



*"JR's Makes  
Your  
Planning  
Fun and  
Easy!"*



## THE PAVILIONS OF TURKEY RUN PICNIC PLANNING PACKET



*Enclosed are  
lots of helpful  
hints and  
ideas to make  
your event a  
success!*



For more information  
contact us at  
(703) 707-8559  
marketing@jrsbeef.com

*The Pavilions of Turkey Run is the area's most  
convenient and popular picnic place. Nestled in a  
beautifully wooded National Park Land. The Pavilions  
offer an ideal setting for picnics as well as a unique site  
for social and family events including Team Building,  
Meetings, and Theme Parties of all types.*

**WWW.JRSCUSTOMCATERING.COM**



# TABLE OF CONTENTS

Event Information.....	3
Picnic Policies .....	4
Grand Fabulous Feast Menu .....	5
Menu Additions .....	6
Maps .....	7
Event Checklist .....	8
Picnic Planning Timeline .....	9
Publicize Your Event .....	10
Entertainment and Themed Events.....	11
Sample Invitation .....	12
Claude Moore Colonial Farm .....	13
Contact Information .....	14



*“From Simple  
to  
Sensational....”*







# EVENT INFORMATION

*Three Pavilions are nestled in the beautiful wooded area  
with a centralized food service pavilion*

## PAVILION RENTALS -

Pavilion A: (60' x 60') up to 300 guests .....	\$675
Pavilion B: (32' x 80') up to 300 guests .....	\$675
Pavilion C: (30' x 30') up to 125 guests .....	\$475
Pavilion B & C: up to 400 guests .....	\$1,150
Entire Facility: 400 guest min. up to 1,000 .....	\$1,800
(Pavilions A & B feature fireplaces and retractable clear sides to extend the season)	

**The Pavilions can accommodate groups ranging from 100 to 1,000**

(The minimum group size is 100 guests for 1 pavilion  
or 400 guests for entire facility)

All Pavilion rental fees go toward the educational programs of the Claude Moore Colonial Farm which each year hosts thousands of area school children, teaching them about life in the 18<sup>th</sup> century.

## PICNIC TIMES -

**Saturdays & Sundays:** 12:00 pm - 5:00 pm      **Evenings:** 6:00 pm - 10:00 pm      **Weekdays:** Flexible

**PLANNING -** Our professional event coordinators will make planning your event fun and easy. They will gladly assist or make referrals for services and vendors that will enhance your event. Please notify us of any decoration you might need or are bringing in. (no tacks, pins, staples, or tape permitted on painted or wood surfaces)

## EQUIPMENT PROVIDED -

- ◆ Field game equipment (bring your own softball gloves)
- ◆ Hiking Trails
- ◆ Kids Play area
- ◆ Tropical Rain Forest Misting Trail
- ◆ Free Admission to Claude Moore Colonial Farm
- ◆ Plastic Checkered Table Covers
- ◆ Seasonal silk flower centerpieces
- ◆ Picnic Tables with bench seating
- ◆ Centralized food service pavilion
- ◆ Fountain soda machines in each pavilion
- ◆ Disposable plates, cups, utensils, and napkins



# PICNIC POLICIES

**BOOKING** - To reserve the date/time, a deposit payment must be received within 2 weeks of booking. This includes the facility rental + catering deposit of \$10.00/per person. A confirmation letter will be sent to you requesting the exact amount to be paid to Colonial Caterers. The date/time will be placed on a tentative hold from the time of initial contact until we receive a signed copy of the confirmation letter with the deposit.

***DEPOSIT IS APPLIED IN FULL TOWARDS THE TOTAL EVENT COST***

***A NON-REFUNDABLE DEPOSIT OF 50% OF ESTIMATED EVENT COST IS REQUIRED FOR ALL EVENTS BOOKED WITHIN 30 DAYS OF DATE***

## **CANCELLATION POLICY** -

- ◆ Cancellations must be made 120 days prior to an event to receive a full deposit refund, less \$900 processing fee.
- ◆ Cancellations made between 119 and 90 days of an event will result in the forfeiture of entire deposit.
- ◆ Cancellations made between 89 and 60 days of event will result in the forfeiture of entire deposit, plus an additional \$10.00 per person fee, based on the original estimated number of guests.
- ◆ Cancellations made less than 59 days prior to event will result in the forfeiture of entire deposit, plus an additional 25% of projected final invoice.
- ◆ Cancellations made less than 30 days prior to event will result in the forfeiture of entire deposit, plus an additional 50% of projected final invoice.

