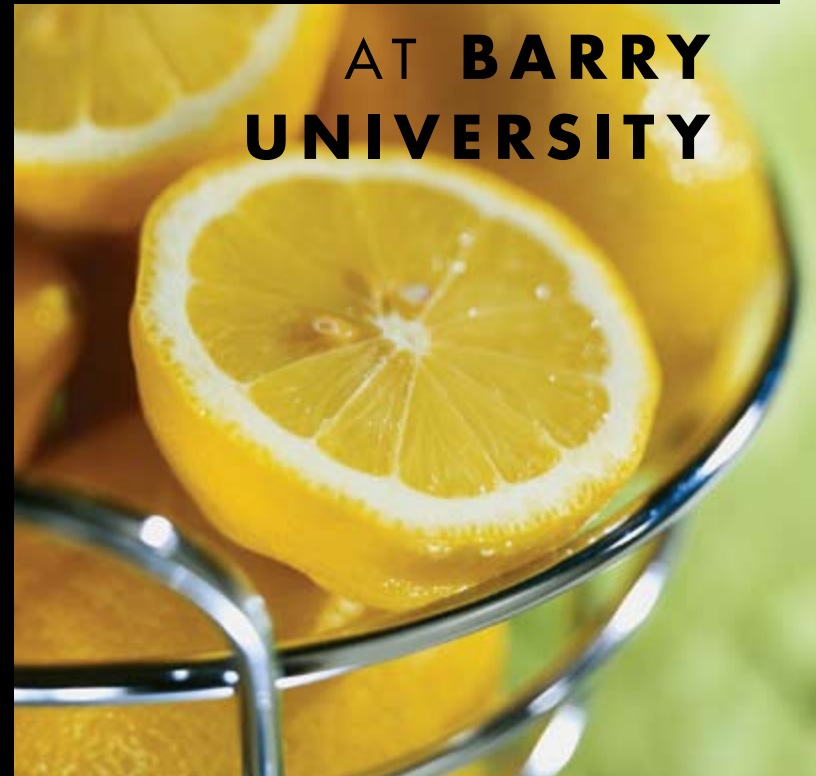




C A T E

R I N G



AT **BARRY**  
**UNIVERSITY**





# Our Menu



WELCOME LETTER

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PLANNING YOUR EVENT

This section will help you plan your event. It contains helpful suggestions as well as the procedures associated with planning your next catering event.



# Welcome

From basic coffee services to outdoor events of unlimited numbers, our goal is to provide you with a full range of quality and innovative catering services backed by a diverse, service-oriented staff and a wide range of resources available from our international network.



As a catering service, our main function is Food! Our trained, professional staff is dedicated to providing the highest level of catering services. The quality of your food, however, does not rest upon the chefs alone. Every member of the Catering Department receives monthly training on food and beverage services, as well as day-to-day experience on the job.



This brochure provides you with fresh, contemporary menus. However, this represents only a starting point. Our commitment is to customize and create whatever is required to provide your guests with an unforgettable experience.

We look forward to the opportunity to work with you!





## A GREAT START

The menus below are all presented buffet style. However, if a served breakfast is desired, an appropriate menu can be customized to fit your needs.

### EXECUTIVE CONTINENTAL BREAKFAST

An assortment of Einstein Bagel pastry selections, Fresh Sliced Seasonal Fruit Display, Starbuck's Coffee, Assorted Tazo Teas & Assorted Bottled Juices

### EXECUTIVE HOT BREAKFAST

Choice of Quiche (Lorraine or Spinach), Crispy Bacon & Sausage, Breakfast Potatoes, Fresh Sliced Seasonal Fruit & Assorted Bagels with Butter & Cream Cheese. Starbuck's Coffee, Assorted Tazo Teas & Assorted Bottled Juices

### PREMIUM CONTINENTAL BREAKFAST

An assortment of Breakfast Breads and Scones with Whipped Butter & Jellies, Plain Yogurt and granola, Fresh Sliced Seasonal Fruit, Maxwell Coffee, Lipton & Bigelow Teas & Assorted Bottled Juices

