

2024 Pamphlet



Call today and let one of our friendly Event Coordinators help you arrange your next event!
(757) 899-4901

Southeast 4-H Educational Center, commonly called Airfield 4-H Center, is first choice for fresh country air and a natural quiet setting. Located on the banks of beautiful Airfield Lake, our secluded 218-acre setting is a short drive from Richmond, Williamsburg and Tidewater, Virginia.

We have the facilities, services and attentive staff to make your next activity a success. From our comfortable lodging accommodations and delicious meals to our private meeting areas and enjoyable recreational facilities. Airfield 4-H Center can provide a wonderful experience for your group, no matter how large or small. Our primary goal is to meet your needs and make your function productive and enjoyable.



15189 Airfield Road, Wakefield, VA 23888

Southeast 4-H Educational Center

Airfield 4-H Center serves all of Southeast Virginia. From Petersburg and Dinwiddie in the West to Norfolk, Virginia Beach and the Eastern Shore to the East. The Center has been in existence since 1981. Camp Farrar in Virginia Beach was our first location in 1948. In 1977, Union Camp donated the land in Sussex County and 4-H camps have been held at Airfield ever since.

Our goal at the Airfield 4-H Center is to promote positive youth development through educational, recreational, and social experiences in an outdoor living environment not easily found in homes or communities. From mid-June through August, close to 2,000 youth participate in residential camping activities at Airfield.

During a normal one-week camping event, youth are exposed to the following instructional programs: Theatrical Arts, Riflery, Archery, Fun with Foods, Swimming, Canoeing, Leather Craft, Fishing, Challenge Course, Nature Study, Gardening, Arts and Crafts and Leadership Development. This camping program is specifically designed for youth ages 9-13.

Periodically during the year, programs are conducted for younger children 5-8 years of age. These weekend “Cloverbud Camps” are designed to prepare younger children for the residential camping experience. Other specialty programs include Aerospace Camp, Marine Science Camp and Teen Weekends.

4-H PLEDGE

I pledge, My HEAD to clearer thinking, my HEART to greater loyalty, my HANDS to larger service, and my HEALTH to better living, for my club, my community, my country, and my world.



**Your tax-deductible contribution can be made to:
Southeast 4-H Educational Center at 15189 Airfield Road, Wakefield, VA 23888.**

Southeast 4-H Educational Center

Natural Resources & Environmental Education




Airfield 4-H Center's Environmental Education program is designed to offer students experiential, hands-on learning opportunities in an outdoor setting. This program is offered to both public and private schools, as well as home schooled students. This is the perfect opportunity to enhance and reinforce what is being taught in the classroom. The Environmental Education program allows teachers to choose which courses are offered during the field trip. This allows the teachers to customize the field trip to correspond with the topics they are teaching in school. The lessons are matched to Virginia's Standards of Learning. Most importantly, all of the programs conducted at the Airfield 4-H Center are instructed by trained, caring professionals that are committed to positive youth development.

Youth Shooting Education & Outdoor Camping Programs



Airfield 4-H Center's Youth Shooting Education and Outdoor Camping program is designed to offer youth experiential, hands-on learning opportunities in an outdoor setting. This program is offered to local Boy Scouts, Girl Scouts, 4-H'ers, and other youth groups and is the perfect opportunity for council/club leaders to help the youth participants pursue merit badges, complete project books, receive an introductory or advanced lesson in outdoor living skills and shooting sportsmanship.

 ***“4-H... To
Make the Best
Better”***

**“By supporting the Airfield 4-H Conference Center and it's programs,
you are helping the youth of our area attend summer 4-H camp”**



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If you are a person with a disability and desire any assistive devices, services or other accommodations to participate in any activity, please contact Joey Patterson, Program Director, Airfield 4-H Center at 757-899-4901 (phone number r/TDD*) during business hours of 9:30 a.m. and 5:00 p.m. to discuss accommodations 5 days prior to the event. *TDD number is 800-828-1120.

Overnight Accommodations



We offer two (2) types of lodging rooms; Executive Lodge Rooms and Dorm Style Lodge Rooms. All are nestled among trees along the shore of Airfield Lake. The contemporary design of the lodges blend with the natural environment.

