Cyber Conference & Catering CENTER

Building 18400, 19th Street
Fort Gordon, GA
706-791-6780

U.S. ARMY MWR
SOLDIERS · FAMILIES · RETIREES · CIVILIANS

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September 1, 2026

Hello!

Thank you for choosing Cyber Conference & Catering Center to host your upcoming event! We are delighted to share your special day with you.

For over 35 years, Cyber Conference & Catering Center has been the premiere conference and catering center for military and civilian events alike. From weddings to retirements, meetings to expos, and just about everything in between, our team at Cyber Conference & Catering Center has been honored to be a part of the Fort Gordon Community.

Our team is eager to provide all of our guests with an exceptional and memorable experience. Our brand new, state-of-the-art kitchen and seven ballrooms are ready and able to accommodate almost any event.

We understand planning an event of any size can be overwhelming; that is why our team at Cyber Conference & Catering Center is here and available to help in any way you need. Our catering office is open Tuesday through Friday from 9:00 am until 4:00 pm, or by appointment. Do not hesitate to reach out to us, at any point of the planning process, for information, support or guidance. We are honored to help.

Thank you, again, for choosing Cyber Conference & Catering Center!

With warmest wishes,
The Cyber Conference & Catering Center Family



Rental Rates

	Monday-Thursday 7 am-4 pm	Monday-Thursday before 7 am. or after 4 pm & Friday, Saturday	Sunday
Cypress Wing	$900	$1,800	$2,250
Cypress Ballroom	$550	$1,100	$1,375
Ivy Ballroom	$300	$600	$750
Jasmine Ballroom	$300	$600	$750
Juniper Wing	$900	$1,800	$2,250
Juniper Ballroom	$550	$1,100	$1,375
Juniper Bar	$200	$400	$500
Cedar Room	$300	$600	$750
Oak Room	$200	$400	$500
Entire Facility	$1,600	$3,200	$4,000
Delivery: Pointes West	$200	$200	$350
Delivery: On Post	$100	$100	$250

Official Military Functions

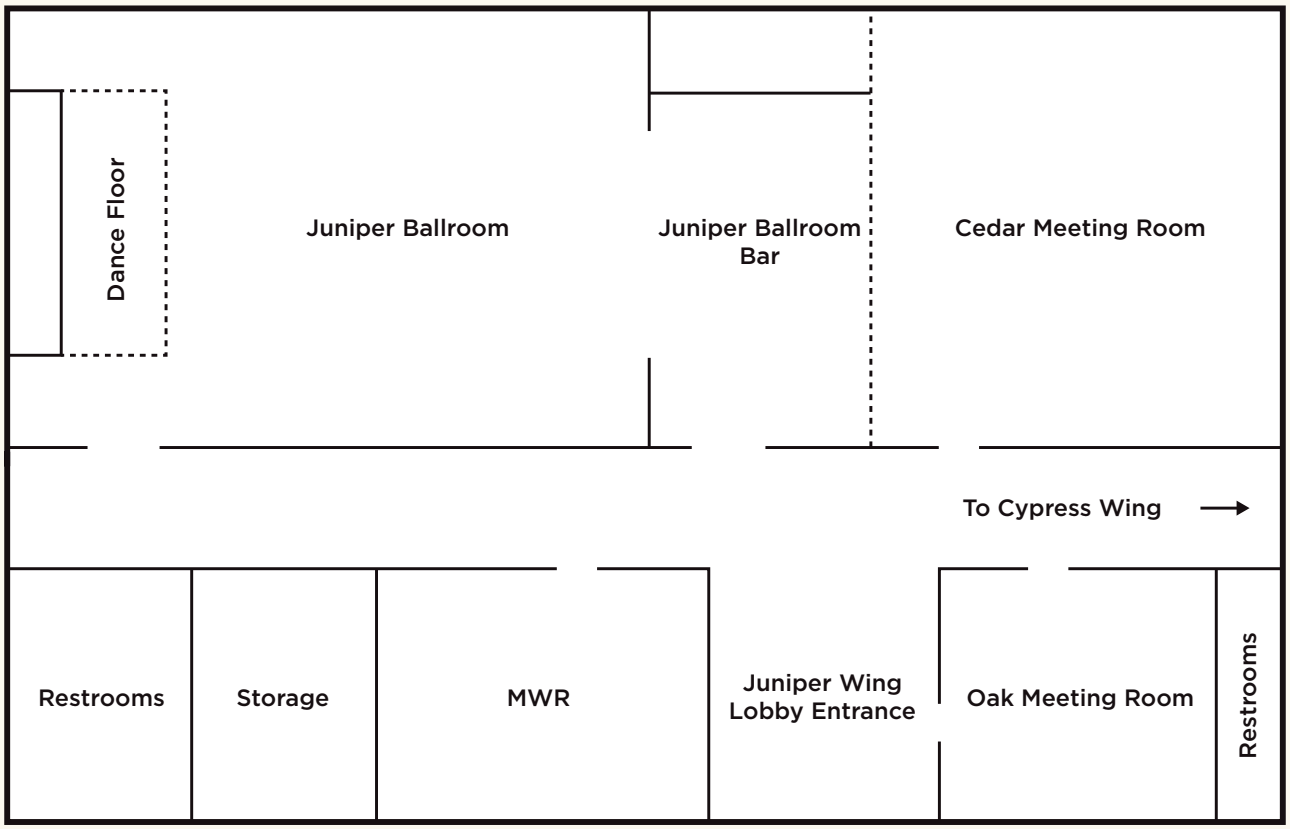
Room Rates (CoC, CoR, Retirement)
Half off above rates Monday-Saturday with Service Member setup support provided by Unit

