



*McCoy's*  
BANQUET SERVICES

QUALITY FOOD & SERVICE

## General Information

*McCoy's is committed to ensuring that your function will be memorable for everyone. Our Banquet Services office is open Monday through Friday from 8:30 am – 4:00 pm. Special arrangements can be made to see the facility on Saturdays, Sundays and evenings by appointment.*

### RESERVATIONS

All reservations are considered tentative prior to receipt of a deposit, or until a contract is signed.

### THE CONTRACT

All agreements between the host and the Banquet Service office must be made in writing by signed contract. This includes the initial arrangements for room, menus, special orders, time frames, etc. No verbal changes can be guaranteed. Any adjustment to the contract requires either a signed updated contract or initialed changes on the original contract. Written approval can be accepted via fax or in person.

### PAYMENT

Payment in full is due the day of the event. Any additions made at the event will be billed with payment due upon receipt. The host will be billed for the number served or the final guarantee whichever is greater.

### SERVICE CHARGE

A standard service charge of 19% will be applied to all selected food, beverage and special service items.

### SIGNS, DISPLAYS AND DECORATIONS

All signs, displays, banners, and decorations proposed by the client are subject to approval by McCoy's. All registration, directional or advertisement signs must be printed in a professional manner. All decorations must meet with approval of Fort McCoy's Fire Department. Rice, birdseed or confetti throwing is not permitted.

## Guidelines

### FOOD SERVICE OPTIONS

To provide quality service and product availability, the final menu selections must be provided to the Banquet Services office no later than two weeks prior to the function(s).

In order to facilitate the success of every event, please notify us of guaranteed attendees 72 hours prior to event. For weekend functions, guarantees are needed by noon on Wednesday. Once given, the guarantee may not be reduced. In the event a guarantee is not received, the original number of attendance is taken as the guarantee.

All food and beverage items must be provided exclusively by McCoy's with the exception of ceremonial cakes. Groups not adhering to policy will be charged 100% of the retail value of items brought into McCoy's. Army Regulations prohibit the removal of any leftover food and beverage from the club, without exceptions.

### BEVERAGE SERVICE GUIDELINES\*

Private bars will be set up with a guarantee of \$100 in sales for the first two hours and \$50 in sales for each additional hour.

**WINE:** One bottle/liter serves five 4 oz glasses

**CHAMPAGNE:** One bottle serves 6

**BEER:** ½ BBL serves 60 persons

**GALLON:** Serves twelve 10 ounce glasses

**PITCHER:** Serves four 16 ounce glasses

**CARAFE:** Serves five 4 ounce glasses

*\*See beverage & dessert section for drink options*

### STANDARD FUNCTION TIME IS 4 HOURS

Functions will not be permitted to run over the specified time without prior approval. Extended time may result in additional charges. Room rental for meeting and seminars is covered in the conference section of the menu. Room fee includes house linens and table shirting for head tables, water and coffee room set up, registration, and clean up. Sixty to ninety minutes breaks are required between functions to turn a room.

# Banquet Rooms & Conference Packages

McCoy's is ideal for conferences, seminars, and small meetings. We can easily accommodate a vast variety of group sizes.

## McCOY'S BANQUET ROOMS & Other Catering Locations

**Banquet Room A or B:** These rooms are great for small luncheons, dinner parties, special functions and small conferences. Either room can comfortably seat 80 persons. Maximum capacity will depend on table arrangement.

**Ballroom (Combined Rooms A & B):** With a head table, the room has the maximum seating capacity of a 190 for a sit down dinner. For a conference, we recommend the classroom set up.

Tables and chairs in above rooms must remain in the room. It's not feasible to bring in the often-requested rounds, as the regular furniture is not easily moved.

## FACILITY SPECIFICATIONS

ROOM	HEIGHT	STANDING	U-SHAPE	THEATER	CLASSROOM	BANQUET
Ballroom	10' 2 1/2"	200	58 one side 88 both sides	250	100	190
Room A	10' 2 1/2"	80	28 one side 44 both sides	120	36	80

Additional Seating and reception space is available on the patio and lounge area. Whitetail Ridge Ski Chalet is available for private parties during the off-season. Maximum seating for banquet service is 80 persons.

## CONFERENCE PACKAGES

### Package #1: Room A or B

Package includes room and room set up, Basic audio-visual needs (one podium, overhead projector, screen, TV's, VCR and computer. Complimentary coffee, tea and water served.

