





Welcome to Fort Leavenworth

Home of the Frontier Conference Center

The FCC is a 50,000 square foot historic building, nestled in the heart of the Installation, overlooking our picturesque Trails West Golf Course, boasting 190 acres of rolling Kansas hills. These features, alone, make the FCC one of the finest meeting facilities in the Military community. However, our Business Manager and award winning chef, Marc George, along with his team of professionals are truly the key to the FCC's success.

This is evident to our patrons.

You can trust your event will be managed and executed with precision, style, and truly delicious fare.

Come experience our large Ballroom, elegant Hearth Room, sophisticated Centennial Room, technical DeCavagnial Room, and our Solarium, where you can take in the panoramic view of the Trails West Golf Course.

Whether you are planning a formal dinner, regional conference, change of command, hail and farewell or an elaborate wedding, let the FCC's extraordinary service make your event one to remember.

Frontier Conference Center

350 Biddle Blvd.
Building 318
Fort Leavenworth, KS 66027

Phone: (913) 684-3825

Christopher.m.george50.naf@army.mil (Business Manager)
Dorothy.a.butterfield2.naf@army.mil (Administrative Assistant)



Contents

Driving Directions	3	Cold Hors d'Oeuvres	14
General Policies	4	Hot Hors d'Oeuvres	15
Room Rates/Capacity	5	Desserts	16
Room Layouts	6	Beverages	17
Breakfast & Breaks	7	Beverage Service	18
Lunch	8 - 9	Command Packages	19
Stations	10	Banquet Enhancements	20 - 21
Dinner	11-13	Audio Visual	22



