Our brand new, state-of-the-art kitchen and seven ballrooms are ready and able to accommodate almost any event.

We understand planning an event of any size can be overwhelming; that is why our team at Eisenhower Conference & Catering is here and available to help in any way you need. Our catering office is open Tuesday through Friday from 9:00 am until 4:00 pm, or by appointment. Do not hesitate to reach out to us, at any point of the planning process, for information, support or guidance. We are honored to help.

Thank you, again, for choosing Eisenhower Conference & Catering!

With warmest wishes,
The Eisenhower Conference & Catering Family



Rental Rates

	Monday-Thursday 7 am-4 pm	Monday-Thursday before 7 am. or after 4 pm & Friday, Saturday	Sunday
Cypress Wing	\$800	\$1,600	\$2,000
Cypress Ballroom	\$500	\$1,000	\$1,250
Ivy Ballroom	\$250	\$500	\$650
Jasmine Ballroom	\$250	\$500	\$650
Juniper Wing	\$700	\$1,400	\$1,750
Juniper Ballroom	\$400	\$800	\$1,000
Juniper Bar	\$200	\$400	\$500
Cedar Room	\$250	\$500	\$650
Magnolia Room	\$200	\$400	\$500
Oak Room	\$200	\$400	\$500
Entire Facility	\$1,500	\$3,000	\$3,750
Delivery: Pointes West	\$150	\$150	\$375
Delivery: On Post	\$100	\$100	\$250

Official Military Functions

Room Rates (CoC, CoR, Retirement)

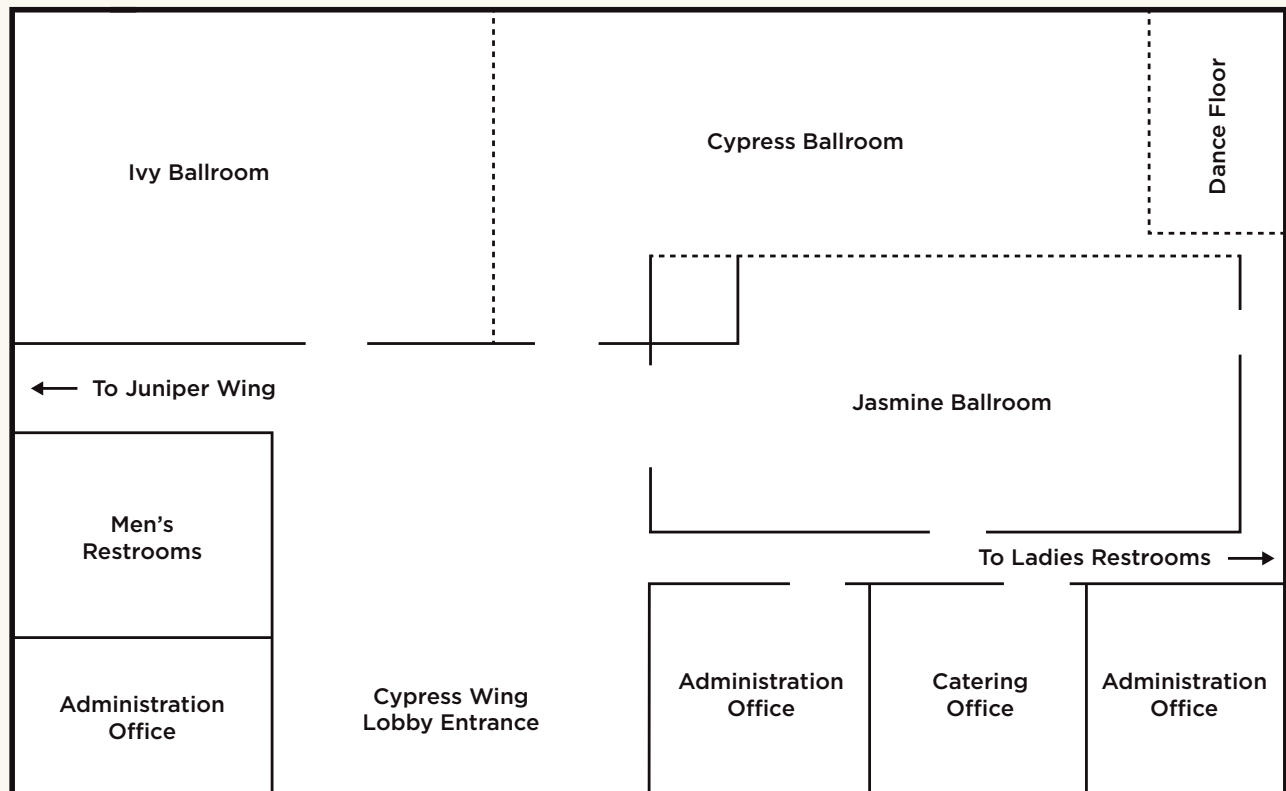
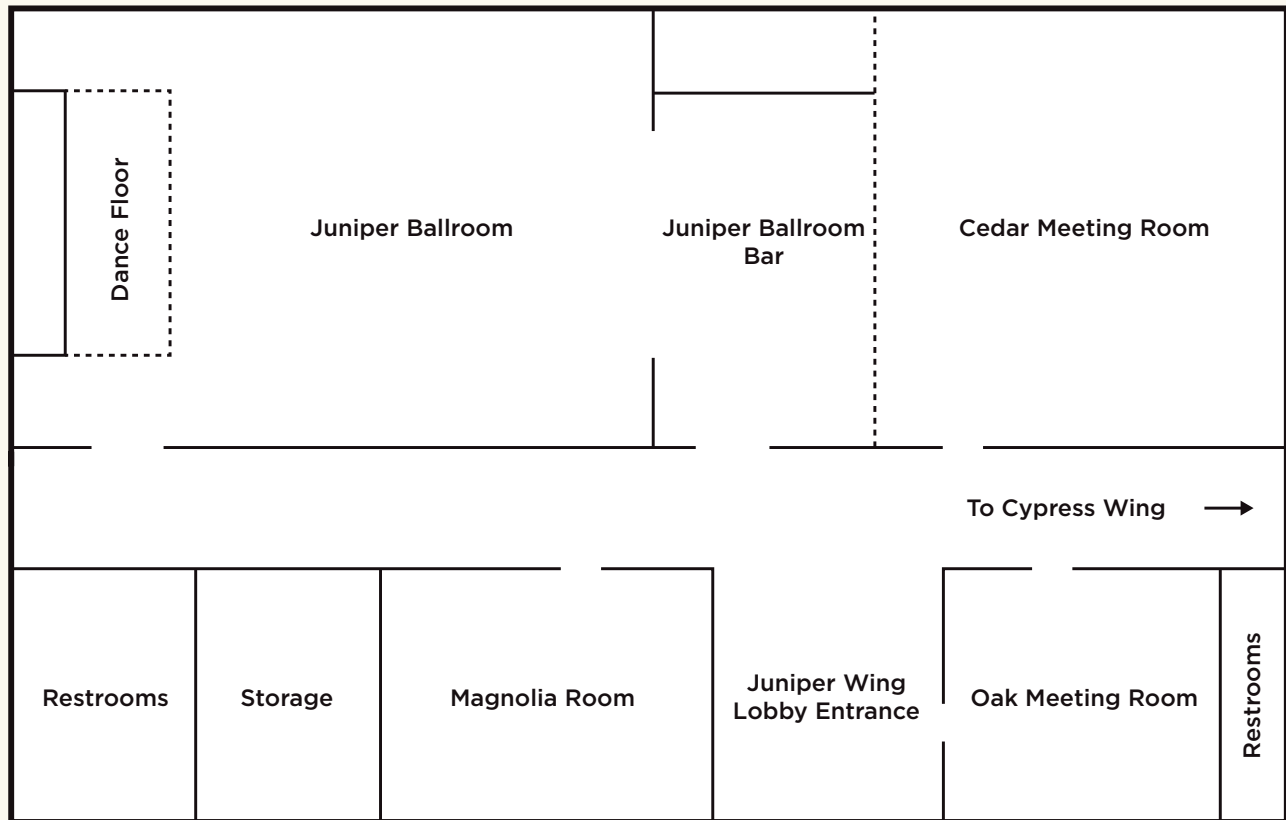
Half off above rates Monday-Saturday with Service Member setup support provided by Unit

