



Conference Information

Room Fees

Rooms, Capacities and Charges:

	Full Day	Half Day
Buckley's at Willow Glen: seats up to 90 people	\$300.00	\$175.00
Main Dining Room: seats up to 300 people	\$750.00	\$400.00
North Dining Room: seats up to 200 people	\$500.00	\$300.00
South Dining Room: seats up to 100 people	\$300.00	\$175.00
Lakeview Room: seats up to 80 people	\$300.00	\$175.00
Club Room: seats up to 40 people	\$200.00	\$125.00
Board Room: seats up to 10 people	\$100.00	\$ 60.00

Full Day: 0800-1630; Half Day: 0730-1200 or 1300-1730

Additional time is billed at \$300.00 per hour

Room fees are discounted 50% for active duty, reservists and retired military personnel only

Conference Packages

Just the Basics

Includes:

Room Set-up and Breakdown

Linens for the Tables

LCD Projector and Screen

Podium and Microphone

Flip Chart with Markers

\$5 per person per day inclusive

Recruit's Package

Includes:

Coffee, Hot Tea and Water Served All Day

Iced Tea and Bottled Soda Served in the Afternoon

Add \$3 per person per day inclusive to Just the Basics

Ensign's Package

Includes:

Coffee, Hot Tea and Water Served All Day

Cut Fresh Fruit, Assorted Muffins and Pastries Served in the Morning

Iced Tea and Bottled Soda Served in the Afternoon

Vegetable Tray with Ranch Dressing, Cookies and a Salty Snack Served in the Afternoon

Add \$9 per person per day inclusive to Just the Basics

Captain's Package

Includes:

Coffee, Hot Tea and Water Served All Day

Iced Tea and Bottled Soda Served in the Afternoon

Lunch Service from the Following Options:

SKIPPER BUFFET

Chicken Caesar Wrap

Roast Beef Wrap

Turkey-Bacon Ranch Wrap

Potato Chips

Pasta Salad

Cut Fresh Fruit

Vegetable Tray with Ranch

Fresh Baked Cookies

PICNIC BUFFET

Crispy Fried Chicken or Baked Chicken

Baked Beans

Potato Salad

Cole Slaw

Potato Chips

Fresh Baked Cookies

ARTISAN SANDWICH BUFFET

Smoked Turkey on Pita Bread

Roast Beef on Pretzel Roll

Tavern Ham on Ciabatta Roll

Pickle Spears

Potato Salad

Cole Slaw

Potato Chips

Fresh Baked Cookies

Add \$15 per person per day inclusive to Just the Basics

Admiral's Package

Includes:

Linens for the Tables

Coffee, Hot Tea and Water Served All Day

Cut Fresh Fruit, Assorted Muffins and Pastries Served in the Morning

Lunch Service (See Buffet Options Listed in the Captain's Package Above)

Iced Tea and Bottled Soda Served in the Afternoon

Vegetable Tray with Ranch Dressing, Cookies and a Salty Snack Served in the Afternoon

Add \$22 per person per day inclusive to Just the Basics

SUBMARINE SANDWICH BUFFET

Sliced Ham, Salami and Pepperoni

American, Mozzarella and Swiss Cheeses

Submarine Buns

Lettuce, Tomato, Red Onion, Dill Pickle

Slices and Banana Peppers

Mayonnaise, Mustard, Oil, Vinegar and

Italian Seasoning

Potato Chips

Italian Pasta Salad

Cole Slaw

Fresh Baked Cookies

PASTABILITIES BUFFET

Tossed Garden Salad with Two Dressings

Spaghetti with Meatball Marinara

Chicken Fettuccini Alfredo

Dinner Rolls and Butter

Tiramisu

A La Carte Services

The Port O' Call maintains a small inventory of podiums, microphones and projector screens that are available to Naval Station and tenant Commands at no charge. For other audio/visual equipment, the following charges apply per day:

Podium and Microphone: \$25.00

Flipchart with Pad and Markers: \$20.00

Internet Service in Conference Room: No Charge

Laptop Computer: \$100.00

HP Laser Jet Printer: \$50.00

LCD Projector and Screen: \$150.00

For Powerpoint presentations, DVDs, picture slideshows, etc.

IT Support: Rates determined by time and support needed

Teleconferencing Service: \$50.00 (Available in the Board Room only)