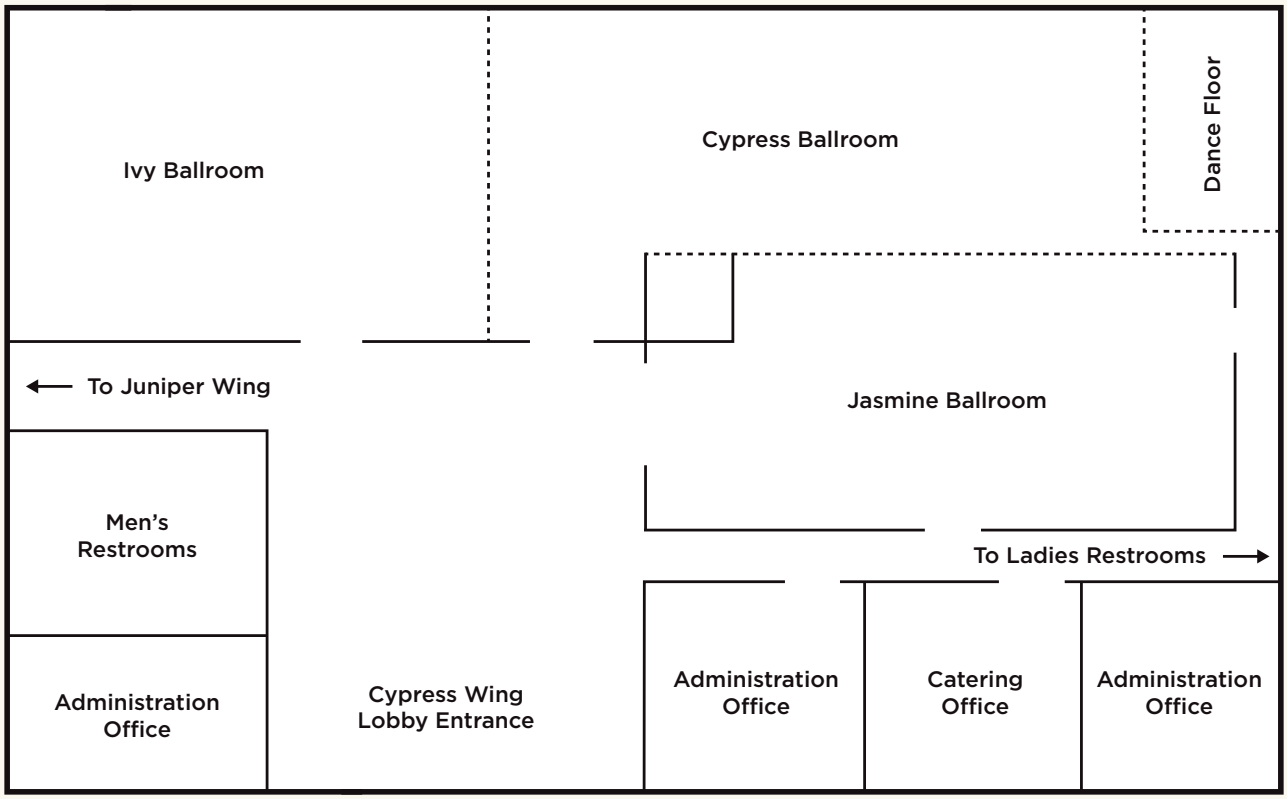
Room Layout Capacities

	Banquet style, Round Tables of 10 Guests	Theater Style	Standing Reception
Cypress Wing	50 tables (500 guests)	700	1,000
Cypress Ballroom	25 tables (250 guests)	400	500
Ivy Ballroom	10 tables (100 guests)	150	180
Jasmine Ballroom	8 tables (80 guests)	120	150
Juniper Wing	37 tables (370 guests)	630	750
Juniper Ballroom	16 tables (160 guests)	380	450
Cedar Room	10 tables (100 guests)	120	150
Oak Room	4 tables (40 guests)	50	50
Entire Facility	87 tables (870 guests)	1,330	1,750

