



15189 Airfield Road – Wakefield, VA 23888

2012 Pamphlet

Airfield 4-H Conference Center is first choice for fresh country air and a natural, quiet setting!

Located on the banks of beautiful Airfield Mill Pond, 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 Conference 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.

Call today and let one of our friendly Event Coordinators help you arrange your next function!

(757) 899-4901

Also visit our website:

www.AirfieldConference.com



Overnight Accommodations

We offer three (3) types of lodging rooms; Executive Rooms, Family Style Lodge Rooms, and Dorm Style Rooms. All are nestled among trees along the shore of Airfield Mill Pond. The contemporary design of the lodges blends with the natural environment.

The *Executive Lodge* rooms are furnished with two (2) double beds. A deck encompasses each lodge, enabling guests to enjoy the serene and scenic views of Airfield. The rooms have a flat panel TV/DVD, Coffee Maker, Hair Dryer, and a Clock Radio, Free Wi-Fi.

Per room rates	Prices
Single Occupancy	\$63.00
Double Occupancy	\$76.00

\$10.00 for each additional person



Our *Family Style Lodge* rooms are located at the Mill Pond's edge, comfortably appointed with each room consisting of one (1) double bed and two (2) full sets of bunk beds. ***Each room has its own private bath.*** We offer these rooms at a slightly lower rate because they are subtly smaller than our Executive Rooms. *(These rooms are converted to Dorm Style rooms from mid June through mid September to accommodate summer campers.)* Rooms can hold up to six (6) people.

Per person rates	Weekday Prices	Weekend Prices
1 Person	\$43.00	\$46.00
2 People	\$33.00	\$36.00
3 People	\$27.00	\$30.00
4 People	\$25.00	\$28.00
5 People	\$22.00	\$25.00
6 People	\$21.00	\$24.00



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.

Per person rates	Weekday Prices	Weekend Prices
1 Person	\$33.00	\$36.00
2 People	\$25.00	\$28.00
3 People	\$23.00	\$26.00
4 People	\$22.00	\$25.00
5 People	\$20.00	\$23.00
6 People	\$19.00	\$22.00
7 People	\$18.00	\$21.00
8 People	\$17.00	\$20.00

****All rates are subject to change without notice****

Check-in Time is 4:00 PM

Check-out Time is 10:00 AM

There will be a Late Check out charge of \$30.00 (per hr.)

Roll-away beds are available for \$10.00 per night

Children three and under are free with adult

NO PERSONAL PETS are allowed in the Lodging Rooms.

An additional charge of \$60.00 will be rendered if found.

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 \$50.00 cleaning fee.

Lodging Cancellation Policy: All blocked rooms must be confirmed 30 days in advance of your function or they will be unblocked and available to other clients.

Camping

Camper: no hook-ups - \$30.00 per night

Camper: electrical & water hook-ups - \$45.00 per night.

Tent camping is \$10.00 per person, per night. Group rate; \$3.00 per person, per night (Boy Scouts, etc.)

Recreation at Airfield

Airfield Conference Center is located on 113 scenic, wooded acres and is surrounded by a 105 acre pond.



Recreational Facilities include:

Olympic Size Outdoor Swimming Pool; Three outdoor tennis courts; Softball/soccer recreational field; *Canoes and Paddle Boats (\$2.00 per person per hour); **Indoor recreational field for Volleyball and Basketball; Fishing on the Airfield Pond (State license required); Campfire Circles (\$35.00); Nature Trails; Horseshoes; Shooting Sports (archery, pistol, rifle, shotgun, trap, skeet).

****No fishing from paddleboats or canoes. No swimming allowed in Airfield Pond****

*Canoes & paddleboats are available on a first come, first serve basis.

**Indoor recreation use is subject to availability.

Private Pool Rental

\$100.00/hr for 50 or less people

\$200.00/hr for groups over 50 people.

Pool usage must be scheduled prior to function for all groups.

