



**U.S. COAST GUARD ACADEMY
OFFICERS' CLUB
MWR BRANCH (po)**

15 MOHEGAN AVENUE
NEW LONDON, CT 06320

TEL: (860) 444-8458
FAX: (860) 444-8428
Lori.Beckwith ~ Events Coordinator
Lori.J.Beckwith@uscga.edu



WELCOME

Being one of the most important days of your life, your wedding day should be filled with treasured memories. We are very pleased that you have considered the U. S. Coast Guard Academy Officers' Club to host your wedding reception with a beautiful outdoor terrace with awning overlooking the river and Coast Guard Academy grounds.

We have a beautiful, spacious room designed especially for formal receptions. Allowing only one wedding on a given day, we are able to give your reception all of the special care it deserves. This booklet is designed to help you plan your wedding reception and to assist with menu selections.

Our staff looks forward to working with you to help create that very special day.

The Officers' Club is a smoke free facility. Smoking is not permitted in buildings on board the Academy however, we do have a designated smoking area adjacent to the building.

Once Again, Welcome!

(3)
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: It is your sponsor's responsibility 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.

DEPOSIT: Within ten (10) days of requesting use of the Officers' Club a one thousand dollar (\$1000.00) **non-refundable deposit** is required to confirm your 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.

PLANNING YOUR MENU: Six (6) months prior to your reception you should schedule a meeting with our Events Coordinator to plan your menu before you print your invitations. At that time you will receive confirmed menu prices and an additional \$1500.00 non-refundable deposit is required. A guaranteed number of guests is required ten (10) days in advance of the reception. There is a **100 guests minimum** on all Saturdays and Sundays during the months of June thru October. 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 only. If you require a third entrée there is an additional \$2.00 per person charge for each additional entrée. A service charge of 20% will be added to the final bill. This service charge includes select linens, table décor (flowers are brides responsibility) and gratuity. All weddings receptions are 5 hours and may not exceed 6 hours. An additional \$5.00 per person will be added for an additional hour and must begin no later than 6:00p.m.

ROOM FEES: There is no additional fee imposed on our customers, such as sales tax or separate room fees. All profits generated from the Club directly support the Morale, Well-Being and Recreation programs at the Coast Guard Academy.

SPECIAL MEALS: Children's meals are offered for children up to 10 years old for a price of \$15.00. The meal includes a salad and golden chicken tenders with french fries. We try to serve the children first after the bridal party is served. Please mark the children's place setting card with a separate color code. Meals for the D.J., band and/or photographer are provided for \$25.00 per person. We normally seat them in the Lee Rail Lounge downstairs or upstairs if they prefer. Please inform them in advance that they will only be served after the wedding guests. Special meals such as vegetarian platters or for persons with dietary restrictions can be discussed at your first meeting.
Note: No outside food or beverages can be brought into the Officers' Club.

(4)

FINAL MEETING & PAYMENT: Your final meeting will be scheduled three (03) days prior to the reception. Please bring to this meeting everything you want us to set up for your wedding. Please know that we will do everything possible to help with the setup of your decorations, etc., but if this gets too involved you may be asked to help with the setup. Please be sure to mark all boxes with directions and unwrap all cameras etc. 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 count and cannot be altered. We **do not charge sales tax**, but a 20% service charge will be added to the final bill. Payment is accepted in the form of bank check, VISA or MasterCard. Please make checks payable to **“USCGA MWR FUND”**.

SEATING ARRANGEMENTS: The Officers’ Club is proud to offer a spacious dining room that can comfortably accommodate up to 230 people for a sit down dinner. Our tables are round and seat 8 - 10 guests. A head table can be arranged to sit 12 guests on a riser platform for an additional \$200. **Note: You should begin your seating plan after you receive your responses. Please indicate meal choices.** We use a specific method when serving your guests to ensure they are served promptly and receive the entrée they ordered, therefore you will need to provide a place setting card for each guest and identify their entrée choices.