All catered events are booked for five hours; each additional hour incurs a fee of $50. Event must end before 4 pm to be eligible for the discounted rate. All food, beverage and alcohol items are subject to a 20% Service Charge. Guests spending three (3) times the room fee in food and beverage will have the room fee waived, additional fees may apply for Sunday events. Guests may enter the room up to three hours prior to the event for setup based on normal business hours. Room rental includes access to available audio/visual equipment and layout of choice. Room rentals and catering packages do not include linens (tablecloths and napkins), however we can provide them for an additional fee if desired (table clothes $10 each, napkins $2 each). For further information on what your contract includes, please see page 20 of this brochure.

Ballrooms & Meeting Rooms





Breakfast

Sunrise Continental Breakfast Buffet

Assorted pastries and breakfast breads, sliced seasonal fruit, cereal or yogurt, chilled signature passion orange guava juice and apple juice, freshly brewed coffee and ice water.

$13

Southern Breakfast Buffet

Scrambled eggs, sausage links, bacon, grits or breakfast potatoes, sausage gravy, fresh fruit, fresh biscuits with butter and jam. Freshly brewed coffee, chilled signature passion orange guava juice and Southern-style sweet and unsweet tea.

$16

Minimum of 25 guests. All prices are per person. Food, beverage and alcohol items are subject to a 20% Service Charge. *All breakfasts are presented for 60 minutes.

Break Packages

The Mid-Morning Break

A variety of pastries and muffins, fresh fruit, freshly brewed coffee, Southern-style sweet and unsweet tea with ice water.

$9 per person

The Afternoon Pick-Me-Up

Freshly baked cookies, fresh baked pretzels, Southern-style sweet and unsweet tea with ice water.

$8 per person

The Healthy Break

Fresh fruit, granola and yogurt, hummus and pita, Southern-style sweet and unsweet tea with ice water.

$11 per person

The Beverage Break

Freshly brewed coffee, Southern-style sweet and unsweet tea, and ice water.
Add: Coca-Cola products for $4 per person.
Beverage station remains stocked for the duration of the event.

$6 per person • $4 per person (half day)







Add on any quick break package to your conference, exposition or training; presented for 60 minutes.
Minimum of 25 guests per break. All food, beverage and alcohol items are subject to a 20% Service Charge.

Weekday Lunch Buffets

Soup & Salad Bar

Choice of two (2) soups: chicken enchilada, homemade chili, potato, broccoli cheddar, chicken and dumpling, chicken noodle & tomato bisque. Salad bar includes: lettuce, tomatoes, cucumbers, onions, cheese, eggs, carrots, croutons, dressing and rolls.

Gyro Bar

Gyro meat with collection of toppings including tzatziki sauce, feta cheese and pita bread.

Pasta Bar

Chef's choice of pasta with Alfredo sauce, marinara sauce, broccoli and ground beef.

Taco Bar

Choice of seasoned ground beef or chicken on soft flour tortillas with lettuce, tomatoes, sour cream, guacamole, salsa, cheese and Mexican rice and beans.

Burger Bar

Fresh beef burgers with cheese, lettuce, tomato, onion and your choice of two of the following: broccoli salad, coleslaw, baked beans or pasta salad. Served with assorted potato chips.

The Grab-N-Go Lunch Break

Assortment of chef's choice wraps or chef's salad. Includes: roast beef, turkey, ham or roasted veggies, with American cheese, tomato and lettuce, potato chips, and a freshly baked cookie.
Box Lunch option for pickup or dine in.

Above Buffets: $14

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Classic Lunch Buffet

Includes host's choice of two entrees and two accompaniments from below. The Classic Lunch Buffet is served with fresh mixed garden salad and dressing, rolls with butter and chef's choice dessert.
Salad upon request. $2 upgrade for custom dessert selection.