*Before cancelling we like to make every effort in changing to an alternate date, if applicable, within the same year*

## **CHANGE OF DATE POLICY** -

- ◆ Change made between 90 and 31 days prior to event will result in the forfeiture of rental fee; a new rental fee will be applied for new date and is subject to a \$100 processing fee for the change.
- ◆ Change made 30 days or less prior to event will result in forfeiture of rental fee; a new rental fee will be applied for new date and is subject to a \$500 processing fee for the late change.

*EXEPTION – a date change is made within 5 days of original booking confirmation*

## **WEATHER POLICY** - **Our Events Take Place Rain or Shine**

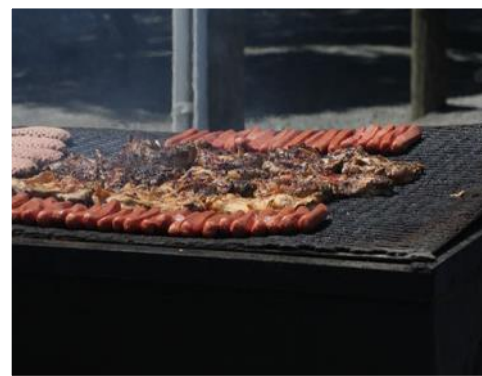
If there is a predetermined severe weather event, your event may be postponed to another day.

Circumstances will be evaluated between both parties, to ensure the safety of your guests and our staff.

**\*\* PLEASE COMMUNICATE TO YOUR GUESTS IN ADVANCE OUR VERY IMPORTANT POLICIES\*\***

## **ON SITE POLICIES** -

- ◆ **No Pets** allowed due to health code policies (Except Service Animals)
- ◆ **No Balloons** at The Pavilions of Turkey Run because it's part of a Bird Sanctuary
- ◆ **No Outside Food or Beverage** to be brought in or removed from venue
- ◆ **Alcohol Service Closes One Hour Before End** of Your Picnic Event
- ◆ J.R.'S Promotes Responsible Drinking: Guests Must Be Age 21 or Older to Consume Alcohol, Please Bring ID
- ◆ J.R.'s Reserves the Right to Restrict or Limit Alcohol Served
- ◆ We Encourage You to Offer Snacks with Alcohol, and a Mix of Non Alcoholic and Alcoholic Beverages



# GRAND FABULOUS FEAST PACKAGE

**PULLED BBQ BEEF BRISKET** — slow smoked in our wood burning pit with our mouthwatering BBQ sauce, with potato buns  
**MARINATED BONELESS CHICKEN** \*GF — our own special marinade, tender and bursting with flavor, with BBQ sauce on side  
**HAMBURGERS** \*GF — big, juicy 6oz. burgers with all the trimmings (lettuce, tomatoes, onions & cheese) , with potato buns  
**HOT DOGS** — no picnic would be complete without **Nathan's** All Beef hot dogs

Served with our freshly made in-house sides:

Molasses Baked Beans    \*Veggie Burgers and Vegetarian Baked Beans (\*small select amount)  
 Gourmet Potato Salad \*GF    Cole Slaw \*GF    Pasta Salad    Caesar Salad  
 Watermelon    Condiments

Also included in the feast:

Unlimited Fountain Sodas, Lemonade, and Iced Tea  
 Fresh Popped Popcorn  
 Soft-serve Ice Cream  
 Sno-Cones - a refreshing treat

*Prices include disposable plates, utensils, cups, and napkins*

**Main Food Service:** 12:30 to 2:30 p.m.

**Hot Dogs:** 12:30 to 4:00 p.m.

**Sno-Cones:** 2:30 to 4:00 p.m.

**Ice Cream:** 2:30 to 4:00 p.m.

**Popcorn:** 12:00 to 4:00 p.m.

**Non-alcoholic Beverages:** served all day

**Alcohol:** removed 1 hour prior to the end of event

*\*Times may vary for weekday and evening events or if your group has exclusive use of facility*

