

Catering Brochure



Family and MWR

The Lee Club

Specializing in
CATERING
WEDDINGS
PARTIES
UNIT FUNCTIONS
RETIREMENT CEREMONIES
& MORE

Call (804) 734-7547 for catering availability or to book space for your special occasion.

DETAILS: (804) 734-7541/7547  LEE.ARMYMWR.COM   FORT LEE FMWR

www.lee.armymwr.com
Catering Manager 804-734-7541
Appointments 804-734-7547



Bldg. 9009 Lee Ave/Battle Dr. Fort Lee, Virginia

Revised February 2019

Hors d'oeuvre Packages

(Selections to be made from Hors d'oeuvre menu below)

Service for Two Hours

Classic Package

3 Hot Selections
3 Cold Selections

\$ 17.50 per person

Premier Package

5 Hot Selections
5 Cold Selections

\$ 19.50 per person

Hot Hors d'oeuvre Selections

Spanikopita (Phyllo Triangles filled with Spinach, Feta
and Pine Nuts)

Chicken Fingers with Honey Mustard

Assorted Mini Quiche

Stuffed Mushrooms

Pot Sticker in Sauce

Canapes

Spicy or Plain Chicken Drummettes

Asian Platter (Wontons and Lumpia with Dipping Sauce)

Chili Con Queso with Chips

Meatballs with BBQ, Sweet & Sour, or Marinara Sauces

Bacon Wrapped Scallops

Breaded Shrimp

Hot Crabmeat Dip with Assorted Crackers

Cold Hors d'oeuvre Selections

Ham Biscuits

Fresh Seasonal Fruit Display

Assorted Cheese Bites with Assorted Crackers

Whole Cheese Board Tray with Assorted Crackers

Fresh Vegetable Display with Assorted Crackers and Dips

Deviled Eggs

Spinach Dip with Melba Rounds

Herbed Cream Cheese Pinwheels

Dry Snack Tray

Finger Sandwiches (Tuna, Chicken, Pimento Cheese)

Tortilla Chips with Salsa

Roast Beef with Party Bread and Condiments

Crab w/cream cheese on pita rounds

Potato Chips & Dip

Virginia Salted Peanuts

Bruschetta Bowl with Parmesan Bagettes

Asparagus Wrapped in Honey Ham

All prices subject to 3% set-up fee and 15% service charge

Enhancements to Hors d'oeuvre Packages

Brie Station

En Croute with Puff Pastry, Almonds & Orange Marmalade

Raspberry & Walnuts

Kahlua & Apples

Choice of Two (2)

\$300.00

Pasta Station

Penne, Rotini, Tortellini Pasta

Marinara & Alfredo Sauces **\$ 7.00** Per Person

(add Shrimp or Chicken) **\$ 7.75** Per Person

Seafood

Smoked Salmon

Shrimp

\$ 10.00 Per Person

Cold Poached Salmon

With Dilled Cream Cheese, Capers & Red Onions

\$250.00

Carving Station

Top Round of Beef, Turkey or Ham **\$8.95** Per Person

Whole tenderloin of Beef **\$11.00** Per Person

All prices subject to 3% set-up fee and 15% service charge

Enhancements to Hors d'oeuvre Packages (con't)

Taco Bar

\$10.95 Per Person

Fruit and Cheese Display with Champagne

\$7.50

(with chocolate fondue)

\$8.50 Per Person

Fondue Stations (Cheese and/or Chocolate Fondue)

\$8.95 Per Person - If you choose to have cheese and chocolate fondue stations the price is

\$17.00 Per Person

Cheese Fondue Accompaniments – Choose 3

French Bread
Pita Wedges
Tortilla Chips
Cherry Tomatoes
Celery
Blanched Broccoli
Red Pepper Slices

Chocolate Fondue Accompaniments – Choose 3

Strawberries
Seedless Grapes
Pineapple Chunks
Pound Cake Slices
Marshmallows
Butter Cookies
Graham Crackers

All prices subject to 3% set-up fee and 15% service charge

Classic Entrees

Marinated Boneless Breast of Chicken

8-oz Breast of Chicken Marinated in our Special Seasonings, Grilled to Perfection

Chicken & Roasted Red Peppers

Marinated Grilled Breast of Chicken with Roasted Red Peppers and Provolone Cheese

London Broil

Marinated Flank Steak Served with a Seasoned Mushroom Sauce

Fort Lee House Stuffed Pork Chop

12oz pork chop stuffed with Italian sausage and gruyere presented with a creamy espagnole reduction