TABLE DÉCOR: Our tables are dressed especially for your reception. We offer a large color selection of table linens to accent most color schemes. You may use candles but they must be in a container. **Note: Special color requests other than what we provide are at your expense. All floor length linens are \$15.00 each. Centerpieces or floral arrangements for the head table and guest’s tables are your responsibility and expense.**

VIEWING ROOM: Viewing of the banquet room is by appointment only. You can make arrangements with the office staff to preview the room for a brief visit when the room is set for an actual reception. Unfortunately, we will not be able to devote time to you then, as we will be busy preparing for that days event. We ask that you call the office to set a time for a private follow-up meeting to discuss your individual ideas and plans. If you or your guests have special needs, please let me know at our meeting and we will make every effort to accommodate you.

DRIVING & PARKING: Guests driving on the U.S. Coast Guard Academy must possess a valid driver’s license. After 4:30 pm weekdays there is open parking. Please note that parking is not permitted at any time in the Superintendent’s, Assistant Superintendent’s or Dean of Academic’s reserved spaces directly in front of the club.

PLEASE NOTE: The throwing of rice, confetti, streamers, etc., inside the building or on the exterior grounds of the Academy is strictly prohibited. If this occurs, you and/or your sponsor will be charged an additional \$100.00 clean up fee.

Thank you for considering the U.S. Coast Guard Academy Officers’ Club for your wedding reception.

LETTER OF REQUEST FOR USE OF THE OFFICERS' CLUB

Application Date _____

U.S. Coast Guard Academy Officers' Club (po)
15 Mohegan Avenue
New London, CT 06320

I request use of the Academy Officers' Club on _____
(Day) (Date)

for a wedding reception. The estimated number of guests to attend is _____ (min.100 guests on Sat. during the months of June thru Oct.) all other days are 50 guest minimum. All Sundays are a min. of 100 guests. The time will be _____ until _____ (5 hours)

You may purchase an additional hour at \$5.00 per person but we cannot exceed 6 hours.

All events held at the club must be sponsored by an eligible MWR patron. Eligible patrons include all active duty, retired and reserve military personnel and their dependents; and DOT, DOD and NAF civilian employees. I understand the event sponsor must be in attendance, and that reservations for wedding receptions will only be accepted two years in advance of the function date. This letter, a **non-refundable** deposit of \$1,000.00, and a copy of the sponsor's ID card are required within 10 days of the tentative reservation. Payment is accepted in the form of cash, certified bank check, VISA or MasterCard. Checks should be made payable to **"USCGA MWR FUND"**.

Final payment is required three (3) days prior to the reception.

RANK AND NAME OF SPONSOR _____

BRANCH OF SERVICE / ID NO. _____

HOME ADDRESS _____

TELEPHONE NUMBER _____

NAME OF BRIDE _____

ADDRESS _____

EMAIL ADDRESS _____

TELEPHONE / FAX NUMBER _____

NAME OF GROOM _____

ADDRESS _____

EMAIL ADDRESS _____

TELEPHONE / FAX NUMBER _____

(6)
**UNITED STATES COAST GUARD ACADEMY
OFFICERS' CLUB
SPONSOR CONTRACT**

NAME _____ RANK/RATE _____

SS # _____ BRANCH OF SERVICE _____

ACTIVE DUTY _____ RETIRED _____ RESERVE _____ CIVILIAN _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DAYTIME TEL # _____ EVENING TEL # _____

NAME OF PERSON RESPONSIBLE FOR PAYMENT: _____

ADDRESS (If different from above) _____

_____ TELEPHONE _____

Please read and sign the following statement:

The Coast Guard Academy Officers' Club is an instrumentality of the United States Government. In order to prevent allegations that the Club is in competition with civilian enterprise, Club facilities may be reserved for use only by authorized patrons. The Coast Guard MWR Manual defines an authorized patron.