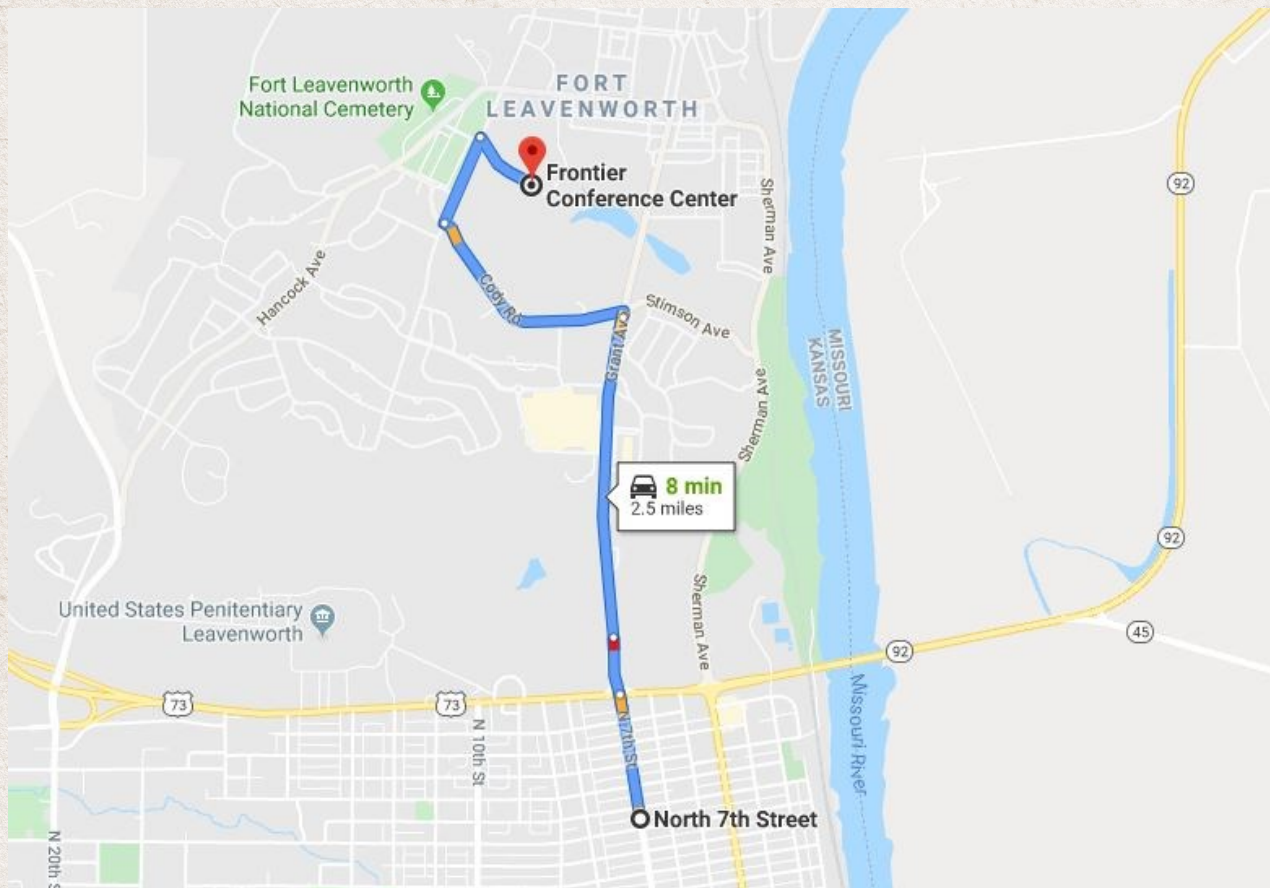
Driving Directions

**350 Biddle Blvd.
Building 318
Fort Leavenworth, KS 66027**

Upon entering the front gate (Grant Gate) of Fort Leavenworth, continue North on Grant to the second traffic light, Cody Road. Turn left on Cody Road and follow the road to the four-way stop, Biddle Boulevard. Turn Right on Biddle Boulevard. The driveway to the Frontier Conference Center (FCC) will be your first right. The FCC is located directly across the street from the Fort Leavenworth National Cemetery. Follow directional signs to the center's parking lot.

If you do not have a Department of Defense (DoD) issued ID card you must stop by the Visitor Control Center (VCC), a brick building at the corner of Metropolitan Avenue and 4th Street.

For more information call, (913) 684-3600.





General Policies

Allocation of Event Rooms

Rooms are allocated on a first come, first served basis. An approximate number of attendees will be provided at the time of reservation. This number will be the basis for determining location and space requirements. The final number will be updated no later than 72 hours prior to the event date.

Contract Agreement

A contract will be prepared indicating all the pertinent requirements such as time, date, and space required, food and beverage menu and cost; all miscellaneous services and charges, and the number of persons attending. Reservations for space made telephonically are considered tentative. The host must pay for the number of people guaranteed to attend the event even if fewer guests attend. The host will be required to sign the agreement upon payment of the deposit to reserve the room. This agreement must be adhered to, due to the potential loss caused by over-preparation of food and other services based upon the guaranteed number of persons expected. A copy of the completed contract/invoice will be provided to the host upon completion of the party.

Damages

Any damages to the facilities caused by guest will be the responsibility of the host. No items can be taped, stapled or nailed on to any wall or ceiling in the facility. Table decorations with dripless candles can be used as centerpieces provided the flame is enclosed in glass. Table cloth damages caused from table decorations will be charged to the host at \$20.00 per tablecloth. Glitter, sprinkles, tinsel, and confetti are not allowed into the facility, a cleanup fee will be assessed after the fact (depending on the room space rented). The Frontier Conference Center is not responsible for any items lost or left behind in the facility.

Outside Food and Beverage

In accordance with Army regulatory requirements, the policy prohibits the introduction of food and/or beverage by any patron or group for consumption inside the facility, except for special occasion cakes and Grog ingredients. Specialty items must be listed on the Event Contract. In accordance with food and safety regulations, all food and beverages must be consumed on the premises. Under no circumstance will take home boxes be given out. No outside caterers are allowed to furnish food and/or beverage on the premises.

Business Hours

Fort Leavenworth policy states that no functions are to be held past midnight. Therefore, the teardown process must be concluded by host/guest(s) no later than midnight.

Cancellations

Cancellations must be received, in writing, 15 days in advance for a full refund. Cancellations made within 14 days of the event will result in forfeiture of the deposit.

