



Joint Base CATERING

JOINT BASE PEARL HARBOR-HICKAM






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150 McClelland Street
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HONEYMOON BEACH



FOSTER PAVILION



Aloha, thank you for your interest in Joint Base Catering! Let us make your special moments affordable and exceptional. Whether you're here to plan a wedding, unit party, birthday, graduation, meeting, conferences or more, we will deliver both quality and value to your function. Learn more about how we can bring your vision for your special event to life.

Venues



We offer on site and off site accommodations with lanai areas, beautiful outside venues and elegant conference and ballrooms rooms to accommodate your celebration. From weddings to first birthday parties; training seminars and command functions, Joint Base Catering has you covered! Ask your catering coordinator for the best venue that fits your needs.

Room costs include set-up and break down by our qualified staff.

Room Only: Rental fee for guests not catering food or beverage. No outside food and beverage allowed.

Tradewinds Club

150 McClelland Street (Building 1804)

Tradewinds Club is our main catering facility. It operates our catering kitchen and banquet space.

The Ballroom is made up of three sections -the Kauai, Maui and Molokai Rooms. The Molokai Room is adjacent to the Molokai Gardens.

Meeting space is an 8 hour rental (4 hours Friday)

Events (parties, receptions) is a 4 hour rental

Doaedalian Room and Lanai (Near Wright Bros Café)

900 Worthington Avenue, Hickam (Building 901)

Located on the channel entry to Pearl Harbor, this attractive facility offers awesome views and an array of gathering spaces. This venue is perfect to host your small gatherings up to 50pp with beautiful lanai overlooking the channel.

OFF SITE LOCATIONS Call directly to book

Aloha Conference Center

Scott Circle, Hickam (Building 1106)

Aloha Conference Center is in the heart of Hickam Air Force Base, just steps from the Pacific Air Forces headquarters building. The unique combination of innovative design and outstanding architectural features has made this facility the crown jewel of Conference Centers in the Air Force. The center is ideal for training seminars and meetings. The center is ideal for training seminars and meetings.

Hickam Conference Center (formally Hickam Historic Officers Club)

900 Worthington Avenue, Hickam (Building 901)

Located on the channel entry to Pearl Harbor, this attractive facility offers awesome views and an array of gathering spaces. This venue has several locations to host your event from the beautiful lanai overlooking the channel to the garden with the iconic banyan tree.

To book contact Pete Cruz at peter.cruz.2@us.af.mil

Offsite Transportation/Delivery

Catered functions not at Tradewinds Club may incur an additional fee.

Delivery and full service catering is available. Fees vary and are based upon labor, personnel and Transportation needed. Delivery fees to offsite locations vary depending on set up needs.

Minimum Food Sales: Room only fee will be waived if guests exceed the minimum food sales in food purchases before the 20% service charge is applied.

Courtyard of Heroes

Pacific Air Forces Headquarters, Hickam (Building 1102)

The Courtyard of Heroes in the Pacific Air Forces Headquarters Building is dedicated to the service members who lost their lives during the December 7, 1941 attacks. This tranquil courtyard is ideal for small, intimate ceremonies.

Ford Island Conference Center

Hornet Avenue, Ford Island (Building 89)

This historical conference center is ADA accessible and an ideal environment for trainings and seminars. Equipped with projectors, wireless microphones, wi-fi and more. Maximum capacity is 400 in the main ballroom and 30 or more in the meeting rooms.

Foster Point Peninsula

Mamala Bay Drive, Hickam

This intimate piece of land offers a clear view of Diamond Head and is the perfect spot for a small wedding. Make memories as the waves crash gently into the rocks around you.

Lockwood Hall

Dealey Circle, Pearl Harbor (Building 662)

This venue has indoor and outdoor meeting areas. The executive conference room seats 86 comfortably and is equipped with a retractable screen, NMCI desktop computer and NIPR LAN capability. The beautiful covered lanai is ideal for command functions. Lanai includes podium, bar, ice machine and more!

MORE MWR FACILITIES Call directly to book

- Barbers Point Pavillions
- Marina Party Patios
- Outdoor Recreation meeting room at Hickam Marina
- Pools
- Missing Man Monument
- Historic Hickam Officers' Club Lanai • 900 Worthington Avenue, Hickam (Building 901)

OTHER GREAT VENUES Call directly to book

- Private homes on military installations
- USS Missouri



Conference/Meetings

Minimum of 25 Guests

Room rentals for conferences/meetings are rented are available Monday – Thursday 7am - 5:30pm (8 hour block allocated) / Fridays 7am - 12:30pm – room rental rate will be ½ on Fridays.

Additional hours, meals and breakout rooms available for additional fees.