### PREMIUM HOT BREAKFAST

Fluffy Scrambled Eggs, Choice of Bacon or Sausage, Breakfast Potatoes, Assorted Breakfast Breads, Fresh Fruit Salad, Maxwell Coffee, Lipton & Bigelow Teas & Assorted Bottled Juices

### DELUXE CONTINENTAL BREAKFAST

An assortment of Mini Pastries, Whole Fruit Basket, Maxwell Coffee & Orange Juice

### DELUXE HOT BREAKFAST

Fluffy Scrambled Eggs, Hash Browns, Mini Bagels with Whipped Butter & Plain Cream Cheese, Maxwell Coffee & Orange Juice

Please see your Catering Director about customizing your event with special menu options.

# B R E A K F A S T



## A GREAT START

The following items can be added to any of the breakfast packages to customize your event.

### ENTRÉES

- Cereal with milk
- Yogurt with granola
- Fresh Fruit Cups
- Fresh Sliced Fruit
- Scrambled eggs
- Bacon
- Sausage links
- Turkey sausage
- French toast
- Belgian Waffles
- Pancakes
- Breakfast potatoes
- Hash browns
- Grits

### BAKERY A LA CARTE, SOLD BY THE DOZEN, OR BY PERSON

- Assorted Bagels with condiments
- Assorted Muffins
- Mini Croissants
- Mini Muffins
- Mini Danish
- Assorted Scones
- Breakfast Breads
- Biscuit
- Coffee Cakes
- Large Croissants

### BEVERAGES, 16 SERVINGS PER GALLON

- Assorted Canned Sodas (12 oz)
- Assorted Bottled Sodas (20 oz)
- Orange, Cranberry, Grapefruit or Apple Juice - by the gallon or bottle
- Zephyrhills Bottled Waters (8 oz)
- Dasani Bottled Waters (12 oz)
- Starbuck's Coffee & Decaf
- Einstein's Coffee & Decaf
- Maxwell Coffee & Decaf
- Hot chocolate
- Evian Bottled Waters
- Hot Tea ( Bigelow, Lipton or Tazo)
- Unsweetened or Sweetened Ice Tea
- Raspberry Ice Tea
- Fruit Punch
- Tropical Fruit Punch
- Lemonade
- Milk (Whole or 2%)

B R E A K F A S T



## LUNCH TIME

### EXPRESS LUNCHES:

Our signature specialty sandwiches can be prepared to suit your event. These packages include: Assorted Bags of Chips, Assorted Cookies, Assorted Canned Sodas & Bottled Waters.

#### CLASSIC TURKEY CLUB SANDWICH

Sliced Turkey Breast, Crisp Bacon, Lettuce & Tomato on Toasted White Bread

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#### EINSTEIN'S ROASTED TURKEY

Roasted Turkey Breast, choice of cheese (Swiss, Cheddar, Provolone), Lettuce & Tomato on choice of Bread

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#### EINSTEIN'S BLACK FOREST HAM

Black Forest Ham, choice of cheese (Swiss, Cheddar, Provolone). Lettuce & Tomato on choice of Bread

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#### MARINATED & ROASTED VEGGIE WRAP

Oven Roasted Veggies Marinated in Balsamic Vinaigrette & served in Assorted Wraps

#### SWEET BEEF

Roast beef with caramelized onions on a French roll with Dijon Mustard on the side

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#### ITALIAN PANINI

Salami, Ham, Provolone & Roasted Red Peppers on a French roll with Garlic Mayonnaise on the side

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#### GRILLED CHICKEN

Grilled Chicken Breast served with Provolone Cheese, Tomato & Roasted Red Peppers on Ciabatta bread w/ Spicy Pesto Mayonnaise on the side

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#### PICNIC LUNCH

Assorted Deli sandwiches on a White or Wheat breads, featuring Tuna, Turkey breast, Ham & Roast Beef with American cheese

EXPRESS LUNCHES



## LUNCHEON SALADS

### EXECUTIVE LUNCHEON SALADS:

Our signature specialty salads can be prepared to suit your event. If you're planning a more formal luncheon, let us serve you in style. All luncheon salads include a Dinner roll and butter, Choice of Cake or Pie: Tiramisu Torte, Caramel Apple Pie, Chocolate Mousse Cake or Raspberry & White Chocolate Cheesecake, Assorted Sodas & Bottled Evian Waters

