



*The*  
*Elkhorn*

Catering & Conference  
Center  
Fort Carson, Colorado

*Catering Brochure*

*Notes*

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*The*  
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**\*The Good Morning**

Served from 6:00-11:00 a.m.  
An Assortment of Fresh Danishes  
Sliced Orange and Grapefruit Trays  
Coffee and Tea Service  
Per Person: \$7.75

**\*The Good Afternoon**

Served From 1:00-5:00 P.M.  
Fresh Baked Assortment of Cookies  
Bags of Chips  
Chilled Canned Soda  
Bottled Water  
Coffee and Tea Service  
Per Person: \$7.75

**\*The Good Day Special Package**

Served All Day  
An Assortment of Fresh Danishes  
Fruit Flavored Yogurt Cups  
Sliced Orange and Grapefruit Trays  
Coffee and Tea Service  
Fresh Baked Assortment of Cookies  
Bags of Chips  
Chilled Canned Soda  
Bottled Water  
Per Person: \$14.50

\*Conference breaks are set-up based on contracted guest count and start time.  
Items above are not replenished.

**Coffee Only**

Coffee and hot tea service throughout the day.  
Per Person: \$2.50

*All food & beverage prices are subject to a 18% service charge.*

*Offsites are subject to a minimum 28% service charge.*

# Breakfast Buffet

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All buffets include choice of chilled juice, toast or biscuits, freshly brewed coffee, decaffeinated coffee and hot tea.

*Please note our buffets are for a minimum of 50 people.*

## American Breakfast Buffet

Mini Muffins

Mini Danishes

Assorted Breakfast Bagels and Croissants, Jam, Nutella and Country Crock Butter

**Per Person: \$11.50**

## American Classic Breakfast Buffet

Fluffy Scrambled Eggs

Potatoes O'Brien

Hot Biscuits or Silver Dollar Pancakes

Butter, Preserves, Honey

Fresh Fruit Slices

Grits

**Per Person: \$15.50**

**Action Station: (Choose One)**

Omelet's, Waffles or Made to Order Eggs

**Per Person: \$2.50**

## Healthy Continental

Fresh Fruit Tray

Fruit Flavored Yogurt

Cottage Cheese

Granola Cereal

Toast and Jam

\*Toaster For Personal Toasting

Milk Carafes

**Per Person: \$13.45**

## Home-style Favorites

Home Fried Potatoes

Scrambled Eggs



## Lunch Salads

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Served with assorted rolls, iced tea and coffee.

*Please Choose One (1):*

### **Chef's Salad \$12.95**

A Classic Ham, Turkey and Assorted Cheese on a Bed of Crisp Greens with Your Choice of Dressing.

### **Grilled Chicken Caesar Salad \$11.95**

Marinated Sliced Grilled Chicken Breast Served on Crisp Romaine Lettuce Tossed in a Caesar Dressing, Served with Fresh Bread Sticks.

### **Southwestern Chicken Salad \$11.95**

Mixed Greens with Cherry Tomato, Corn, Carrots, Black Beans, Avocado, Sour Cream, Fried Chicken Breast, and Homemade Salsa.

### **Five-Star Salad \$11.95**

Chicken Salad, Potato Salad, Three Bean Salad, Carrot Raisin Salad, and Fresh Fruit.

### **Taco Salad \$11.95**

Zesty Ground Beef, Pinto Beans, Tomatoes, Taco Shell and Shredded Cheese Served Over a Bed of Lettuce.

### **Cobb Salad \$11.95**

A Favorite with Chopped Bacon, Eggs, Bleu Cheese Crumbles.

## Premiere Vegetables & Starches

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*Please Choose One (1) Vegetable:*

Steamed Broccoli, Cauliflower and Baby Carrots  
Broccoli Florets  
Broccoli Spears  
Honey Glazed Carrots  
Sautéed Spinach  
Peas and Pearl Onions  
Corn O'Brien

\*Enhance your entrée with steamed or roasted asparagus spears for **\$2.50**.

## Lunch Sandwiches

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Served with iced tea and coffee.

*Please Choose One (1): \$11.95*

### **Jumbo Croissant Sandwich**

Served with Your Choice of Beef and Cheddar Cheese, Ham and Swiss Cheese, Cashew Chicken Salad or Tuna Salad, Accompanied by Potato Salad.

### **Club House**

Fresh Bread Piled High with Turkey, Ham, Bacon, and American Cheese, Lettuce and Tomato. Served with Dill Pickle and Potato Salad or Potato Chips.

### **1/2 Sandwich and Soup or Salad**

Served with Your Choice of Beef and Cheddar Cheese, Ham and Swiss Cheese, Cashew Chicken Salad or Tuna Salad Served with Garden Salad or Soup du Jour.

### **Box Lunches (Offsite Only) \$12.75**

Choice of Croissantwich, Club House Sandwich, or Chef's Choice of Wrap with Pasta Salad, Pita Chips, Pickle, Wrapped Cookie, Condiments and Bottled Water.

*Please Choose One (1) Starch:*

Oven Roasted New Potatoes  
Whipped Potatoes  
Scalloped Potatoes  
Potatoes Au Gratin  
Wild Rice  
Rice Pilaf  
Buttered Noodles with Parsley  
Rustic Garlic Whipped Potatoes

\*Enhance your entrée with a cheesy twice baked potato for only **\$2.50**.