The **Executive Lodge rooms** are furnished with two (2) double or queen beds. A deck encompasses each lodge, enabling guests to enjoy the serene and scenic views of Airfield. The rooms have flat panel TV, Coffee Maker, Hair Dryer, Clock Radio and Free Wi-Fi (not available at Point Yancy Lodge)

Our **Dorm Style Lodge rooms** are set for up to eight (8) people with four (4) full sets of bunk beds. Each room has its own private bath. These rooms are great for large groups with small budgets. Rooms can hold up to 8 people. Unlike our Executive Rooms the base rate does not include linens. Guests can bring their own linens or we will provide them for an additional fee.

Executive Room Rate \$115.50
KING ROOM RATE \$137.50

Dorm Style Room Rate \$137.50
Linen Fee \$50

Check-in Time is 4:00 p.m. ~ Check-out time is 10:00 a.m.

There will be a late check out charge of **\$38.50** per hour.

Roll away beds are available for **\$11** per night.

Dogs are permitted in the lodging rooms with an additional charge of **\$65.00**

We are a smoke free facility; we do not permit smoking in the interior sections of our facilities.

Any infractions of this policy will result in a **\$71.50** cleaning fee

Camping

Primitive Tent Camping: **\$11** per person per night

Scout Troops: **\$3.50** per person per night

RV Camper w/no hook-ups: **\$22** per night

RV Camper w/electrical hook-ups: **\$33** per night

Campfire Circles - **\$38.50/day**

(Roasting Forks available upon request. Groups will be charged **\$20** if not returned.)

Public Restroom Facilities are available at the following locations:
Shooting Range, Point Yancey, and Farm Fresh Rec Building (contains showers)

Recreational Facilities

Outdoor

We have plenty of outdoor recreational activities and areas that can be utilized by all guests (subject to availability) which include:

Outdoor Courts: tennis,
pickle ball, volleyball,
and basketball
Disc Golf

Recreational field
Corn Hole
Horseshoes
Croquet

9-square in the air
Gua Gua Pits
Playground

Waterfront

Pool

Our pool is not available to the public Monday through Thursday during 4-H camping

Public Summer Hours (Memorial Day-Labor Day):
Friday, 2-6 p.m.; Saturday, 10-6 p.m.; Sunday, 10-4 p.m.

Private Pool Rental *Pool Picnic shelter and lifeguard included*
(less than 50 people) - **\$220/hr**

(50 people or more) - **\$385/hr**

Public Group Rate (20 people or more) - **\$75** fee or
free with rental of Pool Picnic Shelter

Pool Picnic Shelter - **\$121/day**

Individuals - **\$10/day**



Paddle Sports: Canoe/Kayak

Group 2 Hour Rental: \$165 for the fleet or **\$25** per vessel (A safety instructor will be present for rentals. Waivers must be signed, and we encourage groups to have a waterfront lifeguard present.)

You may bring your own watercraft, but are still required to pay **\$55** for the safety instructor.

Woods

Nature Trails

We have miles of scenic trails that wrap all around our scenic property. Take in nature as you meander through our woods and along our shore lines. Maps are available at the main office.

Environmental Tours

Available for schools, civic groups, clubs, etc. Please call for more information and pricing.

Recreational Facilities Continued:

The Challenge Course

A combination of obstacle course activities with individual and group initiatives that add up to high excitement and adventure while developing self-confidence, building group support and increasing one's agility and coordination. Programs are available year-round!

Youth Groups per person - **\$13.50**

Adult Groups per person - **\$16.50**

Fee Per Instructor (1 instructor to 15 participants) - **\$55**

The Shooting Range

A safe shooting education can be provided by certified instructors, coaching in archery, riflery and shotgun.

Range Rental - **\$27.50 per range/hour**

Skeet (25 clays) - **\$4/round**

Range Safety Officer - **\$55/ range**

Certified Shooting Instructor - **\$55/range**

(Must have 1 Range Safety Officer, who is a member of the Airfield Shooting Club per Range, as well as a Certified Shooting Instructor)

YOU MUST PROVIDE: Ammunition, firearm, eye and ear protection.

Equipment provided for Archery - **\$5/person**



Fishing

NO PUBLIC FISHING – but paying guests may fish and must have a valid fishing license

Rod and Reel Combo Rental - **\$5/person**

You must provide your own bait

Fishing Clinics

We offer guided fishing clinics that teach everything from knot tying, casting, baiting a hook, to what to do when you finally catch something.