*"Custom Menus and Theme Events  
 available for groups who have  
 reserved the entire facility"*



**COST:**      **\$36.95/Adults**

**\$27.50/Children 5-11**

**No Charge/Under 5**

Food & Beverage subject to 20% service charge and 6% Virginia sales tax  
 (subject to any additional applicable taxes at time of event)

**Please Inform Your Guests:**

***No Food or Alcoholic Beverages may be brought into or taken from the facility***

***No Pets due to health code policies***

***No Balloons because of area bird sanctuary***

*\*Item may be cooked to order or served raw. Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.*



# PICNIC MENU EXTRAS

## YOU MAY ADD....

Marinated Skirt Steak Sliders (carver required) .....	\$5.25
Sausages with Grilled Peppers & Onions .....	\$4.75
BBQ Ribs (2 ribs ea) .....	\$5.75
Shrimp Skewers, grilled .....	\$5.25
Broiled Salmon (4 oz) .....	\$5.25
Marinated Portobello Mushroom Sliders .....	\$3.50
Fresh Vegetable Stir Fry .....	\$2.75
Grilled Veggie Kabobs .....	\$4.25
Grilled Street Corn w/ toppings .....	\$4.25
Hot Vegetarian Pasta Primavera .....	\$3.95
Home-style Mac & Cheese .....	\$3.95
Southwestern Pasta Salad .....	\$3.95
Broccoli & Cheddar Salad .....	\$3.50
Black Bean Corn Salad .....	\$2.95
Cucumber & Onion Salad .....	\$3.50
Mixed Fruit Salad .....	\$3.25



*"Add a little  
something  
extra to the  
menu"*

## BEVERAGE ADDITIONS....

*(domestic to premium beers available—ask for menu)*

Keg Beer (1/6 or 1/4) .....	\$160 & up
Wine (1.5 Ltr. btl) .....	\$24 & up
Margaritas (lime/strawberry - 3 gal.) .....	\$475 & up
Sangrias & Spiked Punches (3 gal.) .....	\$225
Kids Juice Boxes (assorted - 24 ea.) .....	\$24
Bottled Water (24 ea.) .....	\$24
Gatorade (12 oz. bottles/ 24 ea.) .....	\$42
Warm Apple Cider (3 gal.) .....	\$70
Hot Coffee (reg./decaf - 3 gal.) .....	\$70
Hot Chocolate (3 gal.) .....	\$70



## SNACKS & SWEETS....

Jumbo Soft Pretzels (qty. of 100) w/ spicy mustard .....	\$195.00
Bagged Chips & Pretzels .....	\$1.50
Tex-Mex Dip with Tortilla Chips .....	\$95.00
Veggie Tray with Dip .....	\$85.00
Domestic Cheese Platter .....	\$175.00
Funnel Cakes (100 min.) .....	\$4.95
Jumbo Chocolate Chip Cookies .....	\$1.75
Triple Fudge Brownies .....	\$1.75
Warm Peach Cobbler .....	\$2.75
Seasonal Pie Station (2 choices) .....	\$3.50
Root Beer Float Station .....	\$3.25
Cotton Candy Station .....	\$275.00

## COLONIAL SNACK BAR -

\$3.00 pp (ages 5 and up)  
(CHOOSE THREE)

- ◇ Potato Chips
- ◇ Cheese Curls
- ◇ Pretzels
- ◇ Tortillas with Salsa
- ◇ Baby Carrots & Ranch Dip
- ◇ Whole Fresh Fruit
- ◇ Assorted Cookies