**COST: \$175.00 (serves 50)**

### Package #2: Ballroom

Package includes room and room set up, basic audio-visual needs (one podium, overhead projector, screen, TV's, VCR and computer). Complimentary coffee, tea and water served.

**COST: \$325.00 (serves 90)**

Our conference packages are priced for an 8-hour day. Conferences are normally scheduled from 8:00 am to 4:30 pm. Should additional time be required, it is imperative that arrangements be made in advance.

## EXTRA TOUCHES

- Muffins: \$1.75 each
- Assorted Danish: \$1.25 each
- Bagels with Cream Cheese: \$1.75 each
- Orange Juice: \$1.50
- Ice Tea: \$7.50 per gallon (Twelve 10 oz servings)
- Cookies: \$.55 each
- Soda: \$4.50 pitcher

Minimum conference size is 50.

## OFFICE SUPPORT

There is one house phone available in the lobby area. The house phone services local on-post calls and DSN numbers (Dial 8 for DSN, 2 and the last four digits for on-post numbers). One copy machine is available in McCoy's office for limited use at \$.25 per copy charge. The copy charges will be assessed on your final billing.

Faxes can be received or transmitted from the office. All incoming and outgoing faxes will be billed at \$1.00 per page. McCoy's fax number is 608-388-7622. The office will take phone messages whenever possible.

The meeting planner should arrange to check with the office periodically to see if messages have come in. A phone can be made available in the Conference Room upon request.



# *Catering Contract Agreement*



## **REFUND POLICY**

If your event is canceled more than 30 days before the event, your entire deposit is refundable. If the event is canceled less than 7 days in advance the deposit is forfeited. All cancellations must be received in writing. Groups canceling within three working days will be responsible for 100% of all charges due, including room rental based on the expected attendance as outlined on the event order.

## **LIABILITY AND DAMAGE**

McCoy's reserves the right to inspect and control all private functions. McCoy's shall not be liable for any damages to, or loss of, equipment, merchandise, or article left in the club prior to, during, or following the function. The client will be held responsible for any loss or damage to the building, equipment, decorations, or fixtures belonging to the club, by the client, or client's guests. Damages will be billed to the client at replacement cost, plus labor.

## **AUTHORIZED PARTICIPANTS**

The club may be used by civic and civilian organizations when the group is composed mainly of authorized participants or the event makes a positive contribution to community relations and is in the primary interest and benefit to the Army.

## **AGREEMENT**

The arrangements appearing in this agreement have been freely entered into between the eligible authorized client and McCoy's. Changes may only be made in writing with joint approval of both parties. The person executing this agreement expressly represents that he/she is authorized on behalf of said organization to execute this agreement. Where the client is an unincorporated association, partnership, social or private group or other legal entity, this agreement shall be binding on such legal entity. McCoy's cannot be held responsible for conditions beyond management's control which prevent or interfere with performance, such as labor disputes, strikes, government restrictions upon travel, transportation, food, beverage, or supplies or other causes whether enumerated herein or not.

The client agrees to take responsibility for all contracted services and to abide by all restrictions and regulations listed within general information, entertainment, and other guidelines provided in the catering brochures. No deviations from the contract will be guaranteed without written approval of both parties.

McCoy's reserves the right to make decisions regarding inclement weather when client approval is unavailable. This decision will be made 4 hours prior to the event. Should the client need catering setup outdoor and indoor; an additional fee of \$100 will apply.

  
*Appetizers*  


**COLD HORS D'OEUVRES | Serves 25**

*Assorted Deluxe Canapés.....	\$65
*Chilled Shrimp & Cocktail Sauce.....	Market Price
Assorted Finger Sandwiches.....	\$45
Domestic Cheese Tray & Crackers .....	\$40 Small
Vegetable Tray with Ranch Dip.....	\$40 Small
Sliced Fruit Platter.....	Market Price
Chips & French Onion Dip .....	\$25
Tortilla Chips & Salsa .....	\$30
Taco Dip & Tortilla Chip.....	\$30
*Deviled Egg Halves.....	\$25
Pretzels.....	\$20
Mixed Nuts.....	\$25

**HOT HORS D'OEUVRES | Serves 25**

Chicken Strips & Ranch Dip .....	\$90
Mini Egg Rolls .....	\$55
BBQ or Swedish Meatballs.....	\$55
Cocktail Franks.....	\$60
*Crabmeat Rangoon .....	\$55
Buffalo Wings (40 pieces).....	\$60
*Poppers (Jalapeno or Broccoli and Cheddar Cheese).....	\$80

**SOCIAL STATIONS**

(MINIMUM OF 50 PERSONS)

*Mini Sandwich*

Mini soft rolls stuffed with freshly roasted Turkey or Ham, served with condiments.