#### ANTIPASTO SALAD

Delicious Italian Meats & Cheeses with Olives, Roasted Red Peppers, Artichoke Hearts & Oil & Vinegar on a bed of Fresh Greens

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#### TRIO SALAD COMBO

Fresh Greens topped with Grilled Beef Tenderloin, Grilled Chicken Medallions & Grilled Shrimp, served with Balsamic Vinaigrette dressing on the side

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#### ASIAN SALAD W/ CHICKEN

Spring Salad Mix with Tomatoes, Cucumbers, Water Chestnuts, Sliced Oranges & Chow Mein Noodles, served with Peanut Sauce, Ginger Soy Vinaigrette & Raspberry Vinaigrette dressings on the side

#### FENNEL, ARUGULA & RICOTTA SALAD

Arugula & Fennel tossed in Lemon Vinaigrette & garnished with Ricotta Cheese

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#### ARUGULA SALAD WITH SERRANO HAM & MELON

Arugula tossed with Serrano Ham, Cantaloupe, and Honey Dew with Smoky Paprika dressing on the side

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#### SPRING CHARRED CHICKEN SALAD

Seared Grilled Chicken, Roasted Red Bliss Potatoes, Roasted Asparagus, Cucumbers and Carrots on a Bed of Spring Mix and served with Balsamic Vinaigrette dressing on the side.

## LUNCHEON SALADS



## LUNCHEON SALADS

### PREMIUM & DELUXE LUNCHEON SALADS:

Our signature specialty salads can be prepared to suit your event. If you're planning a more formal luncheon, let us serve you in style. All luncheon salads include a Dinner roll and butter, Choice of Cake or Pie: Chocolate Cake, Coconut Cake, Carrot Cake, Apple or Cherry Pie, Assorted Sodas & Bottled Waters

#### FRUIT AND COTTAGE CHEESE

Red seedless grapes, wedge of apples and oranges, sliced cantaloupe served with cottage cheese.

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#### ITALIAN CHICKEN PENNE PASTA SALAD

Penne Pasta & Julienned Chicken Breast topped with Artichokes, Sundried Tomatoes, Fresh Green Peppers and Black Olives and tossed with Italian Vinaigrette dressing.

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#### CHICKEN FAJITA SALAD

Fresh Mixed Greens, Marinated Sliced Chicken Breast, Roasted Veggies ( Green & Red Peppers & Onions), Shredded Cheddar Cheese & Fried Tortilla Chips served with Ranch dressing on the side

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#### DELUXE SALAD BAR

Spring Mix Salad, Tomatoes, Cucumbers, Green Peppers, Red Onions, Carrots, Shredded Cheddar Cheese, Parmesan Cheese & Homemade croutons, served with Ranch, Italian, Bleu Cheese & Balsamic Vinaigrette on the side

- Add Grilled Chicken
- Add Beef Strips

#### CAESAR SALAD

Fresh cut Romaine lettuce with shredded parmesan cheese, homemade croutons and Caesar dressing on the side

- Add Grilled Chicken
  - Add Beef Strips
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#### COBB SALAD

Mixed Garden Greens with Turkey, Avocado, Egg, Bacon & Crumbled Bleu Cheese served with Bleu Cheese Dressing on the side

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#### TROPICAL SALAD

Fresh Mixed Greens, Julienned Chicken Breast, Pineapple, Sliced Strawberries & Mango Bites served with a Citrus dressing on the side

## LUNCHEON SALADS



# B O U N T I F U L B U F F E T S

## SPECIALTY BUFFETS:

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

### SLICERS DELI BUFFET

Sliced roast beef, ham, turkey, American, Swiss cheeses accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, condiments, potato chips, cookies, brownies and iced tea & water.

SIDE OPTIONS at additional charge

- Pasta salad, potato salad, macaroni salad, tossed garden salad with assorted dressings on the side

### ITALIAN BUFFET

Fresh Caesar Salad, Garlic Bread or Breadsticks, Spaghetti with marinara sauce, alfredo sauce & marinara w/ meatballs, cookies, brownies and iced tea & water.

