CATERING

AT ADRIAN COLLEGE
Our Menu

WELCOME LETTER

MENU CHAPTERS:

A GREAT START

LUNCH TIME

LUNCHEON SALADS

BOUNTIFUL BUFFETS

MOVABLE FEASTS

CULINARY CLASSICS

MENU ACCOMPANIMENTS

FINISHING TOUCHES

GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

HORS D’OEUVRES

BEVERAGES

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 you with an unforgettable experience.

We look forward to the opportunity to work with you!
BREAKFAST

SUNRISE BREAKFAST

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. All set ups include freshly brewed coffee, decaf and hot tea.

EARLY RISER

An assorted pastry basket of mini danish, donuts, or mini muffins, and a bottled juice assortment of orange, apple and cranberry.

EYE OPENER

An assorted pastry basket of mini danish, donuts, or mini muffins, a bottled juice assortment of orange, apple and cranberry and an assortment of fresh seasonal sliced fruit.

SUNRISE START

An assortment of bagels and scones with accompaniments of fruit yogurt with granola, a bottled juice assortment of orange, apple and cranberry and an assortment of fresh seasonal sliced fruit.

MORNING BREAKS A LA CARTE

Cereal with milk
Seasonal fresh fruit salad
Seasonal whole fresh fruit
Seasonal fresh cut fruit

Please see your Catering Director about our Famous Cooked to Order Omelet Bar or Create a Breakfast Buffet
SUNRISE BREAKFAST
The following items can be added on to any of the sunrise breakfast menus to create a
custom menu for any occasion.

ENTRÉES
• Mushroom cheese strata
• Ham and potato frittata
• Lo-carb breakfast, assorted cheeses, hard-boiled eggs, and assorted meats platter
• Cereal with milk
• Yogurt with granola
• Assorted seasonal sliced fruit
• Scrambled eggs
• Bacon
• Ham steak
• Sausage links
• Turkey sausage
• Lox and condiments
• French toast
• Waffles
• Pancakes
• Home fried potatoes
• Hash browns
• Grits

BEVERAGES
• Bottled iced tea
• Assorted bottled soft drinks (20 oz or can)
• Assorted juice - by the gallon or bottle
• Bottled water
• Fresh brewed coffee
• Fresh brewed decaffeinated coffee
• Hot tea
  (includes regular tea, decaffeinated tea & hot water)
• Hot chocolate

BAKERY A LA CARTE, PER PERSON
• Assorted bagels with condiments
• Assorted donuts
• Mini croissants
• Mini pastry
• Mini sticky rolls
• Assorted scones
• Pound cake sliced
• Biscuit
• Biscotti
• Assorted muffins
EXPRESS LUNCH SANDWICHES

Our signature specialty sandwiches can be prepared to suit your event. We can package these to go with you. Limited time for a lunch? They can be pre-set along with beverages and dessert to keep your program on time. If you’re planning a more formal luncheon, let us serve you in style. All luncheon salads include a dinner roll and butter, cookies or a brownie, a choice of a 20 oz. bottled Soda or water.

ALBUQUERQUE CHICKEN
Chicken sandwich with a Southwest flair served with side salad of the day, condiments, potato chips, cookies or brownies and a 20 oz bottled beverage or bottled water.

SWEET BEEF
Roast beef with caramelized onion and dijon mayonnaise on a baguette served with side salad of the day, condiments, potato chips, cookies or brownies and a 20 oz bottled beverage or bottled water.

BISTRO GRILL
Grilled herb chicken breast with melted mozzarella and pesto mayonnaise on focaccia bread with the side salad of the day, condiments, potato chips, cookies or brownies and a 20 oz bottled beverage or bottled water.

ITALIAN PANINI
Salami, ham, provolone, roasted red peppers on a french roll with garlic mayonnaise, condiments, potato chips, cookies or brownies, a 20 oz bottled beverage or bottled water.

GRILLED VEGETABLE BAGUETTE
Grilled vegetables with fontina cheese on a baguette with side salad of the day, condiments, potato chips, cookies or brownies and a 20 oz bottled beverage or bottled water.

TURKEY CHEDDAR WRAP
Turkey and cheddar with horseradish cream cheese on a flour tortilla, condiments, potato chips, cookies or brownies, a 20 oz bottled beverage or bottled water.

PICNIC LUNCH
Assorted deli sandwiches on a roll or choice of sliced bread, featuring tuna, roast turkey breast, ham & swiss, condiments, potato chips, cookies or brownies and a 20 oz bottled beverage or bottled water.
LUNCHEON SALADS

Our signature specialty salads can be prepared to suit your event. We can package these to go with you. Limited time for a luncheon? They can be pre-set along with beverages and dessert to keep your program on time. If you’re planning a more formal luncheon, let us serve you in style. All luncheon salads include a dinner roll and butter, cookies or a brownie, a choice of a 20oz. bottled Soda or water.