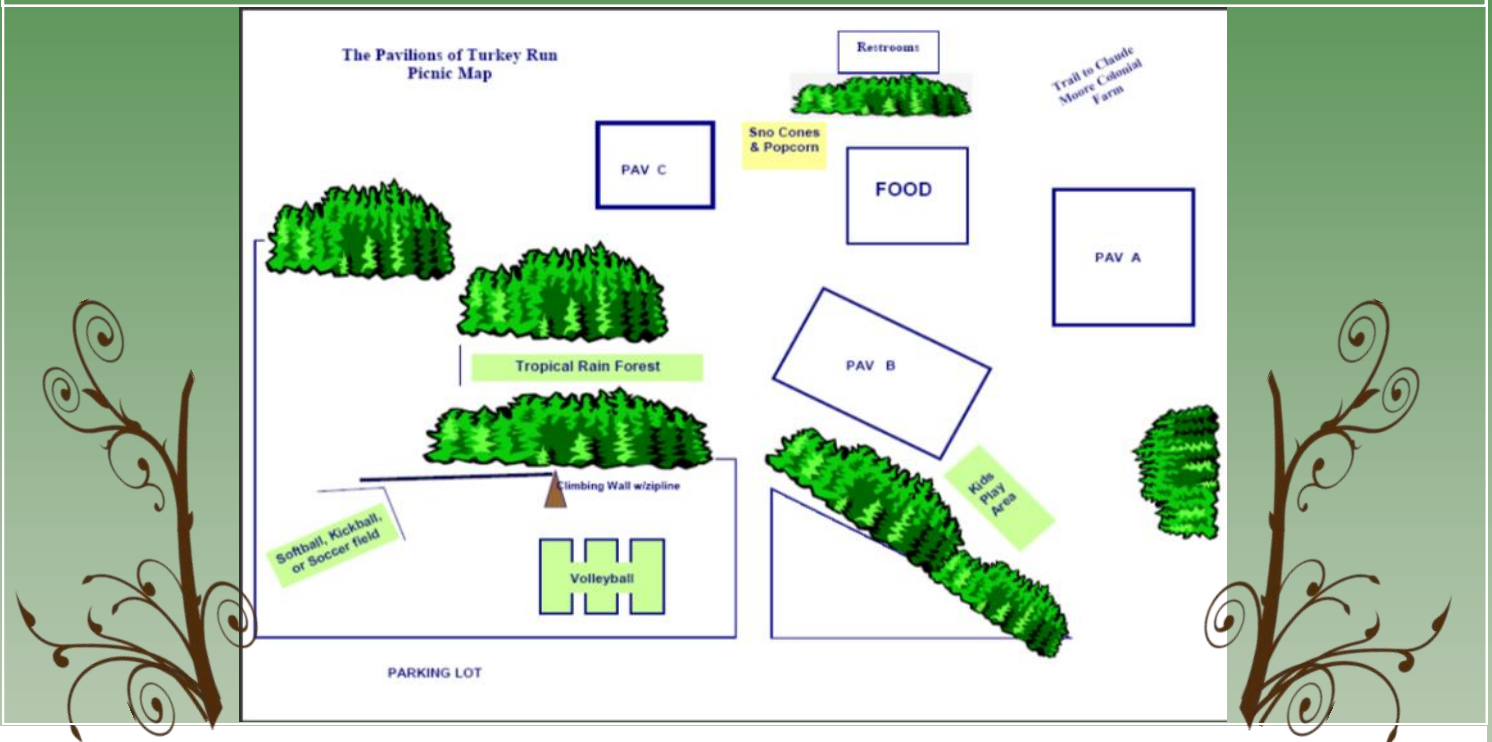
- ◆ Non-alcoholic beverages and snacks served all day for your event.
- ◆ Desserts are timed to start towards end of main food service.
- ◆ No outside food or beverages are allowed to be brought on premise. Additionally no food or beverages are allowed to be taken off premise.
- ◆ Colonial Caterers holds the liquor license for the venue. No additional license is necessary.
- ◆ We do reserve the right to restrict alcohol consumption at any time.
- ◆ All Alcoholic Beverages are removed one hour prior to the end of the event, in accordance with Virginia ABC Laws.

\*Item may be cooked to order or served raw. Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

Gluten Free, Vegetarian, or Special Diet Selections may be added \* These menu prices are subject to change.



# MAPS



## FROM THE BELTWAY (I 495)

Take I-495 Capital Beltway to exit VA Rt. 193 (Georgetown Pike) East towards Langley. Drive 2.3 miles and turn left onto Colonial Farm Rd (just prior to junction Rt. 123). The Pavilions of Turkey Run entrance to parking area will be on the left.

