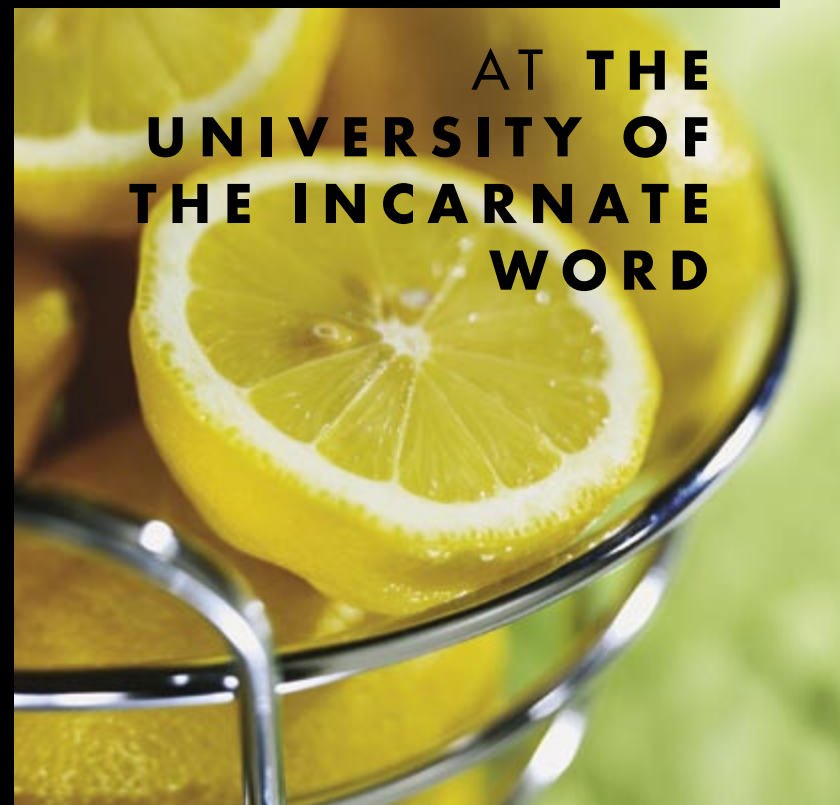




C A T E R I N G



AT THE  
UNIVERSITY OF  
THE INCARNATE  
WORD





# Our Menu



WELCOME LETTER

MENU CHAPTERS:

A GREAT START

LUNCH TIME

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BOUNTIFUL BUFFETS

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GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

HORS D'OEUVRES


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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



We are delighted to share our catering brochure. From morning breakfast baskets and freshly brewed coffee to casual feast, and elegant hors d'oeuvres, these pages are filled with fresh and contemporary menus. These however, represent only a starting point. Our commitment to you is to customize menus as needed for any occasion. Whatever your event - a breakfast meeting, a faculty luncheon, a retirement party or an elegant wedding you will find that we offer fresh ingredients, creative preparations, elegant presentation, and thoughtful service. We would be pleased to help you design a menu for your next event. If we can offer you more information, or if you would like to make an appointment, please contact us at 210-283-5011 or email us at [catering@uiwtx.edu](mailto:catering@uiwtx.edu).





## A GREAT START

### 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.

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#### SUNRISE START

\$7.95 PER PERSON

Bagels, muffins & danish accompanied by fruit yogurts with granola, assorted bottled juices and fresh seasonal sliced fruit.

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#### EARLY OPENER

\$10.50 PER PERSON

Fluffy scrambled eggs with buttermilk biscuits, country gravy, hash browned potatoes, your choice of (2) bacon, sausage and ham, accompanied by assorted bottled juices.

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#### TRADITIONAL

\$10.95 PER PERSON

Build your own breakfast tacos. Assorted breakfast taco fillings including eggs, meats, beans, and potatoes with assorted salsas and accompaniments, bottled juices and fresh seasonal sliced fruit.

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#### MORNING BREAKS A LA CARTE

Build your own custom buffets or ask about our famous cooked to order breakfast bars

B R E A K F A S T



# A GREAT START

## SUNRISE BREAKFAST

The following items can be added on to any of the sunrise breakfast menus to create a custom menu or build your custom buffet.