Room Layout Capacities

	Banquet style, Round Tables of 10 Guests	Theater Style	Standing Reception
Cypress Wing	50 tables (500 guests)	700	1,000
Cypress Ballroom	25 tables (250 guests)	400	500
Ivy Ballroom	10 tables (100 guests)	150	180
Jasmine Ballroom	8 tables (80 guests)	120	150
Juniper Wing	37 tables (370 guests)	630	750
Juniper Ballroom	16 tables (160 guests)	380	450
Cedar Room	10 tables (100 guests)	120	150
Oak Room	4 tables (40 guests)	50	50
Magnolia Room	7 tables (70 guests)	80	100
Entire Facility	87 tables (870 guests)	1,330	1,750

All catered events are booked for five hours; each additional hour incurs a fee of \$50. Event must end before 4:00 pm to be eligible for the discounted rate. All food, beverage and alcohol items are subject to an 18% Service Charge. Guests spending three (3) times the room fee in food and beverage will have the room fee waived, additional fees may apply for Sunday events. Guests may enter the room up to three hours prior to the event for setup based on normal business hours. Room rental includes access to available audio/visual equipment and layout of choice. Room rentals and catering packages do not include linens (tablecloths and napkins), however we can provide them for an additional fee if desired (table clothes \$8 each, napkins \$1 each). For further information on what your contract includes, please see page 20 of this brochure.

Ballrooms & Meeting Rooms



Breakfast

Continental Breakfast Buffet

Assorted pastries and breakfast breads, sliced seasonal fruit, cereal or yogurt, chilled signature passion orange guava juice and apple juice, freshly brewed coffee and ice water.