Service Charge

An 18% service charge will be added to the total cost of all food and beverage sales.

View from our Hearth Room Porch



Room Rates

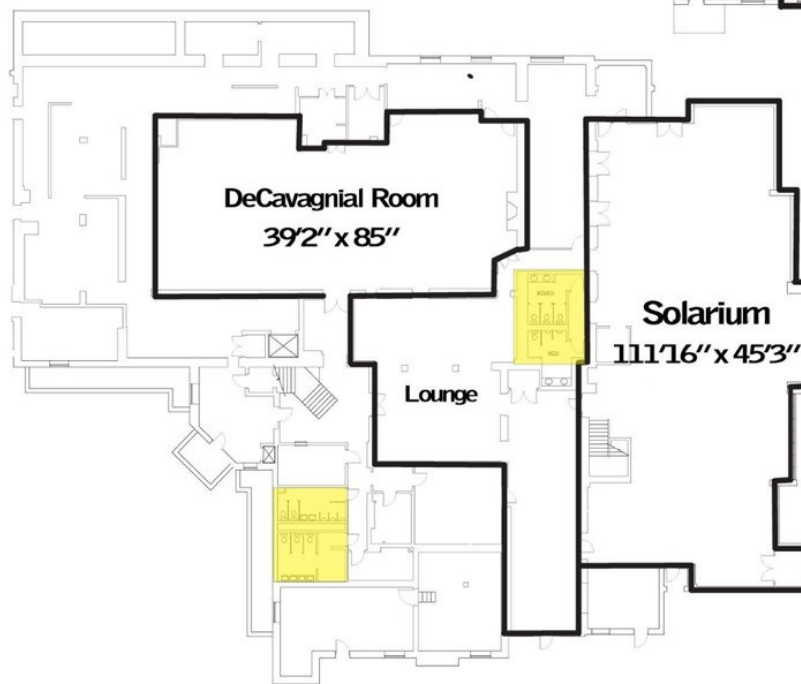
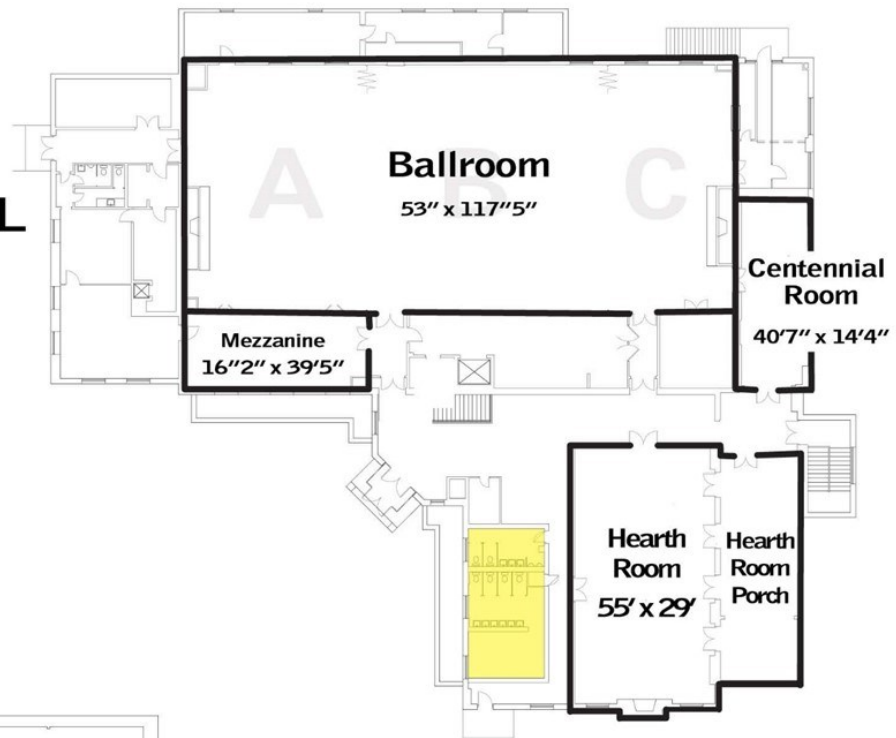
Rooms	Standing Reception	Meeting Setup	Buffet Meal Setup/ Dances	Plated Meal Setup
Ballroom	\$375.00	\$525.00	\$750.00	\$900.00
Ballroom A	\$150.00	\$225.00	\$300.00	\$350.00
Ballroom B	\$250.00	\$275.00	\$350.00	\$400.00
Ballroom C	\$150.00	\$225.00	\$300.00	\$350.00
Hearth Porch	\$120.00	\$200.00	\$225.00	\$250.00
Hearth w/Hearth Porch	\$450.00	\$425.00	\$500.00	\$525.00
Centennial	\$60.00	\$100.00	\$200.00	\$300.00
DeCavagnial	\$200.00	\$300.00	\$400.00	\$500.00
Solarium	n/a	\$1100.00	\$1100.00	\$1,125.00
Solarium w/Patio	n/a	\$1,300.00	\$1,300.00	\$1,495.00