<table>
<thead>
<tr>
<th>SALAD</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEF SALAD</td>
<td>A bed of mixed greens with julienne ham and turkey, cheddar cheese, hard boiled egg and honey mustard dressing with a dinner roll and butter.</td>
</tr>
<tr>
<td>COBB SALAD</td>
<td>A bed of mixed greens with smoked turkey, avocado, egg, bacon and crumbled blue cheese served with blue cheese dressing.</td>
</tr>
<tr>
<td>CAESAR SALAD</td>
<td>Fresh cut romaine lettuce with shredded parmesan cheese, focaccia croutons and Caesar dressing.</td>
</tr>
<tr>
<td>* Add grilled balsamic chicken breast</td>
<td></td>
</tr>
<tr>
<td>* Add beef strips</td>
<td></td>
</tr>
<tr>
<td>FRUIT AND COTTAGE CHEESE</td>
<td>Red seedless grapes, wedge of apples and oranges, sliced cantaloupe served with cottage cheese.</td>
</tr>
<tr>
<td>TRI-SALAD COMBO</td>
<td>A special mixture of fresh greens topped with a choice of three salads; chicken salad, egg salad, tuna salad and ham salad.</td>
</tr>
<tr>
<td>CHICKEN FAJITA SALAD</td>
<td>Fresh mixed greens, marinated sliced chicken breast, vegetables, tomatoes, shredded cheddar cheese and fried tri-color tortilla chips served with ranch dressing.</td>
</tr>
<tr>
<td>TACO SALAD</td>
<td>A crisp tortilla shell filled with spicy chicken, beef or refried beans. All are topped with shredded lettuce, diced tomatoes, sliced olives, shredded cheddar cheese, guacamole, sour cream and salsa.</td>
</tr>
</tbody>
</table>
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ANTIPASTO SALAD

Cubed salami, ham, sliced olives, diced tomatoes, cubed provolone cheese, tossed with fresh greens, spices and a red wine vinaigrette dressing.

THAI BEEF AND NOODLE JAZZ SALAD

Lime marinated beef tossed with Lo Mein noodles, Chinese cabbage, fresh spinach, basil, mint and peanuts served over a bed of baby greens and with a Thai dressing.

VEGETARIAN HUMMUS PLATE

Hummus with pita & vegetable sticks. A traditional Hummus served with black olives, carrot and celery sticks and pita wedges.

BIG GREEK SALAD

Crisp mixed greens with Tabbouleh, roasted red pepper, crumbled feta cheese and falafel in a flat bread cone.
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 and provolone accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, onion, condiments, potato chips, cookies, brownies and pitchers of lemonade, iced tea or water.

**SALAD BUFFET**
Seafood salad, chicken salad, tuna salad, egg salad and tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with a choice of two salad dressings all accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, and onion, condiments, potato chips, cookies, brownies and a 20 oz bottled beverage.

**CAESAR BAR**
Romaine lettuce tossed with parmesan cheese, croutons, and caesar dressing served with rolls and butter, dessert bars and a 20 oz bottled beverage.

**OPTIONS:**
- Add grilled chicken, grilled steak, grilled shrimp or grilled salmon

**ROMA ITALIAN**
Mixed green salad with Italian dressing and antipasto. Choice of two: penne, tri-color rotini or rigatoni with marinara sauce. Served with breadsticks, foil butter, shredded parmesan cheese, Italian cookies and pitchers of lemonade, iced tea and water.
**MOBILE FEASTS**

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

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

**TEXAS STYLE BBQ**
Pulled BBQ pork, BBQ chicken breasts, with bacon, BBQ sauce, corn on the cob, baked beans, hamburgers, cheeseburgers, beef hot dogs, vegetable burgers, potato salad, cole slaw, macaroni salad, relish tray with lettuce, tomato, pickles, onion, condiments, cookies, brownies and lemonade, iced tea, and water.

**HOLIDAY DINNER**
Tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with your choice of two dressings.

Roast turkey, with whipped potatoes and giblet gravy, country stuffing, corn, cranberry sauce, rolls and butter, pumpkin pie. Served with coffee, decaffeinated coffee, hot tea or ice tea.

**FAJITA BAR**
Choice of chicken, beef, shrimp or vegetable fajitas warm flour tortillas accompanied with spanish rice and traditional toppings with lemonade, ice tea, and water.