### ENTRÉES

- Assorted breakfast tacos \$3.75 PER PERSON
- Biscuit & sausage gravy \$2.50 PER PERSON
- Lo-carb breakfast, assorted cheeses, hard-boiled eggs, and assorted meats platter \$4.75 PER PERSON
- Cereal with milk \$2.95 PER PERSON
- Yogurt with granola \$2.00 PER PERSON
- Assorted seasonal sliced fruit \$3.95 PER PERSON
- Scrambled eggs \$2.50 PER PERSON
- Bacon \$1.75 PER PERSON
- Ham steak \$2.95 PER PERSON
- Sausage links \$1.75 PER PERSON
- Hot oatmeal with condiments \$1.25 PER PERSON
- Kolaches \$2.50 PER PERSON
- French toast \$2.25 PER PERSON
- Waffles \$2.25 PER PERSON
- Pancakes \$2.25 PER PERSON
- Home fried potatoes \$1.50 PER PERSON
- Hash browns \$1.50 PER PERSON

### BEVERAGES, 16 SERVINGS PER GALLON

- Iced tea - by the gallon \$12.50
- Assorted canned soft drinks \$1.50 EACH
- Assorted juice - bottle \$2.00 EACH
- Assorted juice - by the gallon \$13.50
- Bottled water \$1.75 EACH
- Starbucks regular and decaf coffee \$21.00
- Brewed regular and decaffeinated coffee \$17.50
- Hot tea \$1.50 EACH
- Hot chocolate - by the gallon \$14.00

### BAKERY A LA CARTE

- Assorted bagels with condiments \$20.00 DOZEN
- Kolaches \$25.00 DOZEN
- Croissants with condiments \$20.00 DOZEN
- Danish \$22.00 DOZEN
- Jumbo cinnamon rolls \$22.00 DOZEN
- English muffins with condiments \$20.00 DOZEN
- Assorted muffins \$18.00 DOZEN
- Tea breads (16 slices) \$22.00 DOZEN
- Biscuits with condiments \$15.50 DOZEN

# B R E A K F A S T



## LUNCH TIME

### EXPRESS LUNCHES: 10 GUEST MINIMUM

Our signature specialty sandwiches can be prepared to suit your event. We package these to go. Limited time for a lunch? They can be preset along with beverages and dessert to keep your program on time. All lunches below include: a side salad choice of Pasta, Potato or Creamy coleslaw, condiments, potato chips, a cookie or brownie and a 12 oz can soft drink or bottled water.

#### ALBUQUERQUE CHICKEN \$10.25 PER PERSON

Chicken sandwich on Ciabatta with a southwest flair.

#### SWEET BEEF \$10.95 PER PERSON

Roast beef on sourdough with caramelized onion and dijon mayonnaise

#### BISTRO GRILL \$10.25 PER PERSON

Grilled herb chicken breast with melted mozzarella and pesto mayonnaise on ciabatta bread.

#### ITALIAN PANINI \$10.50 PER PERSON

Salami, ham, provolone, roasted red peppers on a ciabatta with garlic mayonnaise

#### GRILLED VEGETABLE BAGUETTE

\$9.99 PER PERSON

Grilled vegetables with provolone cheese on a baguette.

#### TURKEY CHEDDAR WRAP \$10.25 PER PERSON

Turkey and swiss with avocado ranch on a sundried tomato tortilla.

#### GRILLED PORTOBELLO ON FOCACCIA

\$10.25 PER PERSON

Grilled portobello mushroom on focaccia with provolone cheese.

#### PICNIC LUNCH \$9.99 PER PERSON

Deli sandwich your choice of croissant, sliced bread, wheat, white or sourdough, featuring tuna, turkey & swiss, or ham & cheddar.