Horse Show Items

101 stalls for rent (\$25.00) per day; Jumps (\$50.00);

2 Horse Rings (\$175.00 each)

The *Challenge Course* is a combination of obstacle course activities with individual and group initiatives that add up to high excitement and adventure! Our challenge course is successful in developing self-confidence, building group support and increasing one's agility and coordination. *Reservations are required! Please call to schedule your group.*

Environmental Tours are available for schools, civic groups, clubs, etc.

Picnic Facility: We have three (3) different Picnic areas which are available to your group at a charge of \$6.00 per person for a four-hour picnic, and \$8.00 per person for any picnic over four hours (discounted price with the purchase of meals). This fee allows you full access to all amenities such as the swimming pool (seasonal, and based on availability), tennis courts, and horse shoes. The option to have Airfield cater the picnic is available at an additional charge. See our picnic menu for selection and pricing. All picnics must be scheduled in advance. Children three and under are FREE.

Stop by the front desk in the Gray Building to pick up any recreational equipment, and signing up for the use of the canoes and paddleboats. Driver's license along with a \$2.00 per person per hour fee is required for use of canoes and paddleboats.

*Enjoy the sights and sounds of Airfield
Conference Facilities at Airfield*



Conference Rooms, Seating Capacity and Prices:	½ Day (6 hr.)	Full Day
Airfield Dining Room (200 p).....	\$200.00	\$300.00
Airfield Auditorium (300p).....	\$300.00	\$450.00
Spain Conference (75p).....	\$150.00	\$225.00
Morgan Conference (75p).....	\$115.00	\$175.00
Pamplin Conference (40p).....	\$75.00	\$115.00
Sussex Conference (40p).....	\$75.00	\$115.00
Point Yancey (70p).....	\$150.00	\$225.00
Mill Run Room (40p).....	\$85.00	\$128.00
Batten Amphitheater (500p).....	\$75.00 per hour	
Farm Fresh Recreational Building (300p).....	\$100.00 per hour (\$450 max)	
Farm Fresh Classroom A (35p).....	\$60.00	\$ 90.00
Farm Fresh Classroom B (35p).....	\$60.00	\$ 90.00

*Availability varies by group size and set-up options.

*Please note: groups requiring resetting of their occupied room will be subject to a \$50.00 reset/maintenance charge.

Audio – Visual Equipment

Complimentary items

Podium (no microphone)

Charged per day

Clavinova \$20.00

Podium with microphone \$10.00

Computer Projector \$20.00

Auditorium Projector \$30.00

Portable Chalkboard \$5.00

Wood for Fireplace \$25.00

DVD/TV \$25.00

Flip Chart w/ marker \$15.00

Dry Erase Board \$10.00

Easel \$10.00

Portable Screen \$5.00

Patrons are allowed to bring their own audiovisual equipment. However, the center is NOT responsible for any equipment brought in by center guests.

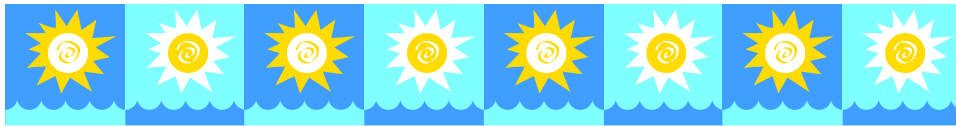
Prices subject to change

Find Out What Makes Us So Unique
Dining at Airfield

BREAKFAST AT AIRFIELD

Scrambled Eggs
Bacon, Sausage
Grits or Hash browns
French Toast or Biscuits or Muffins
Fruit, Cereal
Milk, Juice, Coffee, Tea
\$8.00 per person

Continental Breakfast
(Pastries, Cereal, Juice, Coffee, Milk)
\$6.75 per person



PICNIC MENUS

Traditional

Hamburgers, Hotdogs, Baked Beans, Chips, Homemade Rolls, Brownies or Cake, Iced Tea, Lemonade
\$10.00 per person
(\$.50 each for cheese, lettuce and tomato)

Country Cookin'

Fried Chicken, Barbecue, Cole Slaw, Baked Beans, Chips, Rolls, Brownies or Cake, Iced Tea, Lemonade
\$12.00 per person