Minimum 2hrs – Time to learn skills then time to fish and put skills to use

Fishing Instructor - **\$70**

Airfield Horse Center

**Subject to Change*

Arenas: \$264/per Day per Arena

*We have 3 Arenas

Stalls: All horses remaining on the grounds overnight must be stalled with at least one bag of shavings
-- No tie out to trailer overnight.

Move in is after 3:00 PM the day prior to the beginning of the show.

Stalls per Day **\$22** • Tack Stalls per Day **\$22**

Stall Cleaning (one-time fee per show) **\$16.50**

Pellets per/bag \$9

Outside Arena Lights \$66 per hour

After 7:00pm (September to May)

After 8pm (June to August)

Dressage Ring Setup/Take down: \$110

Jumps: one-time fee **\$220**

Additional Decorations at your cost

Outside Vendor Fees: Food Vendors **\$100** per day • Non-Food Vendors **\$50** per day

Airfield Concessions: \$150 per day



Conference Facilities

Conference Room	Seating Capacity	Conference Daily Rate	Conference Daily Rate 2-Days	Conference Daily Rate 3-Days
Airfield Dining Room	150 People	\$660.00	\$495.00	\$341.00
Airfield Auditorium	200 People	\$990.00	\$860.00	\$506.00
Spain Conference	75 People	\$495.00	\$374.00	\$258.50
Morgan Conference	75 People	\$396.00	\$297.00	\$198.00
Point Yancey Conference	70 People	\$528.00	\$396.00	\$258.50
Pamplin Conference	25 People	\$244.00	\$198.00	\$132.00
Sussex Conference	25 People	\$244.00	\$198.00	\$132.00
Mill Run Conference	40 People	\$302.50	\$220.00	\$148.50
Batten Amphitheater	500 People	\$396.00	N/A	N/A
Farm Fresh Rec Area*	400 People	\$965.00	\$702.00	\$632.50
Pool Pavilion	50 People	\$121.00	N/A	N/A
Birdsong Pavilion	50 People	\$121.00	N/A	N/A

**Farm Fresh Rec Area includes Pavilion, Gymnasium, 2 classrooms, and Rec Area around building*

Requirements for Conference Daily Rate

2 DAY RATE: 1 night lodging and a minimum of 2 meals

3 DAY RATE: 2 nights lodging and a minimum of 5 meals

Availability varies by group size and set up options.

Please note: Groups requiring a resetting of their occupied rooms will be subject to a **\$66** reset maintenance charge.

A/V Equipment

Auditorium: Mounted projector and screen, HDMI computer hookup, microphone, wall-mounted cameras with computer hookup for zoom capabilities, and speakers with audio hookups

Airfield Dining Room: Wall-mounted 85" monitor, HDMI computer hookup, projector screen, microphone, and speakers with audio hookups

Spain: Audio system with Bluetooth connection and microphones

Mill Run: Wall-mounted monitor, NEAT Bar Pro, and HDMI computer hookup

Portable: Projectors and screens, flip charts, easels, and podiums are available upon request.



Patrons are allowed to bring their own AV Equipment; however, the center is NOT responsible for any equipment brought by center guests

Dining at Airfield

Breakfast Menu

Breakfast Buffets (Minimum of 25 guests for buffets)

CONTINENTAL BREAKFAST

Variety of Pastries, Assorted Cereals, Assorted Fresh Chilled Juices, Hot, Fresh Coffee (regular & decaf), Ice Cold Milk - \$10.00 per person

Ham, Chicken or Sausage Biscuits - \$2.19 ea. • Fresh Fruit - (whole) 1.19¢, (cut-up) \$2.00/person

AIRFIELD EYE OPENER BUFFET

Scrambled Eggs, Choice of Hickory Smoked Bacon or Sausage, Buttermilk Biscuits & Sausage Gravy, Choice of Hash Browns, Grits or Breakfast Casserole (sausage, hash browns, peppers and onions), Pancakes, Hot, Fresh Coffee (regular & decaf) and juice. \$15.99 per person

PLATED SUNRISE PLATTER

2 Fluffy Scrambled Eggs, Hash Browns, Choice of Hickory Smoked Bacon or Sausage, Biscuits or Pancakes, Hot, Fresh Coffee (regular & decaf) and juice - \$12.09 per person