# EXPRESS LUNCHES



## LUNCHEON SALADS

### LUNCHEON SALADS: 10 GUEST MINIMUM

Our signature specialty salads can be prepared to suit your event. We package these to go for you. Limited time for a luncheon? They can be preset 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 crackers and butter, a cookie or brownie and a choice of a 12 oz can soft drink or bottled water.

#### CHEF SALAD

\$11.95 PER PERSON

A bed of mixed greens with julienne ham and turkey, cheddar cheese, hard boiled egg and assorted dressings.

#### COBB SALAD

\$12.25 PER PERSON

A bed of mixed greens with smoked turkey, avocado, hard boiled eggs, bacon and crumbled blue cheese served with blue cheese dressing.

#### CAESAR SALAD

\$12.95 PER PERSON

Fresh cut romaine lettuce topped with sliced grilled chicken, parmesan cheese, seasoned croutons and Caesar dressing.

\* Add Shrimp

\$2.25 EXTRA

#### FRUIT AND COTTAGE CHEESE

\$9.95 PER PERSON

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

#### TRI-SALAD COMBO

\$10.95 PER PERSON

A special mixture of fresh greens topped with chicken salad, pasta salad and tuna salad.

#### CHICKEN FAJITA SALAD

\$17.95 PER PERSON

Grilled Salmon on a bed of spinach & mixed greens, sliced cucumber, cherry tomatoes topped with a tangy lemon dill dressing.

#### MARINATED BEEF SALAD

\$14.95 PER PERSON

A bed of mixed greens topped with strips of marinated flank steak, feta cheese crumbles, cherry tomatoes, sliced cucumbers topped with an avocado ranch dressing.

## LUNCHEON SALADS



## LUNCHEON SALADS

### LUNCHEON SALADS: 10 GUEST MINIMUM

Our signature specialty salads can be prepared to suit your event. We package these to go for you. Limited time for a luncheon? They can be preset 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 crackers and butter, a cookie or brownie and a choice of a 12 oz can soft drink or bottled water.

#### ANTIPASTO SALAD \$9.95 PER PERSON

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

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#### THAI BEEF AND NOODLE JAZZ SALAD \$9.95 PER PERSON

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.

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#### VEGETARIAN HUMMUS PLATE \$9.95 PER PERSON

A traditional Hummus served with black olives, carrots, celery sticks, sliced cucumbers, feta cheese crumbles, red sliced onions and pita wedges.

## LUNCHEON SALADS



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

### SPECIALTY BUFFETS: 20 GUEST MINIMUM

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch. For evening meals add an additional \$5.00 per person.

#### THE CORNER DELI BUFFET \$9.95 PER PERSON

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, pasta salad, cookies and brownies, pitchers of lemonade, iced tea or water.

#### OPTIONS

- Add baked Potato bar \$3.95 extra per person  
Butter, sour cream, shredded cheese, green onions and bacon bits.

#### SALAD BUFFET \$12.95 PER PERSON

Pasta salad, chicken salad, tuna salad, fruit 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 and brownies, pitchers of lemonade, iced tea and water.

#### ROMA ITALIAN PASTA BUFFET \$9.95 PER PERSON

RCaesar salad served with breadsticks, butter, shredded parmesan cheese, penne & fettucini pasta with marinara meat sauce and alfredo sauce, lemon bars & brownies, pitchers of lemonade, iced tea and water.

#### OPTIONS:

- Add grilled chicken \$1.95 extra per person

#### MEXICAN BUFFET \$14.95 PER PERSON

Crispy tortilla chips and homemade salsa, cheese enchiladas, green chicken enchiladas with tomatotillo sacue, spanish rice, boracho beans, condiments, margarita cheesecake, pitachers of lemonade, iced tea and water.

## B U F F E T S



## MOVABLE FEASTS

### MOVABLE FEASTS: (15, 20, 25 GUEST MINIMUM)

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, cheddar 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.

#### OPTIONS

- 20 oz bottled beverage
- Watermelon

#### 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, 20 oz bottled beverages and Xangos™  
...Sweet Street™ original cheesecake.

#### 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 assorted 20 oz bottled beverages.

# C L A S S I C S



## 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, fresh brewed coffee, decaffeinated coffee, hot tea, iced tea and choice of dessert.