SIDE OPTIONS at additional charge

- Add grilled chicken

### BAKED POTATO BAR

Idaho baked potatoes with the following toppings: chili, grilled onions and peppers, butter, bacon, cheddar cheese sauce, green onions and sour cream. Served with Mixed green salad and assorted dressings, dinner rolls, cookies, brownies, iced tea & water

### FAJITA BAR

Soft Flour tortillas, grilled & seasoned chicken, grilled & seasoned beef, grilled & seasoned onions, red & green peppers, refried beans, spanish rice, lettuce, tomatoes, cheddar cheese, salsa, sour cream & jalapeno peppers, cookies, brownies and iced tea & water.

# B U F F E T S



## MOVABLE FEASTS

### MOVABLE FEASTS:

The following feasts have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

#### ALL AMERICAN BBQ

Hamburgers, hot dogs, veggie burgers, sliced american cheese, choice of potato salad, macaroni salad, coleslaw, relish tray with lettuce, tomato & pickles, condiments, potato chips, cookies, brownies, lemonade, iced tea and water.

#### TEXAS STYLE BBQ

Pulled BBQ pork, BBQ chicken breasts, corn on the cob, baked beans, hamburgers, hot dogs, vegetable burgers, potato salad, cole slaw, relish tray with lettuce, tomato & pickles, condiments, cookies, brownies, iced tea and water.

#### MEATLESS BAKED ZITI

Ziti noodles baked with marinara sauce & mozzarella cheese, tossed garden salad, garlic bread or breadsticks, assorted cookies, assorted 12oz. canned sodas & 12oz. bottled waters.

#### HOLIDAY MEAL

Tossed garden salad with tomatoes, cucumbers, carrots and croutons with your choice of two dressings. Roast turkey with whipped potatoes and giblet gravy, corn, cranberry sauce, rolls and butter, pumpkin pie, iced tea & water.

#### WINGS AND THINGS

Buffalo wings, blue cheese & ranch dressing, celery sticks, carrot sticks, cheese pizza, pepperoni pizza and caesar salad with assorted 12 oz canned sodas.

#### THE PIZZA PARTY

Choice of cheese, pepperoni & all veggie pizzas (each pizza serves 4 guests), assorted cookies, assorted 12oz. canned sodas & 12oz. bottled waters.



# CULINARY CLASSICS

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of salad with dressing, choice of two accompaniments, fresh baked rolls and butter, iced tea & ice water and choice of dessert.

## BEEF

### THE BARRY FILET

A 6 oz. tender cut of Seasoned Filet Mignon grilled to perfection

### BEEF TENDERLOIN

Tender Beef Medallions served with a Hot Red Wine Demi Glaze

### BEEF WELLINGTON

Tenderloin of Beef wrapped in puff pastry and cooked until golden brown

### STEAK AU POIVRE

Delicious Beef tenderloin served with a classic brandy sauce with green peppercorns

## TROPICAL CHICKEN

Grilled Chicken Breast with Tropical Fruit Salsa on the side

## CHICKEN MARSALA

Sautéed Chicken Breast with Mushroom & Marsala wine

## CHICKEN FRANCAISE

Egg Battered Chicken Breast with Lemon Supreme Cream sauce

## CHICKEN PARMESAN

Pan fried Chicken Breast with Marinara Sauce & Mozzarella Cheese served over Noodles

## POULTRY

### CHICKEN PICCATA

Boneless breast of chicken lightly sautéed and served in a light lemon sauce with capers

### CHICKEN CORDON BLEU

Boneless breast of chicken rolled with imported ham and Swiss cheese

### CHICKEN SORRENTO

Boneless breast of chicken lightly breaded with prosciutto and eggplant topped with a light tomato sauce

### ROSEMARY CHICKEN

Chicken breast with rosemary and garlic

### CHEF'S STUFFED CHICKEN

Sautéed Chicken Breast stuffed with Spinach, Mozzarella & Ricotta Cheeses & Sundried Tomatoes.