Capacity

Rooms	Banquet Seating	Theater Seating	Standing Reception
Ballroom	380	360	392
Ballroom A	70	80	120
Ballroom B	100	140	160
Ballroom C	60	70	90
Hearth Porch	30	40	45
Hearth w/Hearth Porch	80	80	100
Centennial	24	30	40
DeCavagnial	150	160	190
Solarium	180	180	230
Solarium w/Patio	360	360	460

Room layout

MAIN LEVEL



LOWER LEVEL

 Restrooms

Breakfast & Breaks

Per person – Minimum purchase 25

Build a Break \$8.25

Pick 4 items from the list below. Each additional item is \$1.00 each.

Danish Pastry (assorted)
Granola Bars (assorted)
Doughnuts (assorted)
Large Soft Pretzels
Candy Bars (assorted)
Cookies (assorted)
Brownies
Bagels w/condiments
(assorted)

Cinnamon Rolls
Whole Fruit (seasonal)
Fancy Mixed Nuts
Pretzel Bowl
Frontier Snack Mix
Popcorn (w/seasonings)
Cheese & Cracker Tray
Vegetable Platter

Drinks:
Coffee w/condiments
Orange Juice
Apple Juice
Chocolate Milk
Hot Tea (assorted)

The American Classic Breakfast Bar \$12.50/person

Fluffy Scrambled Eggs
Grilled Bacon Slices and Sausage Links
Hot Buttermilk Biscuits and Country Gravy
Fresh Fruit Slices
Chilled Orange Juice
Coffee
Hot Tea

Lunch

Available from 11:00 a.m. to 3:00 p.m.

Minimum purchase 50

Food options are for events

Open for 90 minutes, served with iced tea and water

Boxed Lunches

Order quantities 25 and above are limited to one option

Choice of Sandwich

Chicken Salad, Tuna Salad, Ham and American Cheese (or) Turkey and Swiss Cheese Sandwiches come with lettuce, tomato, and mayo on the side

Option #1 \$12.50

Comes with a sandwich, bag of chips, pickle and a package of cookies.

Option #2 \$13.50

Comes with a club sandwich, bag of chips, pickle, apple and a package of cookies.

Choice of Bread

White, Wheat, or Sourdough

Additional Sides \$3.00

Granola Bar
Yogurt
Apple
Banana

Cookies
Bag of Chips
Potato Salad
Candy Bar

Pickle Spears
Canned Soda
Bottled Water

Luncheon – Themed Buffets

American Deli-Deluxe Buffet \$16.25

Sliced ham, sliced turkey breast, sliced roast beef, American, Swiss and Provolone cheeses

White, whole wheat and sourdough breads served with condiments and relishes with crisp lettuce, tomato slices and accompanied by potato salad and potato chips.

Add Chicken or Tuna Salad \$2.50/person

Mexican Buffet \$16.00

Beef and chicken enchiladas, Spanish rice, refried beans and tossed salad with assorted dressings, served with warm tortillas, sour cream, jalapenos and salsa.