BEEF	<b>FILET MIGNON</b> \$28.95 PER PERSON Classic grilled beef tenderloin filet	PORK	<b>SOUTHWESTERN GLAZED PORK LOIN</b> \$15.95 PER PERSON Carved and served with a zesty chipotle pepper sauce
	<b>ROAST TOP ROUND OF BEEF</b> \$18.95 PER PERSON Sliced roast top sirloin of beef carved and served with au jus		<b>ANISE ROAST PORK</b> \$18.95 PER PERSON Oven roasted pork stuffed with savory figs and apples with a hint of anise
	<b>BEEF BURGUNDY</b> \$18.95 PER PERSON Tender braised beef tips in a burgundy wine sauce with egg noodles.		<b>STUFFED PORK CHOP</b> \$18.95 PER PERSON Center cut pork chop stuffed with Cornbread and apple stuffing
	<b>STEAK AU POIVRE</b> \$28.95 PER PERSON Delicious beef tenderloin served with a classic brandy sauce with green peppercorns		<b>PORK TENDERLOIN</b> \$18.95 PER PERSON Sliced tenderloins of pork dressed with a savory Dijon sauce
POULTRY	<b>CHICKEN PICCATA</b> \$18.95 PER PERSON Boneless breast of chicken lightly sautéed and served in a light lemon sauce with capers	VEAL	<b>VEAL PICCATA</b> \$19.95 PER PERSON A classic! Scaloppini of veal sautéed and flavored with lemons and capers
	<b>CHICKEN CORDON BLEU</b> \$18.95 PER PERSON Boneless breast of chicken rolled with imported ham and swiss cheese		<b>VEAL OSCAR</b> \$26.95 PER PERSON Veal cutlets topped with asparagus, lump crab and drizzled with hollandaise sauce
	<b>CHICKEN SORRENTO</b> \$18.95 PER PERSON Boneless breast of chicken lightly breaded with prosciutto and eggplant topped with a light tomato sauce		<b>CLASSIC VEAL CHOP</b> \$26.95 PER PERSON Char-broiled veal chop served on a bed of spinach with garlic and caramelized onions
	<b>ROSEMARY CHICKEN</b> \$18.95 PER PERSON Chicken breast with rosemary and garlic		<b>ITALIAN STYLE STUFFED VEAL CHOP</b> \$26.95 PER PERSON Veal chop stuffed with prosciutto, fresh mozzarella, roasted red peppers, and basil
	<b>ITALIAN CHICKEN</b> \$18.95 PER PERSON Boneless breast of chicken seasoned with Italian marinade and grilled		

C L A S S I C S



## CULINARY CLASSICS

**SPECIALTIES CORNISH GAME HENS** \$18.95 PER PERSON  
Broiled lamb chops served with mint jelly

**SOUTHWEST CHICKEN  
ROULADE** \$19.95 PER PERSON  
Boneless roast leg of lamb served with  
lavender, rosemary and garlic

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**SEAFOOD SHRIMP SCAMPI** \$18.95 PER PERSON  
Shrimp sautéed with fresh herbs and garlic  
served over basil orzo

**RED SNAPPER VERA CRUZ** \$22.95 PER PERSON  
Tender and sweet red snapper grilled and topped  
with fresh tomato salsa

**BROILED SALMON  
WITH DILL BUTTER** \$18.95 PER PERSON  
Salmon fillet broiled to perfection served with dill  
butter

**TORTILLA CRUSTER TILAPIA** \$18.95 PER PERSON  
Baked tilapia fillet topped with a crushed tortilla  
breading

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. Below is a list of the accompaniments to the entree.