PLATED EGG CASSEROLE

Scrambled Eggs with Hash Browns, Onions and Peppers, Pancakes, Hot, Fresh Coffee (regular & decaf) and juice - \$13.19 per person

ADDITIONAL BREAKFAST OPTIONS - Fresh Fruit or Kielbasa w/Onions & Peppers - \$2.00 per person • Southern Style Grits • Spiced Apples • Assorted Yogurt • Instant Oatmeal • Buttermilk Biscuits \$1.09 per person, per item

Conference Breaks

ANYTIME PICK ME UP

Hot, Fresh Coffee (regular & decaf) • Assorted Soft Drinks and Water • Fresh Baked Cookies - \$9.35 per person

Hot, Fresh Coffee (regular and decaf) by consumption - \$12.09 per pot



Electrical kitchen appliances may NOT be brought onto the property

Lunch or Dinner Buffets

DELI BUFFET

Platters of Sliced Ham, Turkey & Roast Beef, American, Swiss & Provolone Cheese, Lettuce, Tomato, Onions, Spicy Mustard, Mayonnaise, Homemade Rolls, & Wheat Bread. Served with salad bar, chips, beverage & dessert - \$21.09 per person

SOUTH OF THE BORDER TACO BAR

Seasoned Chicken & Beef, Shredded Lettuce, Chopped Tomatoes, Onions, Guacamole, Mango Salsa, Black Beans, Shredded Cheese, Jalapenos, Sour Cream, Pico de Gallo, Hot Corn & Flour Tortillas. Served with Mexican Rice & Tri Colored Tortilla Chips, Beverage & dessert - \$21.09 per person

SIGNATURE BURGER & POTATO BAR

All Beef Hamburgers & Baked Potatoes, American, Swiss & Provolone Cheese, Lettuce, Tomatoes, Onions, Jalapenos, Dill Pickles, Spicy Mustard, Mayonnaise, Ketchup, Homemade Rolls & Pretzel Rolls, Butter, Sour Cream, Bacon Bits. Served with salad bar & dessert - \$23.09 per person

SOUTHERN STYLE CHICKEN BUFFET

Baked or Fried Chicken, Mashed Potatoes, Green Beans, Apple Cobbler, Homemade Rolls & Beverage - \$18.15 per person

Plated Selections

SANDWICH SELECTIONS - CHOICE OF 2 SELECTIONS

Each meal is served with a choice of French fries or onion rings, & dessert

Grilled Chicken Sandwich • French Dip w/Au Jus • Pork Barbecue Sandwich • Airfield Chicken or Ham Wrap or Airfield Club Sandwich and Beverage - \$14.29 per person

ITALIAN SELECTIONS

Each meal is served with a salad, garlic bread, beverage & dessert

Choose 1: Baked Spaghetti, Lasagna (Meat or Veggie). Chicken Parmesan (Served over Pasta) - \$15.99 per person

SEAFOOD PLATTER

Steamed or Fried Shrimp, Baked or Fried Tilapia, Cole Slaw, Corn on the Cob and Hush Puppies, Beverage and Dessert - \$21.19 per person

TERIYAKI CHICKEN

Served with White Rice, Steamed Broccoli, Beverage and Dessert - \$18.69 per person

CHICKEN & WAFFLES

Boneless Fried Chicken Breast on a Waffle served with Fried Potatoes & Onions, Beverage and Dessert - \$18.69 per person

Bagged Lunches

TRADITIONAL SANDWICH

Choice of Turkey, Ham or Roast Beef on Croissant Roll, Condiments, Fresh Fruit, Potato Chips & Dessert - \$10.45 per person. Add a drink for \$1.65



Lighter Options

Choose From: SOUP & SALAD, CHEF'S SALAD, SALAD LOVER'S PLATE (Chicken or tuna), AIRFIELD WRAP, BROCCOLI SALAD or CRAB SALAD

Dessert and Beverage is included - \$15.99 per person

NICOISE SALAD - Field Greens topped with Red Skinned Potatoes, Green Beans, Boiled Eggs, Cherry Tomatoes, Radishes, Niçoise Olives and your choice of Shrimp, Chicken or Beef, White Wine and Olive Oil Vinaigrette Dressing - \$15.99 per person

Picnic Selections

All outside picnic menus are served on paper products.