\$12

Southern Breakfast Buffet

Scrambled eggs, sausage links, bacon, grits or breakfast potatoes, sausage gravy, fresh fruit, fresh biscuits with butter and jam. Freshly brewed coffee, chilled signature passion orange guava juice and Southern-style sweet and unsweet tea.

\$15

Sunrise Special

Selection of bagels with cream cheese, butter, jam, assorted pastries, whole fresh fruit, freshly brewed coffee, Southern-style sweet and unsweet tea, and ice water.

\$11



Minimum of 25 guests. All prices are per person. Food, beverage and alcohol items are subject to an 18% Service Charge. *All breakfasts are presented for 60 minutes.

Weekday Lunch Buffets

Soup & Salad Bar

Choice of two (2) soups: chicken enchilada, homemade chili, potato, broccoli cheddar, chicken and dumpling, chicken noodle & tomato bisque. Salad bar includes: lettuce, tomatoes, cucumbers, onions, cheese, eggs, carrots, croutons, dressing and rolls.

Gyro Bar

Gyro meat with collection of toppings including tzatziki sauce and feta cheese. Presented with salad bar (lettuce, tomatoes, cucumbers, onions, cheese, eggs, carrots, croutons, dressing) and pita bread.

Pasta Bar

Chef's choice of pasta with Alfredo sauce, marinara sauce, broccoli and ground beef. Presented with salad bar (lettuce, tomatoes, cucumbers, onions, cheese, eggs, carrots, croutons, dressing) and rolls.

Taco Bar

Choice of seasoned ground beef or chicken on soft flour tortillas with lettuce, tomatoes, sour cream, guacamole, salsa, cheese and Mexican rice and beans.

Burger Bar

Fresh beef burgers with cheese, lettuce, tomato, onion and your choice of two of the following: broccoli salad, coleslaw, baked beans or pasta salad. Served with assorted potato chips.

The Grab-N-Go Lunch Break

Assortment of chef's choice wraps or chef's salad. Includes: roast beef, turkey, ham or roasted veggies, with American cheese, tomato and lettuce, potato chips, and a freshly baked cookie.
Box Lunch option for pickup or dine in.

Above Buffets: \$13



Classic Lunch Buffet

Includes host's choice of two entrees and two accompaniments from below. The Classic Lunch Buffet is served with fresh mixed garden salad and dressing, rolls with butter and chef's choice dessert.
\$2 upgrade for custom dessert selection.

\$18

Entrees:

Herb Baked Chicken
Smothered Chicken
Pulled Pork (BBQ)
Grilled Chicken Breast (with pineapple salsa)
Sliced Roast Beef
Lemon Butter Flounder
Roast Turkey (sliced)
Schnitzel (*minimum 50 guests)
Homemade Meatloaf

Vegetarian Entrees:

Veggie Burger
Eggplant Stack
Mushroom Burger

Accompaniments:

Steamed Seasonal Veggies
Garlic Broccoli or Broccolini
Squash Casserole
Acorn Squash
Garlic Green Beans or Green Bean Almondine
Lima Beans
Glazed Baby Carrots
Garlic Mashed Potatoes
Roasted New, Sweet, or Fingerling Potatoes
Rice Pilaf or Brown Rice & Red Quinoa
Homemade 3-Cheese Macaroni and Cheese
Tricolored Couscous
Smashed Baby Bliss Potatoes with Onions

Weekday lunch buffets are available Monday through Friday from 11:00 am-2:00 pm Minimum of 25 guests for weekday \$13 lunch buffet and minimum of 50 guests for Classic Lunch Buffet. All prices are per person. Lunch options include fresh garden salad and rolls, Chef's Choice dessert, Southern-style sweet and unsweet tea, and ice water. Coffee available upon request. Unlimited Coca-Cola products available for an additional \$4 per person. Food, beverage and alcohol items are subject to an 18% Service Charge.

*All lunches are presented for 60 minutes.

Dinner Buffets

Catered Dinner Buffet

Includes Host's Choice from below.

All dinner buffets served with fresh mixed garden greens and house dressing, rolls with butter and chef's choice dessert.

Light Dinner Buffet, two (2) entrees and two (2) accompaniments:

\$28

Classic Dinner Buffet, two (2) entrees and four (4) accompaniments:

\$32

Grand Dinner Buffet, three (3) entrees and four (4) accompaniments:

\$35

Choice of Entrees:

Beef

Beef Tips with Portabella Mushroom Gravy
Hawaiian Beef
Beef & Broccoli
Slow Roasted Beef Top Round
(add \$300, Serves 100 guests)
Garlic Rubbed Prime Rib
(add \$375, Serves 30 guests)

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Pork

Sliced Roast Pork Tenderloin
Southern-Style Sugar Glazed Ham

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Seafood

Flounder (Florentine or Lemon Butter)
Grilled Mahi with Pineapple Salsa
Lemon Pepper Cod

Poultry

Grilled Chicken with Pineapple Salsa
Smothered Chicken with Onions
Roast Turkey
Chicken Marsala

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Vegetarian

Pasta Primavera
Eggplant Parmesan
Portabella Mushroom Stack
Pesto Tortellini
Plant-Based Meatless Bulgogi