### SALADS

#### TOSSSED GARDEN SALAD

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

#### GREEK SALAD

Mixed greens with Kalamatu olives, red onion & feta

#### ICEBERG WEDGE WITH MAYTAG BLEU CHEESE

Iceberg wedge with bacon bits and cherry tomatoes

#### SPINACH SALAD WITH WARM BACON DRESSING

Tender baby spinach and mixed greens topped with mandarine oranges, walnuts, and feta cheese

# MENU ACCOMPANIMENTS



## 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

- Baked potato served with butter sour cream and chives
- Homestyle mashed potatoes
- Baked sweet potatoes
- Squash medley
- Oven roasted garlic red baby potatoes
- Wild rice pilaf
- Peas and pearl onions
- 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
- Mixed carrots and fresh green beans
- Baby carrots

### CAKES

- Double fudge cake
- White coconut cake
- Carrot cake
- Angel food cake with fresh berries
- Cheesecake with strawberries
- Raspberry white chocolate cheese Brûlé
- Bread pudding

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### SPECIALTY

See Catering Director for more details

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### DESSERTS

#### PIES AND COBBLERS

- Dutch apple pie
- Pecan pie
- Peach cobbler
- Boston cream pie
- Pumpkin pie
- Key Lime pie
- Lemon meringue pie

# MENU ACCOMPANIMENTS



## FINISHING TOUCHES

### DESSERT BARS

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

- Chocolate brownies \$12.00 PER DOZEN
- Blondies \$12.00 PER DOZEN
- Lemon bars \$12.00 PER DOZEN
- Raspberry bars \$12.00 PER DOZEN
- Marshmallow krispies \$8.50 PER DOZEN
- Raspberry ribbon brownies \$15.00 PER DOZEN
- Assorted decadent bars \$15.00 PER DOZEN

### COOKIES, \$8.50 PER DOZEN

- Chocolate chip
- Oatmeal raisin
- Peanut butter
- Chocolate chocolate chip
- White chocolate macadamian
- Festival M&M

### ICE CREAM SUNDAE BAR, \$4.95 PER PERSON, 20 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
- Caramel
- Butterscotch

Select 3 from the following toppings:

- Pecans
- Sprinkles
- Crushed oreos
- Cherries
- Granola
- Whipped topping
- M & M's

### SNACKS

- Popcorn \$1.50 PER PERSON
- Potato chips \$1.50 PER BAG
- Pretzels \$1.50 PER BAG
- Chips and salsa \$2.75 PER PERSON
- Candy bars \$1.50 PER EACH
- Mixed nuts \$2.50 PER PERSON
- Granola bars \$1.00 EACH

# FINISHING TOUCHES



## GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

### ASSORTED DIPS, Served with crackers or chips

- Spinach and artichoke dip \$40 PER QUART
- French onion dip \$25 PER QUART
- Garden vegetable dip \$25 PER QUART
- Ranch dip \$25 PER QUART
- Crab dip \$40 PER QUART
- Shrimp dip \$40 PER QUART
- Seven layer dip  
with tortilla chips \$40 PER TRAY

### TRAYS AND DISPLAYS, SMALL (25 PERSON AVERAGE), MEDIUM (50 PERSON AVERAGE), LARGE (75 PERSON AVERAGE)

- Crudités and dip \$50, \$75, \$100
- Cheese and crackers \$55, \$80, \$105
- Imported/specialty cheese  
and gourmet crackers \$75, \$100, \$125
- Fresh seasonal fruit and cheese \$65, \$90, \$115
- Smoked salmon  
with condiments \$150 PER SIDE
- Tortilla pinwheels  
with spicy chicken \$18 PER DOZEN
- Tea sandwiches with assorted  
fillings: (Select 2,3 types)  
tuna salad, ham salad,  
chicken salad \$15 PER DOZEN
- Fresh seasonal fruit \$55, \$80, \$105

### CARVING STATION,

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces. There is an additional charge per station chef of \$37.50 per hour 2hr minimum.