Honey Baked Chicken

Bone in chicken marinated in honey and soy sauce cooked golden brown

Orange Glazed Cornish Game Hen

Young Game Hens, Baked and Served with an Orange Sauce and Capers

Chicken or Veal Marsala (veal requires an additional upcharge of \$3.00 per person)

Chicken breast or veal sautéed in extra virgin olive oil topped with marsala wine, brown glaze and sliced mushrooms

Cajun Chicken

Onion, tomatoes, green peppers, garlic, and seasonings slow cooked into a thick sauce topped with jack cheese served over rice

Our classic Entrées are offered with salad, vegetable, potatoes or rice

\$18.95 per person

All prices subject to 3% set-up fee and 15% service charge

****Gluten Friendly options now available, see catering manager for details and pricing****

Deluxe Entrees

Chicken Cordon Bleu

Rolled Stuffed Breast of Chicken, Filled with Danish Ham & Swiss Cheese, Covered with Fine Bread Crumbs, Served with a Béchamel sauce

Chicken Piccata

Marinated chicken breast served with a white wine lemon caper sauce.

Salmon Wellington

Salmon Fillet with Sautéed Onions, Wrapped in Puff Pastry, Baked and Served with a White Wine Sauce

Prime Rib

Select Center Cut Roast, Slow Roasted. Served with Au Jus & Horseradish Cream Sauce

Rib-Eye Steak

Aged Select, Tender Beef, Broiled & Served with a Red Wine Demi-Glace

Pork Souvlaki

Pork marinated in oregano, garlic and lemon sautéed with onions

Chicken Mediterranean

Chicken Breast Dipped in Lemon Juice & Stuffed with Cream Cheese, Scallions, and Tarragon Leaves. Wrapped with Smokehouse Bacon, Broiled & Served with Rice Pilaf

Roast Pork Tenderloin

Center Cut Pork Tenderloin, Roasted and Served with Dijon Demi-Glace, Cranberry Chutney, or Black Cherry Sauce

Shrimp Scampi

Sautéed shrimp in white wine and garlic butter topped with fresh herbs

***Our Deluxe Entrees are offered with salad, vegetable,
potato or rice, and hot rolls
\$19.95 per person***

**All prices subject to 3% set-up fee and 15% service charge
*Gluten Friendly options now available, see catering manager for details and pricing***

Premier Entrees

Chicken Wellington

Boneless Breast of Chicken Stuffed with Herbed Cheese, Wrapped with Bacon and Puff Pastry. Served with a Red Wine Demi-Glace

NY Strip Steak

Simply the King of Flavor and Broiled to Perfection

Stuffed Breast Chicken Breast

Lightly Seasoned Chicken Breast, Stuffed with Mushrooms & Herbed Cream Cheese, Served with White Wine Sauce

Chicken Chesapeake

Boneless Breast of Chicken Stuffed with Crab Meat & Country Ham, Topped with Chicken Velouté

Classic Filet Mignon

Traditional Center Cut Tenderloin of Beef, Wrapped in Bacon

Flounder Del Ray Florentine

Flounder Fillet, Topped with Crabmeat, Served with Florentine Sauce

Surf & Turf Lee

A Traditional Filet Mignon, with a Crab Cake or Salmon Fillet, Served with a Dill Sauce

Seafood Newburg

Shellfish, (Lobster, Crab & Shrimp), in a Sherry Cream Sauce Served with Rice Pilaf

Veal Scallopini

Veal tenderloin cutlet sautéed in extra virgin olive oil with mushrooms and marsala wine

Our Premier Selections are offered with salad, vegetable, potato or rice

\$29.95 per person

All prices subject to 3% set-up fee and 15% service charge

****Gluten Friendly options now available, see catering manager for details and pricing****

Dinner Buffets

Classic- Choice of Two Items

\$18.95

Beef tips, Fried Chicken, Boneless Pork Chops, Roasted Breast of Turkey, Grilled Breast of Chicken, Sliced Virginia ham, Beef or Chicken with Broccoli, Beef Stroganoff, Salisbury Steak with mushroom gravy, or Vegetarian Lasagna

Deluxe- Choice of Two Items

\$19.95

Prime Rib, Chicken Cordon Bleu, Chicken Florentine, Roast Pork Loin with Plum Sauce, Fried or Baked Cod, pork schnitzel

Premier Choice of Two Items

\$29.95

Shrimp and Scallop Newburg, Deviled Crab, Fried Shrimp and Oysters, Mahi, Carved Top Round of Beef, Chicken Marsala

The above buffets come with your selection of two entrée items, tossed salad, two vegetables, a starch, and hot rolls.