\*Clients may choose two options for a served meal, however, they will incur a \$1.00 per person fee.

Vegetarian option does not apply.

## *Lunch Entrées*

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All luncheon entrées are served with a premier vegetable and starch, roll and butter, coffee and iced tea.

*Please Choose One (1) Entrée:*

**Herbed Roast Beef \$16.95** Served with Red-Wine and Mushroom Sauce.

**Chicken Cordon Bleu \$16.95**

**Italian Chicken \$16.45**

Served with Angel Hair Pasta, Roma Tomato, Pine Nuts and Pesto.

**Baked Italian Lasagna \$13.45**

Either Vegetarian, Chicken or Beef

**Steak Tampequena \$17.70**

Strip Steak with Green Chili and Cheese Served with Black Beans and Cilantro Rice.

**Coconut Caribbean**

**Chicken \$16.75**

Chicken Breast with Coconut Breading, Pineapple-Lime Salsa and Fluffy White Rice.

**Country Fried Steak \$14.65**

Served with Cream Gravy

**Linguini with Pesto \$13.60**

Served with Cream Sauce and Choice of Mushrooms, Sausage or Chicken for \$2.00.

**Fettuccini Primavera \$13.60**

Blend of Fresh Vegetables Over a Bed of Fettuccini Noodles.

**Boneless BBQ Roasted**

**Pork Chops: \$15.55**

**Baked Cod: \$13.95**

\*Enhance your lunch event with a fresh tossed green salad with house dressing for an additional \$1.00.

## *Luncheon Buffet*

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Served with iced tea and coffee.

*Please Choose One (1):*

**American Deli-Deluxe Buffet \$13.55**

Sliced Ham, Sliced Turkey Breast, Sliced Roast Beef, American, Swiss and Provolone Cheeses, White, Whole Wheat and Sourdough Breads Served with Condiments and Relish with Crisp Lettuce, Tomato Slices and Accompanied by Potato Salad, Coleslaw and Fresh Baked Cookies. Add Chicken or Tuna Salad for Only \$1.50.

**Mexican Buffet \$16.65**

Red and Green Enchiladas, Beef Flautas, Spanish Rice, Refried Beans and Tossed Salad with Assorted Dressings, Served with Warm Tortillas, Sour Cream, Jalapeños and Salsa.

**Italian Buffet \$16.75**

Spaghetti with Marinara Sauce or Fettuccini with Alfredo Sauce and Chicken, Beef or Vegetarian Lasagna, Tossed Salad and Garlic Toast.

**BBQ Buffet \$17.55**

Choice of Pulled Pork, Sliced Brisket or Baked Chicken, Macaroni or Potato Salad, Garden Salad, Ranch Beans, Corn O'Brien and Corn Bread.

**American Classic Buffet \$14.95**

Choice of Marinated Chicken Breast, Sliced Roasted Pork, or Sliced Roasted Beef, Whipped Potatoes, Green Beans, Tossed Salad and Warm Kaiser Roll.

*All food & beverage prices are subject to a 18% service charge.*

*Offsites are subject to a minimum 28% service charge.*

## *Dinner Entrées*

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All dinner entrées are served with a tossed green salad, dressing, premier vegetable and side dish selection, dinner roll, butter, coffee and iced tea.

*Please Choose One (1):*

### **Chicken Marsala \$21.95**

Sautéed Chicken Breast Served with Marsala Wine and Mushroom Demi-Glaze

### **Chicken Cordon Bleu \$24.75**

Drizzled with Alfredo Sauce

### **Chicken Piccata \$22.50**

Served Over Angel Hair Pasta with Lemon Butter Sauce

### **Pecan Crusted Chicken \$24.75**

Served with Dijonnaise Sauce

### **Tenderloin of Beef \$25.85**

Served with Bordelaise Sauce

### **Steak Au Poivre \$25.85**

Peppercorn Crusted Steak, Flambéed with Cognac Cream Sauce.

### **Bourbon Street Steak \$25.85**

Served with Cajun Spices, Onions and Mushrooms

### **Italian Lasagna \$17.95**

Layered with Sweet Italian Sausage, Ricotta Cheese, Marinara Sauce and Topped with Mozzarella

### **Prime Rib \$26.95**

Served with Au Jus and Horseradish

### **Filet Mignon \$29.35**

Served with Brandied Mushroom Caps

### **The Darling Duet \$32.40**

Tenderloin Filet and Marinated Seasoned Chicken Breast

### **Beef Wellington \$33.95**

Tender Filet Topped with Mushroom Duxelle Wrapped in a Puff Pastry and Served with Pommes Purée and Choice of Vegetable

### **Baked Cod \$20.45**

Served with Beurre Blanc

### **Grilled Salmon \$24.95**

Served with Lemon Buerre Blanc

### **Roast Loin of Pork \$22.95**

Served with Herbed Demi-Glaze

### **Eggplant Parmesan \$17.90**

### **Pasta Primavera \$18.60**

Tossed with Fresh Vegetables

\*Clients may choose two options for a served meal, however they will incur a \$1.00 per person fee. Vegetarian option does not apply.