Please note that a copy of your I.D. is required to secure your date. A copy of any flyers, brochures or tickets pertaining to this event must be approved in advance, and we must be notified in advance of any political official who may be in attendance. **Fund raising is not permitted at any time on board the Coast Guard Academy.** A deposit does not guarantee a commitment on menu prices. The deposit is for the below confirmed date only and will be applied to the final bill. This deposit is **non-refundable** if the function date is changed or cancelled. There is a **100 guest minimum** for all catered events on Saturdays and Sundays during the summer months (June thru Oct) and a 50 guests minimum for all other events. A 20% service charge will be added to the total bill and an additional charge if a cash bar is requested. Final payment is required three (03) days in advance of the function. Payment is accepted in the form of cash, certified bank check, VISA or MasterCard. All checks must be made payable to: **USCGA MWR FUND.**

Please ensure that all information is accurate prior to signing this contract. Inaccurate information may result in cancellation of this reservation. Thank you for your cooperation in the protection of our Club privileges. We appreciate your patronage.

I am the authorized sponsor for the party on (date) _____ and will be in attendance during the event.

Signature of Sponsor

Date

Eligible patrons include all active duty, retired and reserve military personnel and their dependents; and DOT, DOD and NAF civilian employees. The event sponsor must be in attendance.

SIT DOWN DINNERS FOR WEDDING RECEPTIONS

FIVE HOUR RECEPTION

OPEN WELL BAR

(Four hours)

All bar drinks made with Bourbon, Rye, Scotch, Gin, Vodka and Rum. Draft Beer on tap, Wine and Soda.

See selection list pg. 13

(Premium brands are available at \$5.00 extra per person)

The Wedding Toast with a choice of Brut or Spumante'

The bar will be closed forty five minutes for dinner and fifteen minutes before the end of the reception.

HORS D'OEUVRES

Cheese Tray and Crackers, Fresh Vegetable Crudite and Choice of two hors d'oeuvre from A, B or C list

(please see Pg 12 for selections)

DINNER

Choice of one

Fresh Fruit Cup Supreme

Fruit Sorbet , New England Clam Chowder or Shrimp Cocktail (add'l \$5.00)

SALAD

Choice of one

TOSSED ITALIAN GARDEN SALAD

Blended salad greens with tomato, cucumber, red onion, provolone

Served with a zesty Italian dressing

MIXED SUMMER FIELD GREEN SALAD

Mixed field greens with tomato, red onion and fresh strawberries

Served with a raspberry vinaigrette.

MANDARIN ORANGE SALAD

Romaine lettuce with sliced mandarin oranges, julienne red pepper, red onion

Served with a Orange vinaigrette.

STARCHES

(Choice of One)

Baked Potato with Sour Cream

Wild Rice Pilaf

Roasted Red Potato

O'club Scalloped potato en croute'

Garlic Mashed Potato

VEGETABLE

(Choice of One)

Green Beans Almondine

Broccoli Spears Parmesan

Fresh Vegetable Sauté

Fresh Zucchini with Julienne Carrots

(8)

SIT DOWN DINNERS FOR WEDDING RECEPTIONS

(continued)

ENTREES

Surf & Turf (Stuffed Shrimp and Filet Mignon)

Filet mignon charcoal broiled and served with 2 jumbo shrimp filled with our shrimp stuffing

Prime Rib of Beef Au Jus

Our well seasoned rib eye roasts are cooked slowly to ensure tender cuts

Shrimp Scampi

5 jumbo shrimp grilled with a lemon garlic butter and white wine served with rice

Baked Stuffed Chicken Breast Supreme

Boneless breast of chicken stuffed with an herbed apple dressing, laced with chicken supreme sauce

Breast of Chicken Marco Polo

Boneless breast of chicken filled with a broccoli bread dressing, finished with an aged cheddar sauce

Chicken Palermo

Boneless breast of chicken, lightly sautéed, topped with smoked ham, mozzarella cheese and red wine sauce

Lemon Chicken

Boneless breast of chicken, lightly breaded with herbs, lemon zest and bread crumbs, pan fried golden brown and drizzled with butter

Grilled Tuna

Fresh Tuna steak charcoal broiled and topped with colorful peppers, roasted asparagus and Hollandaise sauce

Baked Stuffed Filet of Salmon Cardinale

Fresh North Atlantic salmon enhanced with our shrimp stuffing, baked with wine and butter and laced with a spiced lobster mushroom sauce

Pan Seared North Atlantic Cod

Thick loins of cod are seared to seal in the moisture and then baked and finished with a light mandarin orange butter



All Entrees include freshly baked rolls and butter
Coffee, Decaf Coffee and Tea served with the wedding cake
There is no cake cutting fee.