GRILLER THRILLER

Grilled Hamburger & Hotdog on a Bun, Lettuce, Tomato, Cheese, Dill Pickles & Condiments, Baked Beans & Potato Chips, Choice of Brownies or Cake and Beverage - \$15.99 per person

ZAC BROWN'S THROW DOWN

Fried Chicken & Pork Barbeque w/Homemade Rolls, Baked Beans, Cole Slaw & Chips, Choice of Brownies or Cake and Beverage - \$19.79 per person

Add Potato Salad, Corn on the Cobb or Stuffed Tater Skin Boats to any of the picnic selections for \$2.00 more per person

Vegetarian Options

VEGGIE WRAP OR VEGGIE BURGER Served with pasta salad, beverage and dessert - \$12.09 per person

VEGETARIAN LASAGNA Served with salad, beverage and dessert - \$15.99 per person

GINGER VEGGIE STIR-FRY W/RICE Served with beverage and dessert - \$17.05 per person

BROCCOLI SALAD W/RAISIN Served with beverage and dessert - \$17.05 per person

ETHIOPIAN CABBAGE DISH Served with beverage and dessert - \$17.05 per person

ALFREDO FETTUCCHINE W/BROCCOLI Served with beverage and dessert - \$19.79 per person

TOFU AND VEGGIES IN PEANUT SAUCE Served with beverage and dessert - \$20.89 per person

GREEN BEAN SALAD AND RED POTATOES Served with beverage and dessert - \$17.05 per person



Banquet Plated Meals

Please select 1 entrée, 2 vegetables & 1 dessert

All banquet meals are served plated with a salad, homemade rolls, and beverage

\$25.29 Entrée Selections

Airfield Chicken
(Classic Fried, Baked,

Oven Fried, Barbecued or Lemon Pepper)

Salisbury Steak • Stir Fry Pork or Beef over Rice

Chargrilled Pork Chops topped w/Fried Apples

\$27.49 Entrée Selections

Country Fried Chicken on
Sliced Virginia Ham

Baked Chicken Breast on

Sliced Virginia Ham

Sliced Roast Beef w/Gravy

Dinner Buffets

Dinner Buffets (Minimum of 25 guests) includes homemade rolls

Choice of 1 Soup or Salad, 2 Meats, 3 Vegetables,
Beverage & 1 Dessert below - \$30.25 per person

Choice of (2) Soups or Salads, 3 Meats, 3 Vegetables,
Beverage & 2 Desserts below - \$32.99 per person

Soup & Salad Selections

SOUPS: Chicken Noodle,
Vegetable, Tomato Basil, Broccoli
or Potato

SALADS: Potato Salad, Pasta Salad, Onion & Beet,
Tossed Salad, Carrot Salad, Fruit Salad, Spinach Feta Salad

Meat Selections

Fried/Baked Chicken • Sliced Turkey • Baked VA Ham
Country Ham • Sliced Roast Beef • Beef Tips
Barbeque • Salisbury Steak • Pork Tenderloin
Breaded Pork Chops

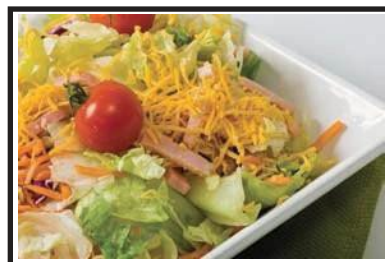
Vegetable Selections

Strings beans • Broccoli Spears • Vegetable Blend • Garden Peas • Butter Beans • Steamed Cabbage
Long Grain & Wild Rice • Buttered Red Potatoes • Baked, Buttered, Parsley or Mashed Potatoes • Baked Sweet
Potatoes • Cole Slaw • Candied Yams • Corn on the Cob • Cooked Spiced Apples • Homemade Dressing
Asparagus • Brussel Sprouts • Broccoli Casserole • Sweet Potato Casserole • Scalloped Potatoes
Macaroni & Cheese • Corn Pudding • Carrot Soufflé

Dessert Selections

Chocolate Mousse • Handmade Bread Pudding • Strawberry Short Cake • Handmade Pies
Banana Pudding • Apple or Peach Cobbler • Fruit Parfait • Handmade Cakes (Chocolate or Vanilla)
Sherbet/Ice Cream • Fresh Baked Cookies • Sundae Bar • Eclair Cake