## *Premier Vegetables & Starches*

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### *Please Choose One (1) Vegetable:*

Steamed Broccoli, Cauliflower and Baby Carrots

Sautéed Broccoli and Red Pepper Strips

Broccoli Florets

Honey Glazed Carrots

Carrot, Zucchini and Yellow Squash Blend

Green Beans

\*Enhance your entrée with asparagus spears for \$2.50 per person.

### *Please Choose One (1) Starch:*

Rosemary Oven Roasted New Potatoes

Potatoes Au Gratin

Scalloped Potatoes

Almond Rice Pilaf

Wild Rice

Garlic Whipped Potatoes

\*Enhance your entrée with a large baked potato with butter and sour cream for only \$1.50 per person.



## Premier Dinner Buffet

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All buffets are served with dinner rolls, butter, iced tea and coffee.

### Basic Dinner Buffet \$21.50

Choice of One Meat, One Vegetable, One Starch, Mixed Green Salad and Another Specialty Salad.

### Deluxe Dinner Buffet \$27.75

Choice of Two Meats, Two Vegetables, Two Starches, Mixed Green Spring Salad and Another Specialty Salad.

### Elkhorn Premier Dinner Buffet \$30.95

Choice of Two Meats, Two Vegetables, Two Starches, Mixed Green Spring Salad and Two Specialty Salads and Choice of Dessert.

### Meal Enhancement

Enhance Any Buffet with Steamed Asparagus Spears Glazed with Homemade Hollandaise Sauce, Only \$2.50 Extra Per Person.

Specialty Baked Potato Bar Only \$2.00 Per Person.

Upgrade Your Salad to a Delicious Caesar Salad with Freshly Grated Parmesan Cheese and Creamy Caesar Dressing for Only \$1.00 Extra Per Person.

### Specialty Desserts

For the Elkhorn Premier Dinner Buffet choose from below:

Chocolate or Yellow Cake with Vanilla or Chocolate Buttercream Frosting. Logo services for free.

Specialty Fruit Cobbler

## Dinner Buffet Options

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### Entrée Options:

Roast Beef  
Baked Chicken  
Honey Glazed Ham  
Roast Loin of Pork  
Roast Turkey with Gravy  
BBQ Beef or Pork Ribs  
Baked Fish Almandine  
Teriyaki Chicken  
Baked Lasagna (Chicken, Beef or Vegetable)  
Herb Encrusted Chicken  
Marinated Brisket

### Vegetables:

Green Beans Almandine  
Corn O'Brien  
Steamed Buttered Broccoli  
Glazed Baby Carrots  
Vegetable Medley

### Starch:

Rice Pilaf  
Fried Rice  
Wild Rice  
Au Gratin Potato  
Scalloped Potato  
Oven Roasted Potato  
Whipped Potatoes  
Buttered Noodles

### Specialty Salads:

Potato Salad  
Coleslaw  
Pasta Salad  
Three Bean Salad  
Cucumber & Tomato Salad  
Spinach Salad  
Carrot and Raisin Salad  
Waldorf Salad  
Fruit Cocktail Salad  
Macaroni Salad

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## *Cold Appetizers*

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*Serves approx 50 guests.*

Antipasti Skewers \$55.00  
Tomato Brochette with Crostini \$45.00  
Roasted Red Pepper Brochette  
with Crostini \$45.00  
Caprese Salad Skewers \$80.00  
Fruit Tray \$70.00  
Vegetable Tray \$75.00  
Watermelon Basket \$98.00  
Cubed Cheese Tray with Crackers \$63.00  
Strawberry and Cheese Kabobs \$58.00  
Shrimp Cocktail Platter \$84.00  
Deviled Eggs \$35.00  
Homemade Salsa and Tortilla Chips \$20.00  
Italian Marinated Mushrooms \$43.00  
Fruit Kabob \$62.50  
Dip with Chips (Sour Cream and Onion or  
French Onion) \$20.00  
Mushroom Caps Stuffed with Crabmeat  
\$49.00  
Pretzel Bowl \$20.00  
Sliced Deli Meats Choice of Ham, Turkey and  
Roast Beef. Served with Silver Dollar Rolls and  
Condiments (Serves 50) \$70.00

## *Hot Appetizers*

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*Serves approx 50 guests.*

Philly Cheese Steak Spring Rolls  
\$45.00  
Meatballs (Choice of Plum Sauce,  
Swedish or BBQ) \$45.00  
Mini Assorted Quiche \$125.00  
Teriyaki Beef Skewers \$65.00  
Chicken Saute Skewers \$65.00  
Buffalo Chicken Wings with Ranch,  
BBQ, or Bleu Cheese \$45.95  
Egg Rolls with Sweet and Sour Sauce  
\$41.95  
Bacon Wrapped Scallops \$65.00  
Jalapeños Stuffed with Cream Cheese  
\$45.00  
Bacon Wrapped Jalapeños \$71.00  
Chicken Quesadillas \$45.00  
Fried Mushroom Caps \$43.00  
Barbecued Shrimp and Bacon  
\$72.00  
Pigs in a Blanket \$35.00  
Brie En Croute Tray with Choice of  
Raspberry or Apricot Jam \$35.00  
Grilled and Sliced Polish Sausage with  
Spicy Mustard Dipping Sauce \$41.00



# *Hors D'oeuvres Reception Carvings*

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*Carver fee: \$50.00 per carver*

*(All Items are pre-carved unless carver is requested)*

## **Whole Roasted Turkey \$150.00**

Cranberry Chutney, Rolls and Condiments

Serves 50 People

## **Prime Rib Au Jus \$295.00**

*(Per Prime)*

Serves Approx 15-18 Dinner

Approx 40-45 for Hors D'oeuvres

## **Top Round of Beef \$275.00**

Horseradish, Rolls and Condiments

2 oz. Per Person Hors D'oeuvres

4 oz. Per Person Buffet

Serves Approx 100 Guests.