**OPTIONS**
- 20 oz bottled beverage
- Watermelon

**WINGS AND THINGS**
Buffalo wings, blue cheese dressing, celery sticks, carrot sticks, Select two: California vegetable pizza, cheese pizza, pepperoni pizza and Caesar salad with lemonade iced tea and water.
For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a tossed garden salad or Caesar salad with choice of dressing, choice of two accompaniments, fresh baked rolls and butter, fresh brewed coffee, decaffeinated coffee, hot tea & iced tea.

**BEEF**

- **FILET MIGNON**
  Beef Tenderloin filet with your choice of sauce

- **ROAST TOP ROUND OF BEEF**
  Sliced roast top sirloin of beef carved and served with au jus

- **BEEF WELLINGTON**
  Tenderloin of beef wrapped in puff pastry with foie gras and cooked until golden brown

- **STEAK AU POIVRE**
  Delicious beef tenderloin served with a classic brandy sauce with green peppercorns

**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

- **ITALIAN CHICKEN**
  Boneless breast of chicken seasoned with Italian marinade and grilled

**PORK**

- **SOUTHWESTERN GLAZED PORK LOIN**
  Carved and served with a zesty chipotle pepper sauce

- **ANISE ROAST PORK**
  Oven roasted pork stuffed with savory figs and apples with a hint of anise

- **STUFFED PORK CHOP**
  Center cut pork chop stuffed with Cornbread and apple stuffing

- **PORK TENDERLOIN**
  Sliced tenderloins of pork dressed with a savory Dijon sauce

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**VEAL**

- **VEAL PICCATA**
  A classic! Scaloppini of veal sautéed and flavored with lemons and capers

- **VEAL OSCAR**
  Veal cutlets topped with asparagus, lump crab and drizzled with hollandaise sauce

- **CLASSIC VEAL CHOP**
  Char-broiled veal chop served on a bed of spinach with garlic and caramelized onions

- **ITALIAN STYLE STUFFED VEAL CHOP**
  Veal chop stuffed with prosciutto, fresh mozzarella, roasted red peppers, and basil
LAMB
- LAMB CHOPS
  Broiled lamb chops served with mint jelly
- ROAST LEG OF LAMB
  Boneless roast leg of lamb served with lavender, rosemary and garlic

SEAFOOD
- 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
- AHI TUNA
  Ahi Tuna grilled and served with a caponata relish
- MARYLAND CRAB CAKES
  Mouthwatering Maryland lump crab cakes
- ALMOND COCONUT TILAPIA
  Baked tilapia fillet crusted with coconut, almonds and cuban seasonings
- GARLIC ORANGE CHILI SHRIMP
  Shrimp stir-fried with Asian vegetables, ginger, garlic and green onions in garlic orange sauce

VEGETARIAN

VEGETABLE NAPOLEON
Vegan Napoleon with portobello mushroom, eggplant, peppers, zucchini and yellow squash

EGGPLANT ROLLARD
Eggplant rollard stuffed with wild mushrooms and tofu, with roasted plum tomato sauce and polenta

CHEVRE, ORZO AND BASIL STUFFED PORTOBELLO
Portobello mushroom caps stuffed with chevre cheese, tri-colored orzo and fresh basil

SPAGHETTI SQUASH
Spaghetti squash with sofrito and vegan pinto beans

RAVIOLI PORCINI MOREL
Ravioli stuffed with porcini and morels in a light plum tomato sauce

VEGETARIAN LASAGNA
Lasagna noodles layered with fresh ricotta, mozzarella, and parmigiana cheese topped with a marinara sauce
Menu accompaniments for Culinary Classics lunch and dinner.

SALADS

TOSSED GARDEN SALAD
(INCLUDED WITH CULINARY CLASSICS ENTREE SELECTIONS)
A fresh mix of lettuce with tomatoes, cucumbers, red onion and croutons and your choice of dressing

CAESAR SALAD
Romaine lettuce with parmesan cheese, garlic croutons and creamy caesar dressing

TAKE YOUR SALADS TO THE NEXT LEVEL

FRESH MESCLUN
Baby vegetables with balsamic vinaigrette

FRESH MOZZARELLA
Tomato and fresh basil with garlic vinaigrette

SPINACH SALAD WITH WARM BACON DRESSING AND BABY GREENS

ARUGULA WITH ROASTED PEPPER VINAIGRETTE

THAI CUCUMBER SALAD

ORZO
Sautéed spinach and feta

THAI PASTA SALAD WITH SNOW PEAS

ICEBERG WEDGE WITH MAYTAG BLEU CHEESE

PEAR AND TOASTED WALNUT SPRING SALAD
Menu accompaniments for Culinary Classics 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

