

Naval Air Station Whidbey Island

Event & Conference Center Price List | Request Form | Vetted Cater List

Your Event, Your Way!

Pick a package below that fits your budget, theme and needs.

Package 1: Applies to Military Only | Package 2, 3 & 4: Apply to All Eligible Patrons

Room Rentals: Includes room up to eight (8) hours (this includes rehearsal time); up to ten (10) tables and up to 100 chairs, and three (3) trash cans (self-setup, tear down & clean-up). **Rooms not cleaned by customer are subject to a cleaning fee of \$300.**

*Guest count/space is based on room arrangement/setup *

You Choose your Catering Options!

Choose MWR Keglers Bar & Grill receive a discount on your room package.

<u>Center/Room Location</u>	#1 Military Program	#2 MWR Program	#3 Rm Rental Program	#4 Self-Service Program
	Military Command Support Reception/Social Can bring own food / use Vendor or Keglers	Private Event Keglers Catering	NO FOD (4 hrs. MAX) Room Reservation	Private Event With a Vetted Vendor Or Potluck Style
M.T. McCormick's Whole Center (up to 400 guest)	\$200	\$400	\$300	\$800
M.T. McCormick's Ballroom (up to 140 guest, the ballroom includes Intruder and Prowler Room)	\$130	\$260	\$195	\$520
M.T. McCormick's Intruder Room (up to 140 guest, the wall divider will be placed)	\$70	\$140	\$105	\$280
M.T. McCormick's Prowler Room (up to 120 guest, the wall divider will be placed)	\$60	\$120	\$90	\$240
M.T. McCormick's Orion Room (up to 150 guest, old dining room, the wall divider will be placed)	\$75	\$150	\$115	\$300
Bakerview Ballroom (up to 140 guest)	\$70	\$140	\$105	\$280
Garden Room (Training Rm w/Bk-out) (up to 60 guest)	\$30	\$60	\$45	\$120
All Other Rooms	\$40	\$50	\$50	\$100
Bar(s) Room (Private Event fee) No Charge during normal business hours; outside F&B NOT permitted during business hours)	\$40	\$50	\$50	\$100
Additional hours (ea.)	\$40	\$50	\$50	\$75
Bakerview Dining Room NOT FOR RENT (Former Restaurant)	N/A	N/A	N/A	N/A

A list of official vetted vendors can be obtained from the MWR Conference Center Manager. If you have a vendor in mind; let us know and/or provide us their contact information!

Phone: 360-257-2892/5530 ~ Email: naswimwrconferencecenter@navy.mil
Submit application & required documents to naswimwrconferencecenter@navy.mil

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Command Support

Command Support Hours | Mon-Fri: 0700 – 1600 | After 1600 Subject to Fee

MWR offers two locations within the Conference Center program: \$0

- M.T. McCormick's Orion Room (up to 150 guest)
- Bakerview Ballroom (up to 140 guest)

Guest count/space is based on room arrangement/setup request

Command Support Description:

Change of Command Ceremony, Official Retirement, Official Commissioning, Official Navy Trainings & Testing, Reenlistment Ceremony, Annual Navy Mission Programs/Events.

Equipment Provided:

Includes room up to eight (8) hours (this includes rehearsal time); up to fifteen (15) tables, 80 folding chairs (only) and up three (3) trash cans. Podium and AV system. All commands will be required to sign a no-cost contract. All equipment remains on-site in each club.

Setup\Tear Down:

MWR staff will be on-site to unlock and lock the building.

The command must setup and tear down the room, and clean-up, (including removing the trash). If room is not clean and cleared by customer; the customer will be charged a \$150.00 cleaning fee.

Ceremonial Cake:

Ceremonial Cake (ONLY) Permitted and not subject to room fees. Cake, plates, forks, napkins, etc. are provided by the customer. If cake and trash are not cleaned up, you will be charged a cleaning fee of \$150.00.

Q & A:

Q: What if I want to host a reception in the private room after an official Command Function, is there a cost:

A: Yes, the price is subject to the needs of the reception.

Q: Can I bring my own food?