## CHICKEN CHIPOTLE

Sautéed Chicken Breast with Green & Red Bell Peppers & Creamy Chipotle Sauce

## CHICKEN DUXELLE

Sautéed Chicken Breast stuffed with Diced Mushrooms & Shallots Encrusted in a Puff Pastry

## THE BARRY CHICKEN

Sautéed Chicken Breast stuffed with Wild Mushrooms, Red Bell Peppers, Spinach & Artichokes

# C L A S S I C S



# CULINARY CLASSICS

## SEAFOOD

### RASPBERRY TERIYAKI SALMON FILET

Grilled Freshwater Salmon marinated & glazed in a Raspberry Teriyaki Sauce

### FRESH MAHI-MAHI

Pan Seared or Grilled

### SHRIMP SCAMPI

Shrimp sautéed with fresh herbs and garlic served over basil orzo

### CHILEAN SEA BASS WITH SALSA

Tender and sweet sea bass grilled and topped with fresh tomato salsa

### BROILED SALMON WITH DILL BUTTER

Salmon fillet broiled to perfection served with dill butter

### FRESH TILAPIA

Pan Seared or Fried

### MARYLAND CRAB CAKES

Mouthwatering Maryland lump crab cakes served with Remoulade sauce

### GARLIC ORANGE CHILI SHRIMP

Shrimp stir-fried with Asian vegetables, ginger, garlic and green onions in garlic orange sauce

## VEGETARIAN VEGETABLE WELLINGTON

A pate of garden vegetables roasted in a balsamic vinaigrette & served in a puff pastry

### VEGETABLE LASAGNA

Classic cheese lasagna layered with assorted seasonal vegetables, marinara sauce & lasagna noodles

### PORTOBELLO STROGANOFF

Portobello mushrooms braised in a creamy wine sauce with onions & served over noodles

### CHEF'S PASTA PRIMAVERA

Broccoli, zucchini, mushrooms, green beans, onions & carrots tossed with penne pasta & creamy alfredo sauce, topped with parmesan cheese

### STUFFED SHELLS

Pasta shells stuffed with ricotta cheese & topped with marinara sauce

### THE PASTA BAR

Penne noodles, marinara sauce, alfredo sauce & marinara sauce with meatballs

# C L A S S I C S



## MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner. All meals include one salad, one vegetable, one starch and one dessert.

### SALADS

TOSSED GARDEN SALAD

CAESAR SALAD

FRESH BABY FIELD GREENS

SPINACH SALAD



## MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner. All meals include one salad, one vegetable, one starch and one dessert. Below is a list of the accompaniments to the entree.

### ON THE SIDE - SELECT TWO

- Wild rice blend
- Savory rice pilaf
- Basmati rice
- Oven roasted garlic potatoes
- Garlic ranch mashed potatoes
- Mashed sweet potatoes
- Scalloped potatoes
- Cous Cous
- Basil orzo
- Steamed zucchini and yellow squash
- Glazed baby carrots
- Fresh broccoli spears
- Broccoli and cauliflower florets w/ herb butter
- California medley: broccoli, cauliflower and carrots
- Green beans with almonds
- Seasoned sautéed baby vegetables
- Corn cobettes

### CAKES

- Chocolate cake
- Carrot cake
- White coconut cake
- German chocolate cake
- Tiramisu torte
- Raspberry white chocolate cheesecake
- Crème Brulee cheesecake
- Chocolate mousse cake
- Orange cream cheesecake
- New York style cheesecake

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### SPECIALTY

- Assorted Mini French & Italian desserts
- Fresh Fruit Parfaits
- Chocolate mousse
- Vanilla mousse
- Assorted mini cheesecakes
- Sorbet

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### DESSERTS

#### PIES AND COBBLERS

- Apple pie
- Key Lime pie
- Peach cobbler / Apple cobbler
- Boston Crème pie
- Pumpkin pie
- Pecan pie
- Cherry pie

# MENU ACCOMPANIMENTS



## FINISHING TOUCHES

### DESSERT BARS, BY THE DOZEN

Have your dessert bars cut into triangles, logs and squares to create an attractive platter

- Chocolate brownies with or without nuts
- Marble brownies
- Lemon bars
- Mini Fudge brownie bites
- Blondie's
- Milk or Dark Chocolate fondue
- Carrot cake bar
- Turtle brownie bar
- Square petit fours