Choice of Vegetable

Steamed Seasonal Veggies
Garlic Broccoli
Garlic Green Beans
Squash Casserole
Acorn Squash
Green Bean Almondine
Broccoli with Seasoned Butter
Lima Beans with Butter
Glazed Baby Carrots

Choice of Starch

Garlic Mashed Potatoes
Roasted New Potatoes
Roasted Fingerling Potatoes
Roasted Sweet Potatoes
Rice Pilaf
Brown Rice with Red Quinoa
House-made 3-Cheese Macaroni and Cheese
Tricolored Couscous
Smashed Baby Bliss Potatoes with Onions

Minimum of 50 guests for dinner buffet. All prices are per person. All options include fresh garden salad and rolls, Chef's Choice dessert, Southern-style sweet and unsweet tea, and ice water. Coffee available upon request. Unlimited Coca-Cola products available for an additional \$4 per person. Buffet service time is 120 minutes. A beef carver is available for an additional fee of \$100. Food, beverage and alcohol items are subject to an 18% Service Charge. \$2 upgrade for custom dessert selection. Coffee available upon request.

Themed Buffets

German Buffet

House-made German pork schnitzel, bratwurst in caraway gravy, mushroom sauce, German potato salad, Dutch sauerkraut, braised brussels sprouts and pretzel rolls.

\$21/Lunch • \$27/Dinner

Italian Dinner Buffet

Chicken piccata or marsala, Italian sausage with onions and peppers, penne pasta with alfredo sauce, spaghetti with marinara sauce, balsamic glazed zucchini or garlic broccolini, garlic bread and includes a Caesar salad with garlic croutons and Parmesan cheese.

\$26

Mexican Dinner Buffet

Tortilla chips with fresh salsa, seasoned beef and chicken with Mexican rice and beans. Includes lettuce, onions, tomatoes, shredded cheese, soft flour tortillas and includes a garden salad and fiesta ranch dressing.

\$24

Texas BBQ Dinner Buffet

Homemade brisket, smoked sausage, ranch beans, corn fresca, jalapeño corn bread and BBQ sauce.

\$28

Traditional Southern BBQ

BBQ chicken or smoked pulled pork with homemade 3-cheese macaroni and cheese, black-eyed-peas, collards and cornbread.

\$19/lunch • \$25/dinner



Minimum of 50 guests on all buffet options. All prices are per person. All options include fresh garden salad and rolls, Chef's Choice dessert, Southern-style sweet and unsweet tea, and ice water. Coffee available upon request. Unlimited Coca-Cola products available for an additional \$4 per person. Food, beverage and alcohol items are subject to an 18% Service Charge.

Hors d'oeuvres

*Served buffet style unless otherwise noted. All prices are for 50 individual pieces.
It is recommended to plan for 2-3 pieces per item per guest.*

Assorted Cookies

Mini Brownies

\$40

Bacon Glazed Brown Sugar Cocktail Sausage

Roasted Garlic Hummus and Pita Bread

Fried Artichoke

Meatballs

(Buffalo, Honey BBQ, Hawaiian)

Chicken Tenders with Honey Mustard Sauce

Loaded Jumbo Tater Tots

Tomato Basil Bruschetta

\$60

Roasted Edamame and Corn Shooters

Sausage Cheese Balls

Vegetable Crudités (tray or shooters)

\$80

Pimento Cheese in Filo Cups

Chicken Wings

(Buffalo, Honey BBQ, Hawaiian)

Mini Chicken Cordon Bleus

Spinach & Artichoke Dip with Crostinis

\$90

Assorted Cheese Platter

Shrimp and Cheese Grit Cakes with
Bacon Burre Blanc

Shrimp Cocktail Shooters

Bacon Pineapple Shrimp

Bacon Wrapped Stuffed Cheese Jalapeños

Fried Green Tomato Sliders

Caprice Salad Skewers

Fruit Kebabs

Fish Tacos

\$110

House Made Beef or Chicken Empanadas

Short Rib Sliders

Balsamic Beef Crostini with Herb Cheese

Fresh Fruit Platter with Seasonal Berries

(serves 100)

\$160

Chocolate Fondue Station

(Marshmallows, Fruit, Pound Cake)

\$200

Pineapple Tree with Assorted Cheeses

(serves 100)

\$350



Food, beverage and alcohol items are subject to an 18% Service Charge.

Bar Services

Bartender fee is \$150 for four hours of service, including 30-minute setup. For additional time, an early set-up or a Sunday service, a fee of \$50 per hour, plus an 18% service charge will be applied. There is a minimum bar tab of \$50 per hour at any on-premise bar service and \$100 per hour for off-site bar service. On premise bars can be host funded, guest funded or a combination of both. For on premise guest funded cash bars, there is an advanced payment required per hour of \$50. Off premise bars must be host funded and paid in advance. All drink sales are final. Custom drink items are available but must be paid in full and established before the event. Bartenders reserve the right to ID and deny any alcohol sales to anyone who is under 21 or intoxicated. No outside alcohol may be in or around the premises during event times.