• Baked potato served with butter sour cream and chives
• Country mashed potatoes
• Baked sweet potatoes
• Potatoes Anna
• Oven roasted garlic potatoes
• Rice pilaf
• Basmati rice
• Long grain and wild rice
• Whipped sweet potatoes
• Olive couscous
• Basil orzo
• Risotto with mushrooms
• Fresh broccoli spears
• Asparagus spears (seasonal)
• Fresh zucchini with garlic and basil
• Green beans with almonds
• Carrots vichy
• Baby carrots
• Baby squash (seasonal)
DESSERTS

PIES AND COBBLERS
- Dutch apple pie
- Blueberry crisp
- Peach cobbler
- Boston cream pie
- Pumpkin pie
- Key Lime pie
- Lemon meringue pie

CAKES
- Chocolate cake
- Carrot cake
- Black forest cake
- German chocolate cake
- Carmel granny apple
- Raspberry white chocolate cheese Brûlé
- Chocolate pyramid anglaise
- Angel food cake with seasonal berries
- Cheesecake with strawberries

SPECIALTY
- Sorbet
- Fruit Parfaits
- Tiramisu
- Crème Brûlé
- Bread Pudding

DESSERT BARS
Have your dessert bars cut into triangles, logs and squares to create an attractive platter
- Chocolate brownies
- Marble brownies
- Lemon bars
- Seven layer bars
- Marshmallow krispies
- Raspberry ribbon brownies
- Smores
- Chocolate fondue bar (per person)
- Oreo dream bar
- Carrot cake bar
- Turtle brownie bar
- Square petit fours
- Triangle petit fours
COOKIES

• Chocolate chip
• Oatmeal raisin
• Peanut butter drop
• Chocolate chocolate chip
• Macaroons
• Assorted biscotti

ICE CREAM SUNDAE BAR, PER PERSON
25 GUEST MINIMUM

Includes a tub of ice cream with your choice of vanilla, chocolate or strawberry

Select two sauces from the following:
• Chocolate
• Hot fudge
• Butterscotch

Select 3 from the following toppings:
• Cashew nuts
• Sprinkles
• Crushed oreos
• Cherries
• Granola
• Whipped topping
• Gummy bears
• M & M’s

SNACKS

• Popcorn
• Potato chips
• Pretzels
• Tortilla chips
• Chips and salsa
• Pita chips
• Hummus
• Mixed nuts
ASSORTED DIPS
Served with crackers

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

CARVING STATION

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 with giblet gravy
- Mustard and apricot glazed ham
- Roast pork loin
- Roast top round of beef with au jus
- Roast tenderloin of beef

TRAYS AND DISPLAYS

- Crudités and dip
- Cheese and crackers
- Imported/specialty cheese and gourmet crackers
- Fresh seasonal fruit and cheese
- Smoked salmon with condiments
- Mini rollers
- Tea sandwiches with assorted fillings: (Select 3 types)
  - tuna salad, egg salad,
  - chicken salad, seafood salad
- Fresh seasonal fruit tray
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 drizzled chicken drummettes
- Fried chicken tenders
- Coconut shrimp
- Mini chicken wellington
- Sausage bites with champagne mustard and white wine
- Egg rolls
- Vegetable spring rolls
- Stuffed mushrooms
- Scallops wrapped in bacon
- Potstickers
- Oysters Rockefeller
- Parmesan artichoke hearts
- Mini lamb chops
- Chicken & mushroom quesadilla tapas
- Crab rangoon
- Roasted red pepper and gouda quesadillas
- Potato latkes
- Honey ginger chicken satay
- Crab cakes
- Chicken chimichanga
- Vegetables in phyllo
- Mini quiche

**COLD**

- Vegetarian sushi roll
- California roll
- Shrimp cocktail
- Crab claw cocktail
- Cantaloupe wrapped with prosciutto
- Skewered fruit with yogurt dressing
- Salmon pinwheel
- Tomato, mozzarella and basil crostini
- Belgium endive and herbed goat cheese
- Tuscan bruschetta
BEVERAGES

HOT, SOLD BY THE GALLON:
16 SERVINGS PER GALLON

• Brewed regular and decaf coffee
• Hot Lipton tea
• Herb Tazo - celestial tea
• Hot cocoa (seasonal)

COLD

• Canned soda, bottled soda (20 ounce)
• Bottled waters
• Bottled juices
• Milk (pint)
• Sports drinks
• Bottled teas

PUNCHES, SOLD BY THE GALLON:
16 SERVINGS PER GALLON

• Lemonade
• Apple juice
• Iced tea
• Cranberry punch
• Orange blossom
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 of the event is only tentative, please make arrangements with the catering department so that we can at least get you on our records. All other information such as location, number of guests, time of the function, and menu selection, need to be decided at least ten business days before the function. You may contact the catering department via phone or contact us on our website.