Italian Buffet \$16.00

Spaghetti with marinara sauce or fettuccine with Alfredo sauce. Chicken, beef, or veggie lasagna, tossed salad and garlic bread.

Lunch Buffets

Available from 11:00 a.m. to 3:00 p.m.

Minimum purchase 50

Food options are for events

Open for 90 minutes, served with iced tea and water

*Upscale selection of prime rib or steamship round in place of one entrée.
Add \$2.50/person*

Deluxe Lunch Buffet \$18.50*

Choice of two entrees, three salads and three accompaniments

*Upscale selection of prime rib or steamship round in place of one entrée.
Add \$2.50/person*

Grand Lunch Buffet \$22.50*

Choice of three entrees, three salads and three accompaniments

*Upscale selection of prime rib or steamship round in place of one entrée.
Add \$2.50/person*

Entrees

Roast Baron of Beef
Baked Chicken on the Bone
Honey-glazed Ham
Roast Loin of Pork
Roast Turkey
BBQ Beef/Pork Ribs
Beef Burgundy*
Sesame Chicken Teriyaki
Baked Lasagna
(Chicken, Beef, or Vegetable)
Herb Roasted Chicken Breast

Salads

Garden Salad Bowl
Potato Salad
Coleslaw
Pasta Salad
Three Bean Salad
Corn, Avocado, and Tomato
Salad
Cucumber Salad
Spinach Salad
Carrot and Raisin Salad
Jell-O w/Fruit
Fruit Salad

Accompaniments

Green Bean Almandine
Corn O'Brien
Steamed & Buttered Broccoli
Glazed Baby Carrots
Vegetable Medley
Rice Pilaf
Fried Rice
Wild Rice
Au Gratin Potatoes
Scalloped Potatoes
Oven Roasted Potatoes
Whipped Potatoes

*subject to change due to market pricing

Stations

** Minimum purchase 50

Carving Stations

Stations include the chef's services for one hour and served with rolls and condiments.

Roast Baron of Beef	(serves 100)	\$425.00
Honey Glazed Ham	(serves 50)	\$285.00
Roasted Breast of Turkey	(serves 80)	\$225.00
Pork Roast	(serves 50)	\$195.00
Prime Rib	(serves 50)	\$445.00

Taco Station (minimum 50 people) \$12.50/person*

Seasoned beef taco meat with crisp and soft taco shells, diced tomatoes, shredded lettuce, grated cheddar cheese, sour cream, guacamole and picante sauce

Burger Station (minimum 50 people) \$14.50/person*

Grilled burger patties, hamburger buns, American cheese, tomatoes, shredded lettuce, rings of onion, pickles, condiments and potato chips

-Add mushrooms, avocado and assorted cheese \$1.00/person

Salad Station (minimum 50 people) \$12.00/person*

Fresh lettuce and baby greens, assorted chopped vegetables, shredded cheese, black olives, diced turkey and ham, pepperoni, jalapenos, cottage cheese and choice of potato or pasta salad, plus three dressing choices

Pasta Action Station (minimum 50 people) \$16.25/person*

Flavorful spread of salad, pasta, sauces, and garnishments: bowtie, rotini, fettuccine pasta, Alfredo, marinara, pesto olive oil sauces, crushed red pepper, parmesan cheese, Italian garden salad, garlic bread and each dish freshly prepared to order by Chef's staff

Dinner

Available from 5:00 p.m. to 8:00 p.m.

Minimum purchase 50

Food options are for events

Please choose one option per party

All dinner entrees are served with a tossed green salad, dressing, premier vegetable, dinner roll, iced tea and water.