House Wine

Cabernet Sauvignon • Chardonnay • Merlot
Moscato • Pinot Grigio

\$7 per glass • \$21 per bottle

Beer

Bud Light, Michelob Ultra, Yuengling

A keg of beer can be tapped, with cups available. No refund is given for unused beer and the remaining keg cannot be taken off the premises.

\$5 per bottle • \$400 per keg

House Spirits

Absolut • Bacardi • Jack Daniels • Jim Beam
Jose Cuervo • Malibu • Peach Schnapps

\$6 per shot

Premium Spirits

1800 Tequila • Bombay Sapphire • Crown Royal
Grey Goose • Hennessy • Maker's Mark

\$8 per shot

*Additional bottle options available for pre-purchase, upon request.
All selections must be finalized with the caterer 10 days in advance.*

Specialty Cocktails

Must be booked in advance

Citrus Spritzer • Eisenhower Transfusion
Five Star Spritzer • Spiked Lemonade
Sweet Tennessee

\$10

Glitter Infused:

Pink Flamingo

Bubble Infused:

Sunset • Tropical Oasis

Freshly Smoked

Whiskey Sour

\$12

Georgia Peach

\$14

Signature Passion, Orange, Guava Bellini

\$7

Mixers

Juice: Cranberry, Orange, Pineapple & White Grape • Lemonade
Canned Soda: Coke, Diet Coke & Sprite • Club Soda • Tonic Water

\$2-\$3

Beverage Options

Fresh Brewed Coffee (per gallon)

\$20

Southern-Style Sweet or Unsweet Tea (per gallon)

\$14

Lemonade or Fruit punch (per gallon)

\$15

Signature Passion, Orange and Guava Juice, Orange, Apple, Cranberry, Pineapple or Tomato Juice (per gallon)

\$27

Coca-Cola Products (per can)

\$2

For more information on Rules, Regulations and Restrictions regarding alcohol sales, please contact a member of the ECC team.

Service Member Celebration Packages

Make your promotion, retirement, Change of Command or hail-and-farewell special and easy with our pre-constructed packages. Each package will accommodate 100 guests and includes room setup (2 hours), event time (up to 4 hours) and linen. Service Charge, Cake Fee, Room Fees for Magnolia, Jasmine, Ivy or Cedar Rooms are included.

The Re-Enlistment

A variety of pastries and muffins, fresh fruit and includes Southern-style sweet and unsweet tea, and ice water. Coffee available upon request.

\$850

The Promotion

Warm BBQ meatballs, veggie crudités, assorted cheese platter with crackers, chicken tenders with honey mustard sauce and includes Southern-style sweet and unsweet tea, and ice water. Coffee available upon request.

\$1,200

The Change of Command

Fresh sliced fruit, veggie crudités, assorted cheese platter with crackers, chicken tenders, sausage balls, and includes Southern-style sweet and unsweet tea, and ice water. Coffee available upon request.

\$1,500

The Retirement

Fresh sliced fruit, veggie crudités, and your choice of lunch buffet option and includes Southern-style sweet and unsweet tea, and ice water. Coffee available upon request.

\$2,500



*Events ending after 4:00 pm and weekends are subject to an additional Room Fee. Events exceeding 100 guests must be cleared with Catering team and are also subject to additional fees. All dining packages are presented for 60 minutes.

Dining In/Out & Military Ball Package

Dance away your worries with our pre-constructed Military Ball packages. Each package is priced per person and includes four (4)-hour cash bar, Cake Fee, Service Fee, fallen comrade table, audio/visual and a two (2)-hour rehearsal. Guests sit 10 per table with optional ivory linen and black napkins. Minimum of 100 guests.

Social Hour

Warm BBQ meatballs, veggie crudités, assorted cheese platter with crackers and seasonal fruit display.

Dinner

The Company Ball Buffet

Select two (2) entrees and three (3) accompaniments. Served with fresh mixed garden greens, dressing, rolls with butter and dessert

\$45 per person

The Battalion Ball Buffet

Select three (3) entrees and four (4) accompaniments. Served with fresh mixed garden greens, dressing, rolls with butter and dessert

\$50 per person

Entrees

Grilled Chicken with Pineapple Salsa
Smothered Chicken
Sliced Roast Pork Tenderloin
Chicken Marsala
Roast Turkey
Lemon Pepper Cod
Flounder (Florentine or Lemon Butter)
Beef Tips with Portobello Mushroom Gravy
Slow Roasted Top Round (*add \$300, serves 100 guests*)
Hawaiian Beef
Beef & Broccoli

Accompaniments:

Steamed Seasonal Veggies
Garlic Broccoli or Broccolini
Squash Casserole
Acorn Squash
Garlic Green Beans or Green Bean Almondine
Lima Beans
Glazed Baby Carrots
Garlic Mashed Potatoes
Roasted New, Sweet, or Fingerling Potatoes
Rice Pilaf or Brown Rice & Red Quinoa
Homemade 3-Cheese Macaroni and Cheese
Tricolored Couscous
Smashed Baby Bliss Potatoes with Onions



U.S. ARMY



U.S. AIR FORCE



**UNITED STATES
SPACE FORCE**

All options include fresh garden salad and rolls, Chef's Choice dessert, Southern-style sweet and unsweet tea, and ice water. Coffee available upon request. Unlimited Coca-Cola products available for an additional \$4 per person. Buffet service time is 120 minutes. \$2 upgrade per person for custom dessert selection. Additional fees may apply for Sunday events.