## FROM WASHINGTON D.C.

Take George Washington Memorial Parkway north to exit Rt. 123 towards McLean. At the 4th light (approx. 1 mile) turn right onto Rt. 193 (Georgetown Pike). Make the first Right onto Colonial Farm Road, go about ¼ mile to the Pavilions on the Left.

## FROM TYSONS CORNER

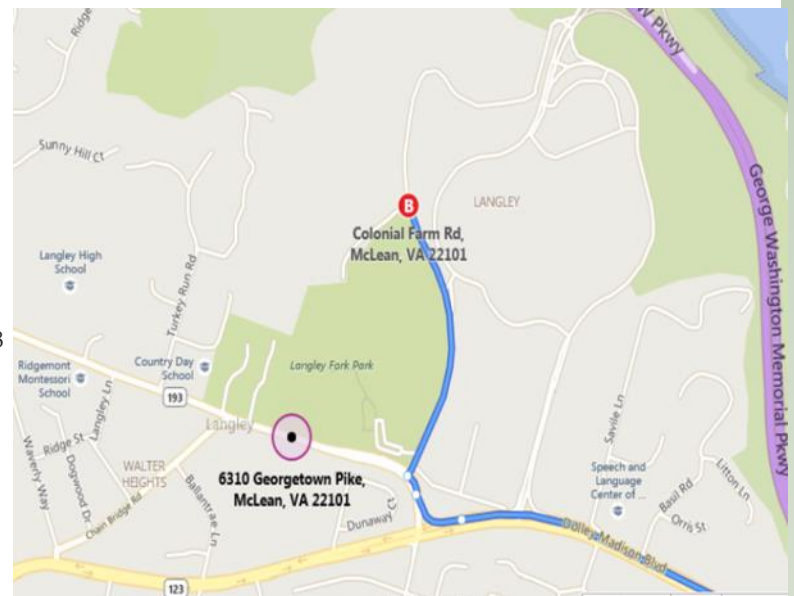
Take Rt. 123 North for approximately 4 miles. Turn Left onto Rt. 193 (Georgetown Pike). Make your first Right onto Colonial Farm Road, go about ¼ mile to the Pavilions on the Left

Once you turn on Colonial Farm Road: Langley Fork Park will be on the left, the CIA will be on the right, go approximately ¼ mile and the Pavilions entrance is on the left.)

**DO NOT** GO TO TURKEY RUN PARK ON GW PARKWAY

## The Pavilions of Turkey Run

**6310 Georgetown Pike McLean, VA 22101**







# EVENT CHECKLIST



Approximately 4 to 6 weeks prior to your event, an event coordinator will contact you to begin planning.

Planning with us is as easy as 1, 2, 3 .

1

## Food and Beverage Menu:

- ♦ Add additional snacks and desserts to enhance and compliment your menu.
- ♦ Beer and wine are also available to add to your event.
- ♦ Customize your menu to fit your theme (if renting the entire facility).

2

## Group Activities & Entertainment:

- ♦ Don't forget . . . Moon bounces, Clowns, DJ'S, Games, Team Building activities, Face Painting & more
- ♦ **Picnics go on rain or shine** so be sure to plan a few activities that don't require a sunny day.

3

## Publicize:

**PROMOTE, PROMOTE, PROMOTE!!!!**

- ♦ Promote your event every chance you get.
- ♦ INVITATIONS ...Use the included sample or Create and design your own.







# PICNIC PLANNING TIMELINE

## 4-8 weeks prior to your picnic:

- ◆ You can contact your coordinator early to start planning all the details. Otherwise, a planner will contact you to discuss optional menu items, select entertainment, and finalize all the details. You will receive a proposal confirming picnic details; please review, sign and return to us.
- ◆ **Please let your picnic planner know if:**
  - Your group will playing softball, volleyball, or kickball
  - Your guests will be arriving by bus

## 21 days prior to your picnic:

- ◆ All details of the picnic must be finalized, including all food and beverage menu additions.
- ◆ All entertainment vendors must be booked.

