



GORDON'S
CONFERENCE &
CATERING

MAKING YOUR SPECIAL EVENTS
DELICIOUSLY MEMORABLE.



Gordon's Conference & Catering

Catering Terms

GENERAL POLICIES

Contract Agreement: A contract will be prepared indicating all the pertinent requirements, such as time, date and space required; food and beverage menu and cost; all miscellaneous services and charges and the number of persons attending. The host or sponsor will be required to sign the agreement upon payment of a deposit to reserve the room. The host or sponsor must pay for the number of people guaranteed, even if the actual number of attendees is less than the guaranteed number.

Gordon's Conference and Catering requires a signed contract in place with complete details and final payment made no less than 10 days prior to the event. This will ensure adequate staffing is scheduled and all required linen, food, beverage items and supplies are ordered and on hand to successfully execute your event.

RESTRICTED ACTIVITIES

Political Activities: In order to maintain fairness and to comply with DoD (Department of Defense) and DA (Department of the Army) directives, NO political activities or events of a political nature will be conducted within the premises. Political activities will include fundraising activities and speeches by persons engaged in a political campaign or seeking elected office. The Public Affairs office will be notified in writing when there is a question concerning an event that may be political in nature.

CATERING CAPABILITIES AND RELATED CHARGES

Gratuity: An 18% service charge is added to all functions.

Protocol: The Protocol Office will assist with official functions and will provide advice on protocol requirements. Flags and standards are not provided by Gordon's Conference and Catering and will be the responsibility of the host or sponsor. Normally, arrangements for flags can be made with the Protocol officer or Command Honor Guard.

FOOD AND BEVERAGE

Gordon's Conference & Catering and the Department of the Army prohibit the introduction food and/or beverages by any patron or group for consumption at Gordon's Conference & Catering, with the exception of specialty items, which must be listed on the Event Contract. Wedding and Ceremonial Cakes are permitted to be brought in and consumed; a \$50 fee applies for all outside dessert(s). For the safety of all guests, all food must be consumed at the facility and is prohibited from leaving Gordon's Conference & Catering.

Food is our common ground,
a universal experience.

– James Beard



Gordon's Conference & Catering

Getting Started

We will need some information to book your special event, which you can provide either by telephone or in person. Please provide the following:

- Host/sponsor's name
- Grade/rank (if applicable)
- Type of Event/Name of Event
- Address
- Home, cell and office telephone
- Names of alternate host(s) authorized to make changes to contract
- Name of group/organization
- Approximate number of attendees
- Serving time for cocktail and dinner
- Types and times of audio visual support equipment

Please make preliminary arrangements for date, time and location as early as possible and sign a party contract (verbal agreements are not binding) and rules and regulations agreement. Final menu arrangements and payment must be made in person 10 days prior to the scheduled date or at the time the special function is booked.

The guest entrance is through the main gate (gate 1). Driver's license, insurance, background check, registration and visitors pass are needed. All occupants over the age of 16 must have photo identification.

Gate Closing Times:

- Gate 1: Open seven days a week, 24 hours a day (VCC 6:00 a.m.-8:00 p.m. daily for a pass)
- Gate 2: Open Monday-Friday from 4:00 a.m.-8:00 p.m.
- Gate 5: 4:30 a.m.-1:00 a.m.

Cancellations:

- After 90 days: forfeit entire deposit

Room Capacities, Fees and Deposits:

Room	Seating Capacity	Monday-Thursday before 4 p.m.*	Monday-Thursday after 4 p.m. Friday & Saturday*	Sunday*
Gordon Terrace Ballroom	160	\$250	\$500	\$750
Magnolia Room	50	\$50	\$100	\$150
Gordon Room	30	\$50	\$100	\$150

Prices and policies are subject to change between catering brochure publications/printings. Please check with our catering office for the most current prices and policies.

Room rental includes use of room, table and chair setup, linens, cleanup and AV support (customers recommended to test equipment before event to provide hookup requirements).