### COOKIES, BY THE DOZEN

- Chocolate chip
- Oatmeal raisin
- Peanut butter drop
- Double chocolate chip
- Sugar
- Mini Cookies

### OPTIONS:

- Einstein's Assorted Cookies  
(Chocolate Chip, Oatmeal Raisin & Mudslide)

### ICE CREAM SUNDAE BAR,

25, 50 GUEST MINIMUM

Includes one 3 gallon tub of ice cream with your choice of vanilla, chocolate or strawberry

Select two sauces from the following:

- Chocolate
- Hot fudge
- Strawberry

Select 3 from the following toppings:

- Cashew nuts
- Sprinkles
- Crushed Oreos
- Cherries
- Granola
- Whipped topping
- M & M's

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### SNACKS, BY THE POUND OR PER PERSON

- Popcorn
- Potato chips
- Pretzels
- Tortilla chips and salsa
- Pita chips with hummus
- Mixed nuts
- Granola bars
- Power bars
- Candy bars

# FINISHING TOUCHES



## GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

### ASSORTED DIPS, BY THE POUND OR PER PERSON

Served with crackers

- Spinach and artichoke dip
- French onion dip
- Garden vegetable dip
- Ranch dip
- Seven layer dip with tortilla chips

### TRAYS AND DISPLAYS,

SMALL (12-15) MEDIUM (25-30),

LARGE (45-50)

- Cruudités and dip
- Domestic Cheese and crackers
- Imported/specialty cheese and crackers
- Fresh seasonal fruit

### CARVING STATION,

BY THE POUND OR PER PERSON

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces. There is an additional charge per station chef.

Carving station comes with your choice of:

- Roast turkey breast
- Honey glazed ham
- Roast top round of beef with au jus
- Roast tenderloin of beef

GOURMET DIPS  
TRAYS AND DISPLAYS  
CARVING STATIONS



# H O R S D ' O E U V R E S

## PRICED PER 100 PIECES

The following hors d'oeuvres can be served passed on trays or set up as stationary buffets depending on the style of your event.

### HOT

- Spanakopita
- Honey onion tartlets
- Fried chicken tenders w/ honey mustard & barbecue sauces
- Coconut shrimp
- Mini chicken wellington
- Mini beef wellington
- Vegetable eggrolls
- Garlic Shrimp in Phyllo tartlets
- Crab meat stuffed shrimp
- Potato & cheese stuffed mushroom caps
- Scallops wrapped in bacon
- Hawaiian chicken skewers
- Chicken wings w/ bleu cheese dip
- Mini chicken quesadillas
- Mini vegetable quesadillas
- Coconut chicken
- Cocktail meatballs w/ choice of teriyaki, barbecue or sweet & sour sauce
- Mini beef empanadas
- Mini beef taquitos
- Chicken satay w/ peanut sauce
- Beef satay w/ spicy sauce
- Mini quiches
- Beef stuffed mushroom caps
- Mini vegetable kabobs
- Franks in a puff pastry

### COLD

- Deviled Eggs
- Assorted Sushi
- Shrimp cocktail
- Smoked salmon pinwheels
- Cantaloupe wrapped with prosciutto
- Skewered fruit with yogurt dressing
- Smoked turkey pinwheels
- Mini flatbread sandwiches: turkey & swiss with basil, ham & cheddar with endive
- Assorted finger sandwiches: egg salad, ham salad & chicken salad
- Asparagus wrapped with prosciutto



# BEVERAGES

## HOT, SOLD BY THE GALLON: 16 SERVINGS PER GALLON

- Brewed regular and decaf coffee
- Hot Lipton tea
- Tazo or Bigelow teas
- Einstein's regular and decaf coffee
- Starbuck's regular and decaf coffee

## COLD

- Canned soda, 12 oz.
- Bottled soda, 20 oz.
- Zephyrhills bottled waters, 8 oz.
- Dasani bottled waters, 12 oz.
- Bottled minute maid juices, 10 oz.
- Milk by the gal.
- Evian bottled waters, 12 oz.
- Perrier or Pellegrino sparkling waters
- Bottled teas

## BEVERAGES, SOLD BY THE GALLON:

16 SERVINGS PER GALLON

- Lemonade
- Tropical fruit punch
- Iced tea, sweetened or unsweetened
- Raspberry iced tea
- Orange juice
- Apple juice
- Egg nog (seasonal)

# BEVERAGES



# Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.