Chicken Marsala \$23.75

Sautéed chicken breast served with Marsala wine and mushroom demi-glace

Chicken Cordon Bleu \$24.25

Drizzled with Alfredo sauce

Chicken Picata \$24.75

Served over angel hair pasta with lemon butter sauce

Tequila Lime Chicken \$23.75

Served with crispy tortilla chips

Bourbon Street Sirloin Steak \$24.75

Served with Cajun spices, onions and mushrooms

K.C. Strip Steak Au Poivre \$28.75*

Peppercorn-crusted steak flambéed in a cognac cream sauce

Tenderloin of Beef \$32.50*

8oz Tenderloin served with bordelaise sauce

Prime Rib \$28.50

Served with au jus and horseradish sauce

Filet Mignon \$32.50

6oz Filet served with brandied mushroom caps

Surf and Turf \$36.50

Choice of 4oz filet and 3 large shrimp or 4oz filet and lobster tail

**Option of two entrée choices are subject to a \$3.00 charge per person, also, management will need a seating chart and color coordination guide no later than 72 hours prior to the event.

*subject to change due to market pricing

Dinner

Continued

Available from 5:00 p.m. to 8:00 p.m.

Minimum purchase 50

Food options are for events

Baked Cod \$24.75

Served with beurre blanc sauce

Grilled Salmon \$26.00

Drizzled with alfredo sauce

Roast Loin of Pork \$23.00

Served over angel hair pasta with lemon butter sauce

Premier Vegetables and Starches

Steamed Broccoli, Cauliflower, and Baby Carrots

Honey-gazed Baby Carrots

Steamed Seasonal Vegetables

Green Beans Almondine

Rosemary Oven-roasted New Potatoes

Potatoes au Gratin

Stuffed Potato

Scalloped Potatoes

Almond Rice Pilaf

Wild Rice

Fried Rice

Garlic Mashed Potatoes

Dinner Buffet

Available from 5:00 p.m. to 8:00 p.m

Minimum purchase 50

Food options are for events

Open for 90 minutes.

Dinner Buffet \$20.75*

Your choice of sliced roast beef or baked chicken, choice of two salads and two accompaniments

Upscale selection of prime rib or steamship round in place of one entrée.

Add \$2.50/person

Deluxe Buffet \$24.50*

Choice of two entrées, three salads and three accompaniments

Upscale selection of prime rib or steamship round in place of one entrée.

Add \$2.50/person

Grand Buffet \$26.50*

Choice of three entrées, three salads and three accompaniments

Upscale selection of prime rib or steamship round in place of one entrée. Add \$4.50/person

Entrees

Roast Baron of Beef
Baked Chicken
Honey Glazed Ham
Roast Loin of Pork
Roast Turkey
BBQ Beef or Pork Ribs
Beef Burgundy*
Baked Fish Almondine
Sesame Chicken Teriyaki
Baked Lasagna
(Chicken, Beef, or Vegetable)
Herb Roasted Chicken Breast
BBQ Brisket

Salads

Garden Salad Bowl
Potato Salad
Coleslaw
Pasta Salad
Three Bean Salad
Corn, Avocado, and Tomato
Salad
Cucumber Salad
Spinach Salad
Carrot and Raisin Salad
Jell-O w/Fruit
Fruit Salad (seasonal)

Accompaniments

Green Beans Almondine
Corn O'Brien
Steamed Broccoli
Glazed Baby Carrots
Vegetable Medley
Rice Pilaf
Fried Rice
Wild Rice
Au Gratin Potatoes
Scalloped Potatoes
Oven Roasted Potatoes
Whipped Potatoes

Cold Hors d'Oeuvres

Prices per 100 pieces
200 piece minimum (like item or mix and match)

Ham and Cream Cheese Pinwheels \$120.00

Caprese Salad Skewer \$120.00

Dollar Sandwiches (ham, tuna and chicken) \$110.00

Fruit Kabobs (seasonal and fresh) \$125.00

Veggie Tray with Dip

(small 50 People / medium 75 people / large 100 people) \$65.00 / \$80.00 / \$105.00

Fruit Tray

(small 50 people / medium 75 people / large 100 people) \$80.00 / \$110.00 / \$130.00

