



NSA Hampton Roads

*Catering
Menu*



NavyLifeNSAHR.com

UPDATED JUNE 2023



FAMILY • FUN • FITNESS • EVENTS

NavyLifeNSAHR.com

f NSAMWR

@navymwrnsahamptonroads



STAY CONNECTED
with Navy Life in Hampton Roads!



No Navy endorsement implied.

NSA Hampton Roads MWR Food & Beverage

*Consider planning your
next event with us!*

*We have competitive
pricing and a professional
staff to help make your
event a success.*

*We offer catering
services for:*

Military Ceremonies
Weddings & Receptions
Conferences & Meetings
Birthday & Holiday Parties
Retirement Parties
Plated Service
Breakfast Packages
Lunch Packages
Dinner Packages
Picnic Packages

*For a look at
our catering venues
please visit*
NavyLifeNSAHR.com



**Speak with your catering specialist for pricing.*



Catering Facilities

NSA HR - Headquarters

Norfolk Room

660 Ruthven Rd. (Bldg. CA-99)
Norfolk, Virginia
757-237-3068

NSA Hampton Roads



CATERING OFFICE HOURS: *Call for an appointment with a catering sales specialist*

- Built in 1927, the historic Norfolk Room is located on the top floor of the Sewells Point Golf Course Club House and features a commanding view of the links
- Located off-base; making it an ideal place to host events that include both military and non-military guests
- Available for conferences, trainings, retirements, wedding receptions, birthday and anniversary parties, promotions and wetting downs

Marianas Hall

7800 Hampton Blvd. (Bldg. SC-400)
Norfolk, Virginia
757-237-3068



CATERING OFFICE HOURS: *Call for an appointment with a catering sales specialist*

- Centrally located on board NSA Hampton Roads Headquarters across the street from the Joint Forces Staff College
- Ideal for formal receptions, military events, picnics, conferences, ceremonies and trainings

NSA HR - Portsmouth

River's Edge Community Center

Sterling Cook Road (Bldg. 256)
Portsmouth, Virginia
757-953-5094



CATERING OFFICE HOURS: *Call for an appointment with a catering sales specialist*

- River's Edge Ball Room is located on board Naval Medical Center Portsmouth
- Stunning views of the Elizabeth River and Downtown Norfolk skyline

**Speak with your catering specialist for pricing.*



Mariner Community Recreation Center

237 Relay Road (Bldg. 237)
Chesapeake, Virginia
757-421-8264

CATERING OFFICE HOURS: *Call for an appointment with a catering sales specialist*

- Services include cater-outs for on base functions and picnics.

Log Cabin Catering and Conference Center

Chesapeake, Virginia
757-421-8264

CATERING OFFICE HOURS: *Call for an appointment with a catering sales specialist*

- Considered one of the Navy's best kept secrets, this beautiful and rustic facility resides in a quiet secluded section of the base surrounded by farm fields and colorful trees
- Located near the North Carolina border, this facility makes a great location for off-site functions, small luncheons, trainings or celebrations
- Two small conference rooms with seating for six each
- Two large conference rooms with seating for 20 each and a small kitchenette



*For a look at our catering venues please visit,
NavyLifeNSAHR.com*

**Speak with your catering specialist for pricing.*



Hors D'oeuvres

Hot Trays (serves 50 people)

Meatballs (Swedish, Sweet-and-Sour or bbq)

Chicken Tenders (served with Ranch or Honey Mustard)

Boneless Chicken Bites (Teriyaki or Buffalo)

Chicken Wings (Mild or Hot)

Mini Chicken Cordon Bleu

Fried Shrimp

Vegetable or Chicken Lumpia (served with Sweet-and-Sour)

Sliders (Fried Chicken with Pickle slice; Carolina-style Pulled Pork BBQ)

Dips (serves 50 people)

Hot Crab Dip (served with Pita Points)

Buffalo Chicken Dip (served with Crackers)

Bruschetta (served with Crostini)

Spinach Dip (served with Pita Points)

Cold Trays (serves 50 people)

PINWHEELS:

BLT (Romaine Lettuce, Fresh Tomatoes, Crispy Bacon with Ranch)

Cheese Tray (Fresh Domestic Cheese with Gourmet Crackers)

Vegetable Tray (served with Ranch Dip)

Seasonal Fruit Tray served with Yogurt Dip

Decadent Fruit Cheese and Vegetable Display (Fresh Seasonal Fruit, Cheese, Vegetables and baked Brie served with Spinach and Ranch Dip and Gourmet Crackers)

Deli Platter (Turkey, Ham, Roast Beef and Cheese accompanied with Rolls, Mayonnaise and Mustard)

Caprese Skewers (Fresh Mozzarella, Tomatoes and Basil topped with Balsamic Drizzle)