Airfield is not liable for leftover food taken home from the buffet



Reception Items

Bar Brand Choices:

HOUSE BRANDS

Bowman's Vodka & Rum
Barton's Gin
Early Times
Aristocrat Tequila
Henry McKenna

PREMIUM BRANDS

Cîroc Vodka
Hennessy
Drambuie

DOMESTIC BEERS

Bud Light • Coors Light •
Miller Lite • Michelob Ultra

RED WINES

Sutter Home Merlot
Sutter Home Cabernet Sauvignon

WHITE WINES

Sutter Home Chardonnay
Sutter Home Pinot Grigio
Sutter Home White
Zinfandel Sutter Home
Moscato Barefoot Riesling

STANDARD BRANDS

Absolut Vodka
Bacardi Silver
Malibu
Captain Morgan
Jose Cuervo
Jim Beam
Fireball
Seagram's 7
Canadian Mist

IMPORTED BEERS

Blue Moon • Corona •
Heineken

Large Keg \$300.00



CALL BRANDS

Grey Goose
Tanqueray
Jack Daniels
George Dickel
Wild Turkey 101
Crown Royal
Dewar's

CRAFT BEERS

*Ask what is in stock

CHAMPAGNE

Andre Brut
Andre Extra Dry

Sparkling Cider & Wine by the
Bottle also Available

You may choose from either a cash or open bar. Bartenders are required for both bars. Bartender rates are **\$38.50** per hour for each bartender needed.

(One bartender can typically manage or serve 100 people)

An 18% gratuity will be added to the total bill on OPEN BARS.

A \$137.50 bar set up fee will be applied when bar sales do not reach at least \$165.00

Should you have any special requests for items on the bar,
please speak with your Conference Coordinator.

Due to Virginia ABC Laws, no one except the Bar Tender is allowed to bring or serve alcohol in the Main Building (Main Dining Room, Auditorium, or Mill Run)
\$50.00 corking fee

Reception Items Continued

Social Items

(Servings for 25 People)

Cocktail Shrimp on Ice
(100) - \$143.00
Back Fin Crab Dip
w/Crackers - \$143.00
Scallops wrapped in Bacon
(50) - \$198.00
Mini Crab Cakes w/Sauce
(75) - \$143.00

Mini Quiche (50) - \$99
Sweet & Sour Meatballs
(100) - \$66.00
Swedish Meatballs
(100) - \$66.00
Vegetable, Chicken
or Steak Eggrolls
(50) - \$49.50

Chicken Drumettes
(75) - \$99.00
Chicken Nuggets
(100) - \$49.50
Chicken Salad in
Pastry Cups (50) - \$82.50
Potato Chips & Dips - \$33.00

Mozzarella Cheese Sticks
(50) - \$45.00
Virginia Peanuts - \$27.50
Airfield Punch - \$27.50
Airfield Ham Rolls
(50) - \$82.50
Airfield Roast Beef Rolls
(50) - \$77.00

Stuffed Jalapeno Hot Bites
(75) - \$49.50
(Cheddar or Cream Cheese)
Assorted Finger Sandwiches
(50) - \$55.00
Broccoli Cheese Bites
(50) - \$33.00
Crescent Battered Apple
Slices (75) - \$33.00
Fruit, Vegetable
or Cheese Tray
Small - \$110.00 ~ Large - \$200.00
Stations - \$8.25 per person
(Steamship Round,
Virginia Ham, Pork Tenderloin)
**Carvers will be an additional \$38.50)

A one-time labor fee of \$50.00 is required for a punch or cake attendant



Additional Items

To make your occasion more elegant and formal, we have the following available upon request.
Please inquire with Airfield's Conference Coordinators for reserving items.