$18

Entrees:

Herb Baked Chicken
Smothered Chicken
Pulled Pork (BBQ)
Grilled Chicken Breast (with pineapple salsa)
Sliced Roast Beef
Lemon Butter Flounder
Roast Turkey (sliced)
Schnitzel
Homemade Meatloaf

Vegetarian Entrees:

Veggie Burger
Eggplant Stack
Mushroom Burger

Accompaniments:

Steamed Seasonal Veggies
Garlic Broccoli or Broccolini
Squash Casserole
Acorn Squash
Garlic Green Beans or Green Bean Almondine
Lima Beans
Glazed Baby Carrots
Garlic Mashed Potatoes
Roasted New, Sweet, or Fingerling Potatoes
Rice Pilaf or Brown Rice & Red Quinoa
Homemade 3-Cheese Macaroni and Cheese
Tricolored Couscous
Smashed Baby Bliss Potatoes with Onions

Weekday lunch buffets are available Monday through Friday from 11 am-2 pm. Minimum of 25 guests for weekday $14 lunch buffet and minimum of 50 guests for Classic Lunch Buffet. All prices are per person. Lunch options include fresh garden salad and rolls, Chef's Choice dessert, Southern-style sweet and unsweet tea, and ice water. Coffee available upon request. Unlimited Coca-Cola products available for an additional $4 per person. Food, beverage and alcohol items are subject to a 20% Service Charge.
*All lunches are presented for 60 minutes.

Hors d'oeuvres

Served buffet style unless otherwise noted. All prices are for 50 individual pieces.
It is recommended to plan for 2-3 pieces per item per guest.

Assorted Cookies
Mini Brownies
$45

Bacon Glazed Brown Sugar Cocktail Sausage
Roasted Garlic Hummus and Pita Bread
Fried Artichoke
Meatballs
(Buffalo, Honey BBQ, Hawaiian)
Chicken Tenders with Honey Mustard Sauce
Loaded Jumbo Tater Tots
Tomato Basil Bruschetta
$65

Elote Corn Shooters
Sausage Cheese Balls
Vegetable Crudités (tray or shooters)
$75

Pimento Cheese in Filo Cups
Chicken Wings
(Buffalo, Honey BBQ, Hawaiian)
Mini Chicken Cordon Bleus
Spinach & Artichoke Dip with Crostinis
$90

Assorted Cheese Platter
Pork Street Tacos/Sliders
Shrimp and Cheese Grit Cakes with Bacon Burre Blanc
Shrimp Cocktail Shooters
Bacon Wrapped Stuffed Cheese Jalapeños
Caprice Salad Skewers
Fruit Kebabs
Fish Tacos
Bacon Pineapple Shrimp
$115

House Made Beef or Chicken Empanadas
Balsamic Beef Crostini with Herb Cheese
Fresh Fruit Platter with Seasonal Berries
(serves 100)
$160

Pineapple Tree with Assorted Cheeses
(serves 100)
$350







Pastries & Sweets

Mini Pastries ... $95
Mini Muffins ... $75
Croissants... $90

Bagels ... $ 130
Cookies ... $45
Brownies ... $45

Chocolate Fondue Station ... $200
Marshmallows, Fruit, Pound Cake

All food, beverage and alcohol items are subject to a 20% Service Charge.

Bar Services

Bartender fee is $150 for four hours of service, including 30-minute setup. For additional time, an early set-up or a Sunday service, a fee of $50 per hour, plus a 20% service charge will be applied. There is a minimum bar tab of $50 per hour at any on-premise bar service and $100 per hour for off-site bar service. On premise bars can be host funded, guest funded or a combination of both. For on premise guest funded cash bars, there is an advanced payment required per hour of $50. Off premise bars must be host funded and paid in advance. All drink sales are final. Custom drink items are available but must be paid in full and established before the event. Bartenders reserve the right to ID and deny any alcohol sales to anyone who is under 21 or intoxicated. No outside alcohol may be in or around the premises during event times.

House Wine

Cabernet Sauvignon • Chardonnay • Merlot
Moscato • Pinot Grigio

$7 per glass • $21 per bottle

Beer

Bud Light, Michelob Ultra, Yuengling

A keg of beer can be tapped, with cups available. No refund is given for unused beer and the remaining keg cannot be taken off the premises.

$5 per bottle • $400 per keg

House Spirits

Absolut • Bacardi • Jack Daniels • Jim Beam
Jose Cuervo • Malibu • Peach Schnapps

$6 per shot

Premium Spirits

1800 Tequila • Bombay Sapphire • Crown Royal
Grey Goose • Hennessey • Maker's Mark

$8 per shot

Additional bottle options available for pre-purchase, upon request. All selections must be finalized with the caterer 10 days in advance.

Specialty Cocktails

Must be booked in advance

Citrus Spritzer • C4 Transfusion
Five Star Spritzer • Spiked Lemonade
Sweet Tennessee

$10

Glitter Infused:
Pink Flamingo

Bubble Infused:
Sunset • Tropical Oasis

Freshly Smoked
Whiskey Sour

$12

Georgia Peach

$14

Signature Passion, Orange, Guava Bellini

$7

Mixers

Juice: Cranberry, Orange, Pineapple & White Grape • Lemonade
Canned Soda: Coke, Diet Coke & Sprite • Club Soda • Tonic Water

$2-$3

Beverage Options

Fresh Brewed Coffee (per gallon)

$20

Southern-Style Sweet or Unsweet Tea (per gallon)

$14

Lemonade or Fruit punch (per gallon)

$15

Signature Passion, Orange and Guava Juice, Orange, Apple, Cranberry, Pineapple or Tomato Juice (per gallon)

$27

Coca-Cola Products (per can)

$2

For more information on Rules, Regulations and Restrictions regarding alcohol sales, please contact a member of the C4 team.