Executive Conference Package

Includes both morning and afternoon service

Basic Package

Your choice of morning or afternoon service

Morning service (three hours)

- Pastries / Muffin / Croissant platter
- Fruit Tray
- Orange Juice
- Coffee and Hot Tea

or

Afternoon service (two hours)

- Brownie Bites
- Cookies
- Granola Bars
- Mints
- Bottled Water
- Soft Drinks



Food & Drink



Let our chefs bring your vision to the table. We offer custom & present menus for:

Breakfast | Lunch | Dinner | Hors D'oeuvres | Desserts
Plated Meals | Buffets

Add on a Specialty Action Station, such as:

- Prime Rib Carving Station
- Lechon (Roast Pig) Station
- Ice Cream Bar

Build Your Own Buffet

Personalized to perfection! Treat your guests to a customized creation for lunch or dinner.

Minimum of 75 guests are required (please choose one option for all guests).

Bringing in a cake?

This is the only outside food and/or beverage it we allow on premise.

Fees apply, included in the fee staff will cut cake and leave on cake table. Joint Base Catering staff does not handle cakes (i.e. set up, transport to vehicles, transport to tables) Cake cutting service is available for a fee for staff to cut and individually serve to each guest.



Beverage & Bar Service

We offer a full bar, private bar, pre-ordered beverage selections and we can even customize a cocktail for your special day.

The legal drinking age in Hawaii is 21 years old.

No Host Bar

Guests order and pay for their own drinks. Standard drink prices apply.

- No service charge added to this type of bar service
- Minimum apply per hour, per bar, for first 2 hours
- Bar sales below the minimum after first two hours will incur a bar service fee of the difference
- The gratuity to the bartender is at the discretion of the guest
- Portable bar setups will incur a setup fee

Hosted Bar

The host pays for all drinks served. Drinks are dispensed to the guests free of charge with the host assuming responsibility for payment. Minimum Beverage Sales: Additional charges incurred if minimum beverage purchases are not reached.

- An open bar can be set up with a predetermined dollar amount or time limit
- A register tab will be computed until the pre-set limit is reached
- The 20% service charge applies to the bar total and will be added to the contract or client can pay bartender directly day of event
- Portable bar setups will incur a setup fee

Portable bar set up fees: In-house and off-site rates vary

Joint Base Catering allocates one bartender for every 75 guests for a beer and wine reception.

Joint Base Catering allocates one bartender for every 50 guests for a full bar reception.

If you would like an additional bartender over the allocation, fees apply.

Alcoholic Beverages

Please see your event coordinator for details.

Non-Alcoholic Beverages

Soft Drinks/Bottled Water (per beverage)	Coffee
Fruit Punch	Guava Juice
Iced Tea	Orange Juice
Lemonade	Pineapple Juice



Policies/Procedures/Event Timing

A modified copy of policy and procedures will be on the catering agreement/contract. The event sponsor is responsible for policy compliance by all event vendors and guests.

Timeline

To ensure accuracy, timeliness and a flawless event, please use the following checklist for items due prior to your scheduled event.

Upon Initial Booking

- Date
- Time
- Location
- Preliminary head count
- **Deposit 10% of expected total or \$200 - whatever is greater**
- Tentative bookings will be held for 14 days without a deposit. The deposit secures your event. Amount will be applied towards your contract total.

30 days prior

- Final menu selection
- Contact JBPHH for guest ID passes

14 business days prior

- Updated head count
- Final menu selection (No further changes)
- Signed contract

5 business days prior (7 Calendar Days)

- Payment in full, 100%
- Final head count (Include breakdown of adults and children ages 4 - 12)*
- Floor plan

* If final head count is not provided, preliminary head count will become the final, guaranteed count. If more people arrive on the day of the event, additional meals may be provided pending availability for a higher price.

Event Timing

- Event length extension with advance notice may be available for an additional fee
- Event length extension **day of event** will be charged for every 15 minutes with or without approval from host
- Early Set up over the allotted time can be arranged for a fee.

Guest List

Special event passes are required for non-base connected personnel. Contact the Pass & ID office for the proper forms. The guest list must be submitted to Security no later than 20 days prior to the event. Event sponsor is responsible for obtaining all guest passes from Pass & ID.

Club Membership Discount

For personal events club members receive 10% off food before the 20% discount. *Club membership must be established and account in good standing for a minimum of 6 months prior to event date

Cancellations

Cancellation requests must be made in writing via email. The entire deposit will be refunded if the function is cancelled 89 days prior to function date.

Service Charge

In addition to the total contracted food and beverage costs, an additional 20% service charge will be added for all in-house parties. There is no service charge for no host bar sales and carryout catering items. Carryout catering items will incur cost of takeout container.

Internet

Our base facilities are equipped with GoWifi. There is no charge for this internet connection.

Audio/Visual Equipment (available for additional fee)

- Projector
- Screen (portable)
- Microphones with tower speakers
- Podiums
- Mic/Podium Set with tower speakers



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