For dessert, peach or apple cobbler (add \$2.00)

Minimum of 50 people required

Vegetables

*Baby Carrots
Rainbow Corn
Petite Broccoli
Creamed Corn
Creamed Spinach
Vegetable Medley
French Green Beans
Southern Style Green Beans*

Starches

*Rice Pilaf
Candied Yams
Wild Rice Blend
Fiesta Rice Blend
Potatoes Colcannon
Au Gratin Potatoes
Twice Baked Potatoes
Garlic Mashed Potatoes
Parsley Buttered Potatoes
Red Skin Mashed Potatoes
Rosemary Roasted Potatoes
Baked Potato with Sour Cream
Red Skin Potatoes Quartered & Roasted*

All prices subject to 3% set-up fee and 15% service charge

****Gluten Friendly options now available, see catering manager for details and pricing****

Cold Luncheon Selections

Ham or Turkey Wrap

Fresh Tortilla Wraps Encompassing Thinly Sliced Ham or Turkey Breast, with Swiss Cheese. Served with Fruits and Pasta Salad

Grilled Chicken Caesar Salad

Romaine Leaves Garnished with Sliced Breast of Chicken, Seasoned Croutons and Parmesan Cheese

Trio Salad Plate

A delightful combination of tuna, chicken, and seafood on a bed of greens

*All salads and cold luncheon selections are served with crackers or hot rolls, coffee and tea
\$12.95 per person*

Hot Luncheon Selections

Turkey Breast with Cornbread Stuffing **\$11.95**
Sliced Turkey Breast Covering our Cornbread Stuffing and Finished with Giblet Gravy

Lasagna with Meat or Vegetarian **\$11.25**
Deep Dish Layered with a Blend of Cheeses and Vegetable Du Jour and Baked to Perfection

Beef Tips **\$11.25**
Tender Beef Simmered Combined with Mushroom Buttons and Served in a Brown Red Wine Sauce

Top Round of Beef **\$11.95**
Slow Roasted Beef, Sliced and Served with a Mushroom Sauce

Grilled Boneless Breast of Chicken **\$11.95**
Grilled Breast of Chicken with Rice Pilaf and Vegetables Du Jour

Chicken Kiev **\$12.25**
Boneless Breast of Chicken, Breaded, and Rolled around Herbed Butter

All hot luncheon selections are served with a tossed salad, rolls, coffee and tea.

Available Tuesday thru Friday

All prices subject to 3% set-up fee and 15% service charge
****Gluten Friendly options now available, see catering manager for details and pricing****

Continental Breakfast

Classic continental –

<i>Assorted Breakfast Breads, Juice and Coffee</i>	\$8.25
<i>with Afternoon Break of Sodas and Cookies</i>	\$9.25

Deluxe continental –

<i>Assorted Breakfast Breads, Fresh Fruit, Juice and Coffee</i>	\$10.95
<i>with Afternoon Break of Sodas and Cookies</i>	\$11.95

Change of Command Menu Selections –

<i>Assorted mini danish, assorted mini muffins, ham biscuits, Fresh Fruit with assorted crackers, iced tea, punch, decaffeinated coffee, table side coffee. Price includes service by wait staff</i>	\$9.95
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Pies

(Priced per slice)

Apple, Pecan, Pumpkin	\$3.95
Key Lime or Lemon Layer Meringue	\$3.95

Cakes and Specialties

(Priced per slice)

Chocolate Lovin' Spoonful Cake	\$3.95
<i>Chocolate Pudding between 2 Layers of Dark Chocolate Cake Drenched with Dark Chocolate and Cake Chunks)</i>	
Cream Puff with Chocolate Mousse	\$2.25
German Chocolate	\$3.95
New York Style Cheesecake	\$4.00
Tiramisu	\$4.00
Raspberry White Chocolate Cheese Brulee	\$3.95
Apple Tart with Pecan Praline	\$4.00
Lemon Mist	\$2.95
Strawberry or Chocolate Mousse	\$2.50
Apple or Peach Cobbler	\$2.50
Carrot, Walnut, Strawberry Cream Cake Served on Sauced Plates	\$3.95
Crème Brulee	\$5.00

All prices subject to 3% set-up fee and 15% service charge
Gluten Friendly options now available, see catering manager for details and pricing