Themed Buffets

German Buffet

House-made German pork schnitzel, bratwurst in caraway gravy, mushroom sauce, German potato salad, Dutch sauerkraut, braised brussels sprouts and pretzel rolls.

$20/Lunch • $26/Dinner

Italian Dinner Buffet

Chicken piccata or marsala, Italian sausage with onions and peppers, penne pasta with alfredo sauce, spaghetti with marinara sauce, balsamic glazed zucchini or garlic broccolini, garlic bread and includes a Caesar salad with garlic croutons and Parmesan cheese.

$27

Mexican Dinner Buffet

Tortilla chips with fresh salsa, seasoned beef and chicken with Mexican rice and beans. Includes lettuce, onions, tomatoes, shredded cheese, soft flour tortillas and includes a garden salad and fiesta ranch dressing.

$24

Texas BBQ Dinner Buffet

Homemade brisket, smoked sausage, ranch beans, corn fresca, jalapeño corn bread and BBQ sauce.

$28

Traditional Southern BBQ

BBQ chicken or smoked pulled pork with homemade 3-cheese macaroni and cheese, black-eyed-peas, collards and cornbread.

$20/lunch • $26/dinner



Minimum of 50 guests on all buffet options. All prices are per person. All options include fresh garden salad and rolls, Chef's Choice dessert, Southern-style sweet and unsweet tea, and ice water. Coffee available upon request. Unlimited Coca-Cola products available for an additional $4 per person. Food, beverage and alcohol items are subject to a 20% Service Charge.

Dinner Buffets

Catered Dinner Buffet

Includes Host's Choice from below.
All dinner buffets served with fresh mixed garden greens and house dressing, rolls with butter and chef's choice dessert.

Light Dinner Buffet, two (2) entrees and two (2) accompaniments:

$28

Classic Dinner Buffet, two (2) entrees and four (4) accompaniments:

$32

Grand Dinner Buffet, three (3) entrees and four (4) accompaniments:

$35

Choice of Entrees:

Beef

- Beef Tips with Portabella Mushroom Gravy
- Hawaiian Beef
- Beef & Broccoli
- Slow Roasted Beef Top Round (add $350, Serves 100 guests)
- Garlic Rubbed Prime Rib (add $400, Serves 30 guests)

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Poultry

- Herb Baked Chicken
- Grilled Chicken with Pineapple Salsa
- Smothered Chicken with Onions
- Roast Turkey
- Chicken Marsala

Pork

- Sliced Roast Pork Tenderloin
- Southern-Style Sugar Glazed Ham
- Schnitzel

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Vegetarian

- Pasta Primavera
- Eggplant Parmesan
- Portabella Mushroom Stack
- Pesto Tortellini
- Plant-Based Meatless Bulgogi

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Seafood

- Flounder (Florentine or Lemon Butter)
- Grilled Mahi with Pineapple Salsa
- Lemon Pepper Cod

Choice of Vegetable

- Steamed Seasonal Veggies
- Garlic Broccoli
- Garlic Green Beans
- Squash Casserole
- Acorn Squash
- Green Bean Almondine
- Broccolini with Seasoned Butter
- Lima Beans with Butter
- Glazed Baby Carrots

Choice of Starch

- Garlic Mashed Potatoes
- Roasted New Potatoes
- Roasted Fingerling Potatoes
- Roasted Sweet Potatoes
- Rice Pilaf
- Brown Rice with Red Quinoa
- House-made 3-Cheese Macaroni and Cheese
- Tricolored Couscous
- Smashed Baby Bliss Potatoes with Onions

Minimum of 50 guests for dinner buffet. All prices are per person. All options include fresh garden salad and rolls, Chef's Choice dessert, Southern-style sweet and unsweet tea, and ice water. Coffee available upon request. Unlimited Coca-Cola products available for an additional $4 per person. Buffet service time is 120 minutes. A beef carver is available for an additional fee of $100. Food, beverage and alcohol items are subject to a 20% Service Charge. $2 upgrade for custom dessert selection. Coffee available upon request.

Dining In/Out & Military Ball Packages

Dance away your worries with our pre-constructed Military Ball packages. Each package is priced per person and includes four (4)-hour cash bar, Cake Fee, Service Fee, fallen comrade table, audio/visual and a two (2)-hour rehearsal. Guests sit 10 per table with optional ivory linen and black napkins. Minimum of 100 guests.