A: Yes, this is option four (4) "Potluck Style" at a fee for the room for a NOW private event; please consult with your MWR Conference Manager.

Q: Can I bring the Cake into the bar when it's open during normal business hours?

A: Yes. Cake is permitted during Command Support programs, as it's part of the ceremony.

Q: Can I bring my own or vendor's food into the bar after my ceremony during normal business hours?

A: No, MWR provides a menu during normal business hours; outside F&B is not permitted. Your food/vetted vendor may be kept in a private room; however, fees apply.

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Other MWR Command Support Option(s)

*MWR Rules & Regulations Apply
Reservation Required for all*

Call Convergence Zone (CZ) 257-2432 for more information

MID DEPLOYMENT PARTY BOWLING

Tuesday, Wednesday 11am -5pm or Thursday 11am-3pm or Friday 11am-5pm

- ✓ Limit one (1) FREE party per command per year | Fees apply
- ✓ 2 hours maximum for up to 8 lanes of unlimited bowling including shoes.

PARTY PAINT BALL

Wednesday – Friday, 11am- 4pm

- ✓ Package includes all gear required | Fees Apply
 - ✓ 20 players per package
- ✓ Time slots: 11am to 1pm or 12pm to 2pm | Each game two (2) hours

Multi-purpose Room

Wednesday – Friday: Reservation 4 hours \$75 | Additional hours at fee

- ✓ Chairs, tables, AV, Podium
- ✓ Up to 140 – depends on room setup

Rocky Point

Monday – Friday: Reservation 8 hours \$150 | Additional hours for a fee

- ✓ Chairs & tables
- ✓ Up to 150 | Depends on Room setup

Costen Turner Pavilion Rental

Monday – Friday: Free w/refundable cleaning Deposit

- ✓ MWR Program Rules & Regulations apply

Call Liberty 257-3309 for more information

Equipment Support Operation Uplift

Monday – Sunday: Free | Must meet program requirements

- ✓ Chairs, tables, grill, ice chest, pop-up tents (only); Pick-up
- ✓ Official Command Function | All Hands

Call SkyWarrior 257- 1977 for more information

Command Private Movie Screening/Party

Monday – Thursday:

- ✓ Private Showing | Pick movie from list | Fees apply

MWR Event Package(s)

Don't Stress, let us do the work!

Military Event Package(s): Eight 8 hour rental:

Fee includes room (not to exceed 8 hours, includes rehearsal time), tables, chairs, one (1) MWR staff on-site during event, house linen for each table, three (3) tables for buffet display with linen, one (1) check-in table, screen & projector, and podium. MWR Staff setup/tear down and clean the room. ***Ceremonial Cake (ONLY) are permitted***

***Minimum of 85 guest per event**..... \$15 pp
(Payment of 85 guests required for events with lesser guest count)

Choose Keglers as your Cater & receive a 10% discount on your event rental package total.

Private Event/Wedding Package(s): Eight 8 hour rental

Fee includes room (not to exceed 8 hours, includes rehearsal time), tables, chairs, one (1) MWR staff on-site during event, house linen for each table, three (3) tables for buffet display with linen, one (1) check-in table, screen & projector, and podium. MWR Staff setup/tear down and clean the room. ***Cakes are permitted, fee applies***

***Minimum of 85 guest per event**..... \$18 pp
(Payment of 85 guests required for events with lesser guest count)

Choose Keglers as your Cater & receive a 10% discount on your event rental package total.

Convergence Zone (CZ) Military Private Party (After Hours Experience) Package(s):

Fee includes room (not to exceed 8 hours) tables, chairs (existing seating); MWR staff on-site during event, unlimited games in game room, pool tables, air hockey, foosball table, basketball game, unlimited cosmic bowling with shoe rentals for all guest, arcade game(s) and more. Unlimited access to the indoor playground, the multipurpose room with access to the AV equipment and full access to Keglers Bar & Grill and Music System/TVs. One bartender (please note for better speed of service anything higher than 60 guest we recommend two bartenders at an additional cost).

Call (360) 257-2432 for more information.