*50% deposit due at booking. Food and Beverage of three times the room fee will result in a waived room fee.

Menu Customization

We can customize your menu to fit your individual needs. Please see the following pages for menu options.

Gordon's Conference & Catering

Breakfast and Beverages

Continental

Selection of Bagels served with Cream Cheese, Butter, and Jam. Assorted Fresh Baked Muffins and Pastries, Fresh Fruit, Coffee, Sweet Tea, and Orange Juice
\$9

Southern Breakfast Buffet

Scrambled Eggs, Sausage Links, Bacon, Grits, Shredded Hash Browns, Sausage Gravy, Fresh Fruit, Fresh Biscuits with Butter and Jam, Coffee, Sweet Tea, and Orange Juice
\$12

Prices are per person.
Service charge and room fees are not included in prices.

Beverage Service

Coffee, Tea, or Water
\$3

Gallon Prices

Punch **\$12**
Tea (sweet/unsweet) **\$10**
Coffee **\$12**

Bar Service

We can provide a cash or open bar with domestic and imported beer, wine, liquor and champagne. Bartender fee is for up to four hours.
\$120



Gordon's Conference & Catering

Hor D'oeuvres

Hot Hor D'oeuvres

(50 pieces)

- Spinach & Artichoke Dip with Crostini **\$48**
- Vegetable Spring Rolls with Plum Sauce **\$70**
- Grilled Beef or Chicken Brochettes **\$145**
- Crab Rangoon **\$115**
- BBQ Meatballs **\$35**
- Chicken Tenders with Honey Mustard Sauce **\$38**
- Chicken Drummettes **\$53**
- Mini Quiches **\$70**
- Hot Shrimp and Crabmeat Dip **\$65**
- Jalapeno Poppers **\$80**
- Mini Chicken Cordon Bleus **\$40**

Cold Hors D'oeuvres

(50 pieces)

- Assorted Finger Sandwiches **\$35**
- Cheese Ball with Assorted Crackers **\$30**
- Deviled Eggs **\$35**
- Tortilla Chips with Salsa **\$25**
- Potato Chips with French Onion Dip **\$25**
- Vegetable Crudités **\$55**
- Tomato Basil Bruschetta **\$35**
- Antipasto Skewers **\$150**
- Assorted Cheese Platter **\$55**

Per Order

(serves 50)

- Watermelon Basket **\$75**
- Shrimp Cocktail Display **\$130**
- Fresh Fruit Platter with Seasonal Berries **\$85**

(serves 100)

- Pineapple Tree with Assorted Cheeses **\$250**

Gordon's Conference & Catering

Boxed Lunches & Lunch Buffets

The American Boxed Lunch

Your choice of wrap: roast beef, turkey, ham, or roasted veggies with American cheese, tomato, and lettuce; chips, freshly baked cookie and a selection of soft drinks or bottled water.

\$10

The Chef's Salad Boxed Lunch

Chef's Salad, chips, freshly baked cookie, and a selection of soft drinks or bottled water.

\$10

Gourmet Deli Buffet

Assortment of deli meats, cheeses, and breads served with: pasta salad, coleslaw or home-style potato salad, a mini house salad, and dessert, tea, coffee and water.

\$13

Light Buffet

One meat, two sides, and dessert

The Light Buffet includes fresh mixed garden greens, your choice of dressing, rolls with butter, coffee and tea.

\$13

Classic Buffet

Two meats, four sides and dessert

The Classic Buffet includes fresh mixed garden greens, your choice of dressing, rolls with butter, coffee and tea.