Social Hour

Warm BBQ meatballs, veggie crudités, assorted cheese platter with crackers and seasonal fruit display.

Dinner

The Company Ball Buffet

Select two (2) entrees and three (3) accompaniments. Served with fresh mixed garden greens, dressing, rolls with butter and dessert

$45 per person

The Battalion Ball Buffet

Select three (3) entrees and four (4) accompaniments. Served with fresh mixed garden greens, dressing, rolls with butter and dessert

$50 per person

Beef

- Beef Tips with Portobello Mushroom Gravy
- Slow Roasted Top Round *(add $350, serves 100 guests)*

Hawaiian Beef
Beef & Broccoli

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Pork

- Sliced Roast Pork Tenderloin
- Southern-Style Sugar Glazed Ham
- Schnitzel

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Seafood

- Lemon Pepper Cod
- Flounder (Florentine or Lemon Butter)
- Grilled Mahi Mahi with Pineapple Salsa

Poultry

- Grilled Chicken with Pineapple Salsa
- Smothered Chicken
- Chicken Marsala
- Roast Turkey
- Herb Baked Chicken

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Vegetarian

- Pasta Primavera
- Eggplant Parmesan
- Portabella Mushroom Stack
- Pesto Tortellini
- Plant-Based Meatless Bulgogi

Accompaniments

- Steamed Seasonal Veggies
- Garlic Broccoli or Broccolini
- Squash Casserole

Acorn Squash

- Garlic Green Beans or Green Bean Almondine
- Lima Beans
- Glazed Baby Carrots
- Garlic Mashed Potatoes
- Roasted New, Sweet, or Fingerling Potatoes
- Rice Pilaf or Brown Rice & Red Quinoa
- Homemade 3-Cheese Macaroni and Cheese
- Tricolored Couscous
- Smashed Baby Bliss Potatoes with Onions

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All options include fresh garden salad and rolls, Chef's Choice dessert, Southern-style sweet and unsweet tea, and ice water. Coffee available upon request. Unlimited Coca-Cola products available for an additional $4 per person. Buffet service time is 120 minutes. $2 upgrade per person for custom dessert selection. Additional fees may apply for Sunday events.

Conference & Meeting Packages

Basic Conference Package

Room rental with staffed beverage station.
(Freshly brewed coffee, Southern-style sweet and unsweet tea, and ice water)

Small Ballroom: $500 • Medium Ballroom: $800 • Large Ballroom: $1,600

Premium Conference Package

Includes the Basic Conference Package and an assortment of morning pastries.

Small Ballroom: $700 • Medium Ballroom: $1,300 • Large Ballroom: $2,300

Executive Conference Package

Includes the Premium Conference Package, a logoed notepad, pen and candy mint at each seat with an afternoon snack.

Small Ballroom: $900 • Medium Ballroom: $1,700 • Large Ballroom: $3,000

Elite Conference Package

Includes the Executive Conference Package and a classic lunch or buffet lunch.

Small Ballroom: $1,700 • Medium Ballroom: $3,500 • Large Ballroom: $7,000

Small Ballroom: Up to 50 guests • Medium Ballroom: 50-100 guests • Large Ballroom: 100-200 guests



Each additional hour after 4:00 pm incurs a fee of $50 per hour. Additional fees may apply for Saturday & Sunday events. Room rental includes access to available audio/visual equipment, layout of choice and linens. All food, beverage and alcohol items above are subject to a 20% Service Charge.

706-791-6780 | Cyber Conference & Catering Center

Please Join Us For Our Special Events

















Milestone Moment Packages

All dining packages are presented for 60 minutes.

Make your next celebration special and easy with our pre-constructed packages. Each package will accommodate 25-100 guests and includes room setup (2 hours), event time (up to 4 hours) and linen. Service Charge, Cake Fee, Room Fees for Jasmine, Ivy or Cedar Rooms are included.

Ceremony Select

Up to 100 guests.

Warm BBQ meatballs, veggie crudités, assorted cheese platter with crackers, chicken tenders with honey mustard sauce and includes Southern-style sweet and unsweet tea, and ice water. Coffee available upon request.

$1,400

Legacy Moments Package

Up to 100 guests.

Fresh sliced fruit, veggie crudités, assorted cheese platter with crackers, balsamic beef crostini, sausage balls, and includes Southern-style sweet and unsweet tea, and ice water. Coffee available upon request.

$1,800

C4 Celebration Package

Up to 100 guests.

Celebrate your special event with a C4 package deal.

Veggie crudités,assorted cookies/brownies, loaded jumbo tater tots, BBQ meatballs, chicken tenders, fruit kabobs, lemonade and fruit punch.