Conference & Meeting Packages

Basic Conference Package

Room rental with staffed beverage station.

(Freshly brewed coffee, Southern-style sweet and unsweet tea, and ice water)

Small Ballroom: \$450 • Medium Ballroom: \$750 • Large Ballroom: \$1,500

Premium Conference Package

Includes the Basic Conference Package and an assortment of morning pastries.

Small Ballroom: \$650 • Medium Ballroom: \$1,200 • Large Ballroom: \$2,200

Executive Conference Package

Includes the Premium Conference Package, a logoed notepad, pen and candy mint at each seat with an afternoon snack.

Small Ballroom: \$850 • Medium Ballroom: \$1,600 • Large Ballroom: \$3,000

Elite Conference Package

Includes the Executive Conference Package and a classic lunch or buffet lunch.

Small Ballroom: \$1,600 • Medium Ballroom: \$3,200 • Large Ballroom: \$6,000

Small Ballroom: Up to 50 guests • Medium Ballroom: 50-100 guests • Large Ballroom: 100-200 guests



Each additional hour after 4:00 pm incurs a fee of \$50 per hour. Additional fees may apply for Saturday & Sunday events. Room rental includes access to available audio/visual equipment, layout of choice and linens. All food, beverage and alcohol items above are subject to an 18% Service Charge.

Break Packages

*Add on any quick break package to your conference, exposition or training; presented for 60 minutes.
Minimum of 25 guests per break.*

The Breakfast Break

Selection of bagels with cream cheese, butter, jam, oatmeal, fresh fruit, freshly brewed coffee, Southern-style sweet and unsweet tea with ice water.

\$12 per person

The Mid-Morning Break

A variety of pastries and muffins, fresh fruit, freshly brewed coffee, Southern-style sweet and unsweet tea with ice water.

\$10 per person

The Afternoon Pick-Me-Up

Freshly baked cookies, fresh baked pretzels, Southern-style sweet and unsweet tea with ice water.

\$8 per person

The Healthy Break

Fresh fruit, granola and yogurt, hummus and pita, Southern-style sweet and unsweet tea with ice water.

\$12 per person

The Beverage Break

Freshly brewed coffee, Southern-style sweet and unsweet tea, and ice water.

Add: Coca-Cola products for \$4 per person.

Beverage station remains stocked for the duration of the event.

\$7 per person • \$5 per person (half day)



A La Carte

*Served buffet style unless otherwise noted. All prices are for 50 individual pieces.
It is recommended to plan for 2-3 pieces per item per guest.*

Mini Pastries ... \$95

Mini Muffins ... \$75

Croissants... \$85

Bagels ... \$130

Cookies ... \$40

Brownies ... \$40

All food, beverage and alcohol items are subject to an 18% Service Charge.

The Silver Wedding Package

This package is priced per person with a minimum of 150 guests, and includes 4-hour cash bar, cake fee, service fee, audio/visual, & room rental for ceremony and reception.

Guests sit 10 per table with your choice of linen and napkins.



Cocktail Hour

Warm BBQ Meatballs (6 platters), veggie crudités (2 platters), two cheese platters with crackers, and seasonal fruit display.

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Salad

Fresh Mixed Garden Greens with Italian or Ranch Dressing, Rolls & Butter.

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Catered Dinner Buffet

Two Entrees & Two Accompaniments:

\$40 per guest

Two Entrees & Four Accompaniments:

\$45 per guest

Three Entrees & Four Accompaniments:

\$50 per guest

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All options include southern-style sweet and unsweet tea, and ice water. Coffee available upon request. Unlimited Coca-Cola products available for an additional \$4 per person. Buffet service time is 120 minutes. All weddings are booked for five hours, with option to book up to four hours of set-up prior to event start time. ECC does not make wedding cakes.

The Gold Wedding Package

This package is priced per person with a minimum of 125 guests, and includes 4-hour cash bar, 1 bottle of wine per table, cake fee & carver fee if desired, service fee, audio/visual, room rental for ceremony and reception, & 2-hour rehearsal.

Guests sit 10 per table with your choice of linen and napkins.

Cocktail Hour

Veggie crudité (2 platters), two cheese platters with crackers, seasonal fruit display and your choice of two of the following: Warm BBQ Meatballs, Balsamic Beef Crostini with Herb Cheese, Mini Chicken Cordon Bleus, Spinach & Artichoke Dip, Chicken Tenders with Honey Mustard sauce and Tomato Basil Bruschetta.

