

2025 *Pamphlet*



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

www.airfield4hcenter.org

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 visit 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 Eastern Shore to the East. The Center was built in 1981. Camp Farrar in Virginia Beach was our original 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 mission is to foster and encourage the positive development of youth and adults in cooperation with the Virginia Cooperative Extension of Virginia Polytechnic Institute and Virginia State University in an outdoor educational center that teaches, trains, and provides such learning opportunities.

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 young children for the residential camping experience. Other specialty camps through the year include Aerospace Camp, Marine Science Camp, Teen Weekends, and, new in 2024, Airfield started Special Interest Clubs. These are 4-6 week after-school programs focused on a unique topic such as archery, outdoor cooking, or fishing.

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'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'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. It 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. We also host the Swamp Shooters 4-H Club that meets on the 2nd and 4th Sunday of the month.



***"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"**



Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. For inquiries regarding non-discrimination policies, contact the executive director for Equity and Access at 540-231-8771 or Virginia Tech, North End Center, Suite 2300 (0318), 300 Turner St. NW, Blacksburg, VA 24061.

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 facilities blends in with the natural environment.

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 a flat panel TV, coffee maker, hair dryer, clock radio and free Wi-Fi.

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 \$127.00
KING ROOM RATE \$145.00

Dorm Style Room Rate \$151.00
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 **\$125.00** cleaning fee.

Camping

Primitive Tent Camping: **\$11.00** per person per night.

Scout Troops: **\$5.00** per person per night.

RV Camper w/no hook-ups: **\$22.00** per night.

RV Camper w/electrical hook-ups: **\$33.00** 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 Summer Camp Weeks.

Public Weekend Hours Vary *Call for hours*

Pool Picnic Shelter - \$125/day plus **\$5/person** that wants to swim

Individuals - \$10/day



Paddle Sports: Canoe/Kayak

Group 2-Hour Rental: \$165 for the fleet or **\$25** per vessel (A safety instructor must 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 a safety instructor is still required.

Safety Instructor - \$55/2 hours

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. Please sign in at the front desk of Gray Building.

Environmental Field Trips

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 - **\$40.00 per range/hour**

Skeet (25 clays) - **\$5.75/bundle**

Range Safety Officer - **\$55.00/ range** per 2 hours

Certified Shooting Instructor - **\$55.00/range** per 2 hours

(Must have 1 Range Safety Officer, who is a member of the Airfield Shooting Club per Range. A Certified Shooting Instructor is required when classes are being taught or novices are in the group.)

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

Equipment provided for **Archery** - **\$10.00/person**



Fishing

NO PUBLIC FISHING – but paying guests may fish and must have a valid VA fishing license, per VA DWR guidelines

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 **2** hours to learn skills then time to fish and put skills to use.

Maximum **4** hours for total fishing clinic.

Fishing Instructor - **\$70/2** hours

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	\$520.00	\$445.00
Airfield Auditorium	200 People	\$990.00	\$850.00	\$722.00
Spain Conference	75 People	\$500.00	\$425.00	\$360.00
Morgan Conference	75 People	\$400.00	\$297.00	\$198.00
Point Yancey Conference	70 People	\$475.00	\$396.00	\$258.50
Pamplin Conference	25 People	\$244.00	\$207.00	\$175.00
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	\$400.00	N/A	N/A
Farm Fresh Rec Area*	400 People	\$965.00	\$702.00	\$632.50
Pool Pavilion	50 People	\$125.00	N/A	N/A
Birdsong Pavilion	50 People	\$125.00	N/A	N/A

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

8 Burner Propane Grill Rental - \$50.00

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 **\$75.00** 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: Wall-mounted monitor, audio system with Bluetooth connection and microphones

Point Yancey/Morgan/Pamplin: Wall-mounted monitor

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

Buffets

CONTINENTAL BREAKFAST

Variety of Pastries, Assorted Cereals, Assorted Fresh Chilled Juices, Fresh Coffee (regular & decaf), Milk - \$11.50 per person

Ham, Chicken or Sausage Biscuits - \$2.50 ea. • Fresh Fruit - (whole) 1.25¢, (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. \$18.50 per person

SUNRISE PLATTER

Fluffy Scrambled Eggs, Hash Browns, Choice of Hickory Smoked Bacon or Sausage, Biscuits or Pancakes, Hot, Fresh Coffee (regular & decaf) and juice - \$13.90 per person

EGG CASSEROLE

Scrambled Eggs with Hash Browns, Onions and Peppers, Pancakes, Hot, Fresh Coffee (regular & decaf) and juice - \$15.25 per person

