

# Welcome to the USCGA

## CDR Merle J. Smith Consolidated Club

*Being one of the most important days of your life, your wedding day should be filled with treasured memories.*

We are very pleased you have considered the Coast Guard Academy CDR Merle J. Smith Consolidated Club to host your wedding reception. The venue includes a beautiful outdoor terrace with weather-proof awning overlooking the Thames River. Our professional event coordinators, culinary and service teams look forward to working with you to help create a very special day



The formal ballroom is spacious and can comfortably accommodate 50-200 guests

This allows room for a band or DJ adjacent to the dancefloor,  
a buffet or served formal dinner.

Allowing only one event on a given day  
we will provide your reception the special care it deserves

The “MJS” Consolidated Club and terrace is a smoke free facility.  
Smoking is not permitted in or around buildings on the Academy grounds  
There is a conveniently located designated smoking area adjacent to the building

## GENERAL INFORMATION

**SPONSORSHIP:** All weddings must be sponsored by an authorized MWR patron. Eligible patrons include all military of any branch, active duty, retired and reserve military personnel and their dependents; and DHS, DOD and NAF current and retired civilian employees. The sponsor must be in attendance at your reception.

**LETTER OF REQUEST and SPONSOR FORMS:** The sponsor's responsibility is to write a letter or use the form enclosed requesting use of the Officers' Club for your reception. A copy of the sponsor's ID is required upon submission of the request.

### PLANNING YOUR MENU:

- **Receptions:** predetermined choice (served) menu:  
Before you print your invitations a meeting with our event coordinator should be scheduled at least six (6) months prior to your reception to determine your menu. A guaranteed number of guests is required ten (10) days in advance of the reception. Saturdays and Sunday events during the months of May through October require a minimum of 100 guests. All other dates are a 50 guest minimum. You are required to pay the difference if not fully attended.

**PRICING:** It is our intention to give you the most accurate pricing. However, due to circumstances beyond our control (market fluctuation) prices are subject to change. Our "Sit Down" menu choices offer you a selection of two (2) entrees and a vegetarian option. A service charge of 20% will be added to the final bill. All weddings receptions are 5 hours and may not exceed 6 hours or pass the hour of 10:30 p.m. An additional \$5.00 per guest will be added for the additional hour and must begin no later than 4:30 p.m.

**ROOM FEES:** Per the USCGA MWR program, there are no room fees incurred to the customer. **All profits generated from the Club directly support the Morale, Well-Being and Recreation programs at the US Coast Guard Academy.**

**SPECIAL MEALS:** Children friendly meals are offered up to 10 years of age, \$15.00 per child. The meal may include but not limited to salad, golden chicken tenders, macaroni, cheese, french fries, pasta and sauce.

Special meals such as vegetarian/gluten free or for persons with dietary restrictions can be discussed at any time up to 10 days prior to the reception.

Vendor meals: D.J., band and/or photographer are provided for \$25.00 per vendor and they enjoy their meal after guests are served, not before. A separate dining area for your vendors are available. Please inform vendors in advance that they will only be served after the wedding party and guests.

**SPECIAL NOTES:** Other than wedding cake and special dessert items, OUTSIDE FOOD AND ALCOHOL BEVERAGES (to include "nips" and coolers) **ARE NOT ALLOWED** to be brought into the Officers' Club.

**BEVERAGE BAR:** The CDR MJS CLUB (Officers Club) beverage options are as follows:

- **FULL open bar:** \$40 per person for a 5 hour event
- **"TAB" bar:** The bartender(s) will generate a tally sheet based on beverages ordered with which the customer pays the bar tab at the end of the event.
- **CASH BAR:** the bartenders charge guests

We inventory a large variety of beer, wine and alcohol.

Please discuss specific alcohol brand requests with your event coordinator.

**PAYMENTS:** Within ten (10) days of requesting use of the Officers' Club a one thousand dollar (\$1000.00) non-refundable deposit is required to secure the date. Deposits are accepted up to two years in advance and are applied to the final bill. This deposit is for the original date only. Cancellation of the event or a change in date will result in forfeiture of this deposit. An additional deposit will be required to confirm an alternate date. Payment in full and guest count is required three days prior to your wedding.