Shrimp Cocktail (with Cocktail Sauce and Lemons)

Smoked Salmon (Capers, Hard Boiled Eggs, Onions, Sour Cream and Baguettes)

Chicken Salad Croissant

Antipasto Skewers (Artichokes, Black Olives, Salami, Pepperoni, Mozzarella Cheese and Olives)

**Speak with your catering specialist for pricing.*



Stations

Carving Stations:

Top Round of Beef* (serves approximately 100 people)

Slow cooked Top Round of Beef seasoned with dry rub, hand-carved and served with fresh baked Dinner Rolls and Horseradish Aioli

Turkey Breast* (serves approximately 100 people)

Fresh roasted seasoned Turkey Breast, hand-carved and served with fresh baked Dinner Rolls

Virginia Baked Ham* (serves approximately 100 people)

Slow roasted Virginia Baked Ham, hand-carved and served with fresh baked Dinner Rolls and a Spicy Brown Mustard

Dessert Station (per person)

Assortment of Mini Desserts

***Carver included**



**Speak with your catering specialist for pricing.*



Beverage Options

By The Gallon

Hot Coffee Station

Iced Tea Station

Fruit Punch

Lemonade

Single Serve

Assorted Soda Station (50 cans)



Bar Options

Host Bar

Host covers cost of drinks for attendees via contracting or on-site, pre-determined amount.

Credit Bar*

Attendees purchase their own drink. Includes liquor, beer and wine.

**Cash not accepted, credit cards only.*



****Speak with your catering specialist to customize the best bar package for your event.***

**Speak with your catering specialist for pricing.*



Notes

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance and some minor discoloration or staining, particularly towards the bottom edge. The overall tone is off-white or light cream.

**Speak with your catering specialist for pricing.*

Conference Packages

All packages include room set-up and break-down, projector, screen, podium, internet connection, tea and water service

Morning Package (per person)

Assorted Danishes

Assorted Mini Muffins

Coffee Station

*Breakfast buffet packages available upon request.

Afternoon Package (per person)

Assorted Granola Bars

Fresh Baked Cookies

Assorted Bagged Chips

Coffee Station

Assorted Canned Sodas

All Day Package (per person)

Includes Morning and Afternoon Package

Ceremonial/Reception Packages

Red Carpet, Bullets and Bell

Packages Include:

Room set-up and break-down

Podium

Microphone

Cake Table

Cover Table and Awards Table

Fruit, Cheese and Vegetable Tray

Iced Tea and Water

***Minimum of 50 people**



**Speak with your catering specialist for pricing.*

Meal Service Options

Includes Iced Tea and Water served with fresh Dinner Rolls

Salad

Choice of one:

Garden Salad

Mixed Greens, Tomatoes, Red Onions and Cucumbers served with Ranch and Italian Dressing

Caesar Salad

Crisp Romaine Lettuce, fresh Parmesan Cheese and Croutons served with Caesar Dressing

Spinach Salad

Fresh Spinach, Red Onions, Cucumbers, Mushrooms, and Grape Tomatoes served with Ranch and Italian Dressings

Accompaniments and Vegetables

Choice of two:

Mashed Potatoes with Onion Gravy

Baked Macaroni and Cheese

Rice Pilaf

Sweet Corn

Steamed Broccoli

Roasted Fingerling Potatoes

Lemon Asparagus

Broccoli Au Gratin

Honey Glazed Heirloom Carrots

Green Bean and Mushroom Medley

Entrées

Choice of:

Southern Fried Chicken

Slow-roasted Seasoned Beef

Virginia Baked Ham

Seasoned Grilled Chicken Breast

Roasted Salmon

Chicken Alfredo Pasta

**Vegetarian Options Available,
Speak with your Catering Specialist*

Plated & Buffet Options

Plated service includes two accompaniments, plated salad and fresh Dinner Rolls.
Number of entree choices vary, see catering sales specialist for details.

Plated Lunch (per person)

Plated Dinner (per person)

Buffet Options (per person)

One Entree

Two Entrees



**Speak with your catering specialist for pricing.*

Wedding Packages

All packages include:

Room set-up and break-down

Table Linen (white)

DJ Table

Dance Floor

Gift Table

Cake Table

Cake Cutting

Hors d'oeuvres (Fresh Fruit, Cheese and Vegetable Display)

***Minimum of 50 people**

Emerald Package (per person)

Includes Iced Tea and Water served with fresh baked Dinner Rolls

Hot hors d'oeuvres

Choice of two:

Lumpia

Mini Chicken Cordon Bleu

Chicken Bites (Buffalo or Teriyaki)

Fried Shrimp



Salad

Choice of one:

Garden Salad

Mixed Greens, Tomatoes, Red Onions and Cucumbers served with Ranch and Italian Dressing

