

Important Information

Thank you for considering the Arsenal Island Golf Clubhouse to host your event. The enclosed information is designed to help you plan a successful event. Please keep in mind that the menus in this packet are only suggestions and are by no means meant to be limiting. Culinary creativity is our profession; we will be delighted to custom design a menu to suit your needs. Dietary restrictions can be handled with sufficient advance notice. We will do our best to accommodate last minute needs whenever possible. The following policies have been established to aide you in the planning of your function. If you have any questions during the planning process, please do not hesitate to ask; our fully trained and professional staff is available to assist you in ensuring that your function is a success!

Menu Planning

Preset menus are encouraged for groups numbering twelve to twenty four. Parties of twenty four people or less may order from the ala carte menu only if they are seated at separate tables with ten or fewer people at each table. Parties of twenty five or more must prearrange a menu, which needs to be completed at least ten business days prior to the event. Menu prices are subject to fluctuation according to market prices. If you have a guest who requires a special menu (i.e. diabetic, vegetarian, etc...), please let us know so that their needs can be accommodated.

Beverage Service

The Club has a large inventory of liquor, wine and beer. Special orders are accepted with advance notice to ensure proper delivery. The club can provide cocktail service or a fully attended private bar to suit your event needs. Fully attended bars are provided at no additional charge for parties catered at the Clubhouse. A \$200 bar fee will apply for events outside of the Clubhouse.

Guarantees/Deposits/Cancellations

The guaranteed minimum number of attendees at a function must be confirmed in the Club Office 72 hours in advance of the function. After the guarantee is given it is not subject to reduction. If no guarantee number has been provided by the deadline, the approximate or last count received will serve as the guaranteed number. Charges will be assessed for the guaranteed number or the actual number in attendance, whichever is greater. A \$200 deposit will be due at the time of contracting and will be applied to your final bill. Cancellations for scheduled events will be charged a cancellation fee plus the cost of any special items purchased by the Club for the express use of the function in question. Please refer to your contract for further details.

Equipment

The Club has for your use: a podium, microphone, overhead projector, projection screen and easels. Additional equipment can be provided with adequate notice and an additional charge.

Payment/Damages

Please note that all functions booked with us are tax exempt which translates to a 6.25% savings to you! Payment must be made at the time services are rendered unless prior arrangements have been made. The Arsenal Island Golf Clubhouse accepts MasterCard and Visa. Your group shall be responsible for any damages incurred by a guest of the party.

Service Charge

The prices reflected in this menu do not include service charge. An automatic 20% service charge will be added to all functions.

Installation Access

Visitors are welcome to Rock Island Arsenal to use its golf course, museum and other public facilities. Visitors must visit the Visitor Control Center to receive a background check and be issued visitors' identification badges. These badges can be issued as valid for only a day, for one-time visits, or up to a year for frequent visitors to the Arsenal. Weddings, funerals and other events designated by the commander as special events, waive the identification requirement to allow visitors to enter the Arsenal without going through the background check procedure and the issuance of a visitor identification.

All prices, offerings and policies are subject to change without notice.

A SLICE OF HISTORY