*A third entrée can be added for an additional charge of \$2.00 per person.
Vegetarian Platters are available upon request.*

A 20% Service Charge will be added to the total bill.

Please Note: Prices subject to change

These prices include room setup, waitstaff, gratuities and select linens.

There is no sales tax.

BUFFET WEDDING RECEPTION

Five hour reception

HORS D'OEUVRES

Assorted Cheeses with Crackers, Fresh Vegetable Crudite and Herb Dip and choice of one hors d'oeuvre from A or B list.
(please see Pg. 12 for selections)

Steamship Round of Beef

Carved to order by our own chef

An additional entrée may be added for **\$4.00 pp**
Seafood Newburg ,Carved Turkey Breast, Roast Pork Loin or Chicken Marsala
Served with condiments

STARCHES (Choice of Two)

Garlic Mashed potato	Roasted Red Potato
Three cheese ravioli with pesto cream sauce	Wild Rice Pilaf
Ziti with Marinara sauce	Farfalle pasta Alfredo
Bourbon Street Butternut Squash	

VEGETABLE (Choice of One)

Fresh Summer Squash w/Mushrooms	Fresh Vegetable Sauté
Fresh Zucchini w/Julienne Carrots	Green Beans Almondine
Broccoli Spears Parmesan	

SALADS (Choice of two)

Tossed Green Salad w/Two Dressings	Potato Salad
Waldorf Salad	Three Bean Salad
Tri Colored Pasta w/Fresh Vegetable	
Cole Slaw	Fruit Salad
(Blue Cheese, French, Herbed Italian, Raspberry Vinaigrette, Ranch and Thousand Islands)	

Coffee, Decaf Coffee and Tea served with the wedding cake

You may add an open or cash bar to this menu for an additional fee

A 20% Service Charge will be added to the total bill.

Please Note: Prices subject to change

These prices include room setup, cake cutting, waitstaff, gratuities and select linens.

There is no sales tax.

(10)

ITALIAN WEDDING BUFFET

5 HOUR RECEPTION

HORS D'OEUVRES

Baked Artichoke cheese cups

Sausage in puff pastry

Tuscan sliced bread with garlic spread

ANTIPASTO SALAD

Served with julienned ham, genoa, pepperoni and provolone with marinated vegetables, roasted red peppers, marinated olives

DINNER BUFFET

CEASAR SALAD

SAUSAGE AND PEPPERS

CHICKEN PARMESAN

EGGPLANT MARSALA

Lightly breaded fried eggplant layered in a mushroom Marsala wine sauce with mozzarella cheese

ZUCCHINI PROVENCALE

Fresh zucchini sautéed with tomatoes, garlic and white wine.

BOWTIE PASTA

(Choice of TWO Types of Sauce)

White Clam Sauce

Primavera Sauce

Marinara Sauce

Pesto Cream Sauce

Coffee, Decaf Coffee and Tea served with the wedding cake

You may add an open or cash bar to this menu for an additional fee.

A 20% Service Charge will be added to the total bill.

Please Note: Prices subject to change

These prices include room setup, cake cutting, waitstaff, gratuities and select linens.

There is no sales tax.





STAND UP COCKTAIL WEDDING RECEPTION

Five hour reception

CRUDITE STATION

Assorted cheeses/crackers
Vegetable Tray with Herb Dip
Fresh Fruit Kabobs

PASSED HORS D'OEUVRES

(Choice of five)

Baked Brie cup with Raspberry
Chicken Pepperjack Poppers
Maryland Crab Balls with Roasted pepper remoulade sauce
Beef Wellington with Béarnaise dipping sauce
Franks in a Blanket
With a boney mustard sauce
Vegetable Spring Rolls w/ sweet sauce
Phyllo Pastries Stuffed with Spinach and Cheese
Baked Artichoke cheese cups
Asian beef Skewers
Scallops wrapped in bacon
Asst. mini quiche

continued

Steamship Round of Beef Sandwich Station

Roasted Turkey breast

*Attendant to slice and served on rolls with condiments of horseradish mayonnaise
Cranberry chutney and Honey Mustard*

Pasta Station

**Farfalle pasta served on small plates with
Choice of Marinara, Pesto cream sauce or White Clam sauce
Parmesan cheese**

Coffee, Decaf Coffee and Tea

A 20% Service Charge will be added to the total bill.