ADDITIONAL BREAKFAST OPTIONS - Fresh Fruit - \$2.00 per person • Southern Style Grits • Spiced Apples • Assorted Yogurt • Instant Oatmeal • Buttermilk Biscuits \$1.75 per person, per item

Conference Breaks

ANYTIME PICK ME UP

Hot, Fresh Coffee (regular & decaf) • Assorted Soft Drinks and Water • Fresh Baked Cookies - \$9.50 per person

Hot, Fresh Coffee (regular and decaf) by consumption - \$12.25 per pot



Electrical kitchen appliances may NOT be brought onto the property

Meals

***Add any dessert for \$3.00 per person**
****Table linens are included w/menu selections**

DELI Bar

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, and beverage - \$21.95 per person

SOUTH OF THE BORDER TACO BAR

Seasoned Chicken & Beef, Shredded Lettuce, Queso, Grilled Peppers and Onions, Guacamole, Salsa, Black Beans, Shredded Cheese, Jalapenos, Sour Cream, Pico de Gallo, and Tortillas. Served with Mexican Rice & Tortilla Chips, and beverage - \$21.95 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, Brioche & Pretzel Rolls, Butter, Sour Cream, Bacon Bits. Served with salad bar & beverage - \$24.25 per person

SOUTHERN STYLE CHICKEN BUFFET

Baked/Fried Chicken, Mashed Potatoes, Green Beans, Yeast Rolls & beverage - \$18.50 per person

GRILLER THRILLER

Hamburger & Hot dog on a Bun, Lettuce, Tomato, Cheese, Dill Pickles, Condiments, Baked Beans, Potato Chips, and beverage served on paper plates with plastic cutlery - \$16.00 per person

ZAC BROWN'S THROW DOWN

Fried Chicken & Pork Barbecue w/ Yeast Rolls, Baked Beans, Cole Slaw, Chips, and beverage served on paper plates with plastic cutlery - \$20.50 per person

SANDWICH SELECTIONS - Choice of up to 2 SELECTIONS

Grilled/Fried Chicken Sandwich • French Dip w/Au Jus • Pork Barbecue Sandwich • Airfield Chicken/Ham Wrap • Italian Hoagie • Airfield Club Sandwich served with either French fries or Onion Rings and beverage - \$14.25 per person

ITALIAN SELECTIONS - Choice of 1 Selection

Baked Spaghetti, Lasagna (Meat or Veggie), Chicken Parmesan (Served over Pasta) served with a salad, garlic bread, and beverage - \$16.25 per person

SEAFOOD PLATTER

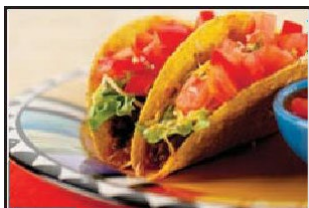
Steamed or Fried Shrimp, Baked or Fried Whiting, Cole Slaw, Corn on the Cob and Hush Puppies, and beverage - \$22.00 per person

TERIYAKI CHICKEN

Served with White Rice, Steamed Broccoli, and beverage - \$19.25 per person

CHICKEN & WAFFLES

Fried Chicken served with a Waffle, Hash Browns, and beverage - \$19.25 per person



Lighter Options

SOUP & SALAD Bar

One choice of Soup: Tomato Basil, Broccoli and Cheese, Vegetable Beef, Chicken Noodle, Potato, Chicken and Dumpling, or Chicken Tortilla - \$16.25 per person

CHEF'S SALAD

Bed of salad mix topped with cucumbers, tomatoes, croutons, cheese, onion, boiled egg, and your choice of protein: Turkey, Ham, or Chicken - \$16.25 per person

SALAD LOVER'S PLATE

Chicken or Tuna Salad and your choice of 3 other salads: Potato Salad, Broccoli Salad, Pasta Salad, Fruit Salad, Beet and Onion Salad, Macaroni Salad, and Egg Salad - \$16.25 per person

On-the-Go Lunch

TRADITIONAL SANDWICH

Choice of Turkey, Ham or Roast Beef on Croissant Roll, Condiments, Fruit, Potato Chips, and Dessert bagged to carry with you - \$11.50 per person. Add a drink for \$2.00

Vegetarian Options

VEGGIE WRAP OR VEGGIE BURGER

Served with pasta salad or French fries, and beverage - \$14.25 per person

VEGETARIAN LASAGNA

White Lasagna stuffed with veggies served with salad, and beverage - \$16.25 per person

GINGER VEGGIE STIR-FRY W/RICE

Medley of Asian Vegetables stir-fried in a Teriyaki and Ginger sauce on top of white rice served with beverage - \$17.25 per person