Big Appetites

Delmonico Steak, Tossed Salad, Corn on the Cob, Baked Potatoes or French Fries, Rolls, Cake or Pie, Iced Tea or Lemonade
\$22.00 per person

Pig Pickin'

Boston Butts, Cole Slaw, Baked Beans, Chips, Homemade Rolls, Brownies or Cake, Iced Tea, Lemonade
\$16.00 per person

Add Potato Salad or Corn on the Cob to Your Picnic for \$1.00 per person

LUNCHEON MENUS

Each meal is served with the salad bar and includes homemade rolls, dessert, and coffee or tea.

\$11.50 Selections

*Fried Chicken w/
Mashed Potatoes
Spaghetti
Barbecue Chicken
Taco Bar
Chicken Shenandoah
Chicken Pot Pie
Chicken Dumplings
Quiche
Burger & Potato Bar
Deli Buffet
Airfield Club Sandwich*

\$12.50 Selections

*Beef Stroganoff
Stir Fry Pork or Beef Over Rice
Beef Tips Over Rice(w/ Onions &
Green Peppers)
Baked or Grilled Fish
Grilled Chicken Sandwiches
Hot Roast Beef Sandwich w/
Mashed Potatoes
Baked Lasagna (Meat or Vegetarian)
Salisbury Steak
Pork Barbecue
\$13.00
Seafood Casserole*

Bagged lunch for \$7.00; includes sandwich on homemade rolls, condiments, potato chips, fresh fruit, dessert. Add a drink for \$1.50

Children 3 and under are free. Children 4 to 8 are ½ off normal price.

Prices subject to change



Special Lighter Luncheons

Soup and Grilled Cheese Sandwich, Beverage

\$8.50

Soup, Salad Bar, Dessert, & Beverage

\$9.50

*Fresh Salad Topped w/ Sliced Charbroiled Chicken Breast, Tomatoes, &
Hard Boiled Eggs, Homemade Rolls, Dessert, Beverage*

\$11.50

Chicken Shenandoah, Broccoli, Homemade Rolls, Dessert, Beverage

\$10.50

*Chunky Chicken Salad w/ Pineapple & Pecans, Potato, Pasta, or Waldorf Salad, Fresh Fruit Slices,
Crackers, Dessert, Beverage*

\$11.50

Salad Lover's Plate

*Chicken, Seafood, or Tuna Salad; Potato, Pasta or Waldorf Salad; Beets & Tomato Slices, Fresh
Vegetables or Fruit; Crackers, Dessert, Beverage*

\$12.00

Banquets

Choose from the following menu items. Meals are served with two (2) vegetables, homemade rolls, a dessert, and beverage.

- Barbecue Chicken \$14.00*
- Country Fried Chicken \$14.00*
- Beef Tips w/ Steamed Rice \$14.50*
- Roasted Sliced Turkey \$14.50*
- Baked Pork Chop \$14.50*
- Filet of Flounder, Almandine \$15.00*
- Country Fried Chicken & Sliced VA Ham \$15.25*
- Baked Chicken Breast on Sliced VA Ham \$15.25*
- Sliced Roast Beef w/ Gravy \$15.50*
- Chicken Cordon Bleu \$16.00*
- Stuffed Pork Tenderloin \$16.50*
- Fantail Shrimp \$18.50*
- Delmonico Steak 10oz. \$22.00*
- Prime Rib \$24.50*
- Filet Mignon Wrapped w/ Bacon \$24.50*

