

NSA Hampton Roads

*Catering
Menu*



NavyLifeNSAHR.com

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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 NSA Hampton Roads - 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
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Hors D'oeuvres

Hot Trays (serves 50 people)

Meatballs (choice of Thai Red Curry, Teriyaki, Sweet-and-Sour or BBQ)

Shrimp and Grits Bites

Boneless Chicken Bites (choice of Garlic Parmesan or Buffalo)

Chicken Wings (choice of Mild or Hot)

Mini Chicken Cordon Bleu

Shrimp (choice of Fried or Coconut, served with Cocktail Sauce)

Vegetable or Chicken Lumpia (served with Sweet Chili)

Toasted Cheese Ravioli (served with Marinara or Pesto)

Sliders (choice of Philly Cheesesteak or Carolina-style Pulled Pork BBQ)

Dips (serves 50 people)

Hot Crab Dip (served with Pita Points)

Buffalo Chicken Dip (served with Carrots and Celery)

Bruschetta (served with Crostini)

Spinach Dip (served with Pita Points)

Baked Brie (served with Apple Slices and Crackers)

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

Sliders (choice of Ham, Turkey, Italian, or Chicken Salad, served on Hawaiian Roll)

Caprese Salad (Fresh Mozzarella, Tomatoes and Basil with Balsamic Glaze on the side)

Shrimp Cocktail (with Cocktail Sauce and Lemons)

Smoked Salmon Bites (Cream Cheese, Dill, and Capers)

Antipasto Platter (Artichokes, 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 and Cranberry Aioli

Honey Garlic Pork Tenderloin* (serves approximately 100 people)

Hand carved and served with fresh baked Dinner Rolls

***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 sales specialist to customize the best bar package for your event.***

**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)

Fresh Fruit
Assorted 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 Spinach Dip
(served with Pita Points)
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 Croûtons served with Caesar Dressing

Accompaniments and Vegetables

Choice of two:

Mashed Potatoes with Onion Gravy

Baked Macaroni and Cheese

Rice Pilaf

Roasted Parmesan Broccoli

Lemon Asparagus

Sweet Potato Casserole

Roasted Seasonal Vegetables

Roasted Rosemary and Garlic Potatoes

Green Beans with Roasted Tomatoes

Entrées

Choice of:

Southern Fried Chicken

Slow-roasted Seasoned Beef

Virginia Baked Ham

Seasoned Grilled Chicken Breast

Tuscan Butter Salmon

Honey Garlic Pork Tenderloin

Maryland Style Stuffed Pollock

Chicken Cordon Bleu

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

Plated & Buffet Options

Plated service includes two accompaniments, plated salad and fresh Dinner Rolls.

Number of entrée choices vary, see catering sales specialist for details.

Plated Lunch (per person)

Plated Dinner (per person)

Buffet Options (per person)

One Entrée

Two Entrées



**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
Garlic Parmesan)

Fried or Coconut 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

Accompaniments and Vegetables

Choice of two:

Mashed Potatoes with Onion Gravy

Baked Macaroni and Cheese

Rice Pilaf

Roasted Parmesan Broccoli

Roasted Rosemary and Garlic Potatoes

Lemon Asparagus

Sweet Potato Casserole

Roasted Seasonal Vegetables

Green Beans with Roasted Tomatoes

Entrées

Choice of two:

Southern Fried Chicken

Slow-roasted Seasoned Beef

Virginia Baked Ham

Seasoned Grilled Chicken Breast

Tuscan Butter Salmon

Honey Garlic Pork Tenderloin

Maryland Style Stuffed Pollock

Chicken Cordon Bleu

**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
Garlic Parmesan)

Fried or Coconut Shrimp

Antipasto Platter

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 Croûtons served with Caesar
Dressing

Accompaniments and Vegetables

Choice of two:

Mashed Potatoes with
Onion Gravy

Baked Macaroni and Cheese

Rice Pilaf

Roasted Parmesan Broccoli

Roasted Rosemary and
Garlic Potatoes

Lemon Asparagus

Sweet Potato Casserole

Roasted Seasonal Vegetables

Green Beans with Roasted Tomatoes

Entrées

Choice of two:

Southern Fried Chicken

Slow-roasted Seasoned Beef

Virginia Baked Ham

Seasoned Grilled Chicken Breast

Tuscan Butter Salmon

Honey Garlic Pork Tenderloin

Maryland Style Stuffed Pollock

Chicken Cordon Bleu

**Vegetarian Options Available,
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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 break-down 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 Salad, Coleslaw or Macaroni Salad
Hamburgers/Cheeseburgers	Assorted Cookies
Baked Beans	Lemonade and Water
Potato Chips	

Waterside Package (per person)

Pulled Pork BBQ or Pulled Chicken	Baked Beans	Assorted Cookies
Hot Dogs	Potato Chips	Lemonade and Water
Hamburgers/Cheeseburgers	Potato Salad, Coleslaw or Macaroni Salad	

Wisconsin Package (per person)

Pulled Pork BBQ	Potato Chips
Pulled Chicken BBQ	Potato Salad, Coleslaw or Macaroni Salad
Hot Dogs	Assorted Cookies
Hamburgers/Cheeseburgers	Lemonade and Water
Baked Beans	

Harbor Package (per person)

Pulled Smoked Beef Brisket	Macaroni & Cheese
Pulled Pork BBQ	Coleslaw
Baked Beans with Bacon	Assorted Cookies
	Lemonade and Water

Add-On Amusements (may be included in package price)

- Bounce Houses
- Popcorn Machines
- Snow Cone 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 Chicken BBQ

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

Pulled Pork

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

**Speak with your catering specialist for pricing.*

Boxed Lunches

Sandwiches/Wraps (per person)

Served with Chips, Assorted Cookies 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

Veggie Wrap (Cheese, Lettuce, Tomato, Onion, Green Pepper)

Ham Wrap with Cheese, Lettuce and Tomato

Fresh Chicken Salad Wrap with Cheese, Lettuce and Tomato

**Speak with your catering specialist for pricing.*



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 the 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 catering 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

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 NSAMWR @navymwrnsahamptonroads

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No Navy endorsement implied.