Please Note: Prices subject to change

These prices include room setup, cake cutting, waitstaff, gratuities and select linens.

There is no sales tax.



(12)

HORS D'OEUVRE SELECTIONS

~A~

Set out in chafers
Sweet and Sour Meatballs
Swedish Meatballs
Tomato Bruchetta
Assorted Mini Quiche
Oriental Ginger Chicken Tenders
Sausage and Spinach Stuffed Mushrooms

~B~

Butler Passed
Baked Brie cup with Raspberry
Chicken Pepperjack Poppers
Mini Maryland Crab Balls with Red Pepper Remoulade sauce
Beef Wellington with Béarnaise dipping sauce
Franks in a Blanket
With a boney mustard sauce
Vegetable Spring Rolls w/ sweet duck sauce
Phyllo Pastries Stuffed with Spinach and Cheese
Baked Artichoke cheese cups
Asian beef Skewers

~C~

Fresh Scallops Wrapped in Bacon
Coconut Shrimp
Baked Brie Wheel in Puff Pastry
With raspberry filling

RAW BAR

Clams on the half shell
Oysters on the half shell
Jumbo Shrimp
(per 50 pieces)

13)

BEVERAGE LIST

Well Bar

Open bar for 4 hours (priced per person)

One hour open bar (priced per person)

Two hour open bar (priced per person)

Three hour open bar (priced per person)

Will be closed 45 min during dinner and 15 min. before the end of the reception.

Bud and Bud light on Tap

House brand Vodka, Gin, Rum, Bourbon, Whiskey and Wine

Coke, Diet Coke, Sprite, Cranberry, Orange, Pineapple Juice, Tonic and club soda

Premium Bar

Open bar for 4 hours (priced per person)

One hour open bar (priced per person)

Two hour open bar (priced per person)

Three hour open bar (priced per person)

Will be closed 45 min. during dinner and 15 min. before the end of the reception

Bottled Beer

Bud, Bud light, Corona, Michelob Ultra, Coors Lt. Heineken and Sam Adams

Absolut and Grey Goose Vodka, Bacardi, Captain Morgan, Malibu and Mt. Gay Rum

Tanqueray and Bombay Gin

Jim Beam, Jack Daniels, Southern Comfort,

Seagrams 7, Johnny Walker Red, Dewars

Sambuca, Baileys and Kahlua

Coke, Diet Coke, Sprite, Cranberry, Orange, Pineapple Juice, Tonic and club soda

Both bars include Chardonnay, Merlot, Cabernet Pinot Grigio and White Zinfandel Wines.

CHAMPAGNE

A Champagne Toast is priced at \$2.00 Per Person

PUNCH

Decorated Fruit Punch for \$38.00 Per Bowl (50 people)

Sherbet Punch (Non-Alcoholic) for \$45.00 Per Bowl (50 people)

ALSO AVAILABLE

Select Bottles of Wine for the tables

Cash Bar requires a bartender for \$25.00 Per Hour / Per Bartender / (Minimum of Two Hours)
Plus Gratuity

**Directions to The U.S. Coast Guard Academy
15 Mohegan Avenue
New London, CT 06320**

FROM NEW YORK CITY, NEW HAVEN AND POINTS WEST:

Take I-95 North to Exit 82A (Frontage Rd). 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 three traffic lights. You will now be on Mohegan Avenue. The Academy's main gate will be immediately on your right.

FROM NORWICH AND WORCESTER:

Take 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 your 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 your 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 1/2 hours from New York City, 2 1/2 hours from Boston, 1 1/2 hours from Worcester and 1 hour from Hartford.

YOU MUST HAVE VALID IDENTIFICATION TO ENTER THE ACADEMY GROUNDS