***Ceremonial Cake (ONLY) are permitted,**

No outside food & beverage permitted

Keglers Catering Only

***Minimum of 100 guest per event**..... \$21 pp
(Payment of 100 guests required for events with lesser guest count)

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Convergence Zone (CZ) Private Party (After Hours Experience)
Package(s): Great for Grad Nights, Birthday's & More!

Fee includes room (not to exceed 8 hours) tables, chairs (existing seating); MWR staff on-site during event, unlimited games in game room, pool tables, air hockey, foosball table, basketball game, unlimited cosmic bowling with shoe rentals for all guest, arcade game(s) and more. Unlimited access to the indoor playground, the multipurpose room with access to the AV equipment and full access to Keglers Bar & Grill and Music System/TVs. One bartender (please note for better speed of service anything higher than 60 guest we recommend two bartenders at an additional cost).

Call (360) 257-2432) for more information.

Keglers Catering Only
Cakes are permitted, fee applies
No outside food & beverage permitted

***Minimum of 100 guest per event..... \$27 pp**
(Payment of 100 guests required for events with lesser guest count)

MWR Conference Package(s)
Up to 120 Guest (based on location & room)

Command Conference Packages:

Fee includes a room up to eight (8) hours, linens, tables, chairs, podium, and flip chart with markers, microphone, screen, projector/AV, complimentary (free) coffee, iced tea and water service and up to one (1) break-out room (based on space).

Command Package only each day \$275

Conference Packages:

Fee includes a room up to eight (8) hours, linens, tables, chairs, podium, and flip chart with markers, microphone, screen, projector/AV, complimentary (free) coffee, iced tea and water

First Day \$485
Each Consecutive Day \$150
Additional Rooms (breakout) per room, per day \$75

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<u>Al a Carte Rentals:</u>	Private Event(s)	Military Event(s) <small>EX: Command Holiday Dinners Dine-In CoC Social</small>
Additional room hours (per hr.)	\$75	See above
AV package: LCD projector/screen, wireless microphone, speakers & podium	\$125	\$0
Bartender per hour (min 2 hours) Monday – Saturday <small>fees waived when bar sales hit \$500</small>	\$50	\$50
Bartender per hour (min 2 hours) Sunday <small>fees waived when bar sales hit \$700</small>	\$75	\$75
Banquet Chair (pick-up required if off-site on base only, IE: Wash Rack)	\$5	\$3
Bar Height Tables (belly bars, off-site, on base only)	\$5	\$4
Busing station (ea.)	\$3	\$3
Busing Staff per staff; per hour	\$35	\$35
Cake fee per person: Fork/cutting knife/ and plate <small>(Does Not Apply to Ceremonial Cakes)</small>	\$1	\$1 <small>(Does Not Apply to Ceremonial Cakes)</small>
Cleaning fee per contract	\$300	\$150
Center pieces per table (Off-base rental not permitted)	\$6	\$4
Chafer Set (Includes 1 chafer, chafer fuel (sterno), 2 hotel pans, 1 holder, 2 serving utensils) <small>One (1) day rental</small>	\$7	\$5
Chair Covers (ea.) (off base rental must pick-up) <small>One (1) day rental</small>	\$3	\$2
Coffee or Ice Tea Station (standalone); F&B service charges apply (20%)	\$65	\$65
Dance Floor (off-site/delivery rental add \$50 on base only. I.E Wash Rack) <small>One (1) day rental</small>	\$350	\$225
Delivery Fee Per Hour <small>(Off-site other than Conference centers and/or Duffers)</small>	\$75	\$50
Flip charts minimum of two (2) and markers four (4) Package	\$26	\$26
Folding Chair(s) (off base rental must pick-up; <small>One (1) day rental</small>)	\$2	\$1
Hot Box Med (per vendor contract) <small>Off-base rental not permitted</small>	\$20	\$20
Hot Box Sm (Per vendor contract) <small>Off-base rental not permitted</small>	\$10	\$10
Keys are subject to market prices and brand. Ask sales Rep	-	-
LCD projector and screen per contract	\$75	\$0
Linens house colors (off base rental must pick-up) <small>One (1) day rental</small>	\$5	\$4