## 10 - 15 days prior to you picnic:

- ◆ **We will need your final guarantee guest count:** the number of adults, children aged 5 – 11 and children under 5 who will be attending
- ◆ **You will be billed:** based on the final guaranteed number
- ◆ **An invoice based on your final guaranteed count** will be e-mailed to you.
- ◆ **NO CHANGES** can be made to the menu after this final invoice is sent. If your guest count goes up significantly after you've received the final documents, please contact us immediately and we will make every effort to accommodate. Revisions to the final documents will be made and sent to you promptly.
- ◆ **Full payment is due:** by check on the day of your event. If paying by credit card, it needs to be processed at least 3 days prior to your event. We can send you an authorization form for payment.
- ◆ **If you have contracted entertainment vendors:** a vendor.client service confirmation has already been sent to you. You can use that as an invoice to pay your vendors directly, the day of the event. Each vendor should be paid separately by check. If you wish to pay them by credit card, please reach out to them a week before the event to make arrangements.

## On the day of your picnic:

- ◆ **Color coded wristbands:** will be given to you the day of your event, these may be omitted if renting the entire facility
- ◆ **A site supervisor will be there to greet you:** To review the day's agenda and answer any questions you may have.
- ◆ **If you should leave prior to the end of your picnic:** please designate another contact as the rep of your group.
- ◆ **The site supervisor will present a final invoice:** based on the final guaranteed number for your review and payment.  
**Final payment will be requested at this time.**
- ◆ If any adjustments are necessary, the differences will be settled during the following week.
- ◆ Your entertainment vendors will also ask for payment based on the earlier invoice sent to you.

## After your picnic:

- ◆ **You will receive a survey:** please take a minute to fill it out and return it to us so we can use your feedback to continue to improve and make your events successful!
- ◆ Connect with us and share your pictures and positive experience on Facebook, Twitter, Instagram, and Yelp





# PUBLICIZE YOUR EVENT

*Promote your company picnic every chance you get in order to receive optimum participation*

## Promoting before your event:

- ◆ Start early in promoting picnic activities
- ◆ Give guests our web address so they can check out the great fun that awaits them [www.jrscustomcatering.com](http://www.jrscustomcatering.com)
- ◆ Use company newsletters, announcements or e-mail to highlight your affair.
- ◆ Use enclosed invitations (sample) or create something unique or send evites
- ◆ Imprint mugs or cups with your picnic date for distribution to employees
- ◆ Have a picnic committee wear T-shirts reminding everyone to "Sign Up"
- ◆ Send announcements of picnic in paychecks, etc.
- ◆ Make a poster with schedule of day's events for display at your picnic site
- ◆ Appoint team captains to organize/encourage field games
- ◆ Remind your guests that they are not allowed to bring pets or outside food or alcohol onto the property. Be sure everyone has address & directions.



## During your event:

- ◆ #jrsevents #pavilionsofturkeyrun #jrpicnics
- ◆ Display poster of day's activities at picnic site
- ◆ Encourage company's "shutter bugs" to capture the excitement on film, or plan a photo contest
- ◆ Provide souvenirs of the day with water bottles, cups, T-shirts, mouse pads, etc.

## After your event:

- ◆ Include articles and photos in newsletter and company brochures
- ◆ Hang Photos on bulletin boards or post to your company website
- ◆ Answer a short survey so we will learn how to better serve you
- ◆ Reserve your space for next year's picnic





*"Create an event with a twist, from casual to upscale"*



## ENTERTAINMENT and THEMED EVENTS

### INCLUDED IN YOUR DAY:

Volleyball  
Corn Hole  
Horseshoes  
Kickball  
Softball



### *"Ask to see our Entertainment Packet"*

Add exciting additions such as a  
Climbing Wall with Zip-line,  
DJ, Face Painting, Craft Tables,  
And Teambuilding Activities!

### DECORATING PACKAGES

Starting at \$150

Prices determined by  
amount of labor  
required by our  
decoration committee



### AVAILABLE THEMES

Spring Fling  
Fiesta Time  
Hawaiian Luau  
Casino Royale  
Stars & Stripes  
Country Ho Down  
Carnival  
Crazy PoPcOrN!  
Fall Festival  
Murder Mystery  
Spooky Haunted  
Winter Wonderland  
And many more...

