

LBV GENERAL INFORMATION



Making a Reservation

Information required to book your party, which we prefer is provided via email:

Please provide the following:

- Host's name
- Rank/ Pay Grade
- Address Office and cell number
- Club Member number if applicable
- Name of group/organization hosting the event
- Approximate number of attendees
- Event start and end time
- Serving time for cocktail and dinner

Kindly make preliminary arrangements for date, time, and location as early as possible. Final menu arrangement should be made in person or via email. The contract must be signed within fourteen (14) days of the scheduled date. The club's staff will follow up with you to ensure all arrangements are finalized. Our catering team will assist you in all aspects of your important event and will guide you through the easy procedures from start to finish. The general guidelines below will give you a better understanding of how we operate in order to provide our members with quality, consistent service and exceptional creative cuisine. We look forward to working with you for an unforgettable event!



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Payments

Cash (\$ USD only), personal check (made out to Aviano La Bella Vista Club), and any commercial Visa, Mastercard, and American Express are accepted for party payments. The club requires payment by two (2) business days after the event or the first business day after the weekend.

Guest Entrance on Base

To help you and your guest through the main gate without delay and inconvenience please contact Security Forces DSN: 632-7200 for further and up to date information.

Flags

We have an American, Air Force, One Star, and Italian Flag with a stand at no charge when available. For specific general officer or other service flags, contact the base Public Affairs office or the base Honor Guard.

Either may be able to assist you. Off Base Publicity Except for base media, the purchase of commercial advertisements in any civilian media to publicize a private or club sponsored party is not permitted. Contact the 31 FSS Marketing Department at DSN: 632-1365 for information on how to advertise on base.



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Guarantees

To ensure the accurate items and quantities are on hand for your event, please provide your menu selection and head count 14 business days in advance. A signed contract is required when your menu selection and head count are given. Any adjustments require a new signed contract. The number of meals or reception platters ordered and written on the contract is final. It will be the exact number prepared and the minimum amount billed. If additional meals are required over the final number stipulated, the club may need to substitute meals depending on availability of the menu items. We will try our best to accommodate all guests with a meal. The substituted additional meals will be billed at the rate of the contract meal or the substituted meal, whichever is higher. If the club is not contacted with the final number after a contract has been signed, the estimated number will be the final count. The club will prepare for the original estimated number and bill for that amount. We realize that many of our functions are booked far in advance, and the contracting member may not have an accurate amount of the number of attendees. The reason we require a final contract 14 days prior your event is to ensure we can order the ingredients, schedule the proper staffing and finalize the floor plan.

Final billing will be at 100% of the final figure supplied or the number attendees whichever is higher. Once the contract has been signed, the host is then responsible for the payment of the function. Your signed contract is a legally binding agreement. Please contact our catering staff for any further information.



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Liabilities

Property, Liability, Damages Neither the club, nor the 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/sponsor will be held responsible for any losses or damages to the building, equipment, house decorations or fixtures belonging to the club/base caused by the host/sponsor or their guest. Damages will be billed to the host/sponsor at market replacement cost plus labor.

Cancellations

The cancellation of a function will be accepted only when the club has incurred no expense for goods and services. Cancellation may be made by phone within 72 hours for meetings. Functions consisting of set menus will require a week's notice. A minimum \$25.00 set up fee will be charged upon failure to cancel small meetings or seminars. A minimum of \$100.00 or 50% (whichever is greater) of party total will be charged for failure to cancel for larger functions.



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Decorations

All decorations other than those provided by the club are the responsibility of the host/sponsor. To retain the beauty of the club members and their guests are not to nail, tack or tape to the walls, ceilings or any other part of the club without approval of club management. We also do not allow live candles, glitter, or confetti, to preserve linens including table clothes and napkins. If any forbidden materials are found after an event has concluded, a cleaning fee of \$100.00 will be added to the contract. The host/sponsor is financially responsible for any damages to the facility resulting from misuse of decorations. All decorations must be fire resistant and meet the codes of the base fire department. Please coordinate the time you plan to decorate your tables and area with the catering staff to insure there are no conflicts with other functions. Any decorations not removed at the end of an event will become property of the Club, unless prior arrangements have been made with the caterer.



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Beverages

Beverages can be ordered from the enclosed menu or a private bar can be provided for your guests. We have a “designated driver” program that provides free coffee, soda and juice to drivers you designate from your group. The club staff will stop serving alcoholic beverages to any individual they feel is intoxicated or nearing intoxication.

The club staff is instructed to refuse service to anyone who appears intoxicated and to deter such persons from driving. This club follows and operates under the guidance of AFI 34-219, Alcoholic Beverage Program.



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Party Bars

There are two types of bars: “pay-as-you-go” and an “open” bar. There is a \$100 sales guarantee per bar for each hour. If your party does not meet these minimums, a charge of \$100 per bar, per hour will be applied to cover bar labor. The minimum sales guarantee is 2 hours. Pay-as-you-go Bar: The guest order and pay for their drinks. Standard lounge drink prices apply. See enclosed menu page on beverage prices. Open Bar: The host/sponsor agrees to pay for all drinks served. Drinks are dispensed to the guest free of charge with the host/sponsor assuming responsibility for payment. An open bar can be set up with a predetermined dollar amount or time limit. This limit amount will be annotated in the contract. A register tab will be computed until the pre-set limit is reached. You may bring in your own specialty wines and champagne for a corking fee of \$5.00 per bottle with prior approval of management. No other beverages (non-alcoholic or alcoholic) may be brought into the venue. Beer keg sales are limited to bulk sales for off-premise consumption only. The host/sponsor is responsible for assuring minors do not consume supervised or unsupervised alcoholic

beverages



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Room Specifications

Room	Classroom / Meeting	Theater	Reception	Seated Meals
Friuli A or B	25	30	35	20
Friuli A & B	50	60	70	60
Venezia Ballroom	100	175	200	165
Giulia A or B	30	30	40	24
Giulia A & B	60	70	80	80
Friuli Venezia Giulia	225	350	500	296



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