ETHIOPIAN CABBAGE DISH

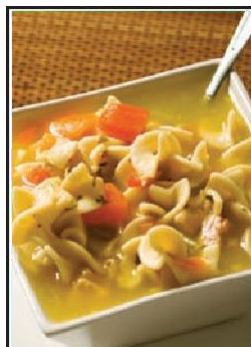
Sautéed Cabbage, Potatoes, Carrots, and Onions paired with fragrant spices served with beverage - \$17.25 per person

ALFREDO FETTUCCINE W/BROCCOLI

Served with beverage - \$16.25 per person

TOFU AND VEGGIES IN PEANUT SAUCE

Pan-seared Tofu with stir-fried Veggies coated in a Thai Peanut sauce served with beverage - \$21.75 per person



Banquet Plated Meals

Please select 1 entrée & 2 vegetables

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

\$26.75 Entrée Selections

- Airfield Chicken (Fried, Baked, Oven Fried, Barbecued or Lemon Pepper)
- Salisbury Steak
- Stir Fry Pork or Beef over Rice
- Chargrilled Pork Chops topped w/Fried Apples

\$29.50 Entrée Selections

- Fried Chicken on Sliced Virginia Country Ham
- Baked Chicken on Sliced Virginia Country Ham
- Sliced Roast Beef w/Gravy

Dinner Buffets

Dinner Buffets (Minimum of 25 guests) includes yeast rolls

Dinner Buffet I

Choice of 1 Soup or Salad, 2 Proteins, 3 Vegetables from below - \$32.50 per person

Dinner Buffet II

Choice of 2 from Soups & Salads, 3 Proteins, & 3 Vegetables from below - \$35.75 per person

Soup & Salad Selections

SOUPS: Chicken Noodle • Vegetable Beef • Tomato Basil • Broccoli and Cheese • Chicken Tortilla • Potato

SALADS: Potato Salad • Pasta Salad • Tossed Salad • Broccoli Salad • Fruit Salad • Spinach Feta Salad

Protein Selections

Fried/Baked Chicken • Sliced Oven Roasted Turkey • Baked VA Ham • Country Ham • Sliced Roast Beef • Beef Tips w/ Rice • Barbecue • 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, Roasted, or Mashed Potatoes • Baked Sweet Potatoes • Cole Slaw • Candied Yams • Corn on the Cob • Cooked Spiced Apples • Cornbread Dressing • Asparagus • Brussel Sprouts • Broccoli Casserole • Sweet Potato Casserole • Scalloped Potatoes • Macaroni & Cheese • Corn Pudding • Carrot Soufflé

Carving Stations

Add a carving station to the buffet (Roast Beef, Virginia Ham, or Pork Tenderloin) - \$8.25 per person

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

Dessert Selections

***Add any dessert to any meal for \$3.00 per person**

Chocolate Mousse • Handmade Bread Pudding • Strawberry Short Cake • Assorted Pies • Banana Pudding • Apple or Peach Cobbler • Brownies • Cakes • Baked Cookies • Sundae Bar



Reception Items

Bar Brand Choices:

HOUSE BRANDS

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

PREMIUM BRANDS

Hennessy
Drambuie

STANDARD BRANDS

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

CALL BRANDS

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

DOMESTIC BEERS

Bud Light • Coors Light •
Miller Lite • Michelob Ultra

IMPORTED BEERS

Blue Moon • Corona •
Heineken

CRAFT BEERS

*Ask what is in stock

***Large/Pony Kegs available upon request**

RED WINES

Barefoot Merlot
Barefoot Cabernet Sauvignon

WHITE WINES

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



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 Egg rolls
(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) - \$70.00

Airfield Roast Beef Rolls
(50) - \$70.00

Stuffed Jalapeno Hot Bites
(Cheddar or Cream Cheese)
(75) - \$49.50

Assorted Finger
Sandwiches
(50) - \$55.00

Broccoli Cheese Bites
(50) - \$33.00

Fruit, Vegetable
or Cheese Tray
Small - \$110.00 • Large - \$200.00

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.

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

***If ordering from our take-out
catering menu for an on-site
event and linens ARE needed:

White Chair Covers
\$3.50 each

Long White
Table Cloths
\$4.50 each

(85") White Table
Cloth for
Round Tables
\$6.00 each

Colored Cloth Napkins
\$1.10 each



Gold Lanterns
\$11.00 each

Lanterns w/LED Lights
\$11.00 each

Asst. Shaped Table Mirrors
\$2.25 each

Round Glass Bowls
\$3.50 each

Asst. Glass Vases
\$3.50 each

Hurricane Globes w/
Candles
\$4.50 each

Take-Out Catering

Off-site Catering is available.

See our separate Catering Menu for more
information and pricing.

*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