## **Arranging and Reserving a Date**

Even if the date is only tentative, please make arrangements with the Catering Department so that we can at least get you on our records. You may contact the Catering Department at (305) 899-3784 or email us at [catering@mail.barry.edu](mailto:catering@mail.barry.edu).



## **Catering arrangements and menu selections should be confirmed at least:**

- 10 days in advance for groups under 100
- 3 weeks in advance for groups of 100 people or more

While we can sometimes accommodate your needs with less lead time, sufficient notice allows us to schedule production and staffing needs, and eliminate any late charges to you.



After we have finalized all the details of your special event, you will receive an event function sheet to confirm with a signature. Please carefully review all information on this event order form for accuracy and completeness before signing. Make any necessary changes, sign, and return via fax at (305) 899-3694.





# Planning Your Special Event

## **Changes, Guarantees and Cancellations**

All cancellations and/or changes referring to the menu, count and event arrangements must be confirmed by noon, 72 business hours prior to the event time. Any event that is not cancelled within this time frame will result in a 25% due as contracted on the event form. If you do not contact us with a final count at least three business days prior to the event, we will prepare for the estimated number and charge accordingly.



## **Payment**

All catered functions must have a secured payment before they occur. A University department budget code must be submitted prior to service. Checks, Visa, MasterCard and cash are all valid payment methods. Non-University related groups are required to make a deposit of 75% one week prior, with the balance due at the conclusion of the event. Non-University groups are subject to a 7% sales tax for all food and beverage events. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.



## **Delivery Fees**

Catering events will be subject to \$25.00 or 10% which ever is greater for set up and delivery.

## **Alcohol Policy**

Here at Barry University, all alcoholic beverages must be ordered from Conference & Events Services. Please call (305) 899-3057 for further assistance with this matter.





# Planning Your Special Event

## Linens

As a standard, we provide table cloths and table skirting for all food and beverage tables. Linens for guest tables at receptions, continental breakfast, breaks, and boxed lunches can be provided at an additional charge. The same applies to registration tables, nametag tables, head tables, and any additional tables that will not be directly used for food and beverage set up.



## Linen Charges

85" square for round tables	-	\$3.75
120" rounds, colors: white or black	-	\$7.50
52" square for small tables or as overlays	-	\$3.75
114" rectangle for 6' and 8' banquet tables	-	\$3.75
Skirt	\$30.00 per table	
Napkins	\$0.75 per napkin	



Specialty linens are available upon request for an additional charge.





# Planning Your Special Event

## China Charge

Quality plastic and paper products are included with all events. We also offer china service for any event at an additional charge.

Coffee or Beverage Service	\$1.50 per guest
Full Bar Glass Service	\$2.50 per guest
Reception China and Silverware Service	\$3.00 per guest
Full Meal China and Silverware Service	\$4.75 per guest



## Attendants

To ensure that your event is a success, we recommend that you have attendants for all your receptions, breaks & buffets over 75 guests. Servers are at an additional charge. Server fee of \$18.95 per hour, per server, plus one hour before and after the event, for set up and clean up will apply. The Catering Director will work with you to determine appropriate staffing needs for all served meals.





# Planning Your Special Event

## **Late Charges**

If you contact the catering office less than 48 business hours in advance and we are able to book your event, a surcharge of \$25.00, or 15% over the original selling price, whichever is greater, will apply. This surcharge is necessary due to the additional cost of planning for last minute events.



## **Catering Equipment**

As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any missing, or damaged, catering equipment or supplies will be charged to your account at replacement cost.

## **Floral and Gift Charges**

We will be happy to order, receive and handle specific floral, gift baskets, and/or, decorative requests that are determined in accordance with your specific needs.



## **Food Safety**

Due to health regulations, it is the policy of Sodexo Catering Services that excess food items from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the host of the event.