\$15

Meats:

- Herb Baked Chicken
- BBQ Baked Chicken
- Sliced Roasted Pork Tenderloin
- Sweet Virginia Ham
- Grilled Chicken Breast
- London Broil
- Lemon Butter Tilapia
- Roast Turkey

Desserts:

- Chef's Choice

Sides:

- Garlic Mashed Potatoes
- Roasted New Potatoes
- Buttered Red Potatoes
- Scalloped Potatoes
- Au Gratin Potatoes
- Rice Pilaf
- Macaroni and Cheese
- Green Bean Almondine
- Broccoli Casserole
- Squash Casserole
- Green Bean Casserole
- Glazed Baby Carrots
- Corn with Roasted Red Peppers

Prices are per person. Minimum of 50 guests for Buffet options. Served between 11:00 a.m. and 2:00 p.m. Vegetarian and gluten free meals available upon request. Service charge and room fees are not included in prices.

Gordon's Conference & Catering

Weekday Lunch Catering Menu

Monday-Friday • 11:00 a.m.-1:00 p.m.
\$8.47 + 18% Gratuity = \$10

Soup and Salad with Bread/Roll

Pick Two (2) Soups:

Chicken Enchiladas, Homemade Chili, Potato, Broccoli Cheddar,
Chicken and Dumpling, Chicken Noodle, Tomato Bisque

Salad Toppings:

Lettuce, Tomato, Cucumber, Onions, Cheese, Eggs, Carrots, Croutons

Salad Dressings:

Ranch, Light Ranch, Italian, Vinaigrette

Baked Potato Bar and Salad

Potato Toppings

Sour Cream, Chili or BBQ, Bacon, Cheese, Chives

Salad Toppings:

Lettuce, Tomato, Cucumber, Onions, Cheese, Eggs, Carrots, Croutons

Salad Dressings:

Ranch, Light Ranch, Italian, Vinaigrette

Taco Bar with Mexican Rice and Beans

Taco Toppings:

Ground Beef Filling, Soft Flour Taco Shells, Shredded Lettuce, Tomatoes, Sour Cream,
Guacamole, Cheese

Pasta Bar with Bread/Roll and Salad

Pasta Sauce:

Marinara, Alfredo

Pasta Toppings:

Broccoli, Ground beef

Salad Toppings:

Lettuce, Tomato, Cucumber, Onions, Cheese, Eggs, Carrots, Croutons

Salad Dressings:

Ranch, Light Ranch, Italian, Vinaigrette

Buffet Includes Tea and Water Station

****ADD ON OPTION: \$1.00 per person to add brownie or cookie****

Gordon's Conference & Catering

Dinner Buffets

Classic Buffet

Includes salad, four sides, dinner rolls with butter, coffee, tea and dessert.

\$22

Choose any two entrées:

- Shrimp Creole
- Vegetable Lasagna
- Baked Fish
- Meat Lasagna
- Baked Chicken
- Sweet Virginia Ham
- Roast pork loin with sliced apples
- Oven roasted turkey with dressing
- Sliced Roast Beef with Mushrooms
- Chicken Marsala

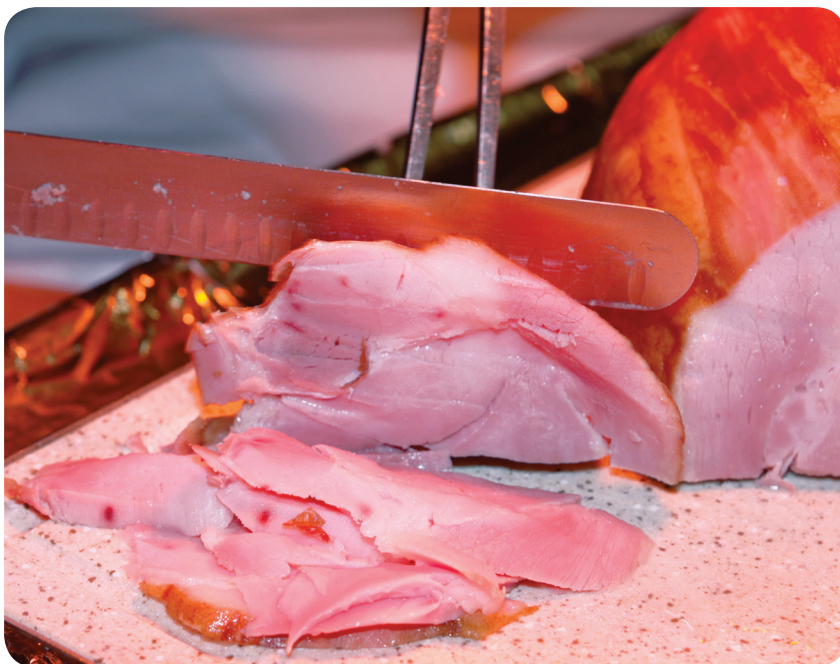
Choose any four sides:

- Garlic Mashed Potatoes
- Collard Greens
- Mixed Vegetables
- Roasted New Potatoes
- Peas and Fresh Carrots
- Sweet Potatoes
- Corn with Roasted Red Peppers
- Lemon Rice
- Steamed Broccoli Spears
- Rice Pilaf
- Glazed Baby Carrots
- Broccoli Casserole
- Macaroni and Cheese
- Yam Patties
- Cornbread Dressing
- Green Bean Amandine
- Green Bean Casserole

Dessert:

Chef's Choice

Prices are per person for three entrées add an extra \$3 per person.
Service charge and room fees are not included in prices.



Gordon's Conference & Catering

Meal Enhancements

Pasta Station

Fettucine, bowtie, and tortellini pasta with marinara and alfredo sauces

(Per person, minimum of 50 people)

\$6

Carving Stations

An additional fee of \$50 will be added for a carver

Southern Style Brown Sugar Glazed Ham

(60 guests)

\$150

Slow Roasted Beef Top Round

(100 guests)

\$200

Garlic Rubbed Prime Rib

(30 guests)

\$250

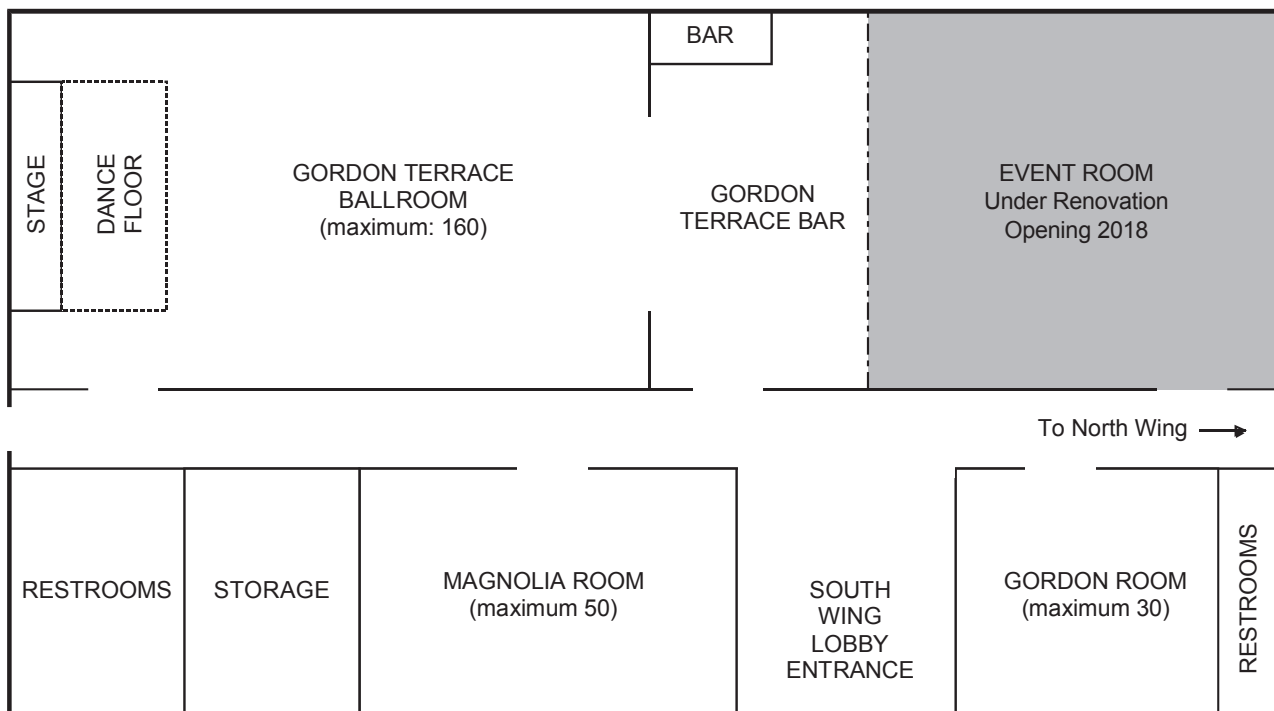
Service charge and room fees are not included in prices.