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Salad

Fresh Mixed Garden Greens with Italian or Ranch Dressing, Rolls & Butter

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Catered Dinner Buffet

Two Entrees & Two Accompaniments:

\$55 per guest

Two Entrees & Four Accompaniments:

\$60 per guest

Three Entrees & Four Accompaniments:

\$65 per guest

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All options include southern-style sweet and unsweet tea, and ice water. Coffee available upon request. Unlimited Coca-Cola products available for an additional \$4 per person. Buffet service time is 120 minutes. All weddings are booked for five hours, with option to book up to four hours of set-up prior to event start time. ECC does not make wedding cakes.

What Happens Next

Thank you for choosing Eisenhower Conference & Catering to host your upcoming event! We are delighted that we will be able to share in your special day, with you.

Below is a timeline of what happens next, in the preparation of your event!

Today (Date: _____):

1. Submit your intake form to our Catering Office or via our website. Once it is received, a member of the team will be in touch.

At least 90 Days before the event: (Date: _____)

1. Lock-in your date with a member of the ECC team, by submitting your deposit to our Finance Office. All reservations are tentative and held for 48 hours, or until the deposit is made.
2. Provide the Catering Office with a copy of the signed Rules & Regulations (also in this folder), agreeing to the requirements of Eisenhower Conference & Catering.

45 Days before the event: (Date: _____)

1. Review and explore your menu options. From a variety of different buffet options, to Hors d'oeuvres options, we are able to make unique menu combinations that are sure to satisfy even your pickiest of guests.
2. Review and explore your colors; for specific events, linen is included in your package. A member of the team will provide you with options, should it be available for your event. Should the linen not be included, you can rent it through us, for the special day; just let us know!

30 days before your event: (Date: _____)

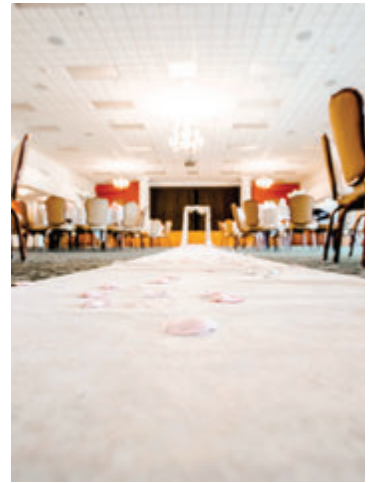
1. Finalize your menu, place settings, colors, and guest count for your special event.

10 days before your event: (Date: _____)

1. Provide the Financial Office with your final payment and a signed copy of your final contract.
2. If you have non-military or non DOD ID Card Holders, visit <https://pass.aie.army.mil/> to receive preapproval to enter the gate. Pass requests must be done no earlier than 7 days before the event.

We understand that planning an event of any size can be overwhelming; that is why the team at Eisenhower Conference & Catering is here and available to help in any way you need!





Eisenhower Conference & Catering

Rules, Regulations & Restrictions

- All banquet rooms are booked for five (5) hours, each additional hour incurs a fee of \$50. Event must end before 4:00 pm to be eligible for the discounted rate. Hosts spending three (3) times the Room Fee in food and beverages will have the Room Fee waived. Hosts or their representatives may reserve the room up to three (3) hours before the event for setup for banquets.
- Room Rental includes access to available audio/visual equipment and the layout of your choice. Guests must bring their own connecting cables/cords.
- Decorations may be brought into Eisenhower Conference & Catering; however nothing may be attached to the walls or ceilings of any of the rooms, nor can any of the existing decorations be removed without prior approval from Management. **No open flames or smoke effects are permitted.** All decorations must be removed after each event. A minimum cleaning fee of \$250 will be applied for excessive & abandoned décor (including loose glitter/craft items), smoking, and/or damage to federal property. A refundable deposit will be required for all events, balls, parties and celebrations.
- Making any special arrangements for taking photos is the responsibility of the customer and must be coordinated with the caterer 10 days before the event. If a dedicated space is required for photos there may be an additional charge; please see the catering office for more information.
- Hosts desiring a band, DJ or other entertainment will need to inform the caterer of any special needs. Additional costs for entertainment will be the responsibility of the customer. Room rentals include access to existing audio and visual equipment, but guests need to bring their own devices and cords. Please see the catering office to schedule a time, prior to the event, to test all systems.
- Tastings may be scheduled with the catering office, based on chef's availability. Meal tastings are \$80 for four guests and include quarter-sized portions of two proteins and four sides. Appetizers are available in limited quantities. Please inquire at the catering office for prices. Not all items are available for testing.
- There is a \$50 minimum per hour bar tab for any bar service on post, or \$100 per hour for off post, and is subject to an 18% service charge. On premise bars can be host funded or guest funded. Off premise bars must be host funded and paid in advance. All drink sales are final. Bartenders reserve the right to ID and deny any alcohol sales to anyone who is under 21 or intoxicated. No outside alcohol may be in or around the premise during event times.
- Catering prices do not include Room Fee. All food, beverage and alcohol items are subject to an 18% Service Charge.
- NAF Army Regulation 5-14 Prohibited Uses:
 - (1) NAF payment for any expense involved in a change of command or retirement ceremony, command representation, protocol function, scholarships, free mailing or postage, unit ceremonies, or any other specific benefit for select individuals or groups will not be authorized.
 - (2) Items for retirements, funerals, or other such personal-type events will not be purchased with NAFs.
 - (3) NAFs will not replace or supplement appropriations for public affairs, medical, religious, or other activities or programs that are outside the purposes for which the NAF/entity was established.
 - (4) NAFs will not be used for costs of employees who are not performing duties directly related to the NAF/entity function or mission.
- NAF Army Regulation 12-8. Prices, User Fees and Other Charges:
 - a. Prices, user fees, and charges are structured to meet cash management goals for sustainment of an MWR program and its operations, to cover capital requirements and overhead expenses, and to satisfy budget requirements for support of other MWR programs dependent upon it.