Caesar Salad

Crisp Romaine Lettuce, fresh Parmesan Cheese and Croûtons served with Caesar Dressing

Spinach Salad

Fresh Spinach, Red Onions, Cucumbers, Mushrooms, and Grape Tomatoes served with Ranch and Italian Dressings

Accompaniments and Vegetables

Choice of two:

Mashed Potatoes with Onion Gravy

Baked Macaroni and Cheese

Rice Pilaf

Sweet Corn

Steamed Broccoli

Roasted Fingerling Potatoes

Lemon Asparagus

Broccoli Au Gratin

Honey Glazed Heirloom Carrots

Green Bean and Mushroom

Medley

Entrées

Choice of two:

Southern Fried Chicken

Slow-roasted Seasoned Beef

Virginia Baked Ham

Seasoned Grilled Chicken Breast

Roasted Salmon

Chicken Alfredo Pasta

**Vegetarian Options Available, Speak with your Catering Specialist*

**Speak with your catering specialist for pricing.*



Diamond Package (per person)

Includes Iced Tea and Water served with fresh Dinner Rolls

Hot hors d'oeuvres

Choice of three:

Lumpia

Mini Chicken Cordon Bleu

Chicken Bites (Buffalo or Teriyaki)

Fried Shrimp

Antipasto Skewers

Chilled Shrimp Cocktail

Salad

Choice of one:

Garden Salad

Mixed Greens, Tomatoes, Red Onions and Cucumbers served with Ranch and Italian Dressing

Caesar Salad

Crisp Romaine Lettuce, fresh Parmesan Cheese and Croutons served with Caesar Dressing

Spinach Salad

Fresh Spinach, Red Onions, Cucumbers, Mushrooms, and Grape Tomatoes served with Ranch and Italian Dressings

Accompaniments and Vegetables

Choice of two:

Mashed Potatoes with Onion Gravy

Baked Macaroni and Cheese

Rice Pilaf

Sweet Corn

Steamed Broccoli

Roasted Fingerling Potatoes

Lemon Asparagus

Broccoli Au Gratin

Honey Glazed Heirloom Carrots

Green Bean and Mushroom Medley

Entrées

Choice of two:

Southern Fried Chicken

Slow-roasted Seasoned Beef

Virginia Baked Ham

Seasoned Grilled Chicken Breast

Roasted Salmon

Chicken Alfredo Pasta

**Vegetarian Options Available,
Speak with your Catering
Specialist*



**Speak with your catering specialist for pricing.*



Picnic Packages

All picnic packages include up to two hours of food service (while supplies last), delivery to any of our picnic areas, set-up and breakdown of food/beverage stations, plastic utensils, paper products, and food service staff. **Please add \$1.75 per person for additional entrée and \$1 for additional side item to your menu selection.**

Nauticus Package (per person)

Hot Dogs	Potato Chips	Iced Tea and Water
Hamburgers/Cheeseburgers	Potato Salad or Coleslaw	
Baked Beans	Fresh Baked Cookies	

Waterside Package (per person)

Pulled Pork BBQ or Pulled Chicken	Hamburgers/Cheeseburgers	Potato Salad or Coleslaw
	Baked Beans	Fresh Baked Cookies
Hot Dogs	Potato Chips	Iced Tea and Water

Wisconsin Package (per person)

Pulled Pork BBQ	Potato Chips
Pulled Chicken	Potato Salad or Coleslaw
Hot Dogs	Fresh Baked Cookies
Hamburgers/Cheeseburgers	Iced Tea and Water
Baked Beans	

Harbor Package (per person)

Smoked Beef Brisket	Coleslaw
Pulled Pork BBQ	Fresh Baked Cookies
Baked Beans with Bacon	Iced Tea and Water
Macaroni & Cheese	

Add-On Amusements

(may be included in package price)

Bounce Houses
Popcorn Machines
Snow Cones Machines
Cornhole Boards

Contact your Catering Sales Specialist for more information.

Catering "To Go"

Pick-up only, serves 25 people

Includes paper products, utensils and condiments

Pulled BBQ Chicken

Includes: Sandwich Rolls, Potato Salad, Coleslaw and Assorted Cookies

Pulled Pork BBQ

Includes: Sandwich Rolls, Potato Salad, Coleslaw and Assorted Cookies

**Speak with your catering specialist for pricing.*

Boxed Lunches

Sandwiches/Wraps (per person)

Served with Chips, Fresh Baked Cookie and choice of Bottled Water or Canned Soda

Choice of:

Deli Style Sandwich (choice of Turkey or Ham)

Turkey Wrap with Cheese, Lettuce and Tomato

Ham Wrap with Cheese, Lettuce and Tomato

Fresh Chicken Salad Wrap with Cheese, Lettuce and Tomato

Chicken Cobb Salad (per person)