Carving station comes with your choice of:

- Roast turkey with cranberry chutney
- Mustard and apricot glazed ham
- Roast pork loin with sauce
- Roast top round of beef with au jus

Prices depend on the item and the quantity of stations

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 \$200
- Fried chicken tenders \$200
- Coconut shrimp \$325
- Honey drizzled chicken drummettes \$100
- Chicken w/jalapeno slivers wrapped in bacon \$300
- Mini quiche \$200
- Eggrolls \$250
- Vegetable spring rolls \$250
- Stuffed mushroom \$250
- Scallops wrapped in bacon \$325
- Potstickers \$200
- Mini crab cake \$300
- Honey ginger chicken bites \$200
- Beef empenadas \$225

#### COLD

- Texas bruschetta \$100
- Beef tenderloin w/horseradish on crostini \$175
- Shrimp cocktail \$300
- Crab claw cocktail \$325
- Crenshaw or cantaloupe wrapped with prosciutto \$225
- Skewered fruit with yogurt dressing \$225
- Tomato, mozzarella and basil crostini \$125
- Salmon pinwheel \$225
- Belgium endive and herbed goat cheese \$225

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



## B E V E R A G E S

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

- Brewed regular and decaf coffee \$21.00
- Hot Lipton tea \$17.50
- Herb Tazo - celestial tea \$1.50 EACH
- Hot cocoa (seasonal) \$12.50

### COLD

- Canned soda \$1.50 EACH
- Bottled waters \$1.75 EACH
- Bottled juices \$2.00 EACH
- Milk carafe \$12.50 EACH
- Ice tea \$12.50 GALLON
- Juice \$14.00 GALLON

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

- Lemonade \$12.50
- Cranberry iced tea \$14.00
- Sparkling fruit punch \$14.00

B E V E R A G E S



# 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 contact us as soon as possible so we may assist you with your event. To ensure the best possible event, information such as location, number of guests, time of the function, and menu selection, should be decided at least 10 business days before the function. A final guest count guarantee must be received no later than 3 days prior to your event.



All events scheduled with less than 72 hours notice will require an additional fee of \$50.

## **General Payment & Deposit Information**

A deposit of 75% is required upon booking your event. All events must be paid in full no later than 72 hours prior to the event. A minimum of \$100 in catering sales is required per event. We accept credit cards, checks, and money orders. UIW campus events must provide purchase order #'s prior to booking. All events are subject to tax at 8.125%. Tax exempt certificates for non-profit organizations must be presented prior to the event, a 20% service charge is added to all events.



## **Cancellations**

Event cancellations should be made with as much notice possible. If you must cancel your event 50% of the initial deposit will be forfeited. If the cancellation is made less than 7 days prior to the event the entire deposit will be forfeited.





# Planning Your Special Event


## **Alcohol Policy**

All alcoholic beverages must be served by our personnel, and consumed in designated areas. Proof of age will be required. Sodexo catering 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 hosted bar setup (if liquor is planned) at a dinner or reception is \$15.00 per person for the first hour and \$5.50 per person for each additional hour. A 20% service charge will be assigned for all bar service. All necessary bar items are provided with this charge, including nonalcoholic beverages, ice mixers, napkins and glasses.




Cash bar setup fees are \$250 per bar. Each bar will serve up to 150 guests.

Cash bar pricing is listed as follows:

Domestic Beer - \$4.00 Premium - \$4.50 House Wine - \$5.00 Cocktails - \$6.00 Soda - \$2.50

Margarita machines may also be rented at \$275 per machine. Each machine can service up to 80 guests. Cash bar price for margarita is \$6.00.



Keg beer is available for \$325 per keg. One keg serves approximately 200, 10 oz. servings. Kegs of beer must be purchased 2 weeks prior to the event. Kegs are non-returnable and non refundable once tapped.

Additional bartender fees are \$37.50 per bartender for each two hour period.




# 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 per attendant for minimum will be applied. We recommend that you have an attendant for all receptions and breaks for every 75 guests. Additional attendants of chefs are available for action stations, cake serving and other specialty services at \$37.50 per hour with a 2 hour minimum.**

## **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 and Linen Charges**



**China and linen are included on food service events held at the Sky Room and the International Conference Center Our catering department provides high-quality plastic products as our standard for all other locations, unless otherwise requested. China rental service is \$3.50 per person. This includes service and seated linen. Additional linen fees are \$7.50 per cloth and \$15.00 for skirted tables.**

## **Food Removal Policy**

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