Eisenhower Conference & Catering Rules, Regulations & Restrictions Continued

POLITICAL EVENTS/ACTIVITIES:

In order to maintain fairness, and to comply with DoD and DA directives, no political activities or events of a political nature will be conducted within the premises, nor will these activities or events be catered by Eisenhower Conference & Catering. Political activities include: fundraising activities and speeches by persons engaged in political campaigns or seeking elected office. If an event is political in nature, it will be canceled/shut down immediately, and all deposits/payments for the event will be forfeited.

DEPOSITS:

Reservations are not guaranteed unless the deposit has been paid. Deposits will be applied toward the final bill. Deposits must be a minimum of the room rental fee.

CANCELLATION & REBOOKING POLICY:

Full refunds will be issued for any deposits/payments if the event is canceled 90 days prior to event. If cancellation is made after 90 days, deposit is forfeited in its entirety. If an event is canceled 89-11 days before the event date, we do allow you to reschedule your room rental deposit one (1) time to a date within six (6) months of the original event date.

GENERAL POLICIES:

- An **18% Service Charge** is added to all food and beverage purchases.
- Contract details (number of guests, set-up requirements, menu items, etc.), as well as final payment, are due 10 days prior to the event. Any payments that have not been made by the 10-day mark will incur a **\$50 Late Fee**.
- Department of the Army regulation 215-1, 8-24 (17) prohibits any outside food, beverage or alcohol items to be brought into ECC. Specialty items are allowed on a case-by-case basis and must be included on the contract. Ceremonial cakes, desserts or candy may be brought and consumed, only after a **\$50 Fee** has been paid.
- Department of the Army regulation and Tri Services Food Code prohibits any food or beverage items to be taken off the premises. All food and beverage items are to be consumed on site and/or disposed of at the facility. This includes all alcohol.
- Banquets are booked for five (5) hours and guests may reserve the facility to decorate up to three (3) hours prior to the event's start time. Conferences are booked for eight (8) hours and guests may reserve the facility to set-up up to one (1) hour prior to the event's start time. Any additional time needed will be charged a surcharge.
- Any AV needs must be requested in advance. ECC does not provide any computers, laptops, cables or chargers for use with the AV system. It is the guest's responsibility to test any AV requirements prior to the day of the event, and to provide any needed computers/laptops and cables/chargers.

FORT EISENHOWER ENTRY POLICY:



For current Gate Access information, visit:

<https://home.army.mil/eisenhower/des/visitor-information>

Any patrons planning to visit Eisenhower Conference & Catering without a DoD ID card can pre-register for Gate Access by visiting:



<https://pass.aie.army.mil/>

By signing below, you acknowledge that you have read and understand the Rules, Regulations & Restrictions of Eisenhower Conference & Catering.

Guest Name: _____ Date: _____

Guest Signature: _____ Event Date: _____

Cordially,
Management Team
Eisenhower Conference & Catering



Eisenhower

CONFERENCE & CATERING



Intake Form

Please help us serve you by completing the required information.
Print and return to Eisenhower Conference & Catering

Customer Name _____

Customer Address _____

Phone Primary _____ Phone Secondary _____

Email _____

Alternate Point of Contact _____

Phone Primary _____ Phone Secondary _____

Type of Function _____

Requested Date _____ Alternate Date _____

Requested Time of Function _____

Number of Guests _____ Requested Room _____

Additional Requirements _____



EISENHOWER CONFERENCE & CATERING

18400 19th Street | Fort Eisenhower, GA 30905

706-791-6780 | Eisenhower.ArmyMWR.com

CATERING OFFICE

Tuesday-Friday | 9:00 am-4:00 pm

After 4:00 pm & Saturdays by appointment



DRIVING DIRECTIONS

Take Exit 194 from I-20. Turn right from I-20 East or left from I-20 West onto Jimmie Dyess Parkway. Turn right onto Gordon Highway (NOTE: do not continue straight to Gate 1. This is no longer the main gate). Drive approximately 5 miles and turn left into the Gate 6 entrance. Follow 107th Avenue to the first roundabout. Take the 3rd exit on this roundabout towards 12th Street. Follow 12th Street to the next roundabout. Take the 1st exit on to Lane Avenue. Follow Lane Avenue to 19th Street; make a left. Eisenhower Conference & Catering will be on the left.