## **Honey Glazed Ham with Rolls and Condiments \$168.00**

Serves Approx 50 Guests.

## **Pepper Seared Tenderloin of Beef**

Rolls, Chutney Peppercorn Sauce and Condiments

Market Price (8lb Minimum)



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## *The Sweet Shop*

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*Pricing is per person or serving.*

Chocolate Mousse \$3.85  
Apple Pie \$3.85  
Pound Cake with Marinated Berries \$4.50  
Apple Strudel Drizzled with  
Warm Vanilla Sauce \$4.50  
New York Cheesecake \$3.00  
Add Fruit Topping for \$.75  
Tuscan Tiramisu \$4.50  
Assorted Fruit Cobbler \$3.85  
Add Ice Cream for \$1.50  
Fruit Cobbler \$3.00  
Pecan Pie \$3.50  
Ice Cream Sundae Bar \$3.85  
Carrot Cake \$3.10  
German Chocolate Cake \$3.10  
Double chocolate cake \$3.10

*(Sold per dozen)*

Brownies (Chocolate or Blonde) \$12.95  
Mini Danish Pastries \$12.95 Assorted  
Mini Muffins \$14.95  
Assorted Cookies \$12.95  
Assorted Doughnuts \$14.95  
Mini Bagels with Individual  
Packets of Cream Cheese \$14.25  
Sugar Cookies \$12.95  
Chocolate Chip Cookies \$12.95  
Macadamia Nut Cookies \$12.95  
Peanut Butter Cookies \$12.95  
Cream Puffs \$13.50

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charge.*



## Chocolate Fountain

Add a Touch of Class to Any Style of Event. Your Guests Can Dip Your Favorite Fruit, Pound cake, Pretzels, Marshmallows, or Bacon (If You Dare!). Who Knew Food Could Be This Much Fun! Rental Includes Chocolate, a Dipping Choice and Skewers.

### Choices:

Strawberries, Pineapple, Cherries, Grapes, Pretzels, Marshmallows, Pound Cake, Wafers. Graham Crackers or Animal Crackers

### Large Chocolate Fountain \$325.00

Includes Up to Four Dipping Choices, 15 lbs of Chocolate, and 350-400 Pieces with Skewers.

### Small Chocolate Fountain \$175.00

Smaller Version for the Slightly Smaller, Catered Budget. Small in Size, Yet Still Adds a Large Amount of Class: Chocolate, Dipping Choices, and Skewers

Includes Up to Three Dipping Choices, 7 lbs of Dipping Sauce, and 175-200 pieces with skewers.

### Sheet Cakes \$70.00

Elkhorn Also Will Order Your Cake for All Official Functions and Handle the Logo Placement, Pick Up, Delivery, Slicing and Plating.  
\$70.00

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We proudly offer 5 types of bar services to accommodate all client's needs.

### **Cash Bar**

The customer pays for each drink on an individual basis, when served. At the Elkhorn, we do not charge nuisance bar setup fees, but rather we require a minimum per hour sale of \$75.00. If the customers do not purchase the total required amount for the time the bar is open, then the client will make up the difference on the contract.

### **Open Bar**

This option allows your guests to enjoy complimentary beverages from the bar. This can be arranged when the host pays a deposit prior to the party and designates the hours the bar is to remain open to the guests. Then, based on the dollar figure consumption, the host would either receive a refund or pay the difference. Another option for the host would be to prepay a specific amount to "start" the bar and once that predetermined/prepaid threshold is reached, the bar will become a cash bar for the remainder of the time.

18% gratuity will be applied on all on premise food and beverages.

### **Honor Bar**

Designed for smaller events and perfect for after work functions, personal development sessions or similar style events. When creating a contract, if the POC does not have the funds to request full services with a bartender, the host can opt for an honor bar. An honor bar would include a predetermined amount of bottled beer, wine and soda cans setup in an elegant ice bath. When the contract is signed prior to the event, the POC can request up an honor bar for up to \$125.00. Following the event, an Elkhorn representative will count the remaining product and deduct the unused, unopened amount from the contract. Honor bars require a credit card on file prior to event. 18% gratuity will be applied on all on premise food and beverages.

### **Grab and Go Bar**

Event POC determines a set amount of money placed on the contract for various "grab and go" stations to be placed around the room. The stations can be setup with bottled domestic, import and craft beer (draft beer must be purchased at the bar), variety of red and white wine, canned soda pop and bottled water. Product is purchased based on the amount the host orders prior to the event. Excellent for promotion parties, unit gatherings, and other reception style events.

18% gratuity will be applied on all on premise food and beverages.