Reserving a Location
Whether the event is to take place on campus or off, the location reservation needs to be confirmed before we will deliver. Tables, chairs, and other equipment will need to be arranged by you through the Catering Department.
Planning Your Special Event

**Contact the Catering Office**
At least ten days before the event, contact the catering office at telephone number plus area code or email us at email address or contact us through our website at website address or stop by our office located directions to office. Some arrangements can be made by phone or email, others require an appointment with the Sales Coordinator/Event Planner. This is the time for a thorough discussion of all specifics and details. We can help you make all the necessary decisions to determine which of the services that we offer would best fit your needs. The office hours are Monday through Friday, select times, closed on some holidays. After we have finalized all the details of your special event, you will receive a confirmation sheet/function sheet/BEO to be signed and sent back to us. All cancellations and final changes, including the customer guarantee count and payment, MUST take place at least number of day’s business days prior to your function. Charges will be incurred if you make any cancellations or changes after this time frame. If you do not contact us with a final count within the number business days allowed, we will prepare for the estimated number and charge accordingly.

**Event Confirmation and Guarantees**
A guarantee is required number business days before your catered event. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. If your event is cancelled, you are responsible for contacting the catering department and canceling the event. You will be liable for 75% of your food bill for any event that is not cancelled within number business days, and confirmed in writing by the customer. If _____________ is closed due to inclement weather, all catering events will be automatically cancelled.
Planning Your Special Event

Payment
All catered functions must have a secured payment before they occur. Name the type of payment Visa, MasterCard, American Express, Cash, Check, Purchase Orders, Departmental Accounts, Foundation Account numbers 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. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.

Delivery Fees
There is no delivery fee for catering services held within name of building. Deliveries outside the building will be subject to a Dollar amount or 10% delivery fee, which ever is greater, not to exceed $150.00.

Alcohol Policy
All alcoholic beverages must be served by our personnel, and consumed in designated areas. Proof of age will be required. Sodexho reserves the right to refuse service of alcoholic beverages to any person. All personnel have completed the TIPS Training Program for Service.

Alcohol Service/Policy
A full bar setup (if liquor is planned) at a dinner or reception is dollar amount per person. All necessary bar items except the alcohol, are provided with this charge, including nonalcoholic beverages, ice mixers, napkins and plastic cups. An additional charge for glasses will apply. We recommend at least one bartender for every 75-100 guests for beer and wine service. The charge for a bartender is dollar amount per a number of hours (ex: 3 hour minimum) hour minimum.
Planning Your Special Event

**Attendants**
To ensure that your event is a success, catering staff will be provided for all served meals and buffets during the first two hours of service. If additional time is needed, a fee of $0.00 per attendant for a five hour minimum will be applied. We recommend that you have an attendant for all receptions and breaks for every 75 guests.

**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 costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.

**China Charges**
Our catering department provides high-quality plastic products as our standard, unless otherwise requested. We also offer china service for any event at an additional charge.

- Full Meal Service and Silverware: $0.00pp
- Coffee or Beverage China Service: $0.00pp
- Full Bar Glass Service: $0.00pp
- Reception China and Silverware: $0.00pp

All of the above are charged per person.

**Floral Charges**
We will be happy to order, receive and handle specific floral arrangements for you. For decorative requests an additional fee will be determined in accordance with your specific needs.
Planning Your Special Event

**Linens and Skirting**
We will provide linens and skirting for food and beverage tables at no charge. If you would like linen to be placed on guests tables for receptions, breaks, meeting tables and boxed lunches there will be a $0.00 fee for each tablecloth. Other tables may be skirted and covered at $0.00 per tablecloth and $0.00 per skirt. The same applies to registration tables, name tag, head tables, and any additional table that will not be directly used for setup. Skirting can be done on any table not exceeding one inch in thickness. We can also provide napkins to meet your color scheme for $0.00 each. Specialty linens are available upon request for an additional charge.

**Late and Minimum Charges**
A late charge of $price will be assessed for any event booked with less than number hours notice. Any changes made once the event has been confirmed, under number hours will be charged $0.00.

There will be a minimum charge of $0.00 for beverage orders and $0.00 for food orders, not including the delivery fees. Arrangements for orders less than the minimum amount can be made if they are picked up during office hours.

**Food Removal Policy**
Due to health regulations, it is the policy of _________________ 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.