\$85 (SERVES 50)

*Stir Fry Station*

Tender strips of chicken or beef with vegetables in tangy oriental sauce, served with steamed rice.

\$7.50 PER PERSON

*Pasta Station*

Fettuccine noodles and spaghetti, served with creamy alfredo and spicy marinara sauce, meatballs or Italian sausages and garlic bread sticks.

\$7.00 PER PERSON

*Fajita Station*

Your choice of marinated chicken or beef, sweet peppers and onions, accompanied by soft flour tortillas, salsa, sour cream and guacamole.

\$8.25 PER PERSON

\$9.75 (BOTH MEATS) PER PERSON

*Chef Carved Items*

Served with rolls & appropriate condiments.

Roasted Round of Beef

\$195 (SERVES 75)

Hickory Smoked Turkey

\$150 (SERVES 50)

Honey Cured Ham

\$150 (SERVES 50)



# Breakfast & Lunch Buffets



## BREAKFAST BUFFETS

### *The Business Person*

Assorted chilled juices, fresh fruit, scrambled eggs, biscuits & gravy, home fried potatoes, crisp bacon and assorted mini muffins.

**\$9.50 PER PERSON**

*(Coffee or tea included)*

### *California Continental*

Chilled juice, fresh fruit cup, assorted mini muffins and danishes.

**\$8.50 PER PERSON**

*(Coffee or tea included)*

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## LUNCH BUFFET

### *Salad* (CHOICE OF TWO)

Tossed salad with choice of dressing, pasta salad, coleslaw, potato salad, cucumber salad.

### *Sides* (CHOICE OF ONE)

Roasted new potatoes, steamed red potatoes, rice pilaf, buttered egg noodles.

### *Vegetables* (CHOICE OF ONE)

Kernel corn, glazed carrots, buttered peas, green beans.

### *Entrees* (CHOICE OF ONE OR TWO)

Rosemary chicken breasts, sauteed beef tips with mushroom wine sauce, baked ham with pineapple glaze, broasted chicken.

ONE ENTREE: **\$9.50 PER PERSON**

TWO ENTREES: **\$11.50 PER PERSON**

*(Coffee or tea and warm rolls included)*

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## DELI BUFFET

Sliced ham, turkey and roast beef; swiss, american and cheddar cheese; lettuce, tomatoes, onions and pickles. Choice of two lunch buffet salads.

**\$8.00 PER PERSON**

*(Deli breads, condiments, and coffee or tea included)*

  
*Sit Down Luncheons*  


**COLD LUNCHEON ENTREES:** *Coffee, hot or iced tea and rolls (where appropriate) included.*

***Chef Salad***

Crisp iceberg lettuce, quartered tomato, julienne cut of ham, turkey, swiss and american cheese, boiled eggs topped with bacon bits and croutons. Dressing of your choice.

\$7.00 PER PERSON

***Painter's Palate of Fruit***

Sliced seasonal fruit served with cottage cheese and warm muffins.

\$8.00 PER PERSON

***Club, Turkey or Chicken Breast***

Freshly made and served on a croissant with lettuce, your choice of potato salad or coleslaw, and fresh fruit garnish.

CLUB OR TURKEY: \$6.25 PER PERSON | CHICKEN BREAST: \$7.00 PER PERSON

*(Add a cup of savory soup for an extra \$2.25 per person)*

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**HOT LUNCHEON ENTREES:** *Tossed garden salad, choice of potato, vegetable, warm rolls, coffee, hot or iced tea included.*

***Orange & Rosemary Berre Blanc Tilapia***

\$8.50 PER PERSON

***French Dip Sandwich***

Tender roast beef served on a fresh baked hoagie roll with hot au jus.

\$8.00 PER PERSON

***Stuffed Chicken Breast - 7 oz***

\$10.25 PER PERSON

  
*Budget Conscious Alternatives*  


***Spaghetti and Meatballs***

Served with garlic bread and tossed garden salad.

\$6.00 PER PERSON

***Chicken, Pork or Beef Stir Fry***

Your choice of meat in a tangy oriental sauce & sauteed vegetables. Served with steamed rice.

\$7.50 PER PERSON

***Broasted Chicken***

Served with mashed potatoes, gravy, coleslaw and rolls.