Catering Policies

1. All function arrangements must be processed in person through our Catering Office, which is open Tuesday through Friday, 9 a.m. to 1 p.m. and 1:30 to 4 p.m. (except for Federal holidays). Appointments are strongly encouraged. You may schedule one by calling 804-734-7547 or 804-734-7541.
2. All military members, their families, corporations, civic or civilian organizations may contract special functions. Anyone contracting the club should have authority to obligate funds or have a responsible official with authority for obligating funds and signing the contract.
3. The Lee Club facilities and services will not be made available to persons or groups practicing discrimination as defined by Department of the Army policies and regulations.
4. A function booked is considered to be tentative until the project officer or responsible official signs a contract. Space is available on a first-come, first-serve basis with a \$500.00 deposit required for the Ballroom, Magnolia, and Lee Rooms, and \$750.00 usage fee for the Pavilion (which is in addition to the food & beverage minimums for the pavilion only). Deposits required to secure a date are non-refundable, if an event is canceled six (6) months or less prior to the function, the deposit is forfeited.
5. Menu selection and all details must be finalized no later than 14 calendar days prior to the event. An estimation of attending guests within 10% must also be given 14 calendar days prior to an event.
6. The Club will be prepared to provide seating and to serve the guaranteed count. However, billing will be based on the guarantee or the actual number, **whichever is greater**. Reductions in the guarantee will not be accepted within three (3) working days of the event. If a guarantee count is not provided, the original estimate will be the final working guarantee.
7. With the exception of special occasion cakes, all food and beverage will be **provided by and remain in** The Lee Club.
8. The Lee Club strongly recommends one entrée per function. For functions with less than 100 guests, we can provide a choice of two entrees. If two entrees are served, the host must provide individual color-coded place cards at the time of the function to determine menu selections.
9. No alcoholic beverages may be sold to, served to or purchased by anyone less than 21 years of age. Should minor guests be discovered consuming such beverages, the host will be requested to make arrangements for the guest to be removed from the club.
10. A complete invoice of charges will be made available the first business day after an event. Complete payment of the estimated function cost is due three (3) days prior to

scheduled function date. Cash, personal check or major credit cards may be used to make payment to The Lee Club.

11. The standard staffing ratios for The Lee Club functions are as follows:

Bartender	1 per 75
Waitstaff for seated function	1 per 30
Waitstaff for cocktail function	1 per 50
Waitstaff for buffet	1 per 50

12. Guests are responsible for any damages to the facility during the contracted times by any of their attendees or independent contractors under their control/hire. The Lee Club does not assume responsibility for damage to or loss of any merchandise left prior to, during or following an event. The club will charge a cleanup fee of \$250.00 if items such as birdseed, rice or confetti are thrown inside or about the club.

13. Our prices do not include a gratuity. A 15% service charge and a 3% set-up fee will be added to all banquets.

14. An additional 10% will be added to all functions booked for Sunday, Monday or holidays.

15. Our facility offers rooms of various sizes to accommodate social functions ranging from 20 to 500 guests. The following is a list of rooms and size restrictions:

	Banquet Capacity	Reception Capacity	Minimum Food & Beverage Charge	
			<i>Weekdays</i>	<i>Tues-Thurs</i>
				<i>Fri-Mon</i>
Ballroom	400/500	600	\$3,000	\$4,750
Lee Room	100	150	\$1,500	\$2,750
Magnolia Rm.	80	100	\$500	\$950
Lincoln Room	120	150	\$1750	\$3000
Pavilion	N/A	200	\$750**	\$1000**
Sunshine Suite	N/A	30	\$400	\$500
(Bridal party/dressing room – rented in 3 hour increments)				

*Please note: Parties of 150 guests or more will take precedence for booking the ballroom.

** Food & beverage minimums are in addition to the \$750 usage fee, which applies M-Sun.

16. The Lee Club is pleased to also offer the following extras for an additional fee:

Champagne Fountain	\$40
Screen	\$30
Flag Removal	\$200
Riser (each section)	\$25
Cake Cutting and Serving, Per Person	\$1
Electronic Piano/Keyboard with Speaker	\$30
A/V Equipment Main Ballroom	\$300

NOTE: The Lee Club will provide A/V Equipment Main Ballroom at no charge to Official Functions and Government retirements.

All menu prices and miscellaneous charges are subject to change based on the current market value

The Lee Club Decorating Guidelines

The Lee Club welcomes you to decorate for your function. We kindly ask that you follow our guidelines listed below.