Cheese and Cracker Tray

(small 50 people / large 100 people) \$35.00 / \$75.00

Dip with Chips – Picante or Sour Cream and Onion

(small 50 people / large 100 people) \$55.00 / \$85.00

Guacamole with Tortilla Chips

(small 50 people / large 100 people) \$65.00 / \$95.00

Roasted Vegetable Tray

(small 50 people / medium 75 people / large 100 people) \$75.00 / \$90.00 / \$110.00

Pretzel Bowl

(serves 50) \$35.00

Frontier Snack Mix

(serves 50) \$35.00

Hors d'oeuvres Passed \$25.00/hour per server

Hot Hors d'Oeuvres

*Prices per 100 Pieces
200 piece minimum (like item or mix and match)

Meatballs (Plum Sauce, Swedish or BBQ)	\$125.00
Egg Rolls with Sweet and Sour Sauce	\$130.00
Teriyaki Beef Skewer	\$210.00
Chicken Satay Skewers	\$160.00
Mushroom Caps (stuffed with crab meat)	\$160.00
Chile con Queso with Tortilla Chips (small 50 people/large 100 people)	\$55.00/\$85.00
Spinach/Artichoke Dip with Pita Triangles	\$140.00
Buffalo Chicken Wings	\$140.00
Bacon-Wrapped Scallops	\$180.00
Stuffed Jalapenos	\$140.00
Pulled Pork Sliders (w/bbq sauce)	\$120.00
Breaded Mushrooms	\$120.00
Brie and Raspberries in Croute	\$160.00
Tray Hors d'oeuvres Passed	\$25.00/hour per server

Desserts

Bakery Items

Sold by the dozen

Brownies	\$19.95
European Danish Pastries	\$24.50
Assorted Cookies	\$19.95
Assorted Muffins	\$19.95
Bagels w/Cream Cheese	\$19.95

Desserts \$4.75

Sold by the serving

Carrot Layer Cake
Chocolate Layer Cake
Lemon Crème Cake
German Chocolate Cake
Fruit Cobbler
Plain Cheesecake
(add chocolate or strawberry sauce \$1.00)
Fruit Cup
Fruit Parfait (seasonal)

Special Treats \$5.75

Sold by the serving

Hazelnut Cappuccino Torte
Bourbon Street Pecan Pie
Caramel Apple Pie
Chocolate Mousse Torte
Tiramisu Torte
Peanut Butter Pie

Beverages

One gallon serves 20 – 6oz glasses

Coffee – Gallon (serves 20)
\$17.00

Iced Tea – Gallon (serves 20)
\$17.00

Lemonade – Gallon (serves 20)
\$17.00

Fruit Punch – Gallon (serves 20)
\$17.00

Orange Juice – Gallon (serves 20)
\$22.00

Sparkling Non-Alcoholic Cider
\$15.50

House Wine, Bottle
\$24.00

Soft Drinks (12 oz can)
\$3.00

Beverages by the Gallon

Mimosa Punch \$40.00

Screwdriver Punch \$40.00

Margarita Punch \$40.00

Bloody Mary Punch \$40.00

Champagne Punch \$40.00

Sangria Punch \$40.00

Apricot Mist (non-alcoholic) \$40.00

Peach Spritzer (non-alcoholic) \$40.00

*Other flavored beverages available up-
on request*

(prices determined by ingredients/mixes)

Bar Services

Cash Bar

\$300.00 minimum sales per bar for 4 hours

\$100.00 minimum sales for each additional hour after 4 hours

Domestic Beer \$6.00

Imported Beer \$6.00

Mixed Drinks \$8.00

Wine \$7.00

Beverage Services

Beverage Service Descriptions

A No Host Bar (pay as you go) means each guest will pay for his/her own drink at the time of purchase. A minimum purchase of \$300.00 per bar is required. If the minimum is not met, the host is responsible for the difference and will be invoiced for the bill.

A Host Bar is where the cash register tape/bar inventory determines the total price of the beverages consumed and subsequently, the amount to be charged to the host. Minimum cash sales policy mentioned above for the No Host Bar applies to the Host Bar.

A Dollar Bar is where the host specifies a dollar amount of beverage service. Sales are recorded up to the pre-determined amount. The host is notified, and may proceed in two ways: 1) The host may increase the amount or 2) revert to a no host bar.

