



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MARYLAND 20670-1154

NASPAXRIVINST 1742.3L
N925
27 Jul 2018

NAS PATUXENT RIVER INSTRUCTION 1742.3L

From: Commanding Officer, Naval Air Station Patuxent River

Subj: MORALE, WELFARE, AND RECREATION FOOD AND BEVERAGE
REGULATION

Ref: (a) CNICINST 1710.3

Encl: (1) Sample Rivers Edge Conference & Catering Center Contract

1. Purpose. To set forth basic policy for the operation of the Morale Welfare and Recreation (MWR) Food and Beverage Program at Naval Air Station (NAS) Patuxent River in accordance with reference (a).
2. Cancellation. NASPAXRIVINST 1742.3K
3. Background. The River's Edge Catering and Conference Center (RECCC) and Eddies food outlets are operated by MWR and must maintain standardized profit margins. These activities receive no appropriated fund support. Reference (a) serves as the basis for operating all food, beverage, and entertainment programs administered by MWR. Customer inputs regarding operations will be relayed to the Food and Beverage Manager or the MWR Director.
4. Mission. The RECCC and Eddies food outlets provide entertainment areas, meals and catering services available for active duty military personnel, retired military, civilian federal employees, contractors, and accompanied guests.
5. House Rules. The following rules apply to the RECCC:
 - a. Parents are responsible for the behavior of their children at all times while on the RECCC premises. Minors are not permitted in the bar area unless accompanied by a parent. Minors under the age of 18 years old must vacate the bar area by 2000 unless advance permission is obtained from the Food and Beverage Manager.
 - b. Underage active duty military have access, but will not be served alcoholic beverages.
 - c. All patrons must be prepared to show proper identification at any time.
 - d. Animals, except when used to assist disabled members or guests, or in the execution of law enforcement and security efforts, are not permitted.

- e. Guests shall not be left unescorted.
 - f. Patrons and guests will vacate the RECCC at closing.
 - g. Inappropriate conduct, profane or obscene language, obscene gestures and physical violence are prohibited. Patrons may be asked to leave the premises at the discretion of management.
 - h. All authorized users may sponsor guests aboard station. If guests are traveling separately, a list of their names must be submitted to the Pass Office five business days prior to the event. A photo identification card is required at the gate for access.
 - i. Excessively casual attire is not permitted in the RECCC (i.e: tube tops, sheer or see through tops, cut-offs, dirty or frayed shorts, or swim wear).
6. Parties. Personnel desiring to hold parties shall contact the RECCC Manager, well in advance, to reserve open dates on the RECCC calendar. The host or party sponsor will be charged with maintaining order during the event for which they have contracted.
- a. To ensure that the regulations set forth in reference (a) are fully understood by patrons, no group function or party may be held unless a contract, provided in enclosure (1), has been signed by the host or party sponsor.
 - b. Parties will be confined to the assigned area.
 - c. All events must guarantee payment for 100 percent of the reservation made and confirm within four business days prior to the event date. All events require a non-refundable deposit to be determined when booking the event based on whether it is a weekday/weekend event as well as the room/area requested. The deposit will be applied to the bill.
 - d. All parties will be catered by MWR. Per reference (a), supplies, food, beverages, etc., will not be brought in by private individuals or organizations. The only exception is a Wedding Cake.
7. Fundraisers. Fundraising activities are not permitted at any MWR facility without written permission from the Commanding Officer, per NASPAXRIVINST 1747.2R.
8. Action. All personnel utilizing the RECCC or Eddies food outlet locations shall comply with these policies.
9. Forms. MWR shall make available standard forms to facilitate the execution of this instruction.

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10. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

11. Review. Per OPNAVINST 1752.1C, the Food and Beverage Manager will review this instruction annually, on the anniversary of its effective date to ensure applicability, currency, and consistency for Federal, DoD, and Navy policy and statutory authority. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five year anniversary date, or an extension has been granted.



J. G. HAMMOND

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via

<https://g2.cnic.navy.mil//CC/Documents/Forms/Directives%20Only.aspx>

<https://g2.cnic.navy.mil/NASPATUXENTRIVERMD/SitePages/Home.aspx>



Contract #

Client/Organization	Event Date	Booking Tel	Category	Status
Booking Contact Address		Booking Contact	Site Contact	Pth Guests
Party Name	Theme	Sales Rep	Booking Email	

MINIMUM GUARANTEED ATTENDANCE MUST BE RECEIVED 4 BUSINESS DAYS PRIOR TO THE EVENT. IF ATTENDANCE FALLS BELOW THE GUARANTEED NUMBER THE CLIENT WILL BE CHARGED FOR THE GUARANTEED NUMBER.

Message Board:

BANQUET ROOMS				
Banquet Room	Description	Setup Style	Start	End Date
FOOD & SERVICE ITEMS				
Food/Service Items			Price	Qty Total

Rivers Edge Catering & Conference Center
46876 Tate Road, Patuxent River, MD 20670
ph: (301) 342-8246 f: (301) 342-8215
www.riversedgecatering.com

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

All dates are on a first come, first served basis and are not confirmed until the non-refundable deposit and signature have been received. Gratuity is completely and solely at the discretion of the host, gratuity is not added to any charges. Outside food and beverage are not permitted, all food and beverage must be consumed on the premises. Changes made to this contract by anyone other than a River's Edge Catering and Conference Center representative will not be accepted and are invalid. River's Edge has the right at any point during an event to cease alcohol availability to any person or to the entire party. By signing this agreement, I agree to release, indemnify, and hold harmless River's Edge Catering & Conference Center as well as all employees, agents, representatives, successors, etc. from all losses, claims, theft, demands, liabilities, causes of action, or expenses, known or unknown, and accept all liabilities including to but not limited to damages or loss related to the event. I have read the above contract and agree to the terms and conditions.

Client: _____

Date: _____

Sales Rep: _____

Date: _____