$600 per 25 guests

C4 Signature Package

Medium: up to 50 people • Large: up to 100 people

Fresh sliced fruit, veggie crudités, assorted cheese platter with crackers, choice of three: (3) hors d'oeuvres ($90 or less).

Includes: Southern-style sweet and unsweet tea and ice water. Coffee available upon request.

$1,200 per 50 guests





*Events ending after 4:00 pm and weekends are subject to an additional Room Fee. Events exceeding 100 guests must be cleared with Catering team and are also subject to additional fees. **All dining packages are presented for 60 minutes.**

Wedding Package

This package is priced per person with a minimum of 125 guests, and includes 4-hour cash bar, 1 bottle of wine per table, cake fee & carver fee if desired, service fee, audio/visual, room rental for ceremony and reception, & 2-hour rehearsal.

Guests sit 10 per table with your choice of linen and napkins.



Cocktail Hour

Veggie crudités (2 platters), two cheese platters with crackers, seasonal fruit display and your choice of two of the following: Warm BBQ Meatballs, Balsamic Beef Crostini with Herb Cheese, Mini Chicken Cordon Bleus, Spinach & Artichoke Dip, Chicken Tenders with Honey Mustard sauce and Tomato Basil Bruschetta.

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Salad

Fresh Mixed Garden Greens with
Italian or Ranch Dressing, Rolls & Butter

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Catered Dinner Buffet

Two Entrees & Four Accompaniments

$65 per guest

Three Entrees & Four Accompaniments

$70 per guest

Eligible at Pointes West Army Resort with a credit of $10 per guest for room rental.











All options include southern-style sweet and unsweet tea, and ice water. Coffee available upon request. Unlimited Coca-Cola products available for an additional $4 per person. Buffet service time is 120 minutes. All weddings are booked for five hours, with option to book up to four hours of set-up prior to event start time. C4 does not make wedding cakes.

706-791-6780 | Cyber Conference & Catering Center

What Happens Next

Thank you for choosing Cyber Conference & Catering Center to host your upcoming event! We are delighted that we will be able to share in your special day, with you.

Below is a timeline of what happens next, in the preparation of your event!

Today (Date: _____):

1. Submit your intake form to our Catering Office or via our website. Once it is received, a member of the team will be in touch.

At least 90 Days before the event: (Date: _____)

1. Lock-in your date with a member of the C4 team, by submitting your deposit to our Catering Office. All reservations are tentative and held for 48 hours, or until the deposit is made.
2. Provide the Catering Office with a copy of the signed Rules & Regulations (also in this folder), agreeing to the requirements of Cyber Conference & Catering Center.

45 Days before the event: (Date: _____)

1. Review and explore your menu options. From a variety of different buffet options, to Hors d'oeuvres options, we are able to make unique menu combinations that are sure to satisfy even your pickiest of guests.
2. Review and explore your colors; for specific events, linen is included in your package. A member of the team will provide you with options, should it be available for your event. Should the linen not be included, you can rent it through us, for the special day; just let us know!

30 days before your event: (Date: _____)

1. Finalize your menu, place settings, colors, and guest count for your special event.

10 days before your event: (Date: _____)

1. Provide the Catering Office with your final payment and a signed copy of your final contract.
2. If you have non-military or non DOD ID Card Holders, visit *https://pass.aie.army.mil/* to receive preapproval to enter the gate. Pass requests must be done no earlier than 7 days before the event.

We understand that planning an event of any size can be overwhelming; that is why the team at Cyber Conference & Catering Center is here and available to help in any way you need!