*The following items are **prohibited** when attaching decorations to the walls, ceiling, balcony, or any other fixed structures of The Lee Club:*

- Nails
- Permanent adhesive or tape
- Paint
- Wire
- Glue
- Sparklers
- Candles must be in Votives and or Hurricane type Globes
- NO Open flames of any type
- Any product that will leave residue, marks, scratches, or overall damage

Sunshine Suite amenities and guidelines

- Multi-stall restroom with sinks
- Make-up and hair station with additional lighting and seating
- Full length mirrors
- Comfortable Seating
- Closet
- Carpeting
- No food or beverages allowed in the suite
- *No smoking, open flames, or candles allowed in any area of the Lee Club*

Please ask our Catering Manager first if you are in doubt.

Thank You
Setsuko Lantz, Business Manager

Each guest over the age of 16 must have a picture identification card (school identification cards are acceptable). Each vehicle must have vehicle registration and proof of insurance in their possession

Directions to Sisisky Gate at Fort Lee

From North:

Take I-95 South

Take VA-144 exit (Temple Ave.)

Turn Right onto VA-144

Cross VA-36 and enter Sisisky Gate on the right

From South:

Take I-95 North

Merge onto I-295 N via exit #46 toward Washington

Take VA-36 West exit

Follow signs to Fort Lee, turn left at Sisisky Gate

From North-West:

Take I-64 East, to I-95 South

Take VA-144 exit (Temple Ave.)

Turn Right onto VA-144

Cross VA-36 and enter Sisisky Gate

From North-East:

Take I-64 West to I-295 South

Take VA-36 West exit

Follow signs to Fort Lee, turn left at Sisisky Gate

Once on Post:

Turn right onto "An" Avenue

Turn left onto Lee Avenue

Lee Club will be straight ahead at intersection of Lee and Mahone

Directions to Lee Gate at Fort Lee

From North:

Take I-95 South

Take VA-144 exit (Temple Ave.)

Turn Right onto VA-144

Turn Right onto VA-36

Turn Left at Lee Gate

From South:

Take I-95 North

Merge onto I-295 N via exit #46 toward Washington

Take VA-36 West exit

Follow signs to Fort Lee, turn left at Lee Gate

From North-West:

Take I-64 East, to I-95 South

Take VA-144 exit (Temple Ave.)

Turn Right onto VA-144

Turn Right onto VA-36

Turn Left at Lee Gate

From North-East:

Take I-64 West to I-295 South

Take VA-36 West exit

Follow signs to Fort Lee, turn left at Lee Gate

Once on Post:

Lee Club will be straight ahead two traffic lights at the intersection of Lee and Mahone.

<i>Access Gate</i>	<i>Operating Hours</i>
Lee Ave	5am to 8pm weekdays 6am to 8pm weekends and federal Holidays
Mahone Ave	5am to 11pm daily 9am to 4pm weekends and Federal Holidays
A Ave	5am to 8pm weekdays Closed weekends
Shop Rd (commercial vehicle entrance only)	6am to 2pm weekdays Closed weekends and Federal Holidays
Sisisky Blvd (the main gate)	24 Hours. Always open.
Jackson Circle	Always open to staff, residents, and authorized guests
Temple Ave	430am to 1pm weekdays (inbound/outbound 4PM to 6 PM (outbound only) Closed weekends

Gate operating hours are subject to change.

The Lee Club Deposit Agreement

Name _____

Function Date: _____

Function Type: _____

Address _____

Phone # _____

Credit card # _____ **including CCV #**

I have read and understand The Lee Club Policies. I understand that The Lee Club will not refund a deposit if an event is cancelled less than 6 months prior to the event date. I understand that a final guest count and payment in full is due 3 working days prior to the event. If payment is not received prior to the event, the Catering Department reserves the right to cancel the event or charge the above account as necessary.

Signature and date

Bar Services

There is no charge to have a bar available unless the bar sales fall under \$500.00 per event. If this occurs, the total will be added to the final bill to make the sales up to \$500.00.

We offer two types of bar services: Pay-As-You-Go-Bar, where each guest pays for his/her individual drink or the second option, Open Bar, where the host pays for the bar.

If you select an open bar for your function, it is advisable to select the type of drinks to be served and set a monetary limit. When the monetary limit has been reached, we will inform you and ask if you would like to increase the bar, change to a pay-as-you-go, or close the bar.

I have read and understand the above information.

Signed _____

Party Contract Number _____