### **Offsite Bar**

The Elkhorn will gladly go wherever you go (off-post too)! If the host would like to order a portable bar for events at the Special Event Center, Iron Horse Park, at the host's on-post housing, brigades, units or any other offsite place, the Elkhorn will provide prompt and pleasant service. The host will pay a \$100.00 offsite fee and is required to make a minimum of \$75.00 in sales per hour. If the guests do not purchase the total required amount for the time the bar is open, then the host will make up the difference on the contract.

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## *Beverages*

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Iced Tea  
\$20.00 Per Gallon  
Freshly Brewed Coffee  
\$20.00 Per Gallon  
Lemonade  
\$20.00 Per Gallon  
Hot Tea Service  
\$2.25 Per Person  
Chilled Orange, Apple, Tomato  
or Grapefruit Juice  
\$9.95 Per Carafe  
Bottled Water  
\$1.50 Each  
Canned Soda  
\$1.50 Each  
Hot Chocolate Buffet  
\$55.00 Per 25 People  
Includes: Marshmallows,  
Sprinkles, Peppermint Sticks,  
Vanilla Syrup, Whipped Cream,  
Hot Chocolate Packets and Hot  
Water.  
Fruit Punch  
\$20.00 Per Gallon

## *Specialty Beverages*

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Orange Julius Punch  
\$35.00 Per Gallon  
Strawberry Slush Punch  
\$35.00 Per Gallon  
Orange Dream Punch  
\$35.00 Per Gallon  
Hot Apple Cider  
\$2.25 Per Person  
Hot Cranberry Cider  
\$2.25 Per Person  
Peppermint Eggnog  
\$3.00 Per Person  
Eggnog  
\$2.75 Per Person  
Sparkling Cider  
\$2.25 Per Person  
Champagne  
\$12.00 Per Bottle  
Red house Wine  
\$11.25 Per Carafe  
White House Wine  
\$11.25 Per Carafe  
Beer  
\$375.00– Per Keg  
(Coors Light, Miller Light,  
Guinness, IRON HORSE ALE,  
Blue Moon, Harp, Killinney and  
Bud light).  
A Keg Serves 165 12-Ounce  
Servings.

## *Premium Cocktails*

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\$85.00 Per Gallon  
Bellini Punch  
Mimosa Punch  
Screwdriver Punch  
Margarita Punch  
Bloody Mary Punch  
Champagne Punch  
Sangria Punch  
1 Gallon Serves 21 Six  
Ounce Servings

## *Beverages Policies & Charges*

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### **Party Bars & Beverages**

We can provide a private bar for your guests. The fee for a bar is \$75.00 per hour per bartender fee (minimum of 2 hours). If alcohol sales meet or exceed \$75.00 per hour, then the fee is waived.

All hosted alcohol has a 18% additional service charge.

Off-site bars will incur an additional \$100.00 set up fee.

You may bring in your specialty wines or champagne for a corking fee of \$3.00 per bottle with prior approval of club management.

No other beverages (non-alcoholic or alcoholic) may be brought into the club!



# Official Military Unit Dining Menu

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## Minimum 100 Guests

Make your unit's Dining-In, Dining-Out, Formal Farewell and any official Military event special by choosing one of the three packages listed below.

Feel free to give us your menu choices, colors, and event plan and we will take care of everything else!

### Queen's Feast

**\$20.95**

Roasted Breast of Marinated Chicken  
Wild Rice  
Blend of Delicately Roasted Carrots, Snap Peas, Cauliflower and Broccoli Florets  
Green House Salad with House Dressing  
Rolls and Butter  
Complimentary Sheet Cake (Chocolate, Yellow, White or Marble) with Unit, Club, Brigade or Post Logo  
Iced Tea, Water and Coffee Service

### King's Feast

**\$23.95**

Sliced London Broil  
Piped Garlic  
Mashed Potatoes  
Steamed Green Beans  
Green House Salad with House Dressing  
Rolls and Butter  
Complimentary Sheet Cake (Chocolate, Yellow, White or Marble) with Unit, Club, Brigade or Post Logo  
Iced Tea, Water and Coffee Service

### Delightful Duo

**\$27.50**

Marinated 4 Ounce Juicy and Moist Chicken Breast with 4 Ounce Tender, Marinated Filet of Beef  
Steamed Green Beans  
Garlic Mashed Potatoes  
Green House Salad with House Dressing  
Rolls and Butter  
Complimentary Sheet Cake (Chocolate, Yellow, White or Marble) with Unit, Club, Brigade or Post Logo  
Iced Tea, Water and Coffee Service

\*Enhance your military affair with the addition of carafes of house red or white wine on each table for only \$7.25 a carafe.

All of our packages comes with complimentary room setup, state of the art audiovisual support to include retractable projectors and screens, cordless microphones, podium; quality elegant table linens and napkins, china and glass stemware and a professional waiter service.