**First Deposit:** \$1,000.00

**Second Deposit:** \$1,500.00 due (6) Six months prior to your event

**Final Payment:** Due on or before (3) three days prior to your event

**MEETINGS:** A final walk through will be scheduled the week of your wedding and at least three days prior. Please bring to this meeting everything you would like us to set up for your wedding. Please know that we will do everything possible to help with the setup of large number of decorations, etc., but you may be asked to assist. Please be sure to mark all boxes with directions and unwrap all items so they are ready to be placed out. At this time final payment is required for your event. The function invoice will be based on that confirmed figure and guest count. We do not charge sales tax or room fees; however, a 20% service charge will be added to the final bill. Payment is accepted in the form of bank check, personal check, VISA or Master Card. Please make checks payable to "USCGA MWR FUND".

**SEATING ARRANGEMENTS:** The Officers' Club is proud to offer a spacious ballroom and dancefloor that can comfortably accommodate up to 200 people. The club's six-foot round tables seat up to 10 guests. A head table can also be set dependent on the number of guests in the bridal party. Should a served meal be planned, please provide table assignments and meal choices with your final guest count. A place setting card for served entrée's (with noted dietary restrictions) is required to identify your guest's entrée choices. The club can provide these cards for an additional fee.

**TABLE DÉCOR:** Our tables are dressed especially for your occasion. We offer a large color selection of table linens to accent most color scheme. Standard table linens (120 round) are included in the per guest menu price. Floor length linens (132 round) start at \$32.00 each; add tabletop linen accent at \$26.00. Centerpieces or floral arrangements for guest tables are the responsibility and expense of the client. You may use candles inside a container such as hurricane globe or votive candle holder

**VIEWING THE ROOM:** Please decide with the staff to preview the room for a brief visit. A follow-up meeting with the event coordinator to discuss your individual ideas and plans can be made at any time. If you or your guests have special needs will make every effort to accommodate you.

**DRIVING & PARKING:** ALL guests driving on the U.S. Coast Guard Academy must possess a valid driver's license/passport/government issued ID. Open parking is available after 4:30 p.m. weekdays and Saturday and Sunday (unless special CGA events are taking place such as football games, graduation or homecoming). Please note that parking is not permitted at any time in the Superintendent's, Assistant Superintendent's or Dean of Academic's reserved spaces.

**PLEASE NOTE:** Sparklers, throwing of rice, confetti, streamers, glitter, etc., inside the building or on the CGA grounds is strictly prohibited. If this occurs, you and/or your sponsor will be charged a \$500.00 service fee.

**SMOKING:** A non-smoking and "e-cigarette" policy is strictly enforced in and around all CGA buildings. A smoking lounge is conveniently located with-in a short distance walk. Possession of marijuana in any quantity is strictly prohibited.

Thank you in advance for considering the U.S. Coast Guard Academy CDR Merle J Smith Consolidated Club for your event. We look forward to the opportunity of working with you planning your very special occasion.

**15 Mohegan Avenue  
New London, CT 06320  
(CGA Main Gate)**

**FROM NEW YORK CITY, NEW HAVEN AND POINTS WEST:**

Follow I-95 North to Exit 82A (Frontage Rd).

Take Briggs Street Exit off Frontage Road.

At the traffic light at the top of the exit ramp turn left onto Briggs Street

Follow Briggs Street (right lane) through two traffic lights.

You will now be on Mohegan Avenue. The Academy's main gate is immediately on the right.

**FROM NORWICH AND WORCESTER:**

Follow I-395 South to Exit 78 (Route 32 South). Continue on Route 32 approximately 3 miles. Take the exit for I-95 South to New Haven.

Turn right at top of exit ramp. Turn right at next stop sign onto Williams Street.

At light turn left onto Mohegan Avenue.

The Academy's main gate will be on the right.

**FROM HARTFORD:**

Take Route 2 South to Route 11 to the end. Turn left towards Route 85 in Salem. Turn right onto Route 85 South to I-95 North. Get on Route I-95 for a very short 1/4 mile distance. Exit on Service Road to Briggs Street exit. Turn left on Briggs Street at the top of the exit ramp. Continue on Briggs Street, through three (03) traffic lights. You will now be on Mohegan Avenue. The Academy's main gate will be on the right.

**FROM PROVIDENCE AND BOSTON:**

Take I-95 South to Exit 83 (Frontage Road). Take Briggs Street Exit off Frontage Road. Turn left on Briggs Street at the traffic light at the top of the exit ramp. Continue on Briggs Street through two traffic lights. You will now be on Mohegan Avenue.

The Academy's main gate will be on your right.

**NOTE:** The Academy is

2 ½ hours from New York City,

2 ½ hours from Boston

1 ½ hours from Worcester

1 hour from Hartford.

**YOU MUST HAVE VALID IDENTIFICATION TO ENTER THE ACADEMY**