CLUB CATERING POLICIES

CANCELLATIONS:

Once the 7 day guarantee has been given, the party host is responsible for paying the guaranteed amount.
Misawa Club cancellation policy states that a $250 cancellation fee will be charged on any contracted event canceled within 72 hours of event. Smaller events, such as luncheons, will be charged the Club's invested cost in the event to date.

PROPERTY, LIABILITY AND DAMAGES:

Neither the Club, nor Air Force, is liable for any loss or damage to merchandise, equipment or articles left in any facility prior to, during, or following any event. The host/POC will be held responsible for any losses or damage to the building, equipment, house decorations or fixtures belonging to the Club/Base caused by Hosts'/POC's guests. Damage will be billed to the host/POC at market replacement cost plus labor.

FOOD AND BEVERAGE:

NO outside food or beverage is allowed in the Club at any time. The only food items allowed from outside vendors into the Club are ceremonial cakes, at an additional fee. Additionally, for the safety of our members, all food and beverages are either consumed or disposed of in the Club.

FUND RAISING:

Only 501C Organizations may conduct fund raising in the Club. Money handling and Fund Raising cannot be held within the Club's facility to pay for the price of the event.

PAYMENTS:

Cash, Personal Check or Visa, Mastercard or American Express is accepted for payment. The Club will accept payment 3-5 days prior to the event, exceptions must be approved by management. SMW requests for payment must be placed before the event takes place.

AUDIO VISUAL (A/V):

For your convenience microphones, podiums, projector and limited audio visual equipment is maybe available through the Catering Office for your event. All events/room reservations requiring A/V MUST perform a walk through with the equipment they plan to use at least a day prior to the event. A/V Equipment is to be signed out from Catering Office.

DECORATIONS:

Decorations are the responsibility of the host/POC. To preserve the beauty of the Club, we request: No nailing, tacking or strong taping to the walls, ceiling or another part of the Club without prior approval from the Club Manager.

PRICE:

Member Planet attendee prices cannot be raised in order to cover gifts, decorations or other miscellaneous purchases.

SERVICE CHARGE:

A service charge of 20% will be added to the total contracted food, beverage and equipment for in house events. A 30% service charge will be added for a 3rd entree option. Items that are picked up will be charged a 10% service charge.

MISAWA CLUB CATERING

MONDAY-FRIDAY
8 A.M.–5 P.M.

Please email the misawacatering@gmail.com to officially book your reservation.
ALL Catering requests must be placed in person or by email 2 weeks in advance, 1 week at the latest. Availability is not guaranteed.

35th FSS Misawa Air Base, Japan

MISAWA CLUB

AIR FORCE
CATERING

MISAWA CLUB CATERING

CATERING INFORMATION

Last updated: March 2026

Please provide the following information:

1. Name, Email, Squadron/Organization, Event Name, Proposed Date and Time, Estimated Head Count and budget (if applicable)
2. Are you are a Club Member?
3. Will you be requiring bar service?
4. Will you be needing light refreshments or dinner?
   a. If so, is this an in house event or a pick up order?

Once all of the information has been received, we will draft up a contract and email it back to you to confirm the reservation. All contracts can be digitally signed and emailed back directly to misawacatering@gmail.com

- To ensure the right items and quantities are on hand for your event, please provide your menu selections no later than 10 business days in advance.
- The guaranteed guest count to be served MUST be provided to catering, in writing, NO later than 7 (seven) days prior to the event. The contract signer agrees to pay for all guaranteed guests. Even if less guests attend.
- A POC will make the payments - ALL individual payments will go through a POC and the POC will pay at the cash cage 3-5 days prior to the event
- date. Cancellations or additions will be accepted based on the evaluation from Club Management

FEES AND CHARGES

Room Rentals	Room fee	Set up fee	min spend
Club Ballroom	250	150	500
Towada or Sakura Room	100	150	500
Misawa Gray Room	100	150	500
Faultline	200	100	500
Tomodachi or Tanuki's	50	75	250
Mayor's Room	100	150	500

**Club Members are NOT required to pay room fees for personal use. Set up fees and minimum food and beverage spend still applies.*

We have a variety of rooms at the club available for your special event.
Our Catering Manager will assist you in choosing the appropriate banquet room for your function.
Availability of any given area depends upon regularly scheduled functions in that space. Below is a chart for the recommended capacity allowed in each room.

Room	Seated	Buffet	Standing	Theater
Main Ballroom	192	160	402	350
Towada or Sakura Room	120	96	152	100
Misawa Gray Room	90	66	197	200
Faultline	120	80	266	200

Rental Fees

*** Equipment free for members*

Linens: 54" x 54" square tablecloths	$5.00 each / $3 for Official
120" x 54" long & round tablecloths	$5.00 each/ $3 Official
18" x 18" napkins	$2.00 each
Runners	$1.00 each
Chair Covers	$3.00 each
Sash	$1.00 each
Skirts	$10.00 each
Chafing dish	$10.00 each ** with food order
Fuel	$2.50 each
Silverware	$0.25 each **
Plates	$.50 **
Cold Drink Container w/stand	$5.00 **
Silver Trays	$2.50 **
Table Setting (plates, silverware, glass)	$2.00
Hot Drink Container	$10.00 **
Water Pitcher	$1.00 **
Easel	$2.00 **
Poker Chip Sets	$10 - $20 **
Portable speaker	$150 ($50 refunded when returned)

Off site/bar fees

In house bar: Min sales $75 per hour (If not met $150 fee will apply) Off site bar: Min sales $100 per hour plus labor fee (depending on package selected)
Full service: $225 labor fee with 40% service charge
Delivery only: 40% service charge
Pick up orders: 10% service charge
13-15 gallon keg: $150

Inventory:

Table Count Round- 51 Chairs- 450
Long-38 Cocktail-26
Square- 39