For more information  
contact us at  
(703) 707-8559  
marketing@jrsbeef.com





# Our Picnic at *THE PAVILIONS OF TURKEY RUN*

DATE:

TIME:

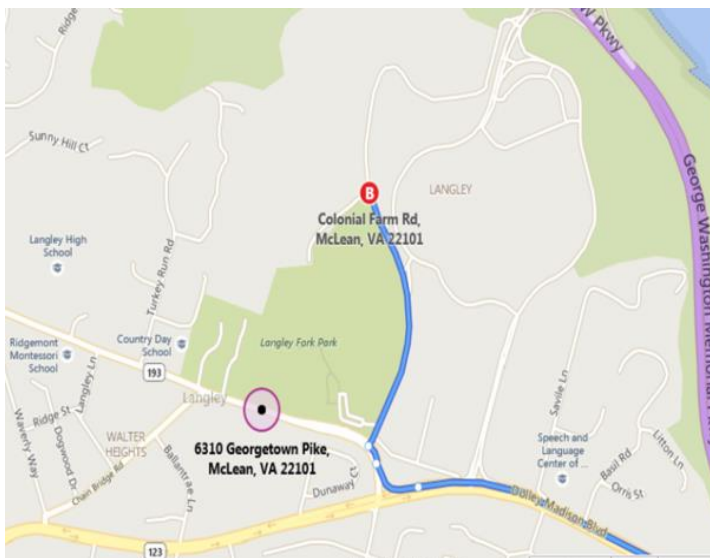
MEAL TIME:

RSVP BY:

Adults \_\_\_\_\_ Children 5-11 \_\_\_\_\_ 4 & Under \_\_\_\_\_

LOTS OF FUN and FOOD - RAIN OR SHINE!!!!!!!!!!!!

Remember: NO Pets No Outside Food or Alcohol



## 6310 Georgetown Pike McLean, VA 22101

Once you turn onto Colonial Farm Road: Langley Park will be on the left and the CIA will be on the right. Go approximately 1/2 mile and the Pavilions entrance is on the left. Do NOT go to Turkey Run Park on GW Parkway  
Park in the front open grass field.

#jrsevents #pavilionsofturkeyrun #jrpicnics







# Claude Moore Colonial Farm

*Guests of The Pavilions of Turkey Run are invited  
to visit the Claude Moore Colonial Farm*

When you host your event at The Pavilions of Turkey Run, your guests are invited to visit the Colonial Farm during the event free of charge. Your guests will also receive a 10% discount off entire purchase at the Gatehouse Gift Shop.

(Regular admission is \$5.00 Adults and \$3.00 children; waived for Pavilion Guests)

The Claude Moore Colonial Farm is a living history museum that portrays family life on a small, low-income farm just prior to the Revolutionary War. Costumed interpreters will greet you along your journey and maybe invite you into their work. Visitors to the farm will experience first-hand the day-to-day lives of common Virginia tenant farmers. Step back in time with us and visit 1771.

**Open Wednesday - Sunday; 10:00 am - 4:30 pm**

**Tickets are available at our Claude Moore table during your event.**

**All pavilion rental fees go directly towards the education programs of The Claude Moore Colonial Farm.**

Three times a year, Claude Moore Colonial Farm hosts **THE 18TH CENTURY MARKET FAIR** with lots of things to Buy, See, Do, Eat and Drink.

For more information visit our website at **[www.1771.org](http://www.1771.org)**

**DATES For 2018:**

**May 19 & 20**

**July 21 & 22**

**October 20 & 21**

Visit the farm's website at **[www.1771.org](http://www.1771.org)**  
to receive notices of special events including Book, Plant and Estate Sales. Stay Connected!

Facebook @visit1771

Instagram #visit1771

Twitter @CMCFATR





## CONTACT INFORMATION

### The Marketing Office

Phone: (703) 707-8559

Fax: (703) 707-8155

marketing@jrsbeef.com

### Website

[www.jrscustomcatering.com](http://www.jrscustomcatering.com)

### Mailing Address

8130 Watson St.

McLean, VA 22102

**Please Support JR's Picnics by writing a review on  
one of our many social media sites**

Connect with US



#jrsevents  
#pavilionsofturkeyrun  
#jrspicnics