Vegetable Choices

- | | | |
|-----------------------------------|--|-------------------------------|
| <i>Tossed Salad</i> | <i>Scalloped or Au Gratin Potatoes</i> | <i>Parsley Potatoes</i> |
| <i>Potato Salad</i> | <i>Vegetable Blend</i> | <i>Glazed Baby Carrots</i> |
| <i>String Beans</i> | <i>Peas and Pearl Onion</i> | <i>Corn Pudding</i> |
| <i>Broccoli Spears</i> | <i>Broccoli Casserole</i> | <i>Candied Yams</i> |
| <i>Long Grain & Wild Rice</i> | <i>Garden Peas</i> | <i>Sweet Potato Casserole</i> |
| <i>Baked Potato</i> | <i>Buttered Potatoes</i> | <i>Vegetable Blend</i> |
| <i>Steamed Cabbage</i> | <i>Brussel Sprouts</i> | <i>Rice Blend</i> |
| <i>Sugar Snap Peas</i> | <i>Butter Beans</i> | <i>Mashed Potatoes</i> |

An additional vegetable may be served for an additional \$1.50 charge.

Desserts

- | | |
|---|------------------------------------|
| <i>Chocolate or Strawberry Mousse</i> | <i>Cakes</i> |
| <i>Sherbet/Ice Cream</i> | <i>Apple or Peach Cobbler</i> |
| <i>Homemade Pies</i> | <i>Pudding & Fruit Parfait</i> |
| <i>Whole Baked Apple w/ Caramel Sauce</i> | <i>At a mode additional \$0.75</i> |

Prices subject to change

Vegetarian Menu

\$14.00

Menu 1

- Veggie Lasagna*
- Baked Potato*
- Tossed Salad*
- Homemade Rolls*
- Dessert (Fresh Fruit)*
- Beverage*

\$12.50

Menu 2

- Fruit Salad*
- Grilled Cheese or*
- Veggie Wraps*
- Dessert*
- Beverage*

\$11.50

Menu 3

- Veggie Spaghetti w/sauce*
- Tossed Salad*
- Homemade Rolls*
- Dessert*
- Beverage*

Buffet Selections

(minimum of 25 people)

\$17.50

Choice of three (3) Salads

<i>Tossed Salad</i>	<i>Cole Slaw</i>
<i>Macaroni Salad</i>	<i>Congeaed Salad</i>
<i>Potato Salad</i>	<i>Fruit Salad (Fresh in Season)</i>
<i>Carrot & Raisin Salad</i>	<i>Three Bean Salad</i>
<i>Beet & Onion Salad</i>	<i>Pasta Salad</i>

Choice of two (2) Meats

<i>Chicken-Fried, Baked, or Oven Fried</i>	<i>Stir Fry Pork w/ Rice</i>
<i>Sliced Baked Virginia Ham</i>	<i>Stir Fry Beef w/ Rice</i>
<i>Sliced Turkey</i>	<i>Baked or Grilled Fish</i>
<i>Pork Barbecue</i>	<i>Salisbury Steak</i>
**Sliced Roast Beef	**Seafood Casserole

****Add \$1.00 to Buffet Price with the choice of these items**

Choice of three (3) Vegetables

<i>Broccoli Casserole</i>	<i>Parsley Potatoes</i>	<i>Pickled Beets</i>
<i>Scalloped Potatoes</i>	<i>Corn Pudding</i>	<i>String Beans</i>
<i>Candied Yams</i>	<i>Peas & Pearl Onions</i>	<i>Sweet Potato Casserole</i>
<i>Black-Eyed Peas</i>	<i>Cooked Spiced Apples</i>	<i>Apple Sauce</i>
<i>Au Gratin Potatoes</i>	<i>Broccoli Spears</i>	<i>Vegetable Blend</i>
<i>Rice Blend</i>	<i>Mashed Potatoes</i>	<i>Steamed Cabbage</i>
<i>Whole Baby Carrots</i>	<i>Tomato Pudding</i>	<i>Dressing</i>
<i>Corn on the Cob</i>	<i>Baked Potato</i>	<i>Butter Beans</i>
<i>Macaroni & Cheese</i>	<i>Baked Sweet Potatoes & Apples (nuts)</i>	

A salad may be substituted for an additional vegetable

Choice of three (3) Desserts

<i>Chocolate Mousse</i>	<i>Homemade Pie</i>	<i>Pudding</i>
<i>Strawberry Mousse</i>	<i>Apple or Peach Cobbler</i>	<i>Fruit Parfait</i>
<i>Cakes</i>	<i>Ice Cream or Sherbet</i>	<i>Cookies & Sundae Bar</i>

All Buffets include Homemade Rolls & Unlimited Refills of Tea and Coffee

Like all other buffets, we provide plenty of food on a per-person basis, during the event only. Any leftover food is not included in this price and is the property of the Airfield 4-H Conference Center.