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## *Military Reception Packages*

*Serves 50 guests*

### **The Early Bird \$465.00**

Fresh Fruit Platter  
Assorted Muffins, Croissants and Pastries  
Quiche Bites  
Sliced Meat Platter with Rolls  
and Condiments  
Assorted Cheese and Cracker Tray  
Coffee, Hot Tea, Hot Chocolate  
Apple and Orange Juice

### **The Traditional \$520.00**

Finger Sandwiches  
Crab Dip with Crackers  
Fresh Fruit Platter (No Carved Display)  
Spinach Dip with Bread Bowl  
Assorted Cheese Tray with Gourmet Crackers  
Assorted Cookie and Chocolate Brownies  
Coffee, Iced Tea, Water and Fruit Punch

### **The All American \$765.00**

Buffalo Wings  
Deviled Eggs  
Mozzarella Sticks  
Sliced Meat Platter  
Fresh Vegetable Platter  
Fresh Fruit Platter  
Grab and Go Beverage Station with Assorted  
Sodas  
Complimentary Sheet Cake (Chocolate, Yellow,  
White or Marble) with Unit, Club, Brigade or  
Post Logo

### **The International Package \$785.00**

Swedish Meatballs  
Jalapeño Cheese Poppers  
Thai Peanut Chicken Skewers  
Mongolian BBQ Beef Skewers  
Mozzarella Sticks with Marinara Sauce  
Vegetable Spring Rolls with Soy Dipping Sauce  
Aztec Pie (7 Layer Dip) with Tortilla Chips  
Fresh Vegetable Platter  
Lemonade  
Complimentary Sheet Cake (Chocolate, Yellow,  
White or Marble) with Unit, Club, Brigade or  
Post Logo

### **The DV Package \$825.00**

Assorted High Rollers (Pinwheels)  
Assorted Crostinis  
Mushroom Caps Stuffed with Crab Salad  
Quiche Bites  
Fresh Fruit Platter  
Chicken Skewers  
Whole Smoked Salmon with Capers, Sliced Onion  
and Bagel Bites  
Tea, and Cranberry Ginger Ale Punch  
Complimentary Sheet Cake (Chocolate, Yellow,  
White or Marble) with Unit, Club, Brigade or  
Post Logo  
Iced Tea, Water and Coffee Service

*All food & beverage prices are subject to a 18%  
service charge.*

*Offsites are subject to a minimum 28% service  
charge.*

# Deck the Halls with Boughs of Holly...

## Don't Delay, Book Your Holiday Party Today!

### Christmas Classic \$24.50 Per Person

Classic Caesar Salad with Herbed Croutons and Parmesan Cheese  
Prime Rib of Beef Au Jus  
Roasted New Potatoes  
Chef's Vegetables, or  
Roast Turkey with Stuffing  
Cranberry Chutney  
Pan Gravy  
White and Dark Chocolate Mousse  
Fresh Baked Rolls and With Butter  
Coffee and Tea Service

### Family Traditions \$20.75 Per Person

Tossed Greens with Toasted Walnuts and Raspberry Vinaigrette  
Roast Turkey with Stuffing  
Cranberry Chutney  
Pan Gravy  
Garlic and Buttered Mashed Potatoes  
Chef's Vegetables  
Pumpkin and Pecan Pie Buffet Display  
Fresh Baked Rolls and with Butter  
Coffee and Tea Service

### Spectacular Hometown Holiday \$27.00 Per Person

Fresh Spinach Salad with Walnuts, Cucumbers, Grape Tomatoes and Dressing  
Roast Turkey Breast  
Honey Glazed Ham  
Herbed Stuffing  
Cranberry Chutney  
Macaroni Casserole Topped with Crispy Cracker Crust  
Pan Gravy  
Garlic and Whipped Sweet Potatoes  
Green Bean Casserole,  
Pumpkin and Pecan Pie Buffet Display  
Fresh Baked Rolls with Butter  
Coffee and Tea Service