Policies

All laws and Fort Leavenworth post policies regarding the consumption of alcohol on post must be observed by all guests and patrons invited to utilize the Frontier Conference Center. The post drinking age is 21 years old without exception. No minors will consume alcoholic beverages at any time. No outside alcoholic beverages may be brought into the facility nor consumed on the Frontier 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 to ensure all their guests comply as well. Disregard of or inability to enforce these Fort Leavenworth policies will involve that host in legal reprimand and with post authorities.

An 18% service charge is added to all bar sales.

Command Packages

Promotion/Retirement Package

\$425.00

4 Hour room rental from one of the following rooms:
Hearth, Ballroom A, or the DeCavagnial Room

3 Gallons of Fruit Punch

3 Gallons of Iced Tea

3 Gallons of Water

Podium w/microphone and projection and screen

Banquet Enhancements

Rental Items and Fees

Linen Tablecloth \$9.00

Available in white and black. Available sizes are 90" and 120" rounds, 6" black and 8" black spandex.

120" Round Lined Underlayment w/90" Overlay \$20.00

Available in white and black, adding contrast and dimension to the table setting.

Chair Covers

Available in white, black and chocolate, adding sophistication and polish to all events. Especially wonderful for weddings, balls and other formal events. \$3.00

Portable Dance Floor 16"X16 \$250.00 20'x20' \$350.00

Stage \$525.00 16'x16'

Extra Personnel as needed

Discuss with Event Coordinator

Cake Cutting (per 175 guests) \$120.00 *Cutting and plating*

Delivery Fee Additional 18% surcharge

Banquet Enhancement Descriptions

Tablecloths

Tablecloths and skirting are available upon request for tables upon which food and/or beverages are being served, cake tables, guest tables, etc. a \$9.00 fee will be assessed per tablecloth provided. Napkins are included with the purchase of each tablecloth. Tablecloths come in either white or black. Napkins are available in multiple colors. (See available color selection in the business office)

Chair Covers

Spandex chair covers are available in black, white, and chocolate. A \$3.00 fee will be assessed per chair cover.

Dance Floor

A Fixed dance floor is located in the Solarium and is included with the room rental fee. Should you select the Ball Room or Hearth Room as your event location, a portable dance floor can be rented for an additional charge.

Stage

A stage is available upon request and can be located to your request. The mobile stage is comprised of 8'x4' platform risers and stairs. Maximum dimension of the stage is 16'x16'.

Music and Entertainment

Dinner music can be provided by use of programmed sound during part functions. The facility is capable of broadcasting music provided by the cable provider to the event. Note that options provided by the cable provider are limited. If the host wishes to provide their own music, then they will be responsible for providing the music and player.

Room Rates

Room rates are based upon a 8 hour time frame. If a host wishes to extend their hours to allow for setup, delivery, or teardown, this is available at a \$150.00 per hour rate. This also includes setup hours the day prior, if available, after office hours of Monday through Friday 8:00 a.m. to 4 p.m.

Audio / Visual

All equipment and services will be provided by FMWR audio support personnel. Audio/visual equipment is available in all rooms at no extra charge. Availability is subject to change, so please call to verify. Scheduled rehearsals must be set up in advance with both the Frontier Conference Center and the audio/visual department.

Audio Systems

Microphone Rental \$5.00 each

Handheld Wireless Microphone

Lapel Wireless Microphone

System is hard-wired in the ceiling throughout the building.

Video Equipment

Projector Rental \$5.00 each

Ballroom: 4 ceiling mounted projectors with screens

Hearth Room: 1 ceiling mounted projector with screen

DeCavagnial Room: 2 ceiling mounted projectors with screens

Solarium Room: 2 ceiling mounted projectors with screens

LCD Monitors:

Centennial Room: 2 – 56" monitors

Hearth Room Porch: 1 – 42" monitor

Mezzanine: 1 – 42" monitor

DeCavagnial Room 4 – 42" monitors

Lounge: 1 – 42" monitor