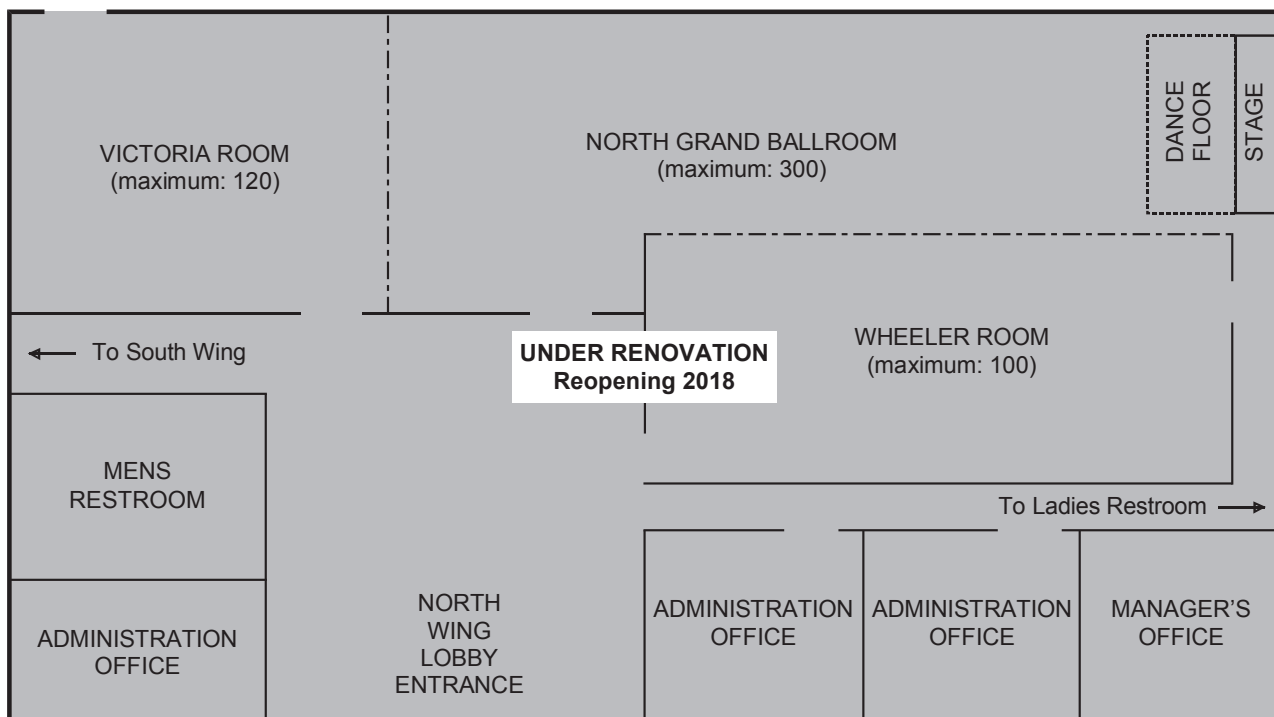
Gordon's Conference & Catering

The Layout

South Wing



North Wing



Gordon's Conference & Catering

Rules, Regulations & Restrictions

POLITICAL EVENTS/ACTIVITIES:

In order to maintain fairness, and to comply with DOD and DA directives, no political activities or events of a political nature will be conducted within the premises, nor will these activities or events be catered by Gordon's Conference and Catering. Political activities include: fundraising activities & speeches by persons engaged in political campaign or, seeking elected office. If an event is political in nature, it will be canceled/shut down immediately, and all deposits/payments for the event will be forfeited.