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Linen overlay (limited colors) per table (off base rental must pick-up; <i>One (1) day rental</i>)	\$4	\$3
Linen Napkins (per napkin) house colors (off base rental not permitted) <i>One (1) day rental</i>	\$2	\$1
Microphone only	\$35	\$0
Off-Site (out of the conf. centers) Setup/Tear down fee per hour (MWR Staff)	\$75	\$50
Place setting per person: Two (2) forks/knife/spoon, plate, water or wine glass, bread plate, knife and linen napkin.	\$3	\$2
Podium or easel (stand only) per contract	\$15	\$0
Rocky Point (Reservations CZ (360) 257-2432) Commands Only Refundable Cleaning Deposit Reservation Required	N/A	\$150
Rocky Point (Reservations CZ (360) 257-2432) Private Party, All eligible patrons (CAC Holder) Refundable Cleaning Deposit Reservation Required	\$200	\$200
Rocky Point (Reservations CZ (360) 257-2432) Non-Affiliate, Private Party CO Approval Required Refundable Cleaning Deposit Reservation Required	\$285	\$285
Serving Dish for buffet table with serving utensils (per dish) EX: Bowl, Platter, I.E.	\$3	\$3
Serving Staff per hour per staff (min 2 hours) Monday – Saturday	\$35	\$35
Serving Staff per hour per staff (min 2 hours) Sunday	\$50	\$50
Slicer (Meats -- selected vendors/patrons may rent based on training on certifications) <i>Training and MWR Approval Required</i>	\$10	\$10
Stage 16x8 (delivery on base only-- add \$50) <i>One (1) day rental</i>	\$375	\$275
Sterno(s) (ea.)	\$3	\$3
Table 6' or 8 (off base rental must pick-up; <i>One (1) day rental</i>)	\$6	\$5
Tables- Round (seat eight (8) guest at one table) Off-base rental not permitted	\$6	\$5
Table Cocktail (ea.) Off-base rental not permitted	\$4	\$3
Trash service(s) per contract bags, and cans included (3 cans)	\$6	\$6

**Replacement/repair fees apply to all damaged
equipment are subject to market price.**

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Naval Air Station Whidbey Island (NASWI) Morale, Welfare & Recreation (MWR) is continuing to provide outstanding services to our military personnel and their families. MWR currently provides limited catering services through Keglers Bar & Grill to all eligible patrons. To enhance the current program, MWR is accepting applications from outside catering vendors. The vendor can apply to operate under a non-exclusive food service agreement. The intent is to heighten the current services with qualified and vetted catering vendors. MWR objective is to maintain concurrent authorized vendors for food service with multiple catering vendors for various types of services, this will include but limited to: food service, room setup, decoration, supplies and more. Guidelines have been established for all MWR Facilities.

Eligibility:

- **MWR Eligible Patrons:** All authorized MWR Patrons to include Active Duty Military, Reservists, Retirees, Disabled Veterans, Foreign Military, DoD Civilians, DoD Contractors and Dependents are authorized use of MWR facilities.
- **School District Groups/Organizations:** School District sponsored clubs or groups who are administered by the District.
- **Businesses:** Rental by a business must be for a business function and is only available at our Bakerview Event & Conference Center.

Reservation Request: The MWR Facilities are available for booking up to twelve (12) months in advance. Any rentals occurring less than four weeks in advance are subject to the ability to appropriately provide staff supervision prior to approval.

- Applicants must complete a “Reservation Request” form at least two weeks (14 days) in advance of the requested date.
- Final and FULL Payment is DUE 14 days before the event/program date. If items/services are added on day of the program, the client must make full payment one (1) hour before event/program “end” time.
- Rentals are open up to twelve (12) months prior to the rental date.
- The application is to be completed by an authorized patron, who will assume primary responsibility for compliance with facility rules during the rental.
- A 40% deposit is required at time of reservation/booking.
- Payment may be made in the form of credit card only.
- Reservations are confirmed only after a deposit is received and the signed contract is on file.
- The banquet event order (BEO) will be the “ever changing” document the client and MWR representative will use to capture the requirements of the event/program; this will include timelines, setup, equipment and more. This document will include all price/cost related to the event/program. Each time the document is updated and/or changed, the client will be required to sign and return the BEO.