*All meals may be served for 45 minutes.
You may extend this mealtime for \$50.00 per half hour.*

Prices subject to change

Buffet Selections

(minimum of 25 people)

\$19.75

Choice of (4) Salads

<i>Tossed Salad</i>	<i>Cole Slaw</i>
<i>Macaroni Salad</i>	<i>Congeaed Salad</i>
<i>Potato Salad</i>	<i>Fruit Salad (Fresh in Season)</i>
<i>Carrot & Raisin Salad</i>	<i>Three Bean Salad</i>
<i>Beet & Onion Salad</i>	<i>Pasta Salad</i>

Choice of three (3) Meats

<i>Chicken-Fried, Baked, or Oven Fried</i>	<i>Stir Fry Pork w/ Rice</i>
<i>Sliced Baked Virginia Ham</i>	<i>Stir Fry Beef w/ Rice</i>
<i>Sliced Turkey</i>	<i>Baked or Grilled Fish</i>
<i>Pork Barbecue</i>	<i>Salisbury Steak</i>
<i>**Sliced Roast Beef w/ Gravy</i>	<i>**Seafood Casserole</i>

****Add \$1.00 to Buffet Price with the choice of these items**

Choice of three (3) Vegetables

<i>Broccoli Casserole</i>	<i>Parsley Potatoes</i>	<i>Pickled Beets</i>
<i>Scalloped Potatoes</i>	<i>Corn Pudding</i>	<i>String Beans</i>
<i>Candied Yams</i>	<i>Peas & Pearl Onions</i>	<i>Sweet Potato Casserole</i>
<i>Black-Eyed Peas</i>	<i>Cooked Spiced Apples</i>	<i>Apple Sauce</i>
<i>Au Gratin Potatoes</i>	<i>Broccoli Spears</i>	<i>Vegetable Blend</i>
<i>Rice Blend</i>	<i>Mashed Potatoes</i>	<i>Steamed Cabbage</i>
<i>Whole Baby Carrots</i>	<i>Tomato Pudding</i>	<i>Dressing</i>
<i>Corn on the Cob</i>	<i>Baked Potato</i>	<i>Butter Beans</i>
<i>Macaroni & Cheese</i>	<i>Baked sweet potatoes, & apples (nuts)</i>	

A salad may be substituted for an additional vegetable

Choice of three (3) Desserts

<i>Chocolate Mousse</i>	<i>Homemade Pie</i>	<i>Pudding</i>
<i>Strawberry Mousse</i>	<i>Apple or Peach Cobbler</i>	<i>Fruit Parfait</i>
<i>Cakes</i>	<i>Ice Cream or Sherbet</i>	<i>Cookies & Sundae Bar</i>

All Buffets include Homemade Rolls & Unlimited Refills of Tea and Coffee

Like all other buffets, we provide plenty of food on a per-person basis, during the event only. Any leftover food is not included in this price and is the property of the Airfield 4-H Conference Center.

All meals may be served for 45 minutes.

You may extend this mealtime for \$50.00 per half hour.

Prices subject to change

We will attempt to accommodate any special menus or will create menus tailored to meet your group's unique requirements or personalized occasion.

Please note meals served outside the Main Dining Room or Auditorium may be subject to an additional rate.

Reception Items

Bars

You may choose from either a cash or open bar.

Bartenders are required for both bars. Bartender rates are \$20.00 per hour for each bartender needed.