DEPOSITS:

Deposits are required within 48 hours of booking confirmation. Reservations are not guaranteed unless the deposit has been paid; deposits will be applied toward the final bill

CANCELATION & REBOOKING POLICY:

Full refunds will be issued for any deposits/payments if the event is cancelled 90 days prior to event. If cancellation is made after 90 days, deposit is forfeited in its entirety. Events that need to be rebooked, can only be rebooked within 60 days of the original booking date.

GENERAL POLICIES:

- An 18% service charge is added to all food and beverage purchases.
- Contract details (number of guests, set up requirements, menu items, etc.), as well as final payment are due 10 days prior to the event. Any payments that have not been made by the 10 day mark, will incur a \$50 late fee.
- Department of the Army regulation prohibits any outside food or beverage items to be brought into GCC. Specialty items are allowed on a case by case basis and must be included on the contract. Ceremonial cakes, desserts, or candy may be brought and consumed, only after a \$50 fee has been paid.
- Department of the Army regulation and Tri Services Food Code prohibits any food or beverage items to be taken off premise. All food and beverage items are to be consumed on site and/or disposed of at the facility.
- Banquets are booked for 5 hours and guests may enter the facility to decorate up to 4 hours prior to the event's start time. Conferences are booked for 8 hours and guests may enter the facility to set-up, up to 1 hour prior to the event's start time. Any additional time needed will be charged a surcharge.
- Any AV needs must be requested in advance. GCC does not provide any computers/laptops, or cables/chargers, for use with the AV system. It is the guest's responsibility to test any AV requirements prior to the day of the event, and to provide any needed cables/chargers, and computers/laptops.

FORT GORDON ENTRY POLICY:

- Current gate restrictions mandate that all non-military/DOD card holders submit a background check consent form (PS Form 190-6), with supporting identification (a photo copy of current driver's license and social security card). This form must be submitted to GCC no later than 40 days before the event, to guarantee access for guests. Access to Fort Gordon is managed and enforced by the Garrison and Department of Defense guidance and regulation. GCC does not have control of the restrictions for base access, or any changes to this policy.
- For guests who do not wish to submit the background check request form, 40 days before the event, guests must obtain a pass from the Visitor's Center. Passes may be acquired up to three days before the day of the event. Background check and photo ID are still required for admission.

By signing below, you acknowledge that you have read and understand the Rules, Regulations and Restrictions of Gordon's Conference & Catering.

Signature

Date

Print Name

Cordially,
Management Team
Gordon's Conference & Catering

GORDON'S CONFERENCE & CATERING

Open to the public
19th Street, Building 18402
Fort Gordon, GA 30905
Phone: 706-791-6780
fortgordon.com



CATERING OFFICE

Tuesday-Friday | 9:00 a.m.-4:00 p.m.
After 4:00 p.m. and Saturdays
by appointment

CATERING SERVICE

Weddings | Business Meetings
Birthdays | Retirements | Proms
Baby Showers | Wedding Receptions
Hail and Farewells | Conferences

DRIVING DIRECTIONS

Fort Gordon can be reached from Interstate 20, located on the western edge of Augusta, Ga. The Dyess Parkway (Interstate 20, Exit 194) will lead you directly to Fort Gordon's Main Entrance. Continue thru the Main Gate, which is Chamberlain Ave, to 19th Street. Take a left at 19th Street, and the Gordon Catering & Conference Center is located two blocks down on the right.