\$7.25 PER PERSON



# Dinner & Themed Buffets



## DINNER BUFFET

### *Salad* (CHOICE OF TWO)

Tossed salad with choice of dressing, pasta salad primavera, red potato salad, fresh fruit salad, cucumber and dill salad, coleslaw.

### *Sides* (CHOICE OF TWO)

Scalloped potatoes, parselied new potatoes, mashed potatoes, rice pilaf, au gratin potatoes.

### *Vegetables* (CHOICE OF TWO)

Medley of garden vegetables, green beans almondine, glazed carrots, buttered peas, buttered kernel corn.

### *Entrees*

Roast beef au jus, baked or broasted chicken, pork chops dijon, baked or fried fish, roasted turkey with dressing, honey baked ham.

ONE ENTREE: \$10.50 PER PERSON | TWO ENTREES: \$12.25 PER PERSON | THREE ENTREES: \$14.00 PER PERSON  
(Coffee or tea and warm rolls included)

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## THEMED BUFFETS: *Iced tea or lemonade included*

### *Al' Italia*

Spaghetti and noodles, penne rigate noodles, marinara and meat sauce, choice of meatballs or ground beef, assorted pizzas, assorted salads, garlic breadsticks, dessert pizza.

\$10.50 PER PERSON

### *Tailgate Party*

Three foot sub with three meats, cheese and all the extras, potato chips with dip.

\$6.50 PER PERSON

### *BBQ Pork Brisket*

Dipped in fabulous BBQ sauce. Served with potato salad, coleslaw, pickle spear, chips.

\$8.00 PER PERSON

### *Outdoor Traditional*

Grilled hotdogs, brats or grilled hamburgers with sliced onion and tomatoes, lettuce, potato salad, creamy coleslaw, pickle spears.

\$8.00 PER PERSON

(Add cheese for \$.25 per slice, substitute iced tea or lemonade for a 12 oz can of soda for \$1.00)





## *Sit Down & Candlelight Dinners*



**SIT DOWN DINNERS:** *Tossed garden salad, bakers basket of bread, choice of potato and vegetable, coffee or tea included.*

### ***Chicken Cordon Bleu***

7 oz boneless breast of chicken stuffed with ham and cheese, topped with a delicate chicken veloute.

\$11.00 PER PERSON

### ***Roast Sirloin of Beef***

With au jus or bordelaise sauce.

\$14.25 PER PERSON

### ***Chicken in Wine Sauce***

Boneless chicken breast, oven roasted in a delicate white wine sauce.

\$11.50 PER PERSON

### ***Sliced Pork Loin***

Succulent pork roast, sliced and topped with gravy.

\$12.75 PER PERSON

### ***Pork Chops Dijon***

7 oz boneless center cut pork chop sauteed and smothered in onions and Italian dijon mustard sauce.

\$12.00 PER PERSON

### ***Baked Fish***

Baked cod or pollock.

\$11.75 PER PERSON



### *Candlelight Dinners*



*Candlelight dinner selections include tossed garden salad, bakers basket of bread, Chef's selection of potato and vegetable, one glass of house wine, coffee or tea and a choice of desserts.*

### ***8 oz Charbroiled Ribeye topped with Scampi Style Shrimp***

\$22.75 PER PERSON

### ***Chicken Cordon Montreal***

7 oz broiled breast of chicken topped with Canadian bacon and Monterey jack cheese with bordelaise sauce.

\$16.75 PER PERSON

### ***Sliced Pork Loin***

With peppercorn sauce.

\$18.50 PER PERSON

  
*Beverages & Desserts*  


**HOT OR COLD REFRESHMENTS**

Regular and decaffeinated coffee .....	\$15 for 25 cups \$75 for 100 cups
Iced Tea .....	\$7.50 / gallon
Fruit Juice (Orange or Cranberry).....	\$5.00 / carafe
Assorted Regular and Diet Soft Drinks .....	\$4.50 / pitcher
Fruit Punch / Homemade Punch.....	\$7 / gallon
Champagne Punch.....	\$30 / gallon

**BOTTLES**

Champagne, Sparkling Wine, Red/White/Blush Wine.....	market price
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*Desserts*

**ASK ABOUT OUR DELICIOUS DESSERTS!**

  
*The Extra Touch*  


**WEDDING RECEPTION OR SPECIAL EVENT EXTRAS**

Balloons .....	\$1 / each
Balloon Arch.....	\$100
Dance Floor.....	\$50
Disc Jockey.....	\$300 / 4 hours

*Anything is Possible*

**CONTACT THE BANQUET MANAGER TO CUSTOMIZE YOUR EVENT!**