White Chair Covers
\$3.50 each
Blue Sash **\$2.25** each
Long Table Cloths
\$4.50 each
Cloth Napkins **\$1.10** each
Lattice Work
\$11.00
Hurricane Globes
w/Candles
\$4.50 each



Gold Lanterns
\$3.30 each
Lanterns w/LED Lights
\$11.00 each
Table Cloth for Round Tables
(85") **\$4.50** each
Asst. Shaped Table Mirrors
\$2.25 each
Round Glass Bowls
\$3.30 each
Asst. Glass Vases **\$3.30** each

**Table linens are included w/menu selections but not included with catering selections

***If using our catering services for an onsite event and linens ARE needed, there will be a
\$4.50 charge per tablecloth and \$1.10 charge per cloth napkin

Take-Out Catering

MEATS/SEAFOOD

Fried/Baked Chicken • Sliced Turkey • Baked VA Ham
Sliced Roast Beef • Beef Tips • Barbeque
Salisbury Steak • Seafood Casserole

VEGETABLES/CASSEROLES

Fried Apples • Baked Beans • Carrot Souffle • Cole Slaw
Collard Greens • Corn Pudding • Country Dressing
Green Beans • Mashed Potatoes • Potato Salad
Scalloped Potatoes • Sweet Potato Casserole
Tossed Salad • Yams • Broccoli Casserole • Wild Rice
Macaroni & Cheese • Lasagna • Baked Spaghetti

SIDE ITEMS/DESSERTS

Deviled Eggs • Wingettes • VA Ham Rolls
Meat Balls • Homemade Dinner Rolls
Banana Pudding • Cobbler (Apple or Peach) • Eclair Pie

*Ask about prices and service quantities • If catering is chosen as your food option on/off
premises, a minimum delivery fee of 11.00 will be charged*



Airfield Policies

To hold a reservation date, we require a \$500.00 or 10% of total estimated cost (whichever is greater) as a non-refundable deposit, Booking Charge. This payment is applied to your bill and is not an additional charge. Contracts are typically required 3 months prior to an event at which 50% deposit of the estimated cost is due. Any event cancelled less than 90 days prior to an event may result in loss of deposit. The remaining balance on the contract is due 2 weeks prior to the start date of the event. There will be a \$35.00 charge on all returned checks.

5.3% Virginia Sales tax to be added to the contract. Prices subject to change until contracts are completed and deposits have been made.

Under no circumstance will guests be allowed to bring or serve their own food in the main building (main dining room, auditorium or mill run conference room).

No pets are allowed in the buildings. When requested, if approved, there will be a \$65.00 per day charge.

Please Note: Quiet time at Airfield is between 11:00 p.m. and 8:00 a.m. and is strictly enforced.

Cancellations

Blocked rooms: All blocked rooms (rooms available to group members, but not rented) must be confirmed (as rented) 30 days in advance of your function or they will be released and made available to other clients.

Meeting/Lodging rooms: Reservations must be canceled 3 days (72 hours) prior to 3 p.m. local time on scheduled arrival to receive a refund of your deposit minus a cancellation fee of 30% of the total room rental rate. All cancellations inside of 72 hours prior to arrival will be assessed at 100% of the room rental rates.

Events: Reservations cancelled 90 days prior to scheduled arrival date may receive a refund of the deposit minus a cancellation fee of 50% of the estimated total cost of the event. All cancellations inside of 72 hours prior to arrival will forfeit all deposits.

Meals: Meals cannot be cancelled less than 72 hours prior to event, at which client/group will be billed for total estimated meals

- For buffets, we provide plenty of food on a per-person basis, during the event only. Any leftover food is the property of Airfield 4-H Conference Center.
- All meals will be served for 55 minutes.
- You may extend this mealtime for \$55.00 per half hour.
- Meals served outside the Main Dining Room or Auditorium may be subject to a \$100.00 set up fee.
- Children 1-10 are 1/2 off normal price

When meals and rooms are cancelled prior to the group coming, staffing, food purchase and food preparation efforts are affected and any cancellation costs should be borne by the client and not the 4-H Center. Cancellation fees are designed to compensate the Center not only for any “lost opportunity costs”, but also for food and/or staff cost incurred. We regret we cannot make exceptions for personal emergencies as a cause for cancellation. For these various reasons, we recommend travel/event insurance. If the event can be rescheduled, we will try to accommodate you. However, a cancellation/loss of use fee will apply. The amount will be dependent upon how far in advance your cancellation is taking place. Please keep in mind that the larger a group, the more difficult it is to “fill the void” as a result of the cancellation.

15189 Airfield Road, Wakefield, VA 23888
Phone: 757-899-4901 • Fax: 757-899-6611