Chicken Breast, Bacon, Hardboiled Egg, Cheese, Tomato and Cucumber over a bed of Fresh Salad Greens served with choice of dressing and choice of Bottled Water or Canned Soda

**Speak with your catering specialist for pricing.*

Notes

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Catered Event Request Form

POC's Information

Today's Date: _____

Name: _____ Command: _____

Phone: _____ Email: _____

Sponsor's Information

Name: _____ Command: _____

Phone: _____ Email: _____

Address: _____

Event Information

Date/Dates: _____ Requested Venue: _____

Time: _____ Type of event: _____

Event Title: _____ Approx. # of people: _____

Request Room Set-up (mark with an X)

Classroom: _____ Rounds: _____ RET/CoC Ceremony: _____ Cocktail: _____

U-Shaped: _____ Square: _____ Theater-style seating: _____ Other: _____

A/V Equipment Needed

Projector/Screen: _____

Podium with Mic: _____

Wi-Fi Connectivity: _____

Misc. Equipment Needed

Red Carpet, Bullets, Flags: _____

Dance floor: _____

Stage: _____

(mark with an X)

Other: _____

Other: _____

Requested Bar Set-up (mark with an X)

"Cash" Bar (Credit Only): _____ (Attendees purchase their own drinks. Includes liquor, beer & wine. Credit card payments only.)

Host Bar: _____ (Host covers cost of drinks for Attendees via contracting or on-site Pre-paid Tab.)

Special Request Items on Bar:

Requested Menu

Please initial the statements below:

____ I understand that no outside food or beverage is allowed on the premises (with the exception of specialized desserts).

____ I understand that no food or beverage is allowed to leave the premises.

Print Name: _____

Signature: _____

Headquarters: 237-3068 | Portsmouth: 953-5094 | Northwest: 421-8264
Return this form to your Catering Sales Specialist.

Policy Agreement

NSA HAMPTON ROADS CATERED EVENTS POLICY AGREEMENT

Please initial all fields to acknowledge that you have reviewed all of the information provided within this policy agreement package and accept the outlined regulations.

Food/Beverage

- _____ No outside food or beverage is allowed on premises. Any special requests must be approved & noted on contract by catering sales representative. If unauthorized food is brought in a \$300 fee will be assessed. All food MUST BE CONSUMED ON SITE. NO FOOD IS ALLOWED TO BE TAKEN OFF SITE AFTER EVENT (per CNIC 1710.3 Chapter 21).
- _____ Food service on buffets is for a maximum of two hours. Events are booked in 4-hour increments.

Venue / Room Rental

- _____ Event cancellations must be submitted in writing at least 5 days prior to scheduled event date.
- _____ All deposits are NON-REFUNDABLE. **EXCEPTION:** Mission essential deployments, duty station changes.
- _____ Deposits must be paid within 5 business days of the catering contract initiation.
- _____ Additional incremental hours over the allotted 4 hours is an option for a fee of \$150/per hour.
EXCEPTION: All-day conferences are booked in 8 hour increments.
- _____ Sunday events will incur an additional fee of \$250.
- _____ Host and Vendors will be allowed early access to decorate and set up, based on room availability. Please coordinate with your Catering Specialist.
- _____ MWR NSA HR is not responsible for any personal property or items left in banquet facilities.
- _____ No confetti of any kind is allowed to be used on site. No tape, tacks, staples, or nails may be used to hang decorations. If these prohibited items are discovered on-site after the fact, or there is any substantial damage to the room, there will be a \$250 damage/clean up fee applied to the credit card on file.

Event Timeline & Financials

- _____ All event contracts include a 20% service charge on food and beverage items, which covers the cost of event set up, break down, and staffing gratuity for event. **EXCEPTIONS:** Percentage may vary on some contracts for drop offs or cater-outs, depending on level of service/delivery needs. Fees will apply to any cater requests outside of our venue, charges may vary. We do not provide services for off-base locations.
- _____ Finalization of menu selections, guest count, and final payment must be submitted 7 days prior to contracted event date. Cash, credit, and command/business checks are the only accepted forms of payment.
EXCEPTION: Unit Allocation Fund payments.

This agreement is between the Sponsor and the Food and Beverage Division of the NSA HR MWR Department. Execution of this agreement by the Sponsor binds the Sponsor to the policies contained in this agreement and holds the Sponsor liable for the conduct of their guests and payment for goods and services ordered on the Catering Contract. The Catering Contract is an addendum to this agreement that also requires a signature of authorization by the Sponsor.

Client: _____ Date: _____

MWR Sales Representative: _____ Date: _____

Headquarters: 237-3068 | Portsmouth: 953-5094 | Northwest: 421-8264
Return this form to your Catering Sales Specialist.

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No Navy endorsement implied.