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Command Support Hours | Mon-Fri: 0700 – 1600 | After 1600 Subject to Fee

- MWR offers two locations within the Conference Center program: \$0
- M.T. McCormick’s Orion Room (up to 150 guest)
- Bakerview Ballroom (up to 140 guest)

Command Support Description:

Change of Command Ceremonial, Official Retirement, Official Commissioning, Official Navy Trainings & Testing, Reenlistment Ceremonial, Annual Navy Mission Programs/Events.

Command Support Equipment Provided:

Includes room up to eight (8) hours (this includes rehearsal time); up to fifteen (15) tables, 80 folding chairs (only) and up three (3) trash cans. Podium and AV system. All commands will be required to sign a no-cost contract. All equipment remains on-site in each club.

Command Support Request: Setup\Tear Down:

MWR staff will be on-site to unlock and lock the building.

The command must setup and tear down the room and clean-up (including removing the trash). If room is not cleaned and cleared by customer; the customer will be charged a \$150 cleaning fee.

Command Support Ceremonial Cake:

Ceremonial Cake (ONLY) permitted and not subject to room fees. Cake, plates, forks, napkins, etc. are provided by the customer. If cake and trash are not cleaned you will be charged a cleaning fee of \$150.

Organization/Unit/SQD:	Address:
Primary Contact Person:	Email:
Phone Number:	Cater Vetted MWR Potluck Style None Circle one (1)
POC Day of:	POC Number:

A MWR coordinator/rep will be assigned to your program/event after your request is processed. Once your MWR Room Rental (and/or Catering) contract is signed by both parties; MWR will schedule a phone and/or in-person meeting regarding your program/event.

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Patron Status:

Active Duty	Reservist	Retiree
Gold Star	Veteran	DoD Civilian
Contractor	Dependent	School (must be approved by CO)
NFE (Non-Federal Entity)	N-Code	

Event/Program Information:

Event Date: _____ Number Attending: _____ Setup Time: _____
 (Weekends/Holidays require 4 hr. min rental) _____
 Number of Hours Rented: _____ Event Time: _____ Cleanup End Time: _____

 Event End Time: _____

Event & Conference Center Request: Room selection is based on space and size of program

MT McCormick's ___ Bakerview ___ Duffer's ___ Rocky Point ___ CZ Options ___

Room selections are based on the size of the functions and may be moved based on demand of the program.

Type of Event/program/rental:

Change of Command Ceremony _____
 Receptions after/during are not Official

Retirement Ceremony _____
 Receptions after/during are not Official

Change of Command Ceremony & Rehearsal
 Date: _____ Date: _____
 Receptions after/during are not Official

Retirement Ceremony & Rehearsal
 Date: _____ Date: _____
 Receptions after/during are not Official

Official Navy Training/Meeting/Testing _____
 Official Navy Command Support

Reenlistment Ceremony _____
 Official Navy Command Support

Pinning Ceremony & Rehearsal
 Date: _____ Date: _____
 Official Navy Command Support

Reenlistment Ceremony & Rehearsal
 Date: _____ Date: _____
 Official Navy Command Support

Pinning Ceremony _____
 Official Navy Command Support

Business Conference _____

Business Meeting/Training _____

Wedding Ceremony & Reception _____

Military Conference _____

Celebration of Life _____

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Fundraiser (Need Legal Approval) _____
All units/SQDs and NFEs

Birthday Party _____

Grad Night _____

Command Holiday Party _____

Receptions/Socials _____
Are not official, even after or during a ceremony

Happy Hour Appetizers _____

Information, Services & Equipment: Check all that apply

Breakfast Buffet: Keglers	Dance Floor	Entertainment (e.g. DJ, band, magician) Info requested
Lunch Buffet: Keglers	AV Full Setup	Walk-through requested w/MWR
Dinner Buffet: Keglers	Stage	Renter will provide layout
Plated Option: Keglers	Podium	Admission Charged
Refreshments: Keglers	100% Seating	Program Open to Public (Approval required by legal and Base CO)
Vetted Vendor(s): Info Requested	Reception Style seating 75%	Centerpieces
Other: Potluck (self)	Theater style seating	Bar Height table(s)
Appetizers: Keglers	U-Shape seating	Wireless Microphone & Sound System
Bar Service (minimum of 2hrs)	Break-out Room(s)	Provide rentals list
Microphone Only	Classroom style	Room layout undecided