(One bartender can typically manage or serve 100 people)

A \$75.00 bar set up fee will be applied when bar sales do not reach at least \$100.00

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

Under NO circumstances will you be allowed to bring or serve your own alcohol in our Main Building, (Main Dining Room, Auditorium, or Mill Run)

Social Items

(Servings for 25 people)

Sweet Potato Slices(100 pcs) \$18.25

Assorted Finger Sandwiches(50) \$22.50

Sweet Potato Logs(100) \$33.75

Chicken Nuggets(100) \$33.75

Battered Mushrooms(75) \$33.75

Mozzarella Cheese Sticks(50) \$37.50

Cocktail Franks in Sauce(100) \$45.00

Swedish Meatballs(100) \$45.00

Sweet & Sour Meatballs(100) \$45.00

Sweet Corn Nuggets(100) \$45.00

Battered Zucchini Slices(100) \$50.00

Chicken Fritter Bites(100) \$50.00

Chicken Wing Stingers(75) \$52.50

Chicken Drumettes(75) \$56.25

Stuffed Jalapeno Hot Bites(75) \$56.25

(Cheddar or Cream Cheese)

Backfin Crab Dip w/ Crackers \$68.75

Chicken Salad in Pastry Cups(50) \$75.00

Scallops wrapped in Bacon(50) \$75.00

Airfield Cheese Fritters(100) \$100.00

Mini Quiche(50) – Hot \$100.00

- Cold \$87.50

Mushrooms Stuffed w/ Crab(50) \$100.00

Assorted Canapes(75) \$112.50

Stuffed Shrimp(100) \$115.00

Cocktail Shrimp on Ice(100) \$115.00

Served w/ Cocktail Sauce

Raw Oyster Bar – Market Price

Mini Crab Cakes w/ Sauce(75) \$131.25

Fruit, Vegetable, or Cheese Trays:

Small \$87.50

Large \$175.00

Airfield Ham Rolls(50) \$57.50

Stations: \$3.00 per person

Steamship Round

Virginia Ham

Baked Pork Tenderloin

**Carvers will be an additional \$25.00*

Homemade Mints \$12.50

Virginia Peanuts \$12.50

Potato Chips & Dip \$12.50

Airfield Punch \$12.50

A one-time labor fee of \$25.00 each is required for a carver for the Steamship Round, Punch Attendant, or Cake Attendant

Prices subject to change

Socializing At Airfield Conference Center

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.

Hurricane Globes w/ Candles \$3.00 each

Gold Lantern \$2.00 each

Round or Square Mirrors \$1.00 each

Round Glass Bowls \$1.00 each

Lattice Work \$10.00

Fica Trees w/ Lights \$5.00 each

White Chair Covers \$2.00 each Blue Sash \$1.00 each

Long Tablecloths \$2.50 each Tablecloths for rounds \$2.00 each

Tablecloths Included w/ Menu Selections *Table Skirts \$20.00 each (white & almond available)*

Please see Conference Coordinator for price lists of additional rentals.



Conference Breaks

Soft Drinks \$1.50

Coffee, Breakfast Pastries, & Mini Muffins \$5.75

Coffee, Juice, & Breakfast Pastries \$4.75

Ham Biscuits \$3.25

Fresh Fruits \$ Market

Sausage Biscuits \$3.00

Make Your Own Ice Cream Sundaes \$5.25

Homemade Cookie \$1.25

Mini Bagels \$2.00

Continental Breakfast (Pastries, Cereal, Juice, Coffee, Milk) \$6.75

Coffee based on Consumption (hot water for tea bags & hot chocolate included) \$8.00 per pot

Electrical kitchen appliances may NOT be brought onto the property

5% VA Sales Tax Will Be Added

Prices subject to change

Additional Center Information

To hold a reservation date, we require a \$200.00 or 3% of total estimated cost as a non-refundable deposit. Contracts are typically required 3 months prior to an event at which time a 50% deposit of the estimated cost is due. Any event cancelled less than 75 days prior to an event may result in loss of the deposit. There will be a \$30.00 charge on all returned checks.

For groups staying an extended period of time, you may choose to have the conference meal package, preset by the center, for \$35.00 per person, per day. This includes breakfast, lunch, and dinner.

Please talk to your Conference Coordinator for more details.