Cyber Conference & Catering Center
Rules, Regulations & Restrictions

- All banquet rooms are booked for five (5) hours, each additional hour incurs a fee of $50. Event must end before 4:00 pm to be eligible for the discounted rate. Hosts spending three (3) times the Room Fee in food and beverages will have the Room Fee waived. Hosts or their representatives may reserve the room up to three (3) hours before the event for setup for banquets.
- Room Rental includes access to available audio/visual equipment and the layout of your choice. Guests must bring their own connecting cables/cords.
- Decorations may be brought into Cyber Conference & Catering Center; however nothing may be attached to the walls or ceilings of any of the rooms, nor can any of the existing decorations be removed without prior approval from Management. **No open flames or smoke effects are permitted.** All decorations must be removed after each event. A minimum cleaning fee of $250 will be applied for excessive & abandoned décor (including loose glitter/craft items), smoking, and/or damage to federal property. A refundable deposit will be required for all events, balls, parties and celebrations.
- Making any special arrangements for taking photos is the responsibility of the customer and must be coordinated with the caterer 10 days before the event. If a dedicated space is required for photos there may be an additional charge; please see the catering office for more information.
- Hosts desiring a band, DJ or other entertainment will need to inform the caterer of any special needs. Additional costs for entertainment will be the responsibility of the customer. Room rentals include access to existing audio and visual equipment, but guests need to bring their own devices and cords. Please see the catering office to schedule a time, prior to the event, to test all systems.
- Tastings may be scheduled with the catering office, based on chef's availability. Meal tastings are $100 for four guests and include quarter-sized portions of four proteins and six sides. Appetizers are available in limited quantities. Please inquire at the catering office for prices. Not all items are available for testing. Scheduled and paid 10 days in advance.
- There is a $50 minimum per hour bar tab for any bar service on post, or $100 per hour for off post, and is subject to a 20% service charge. On premise bars can be host funded or guest funded. Off premise bars must be host funded and paid in advance. All drink sales are final. Bartenders reserve the right to ID and deny any alcohol sales to anyone who is under 21 or intoxicated. No outside alcohol may be in or around the premise during event times.
- Catering prices do not include Room Fee. All food, beverage and alcohol items are subject to a 20% Service Charge.
- NAF Army Regulation 5-14 Prohibited Uses:

  (1) NAF payment for any expense involved in a change of command or retirement ceremony, command representation, protocol function, scholarships, free mailing or postage, unit ceremonies, or any other specific benefit for select individuals or groups will not be authorized.
  (2) Items for retirements, funerals, or other such personal-type events will not be purchased with NAFs.
  (3) NAFs will not replace or supplement appropriations for public affairs, medical, religious, or other activities or programs that are outside the purposes for which the NAFI/entity was established.
  (4) NAFs will not be used for costs of employees who are not performing duties directly related to the NAFI/entity function or mission.

- NAF Army Regulation 12-8. Prices, User Fees and Other Charges:

  a. Prices, user fees, and charges are structured to meet cash management goals for sustainment of an MWR program and its operations, to cover capital requirements and overhead expenses, and to satisfy budget requirements for support of other MWR programs dependent upon it.

Cyber Conference & Catering Center
Rules, Regulations & Restrictions Continued

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 Cyber Conference & Catering Center. Political activities include: fundraising activities and speeches by persons engaged in political campaigns 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:
Reservations are not guaranteed unless the deposit has been paid. Deposits will be applied toward the final bill. Deposits must be a minimum of the room rental fee.

CANCELLATION & REBOOKING POLICY:
Full refunds will be issued for any deposits/payments if the event is canceled 90 days prior to event. If cancellation is made after 90 days, deposit is forfeited in its entirety. If a event is canceled 89-11 days before the event date, we do allow you to reschedule your room rental deposit one (1) time to a date within six (6) months of the original event date.

GENERAL POLICIES:
- A **20% 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 215-1, 8-24 (17) prohibits any outside food, beverage or alcohol items to be brought into C4. 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 the premises. All food and beverage items are to be consumed on site and/or disposed of at the facility. This includes all alcohol.
- Banquets are booked for five (5) hours and guests may reserve the facility to decorate up to three (3) hours prior to the event's start time. Conferences are booked for eight (8) hours and guests may reserve the facility to set-up up to one (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. C4 does not provide any computers, laptops, cables or 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 computers/laptops and cables/chargers.

FORT GORDON ENTRY POLICY:

For current Gate Access information, visit:
https://home.army.mil/gordon/des/visitor-information

Any patrons planning to visit Cyber Conference & Catering Center without a DoD ID card can pre-register for Gate Access by visiting:
https://pass.aie.army.mil/

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

Guest Name: _____ Date: _____

Guest Signature: _____ Event Date: _____

Cordially,
Management Team
Cyber Conference & Catering Center

Cyber Conference & Catering CENTER

Due to supply chain impact, prices in this brochure may not reflect current event pricing.

CYBER CONFERENCE & CATERING CENTER

18400 19th Street | Fort Gordon, GA 30905

706-791-6780 | Gordon.ArmyMWR.com

CATERING OFFICE

Tuesday-Friday | 9 am-4 pm

After 4 pm & Saturdays by appointment



DRIVING DIRECTIONS

Take Exit 194 from I-20. Turn right from I-20 East or left from I-20 West onto Jimmie Dyess Parkway. Turn right onto Gordon Highway (NOTE: do not continue straight to Gate 1. This is no longer the main gate). Drive approximately 5 miles and turn left into the Gate 6 entrance. Follow 107th Avenue to the first roundabout. Take the 3rd exit on this roundabout towards 12th Street. Follow 12th Street to the next roundabout. Take the 1st exit on to Lane Avenue. Follow Lane Avenue to 19th Street; make a left. Cyber Conference & Catering Center will be on the left.