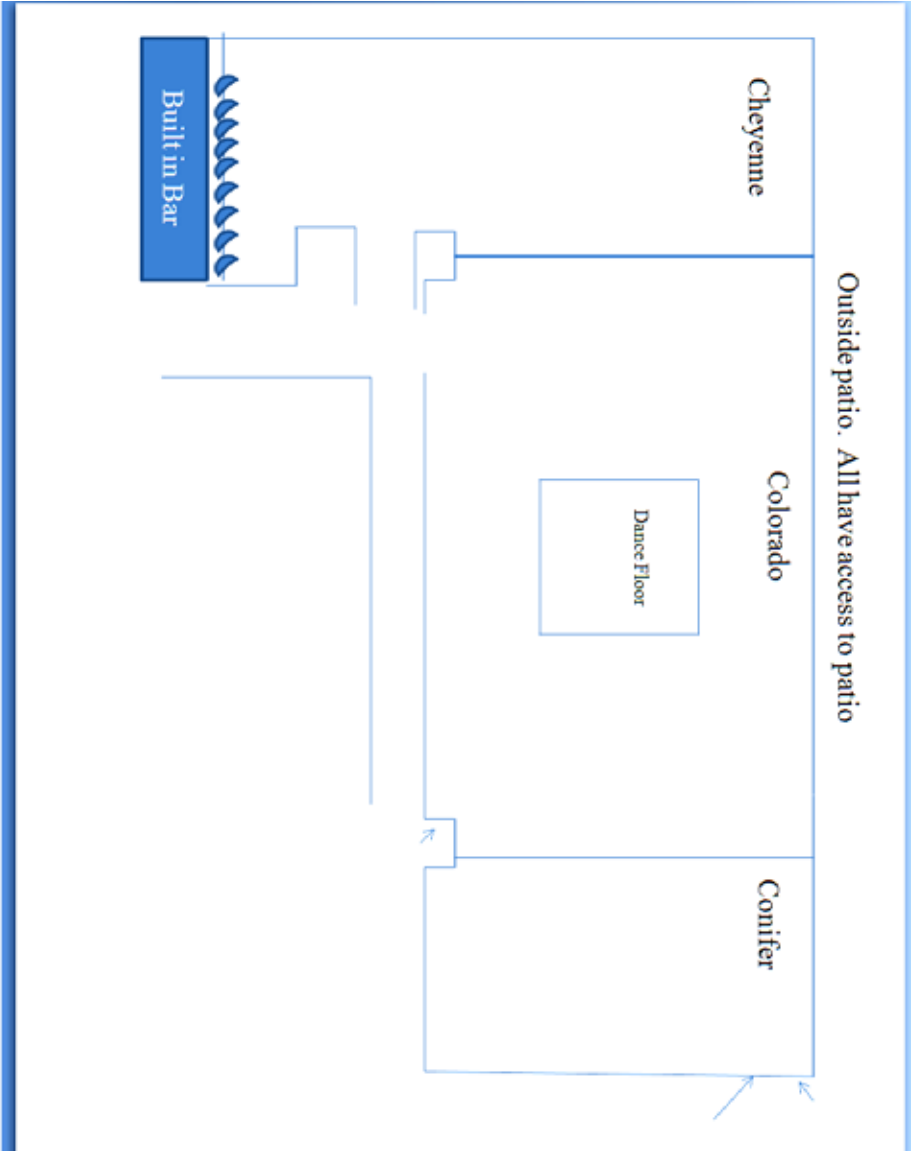
*All food & beverage prices are subject to a 18% service charge.*

*Offsites are subject to a minimum 28% service charge.*



# Main Ballroom Floor Plan

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**Kelly Lovett**

Business Manager

kelly.d.lovett2.naf@army.mil

(719) 524-1163

(719) 331-2323

**THE ELKHORN**  
CATERING & CONFERENCE CENTER

**BOOKING CONTACT**

*If you would like to add a secondary POC for your event please list them and their information under the "notes" Section.*

**BILLING CONTACT** (GPC Holder)

*We take card, cash & check.*

<b>Name:</b>	<b>Name:</b>
<b>Unit:</b>	<b>Unit:</b>
<b>Cell:</b>	<b>Cell:</b>
<b>Work:</b>	<b>Work:</b>
<b>Email:</b>	<b>Email:</b>

**CLIENT REQUEST**

*Requests are not final until the layout, meal choices, head count, signature & deposits are finalized.*

*We ask that you provide a copy of the seating chart and/or program at least 3 business days before your event, if applicable.*

<b>Event Date</b> <i>Deposits to hold the date will be the full room fee which will roll over into your final payment.</i>	<b>Estimated Guests</b> <i>If you are unsure please go with the higher head count until finalized.</i>
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<b>Event Name</b>	<b>Notes</b>									
<table border="1"> <tr> <td></td> <td>Start</td> <td>End</td> </tr> <tr> <td><b>Event Time</b></td> <td></td> <td></td> </tr> <tr> <td><b>Set Up Time</b></td> <td></td> <td></td> </tr> </table> <p><i>This includes any time you would need to be in the room to set up decorations, flags, rehearse etc.</i></p>		Start	End	<b>Event Time</b>			<b>Set Up Time</b>			
	Start	End								
<b>Event Time</b>										
<b>Set Up Time</b>										

**CATERING FOOD**

**YES NO** *Menu selections, head counts and meal choices need to be finalized 10 business days before you're event.*

**BAR SERVICE**

*There is a minimum sales amount that needs to be met for the bar to stay open, or the difference will have to be paid at the end of the event. We take both cash and card at are bars but DO NOT have an ATM at any of our facilities.*

**YES NO** *Bars that are not held at the Elkhorn are limited to 2 types of wine, and up to 7 types of beer. Liquors can be discussed with representative.*

<b>Serving Time</b>	Start	End	<i>We recommend that last call be within 30 minutes to an hour before you're end time, depending on the size of the party.</i>	Start	Last Call
		<i>Buffets can only be left out for 90mins. Plated dinners excluded.</i>			

**ELKHORN CATERING AND CONFERENCE CENTER ROOM RENTAL PRICING**

Room Size	Room Name	Location	1/2 Day	Full Day

**BILL REED SPECIAL EVENT CENTER ROOM RENTAL PRICING**

		1/2 Day	Full Day

**ADDITIONAL PRICING INFORMATION**

- Room pricing includes basic setup, linen, and AV.
  - Prices can be adjusted if customer chooses to perform setup/clean up.
  - Specialty pricing is available on a case by case basis for recurring or long term rental requests.
- Prices may vary based on room size, half or full day rental, guests count, room setup, decorations, and audio/visual requirements.

◀ Clockwise from top left:  
Elkhorn Ballroom  
The Ivy Pub  
Patio at The Hub  
The Aspen Room

# Elkhorn Catering & Conference Center

## Policies and Procedures

All functions have a four (4) hour time limit. Additional hours may be added for a fee of \$250.00 per hour for wedding receptions and \$150 per hour for all other functions. Rehearsals, setup and breakdown must take place within these time frames effective with facility operations and may not infringe on any other event.