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Waiver Required for Potluck Style Functions

I hereby acknowledge and assume the risk associated with the voluntary participation in the functions where food products may be provided by my participants/self-including, but not limited to, “bring a dish parties” or “potluck parties”. I assume full responsibility for my guest(s) and myself health and wellbeing and for any bodily injury or illness associated with the consumption of any such food products. I further indemnify and hold harmless the US Navy, MWR and its agents, trustees, employees, staff from any claims or causes of actions that may arise from the guest/self-participation and consumption of food products provided during the event/program I have booked. I will post a sign stating the following:

“THE FOOD YOU ARE ABOUT TO ENJOY WAS PREPARED IN A KITCHEN THAT WAS NOT INSPECTED OR APPROVED BY ANY REGULATORY AUTHORITY. FOOD IS CONSUMED AT YOUR OWN RISK”

I acknowledge that the food & beverage provided within the event is not organized by the US Navy/MWR and that US Navy/MWR has no involvement in the preparation of or handling of food products.

Print Name: _____ Signature _____

Date: _____ Time: _____ Contract # _____

MWR Rep Name & Signature: _____

Alcohol:

- Outside alcoholic beverages are prohibited
- Alcoholic packages and bar services must be purchased and distributed by MWR.
- Alcohol distribution and consumption must remain in the rental areas identified on the rental application.
- Alcohol shall not be sold, distributed, or consumed within the premises of the facility after 1:00 a.m. All alcoholic beverages must be provided by MWR.
- A service charge of 20% will be applied to all beverage packages.
- Underage drinking is prohibited at all times; violation of this provision is due cause for termination of the renters contract. The renter shall ensure that minors are not served alcohol.

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The Vetted Cater(s)

Things you need to know:

- ❖ You “the customer” will work directly with the vendor. MWR does not negotiate and/or coordinate on your behalf.
- ❖ Payment(s) between you and the vendor is your responsibility. MWR is not responsible for any payment(s) owed to your selected vendor/cater.
- ❖ If you choose a drop & go vendor/cater; please know you are responsible for clean-up of the buffet & food when your program concludes.

Name	Selection	Contact Method	Cater Type
MWR Keglers Bar & Grill	Variety of Options	Email: naswimwrconferencecenter@navy.mil NASWIMWRFB.cnrnw@navy.mil	Full Cater Setup Server Tear Down
Mi Taco	Mexican	Name: Jaime Fierro Ph: 1-214-870-5925	Food Truck
Bastion	BBQ America	Name: Sonja Barnett bastionbrewerycatering@gmail.com	Buffet Setup Food Truck Partial Cater – Drop & Go
Zaninis	Italian	Name: Jackie Huerta Ph: 360-320-3168 (text)	Full Cater Setup Server Tear Down
Avenue Catering	Mix America	Name: Lisa Case Email: lisa@cateringbyavenue.com	Full Cater Setup Server Tear Down
Orlando’s	BBQ	Website: Orlandosbbq.com Ph: 360-544-6344	Buffet Setup Drop & Go

Information:

- ❖ Authorized caterers are independent and not associated with NAS Whidbey Island MWR. Only authorized caterers may cater on NAS Whidbey Island premises.
- ❖ Any food company preparing, serving, and/or setting up or attending a buffet, and/or remaining on premise to assist during an event, either plated or buffet-style, is considered a “caterer”. Therefore they must be vetted by MWR and Preventative Medicine.
- ❖ If you choose “Potluck Style”, all items must be cooked off-site and brought in. You may use the kitchen to keep items cold before serving. If you need to rent items for serving, holding temp and more, please see the MWR rental list.
- ❖ Vendor(s) may rent equipment/warmers from MWR. This will be separate from the customer’s contract.

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