Clients requiring use of a ballroom for conferences, events, meetings or any function not requiring food will be required to pay a room fee. All room fees (indicated on center pages) are applicable for half day increments defined by 4 hours. If the Colorado room is reserved for half day, the fee is \$400.00. If the Colorado room is reserved for a full day, the fee is \$750.00. Reserving the ballroom without food includes water pitchers and glasses on the table, use of the copy machine (within reason, maximum 50), audiovisual setup (excluding the laptop) and daily room refreshing, if booked for multiple days.

Any damages to the facility caused by guests will be the responsibility of the host. No items can be taped, stapled or nailed onto any wall in the facility. This is an Army regulated requirement. Table decorations with dripless candles can be used as centerpieces provided the flame is enclosed in glass, flameless candles are preferred. Tablecloth damages caused from table decorations will be charged to the host at \$20.00 per table cloth. Glitter, sprinkles, tinsel or confetti are not allowed into the facility. A cleanup fee will be assessed after the fact (depending on room space rented). The Elkhorn Catering and Conference Center is not responsible for any item lost or left behind in the facility.

**With the exception of wedding cakes and grog ingredients, no other outside food or beverage can be brought into the facility. This is an Army regulated requirement. A corkage fee of \$10.00 per bottle will be applied to any specialty wine or champagne brought into the facility. Additionally, all food and beverage must be consumed on the premises.**

Each function head count must be settled 72 hours (three business days) before the day of the event. This guarantee will be the minimum meals catered; however, the catering office must be notified immediately of any additions of up to 10% to the guaranteed count 72 hours prior to the starting time of the event. Last minute additions to the account may not be accommodated.

All function accounts must be settled 48 hours prior to the function. Pre-payment and unit payment must be arranged with the catering representative. Acceptable payment includes: cash, major credit cards, personal check and cashier check. Please call (719) 576-6646 for verification of final accounts and payment.

## **Alcohol Consumption**

All State laws and Fort Carson police policies regarding the consumption of alcohol on post must be adhered to by all guests and patrons invited to the Elkhorn Catering and Conference Center. The post drinking age is 21 years old without exception. No minors can consume alcoholic beverages at any time. No alcoholic beverages may be brought into the facility nor consumed on Elkhorn Catering and Conference Center property; including the parking lot.

As a host, it is the responsibility of the individual or organization to comply with the laws of safe alcohol consumption and ensure all their guests comply as well. Disregard of or inability to enforce these state and Army policies could involve the host in legal consequences with authorities.

## **Deposits**

A non-refundable deposit of \$150.00 per room is required to reserve rooms, with the exception of December during which a non-refundable \$500.00 is required to reserve a room Friday and Saturday evenings throughout December.

Reserving multiple days as a "back up" date will also incur a \$150.00 or \$500.00 non-refundable deposit.

## **Equipment and Smallwares**

All room reservations include items such as audiovisual equipment, basic poly blend linens and skirts, cutlery, china, glassware and buffet service units. For offsite events, equipment and smallwares will incur an offsite fee of 28%. For private or military offsite events without contracted Elkhorn catering, a fee will be assessed and predetermined for the use of any Elkhorn equipment or smallwares. Audiovisual equipment is not mobile and cannot be utilized for offsite functions. If the client requests use of linens, they will incur the cost the club pays to rent linen.

## **Service Charge and Offsite Fee**

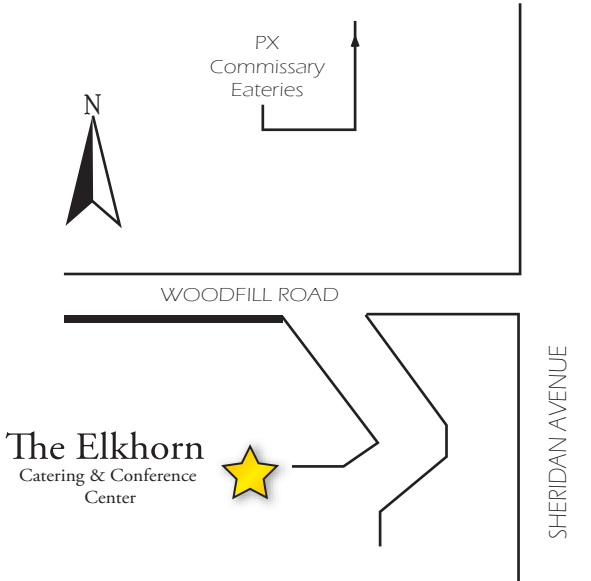
On-Premise –

The Elkhorn Catering and Conference Center charges the client a 18% service charge on all food and beverage items ordered in house.

Off-Premise/Offsites –

If an event is reserved as a finger food offsite with less than \$500.00 in food/beverages, the client is charged 28% service charge on the total contract. For offsites greater than \$500.00 in food/beverages, buffet meals or served meals, an additional offsite fee will be charged, based upon the specific time and physical requirements.





**1725 Woodfill Road, Building 7300**  
**Fort Carson, Colorado 80913**  
**719-524-1163**  
**[www.mwrfortcarson.com](http://www.mwrfortcarson.com)**

