



C A T E R I N G



AT
**THE UNIVERSITY
OF EVANSVILLE**



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

to Sodexo Catering Services at The University of Evansville. Our Catering Manager will work in partnership with you to customize your program, providing the highest level of food quality and service to ensure the success of your event.



Our philosophy is to provide a meeting and dining environment specialized to not only meet, but also exceed your expectations. Our team is committed to providing service and menu flexibility so that your event will be uniquely your own.



Please keep in mind that the menu items and services included in this brochure are a sampling of what we can do for you. Should your event require special services or dietary considerations, we will tailor our offerings to meet your needs.

We appreciate your business and will do whatever we can to make your event memorable, from start to finish. If you have any questions regarding our services, please call your Catering Manager and Event Planner at (812) 488-2653 or email us at st67@evansville.edu.



We look forward to serving you,
Your Catering Team



A GREAT START

DINING AT DAWN

The menus below are all plated, served meals. All selections include freshly brewed regular or decaffeinated coffee, orange juice and ice water. Add a la carte items to customize your own special meal.

THE GREAT AWAKENING

An assorted Pastry Basket, 2 Fluffy Scrambled Eggs, Breakfast Potatoes, Choice of Bacon, Sausage or Ham with a Fruit Garnish.

DAYBREAK DELIGHT

An assorted Pastry Basket, Fluffy 3 Egg Omelet with choice of three of the following: Cheese, Peppers, Sausage, Bacon, Ham or Mushrooms. Served with Breakfast Potatoes and a Fruit Garnish.

JUMP START

Sun-Dried Tomato Quiche with Hashbrowns, choice of Bacon, Sausage or Ham and a Fruit Garnish.

Please see your Catering Director about our Famous Cooked to Order Omelet Bar or Create a Breakfast Buffet

B R E A K F A S T



A GREAT START

SUNRISE ON THE HORIZON

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 selections include regular and decaffeinated coffee, orange juice, and ice water

EXTRA EARLY RISER

An assorted pastry basket of danish, doughnuts, or muffins.

EYE OPENER

Fresh sliced seasonal fruit, with an assorted pastry basket of danishes or muffins.

SUNRISE START

An assortment of fresh sliced fruit, bagels and scones with accompaniments of fruit and yogurt parfaits with granola.

B R E A K F A S T



LUNCH TIME

EXPRESS LUNCHES: 3 GUEST MINIMUM

Our signature sandwiches can be prepared to suit your event. Limited time for a lunch? They can be pre-set along with beverages and dessert to keep your program on time. All sandwiches come with your choice of side salad and chips, dessert, coffee, tea and water.

ALBUQUERQUE CHICKEN BREAST SANDWICH

Cilantro grilled chicken breast on a multi-grain bun with salsa, olives, lettuce and tomato.

BISTRO GRILL

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

GRILLED VEGETABLE BAGUETTE

Grilled vegetables with fontina cheese on a baguette.

GRILLED PORTOBELLO ON FOCACCIA

Grilled portobello mushroom sandwich with provolone cheese.

SWEET BEEF

Roast beef with caramelized onion and dijon mayonnaise on a baguette.

ITALIAN PANINI

Salami, ham, provolone, roasted red peppers on a french roll with garlic mayonnaise.

TURKEY CHEDDAR WRAP

Turkey and cheddar with horseradish cream cheese on a flour tortilla.

SOUTHWEST GRILLED CHICKEN BREAST SANDWICH

Chicken breast grilled to perfection, topped with smoked gouda cheese served on a toasted Kaiser bun.

ROASTED VEGGIE CLUB SANDWICH

Roasted eggplant, zucchini and red pepper with fresh mozzarella and artichoke tapenade on ciabatta.

BOX LUNCH PACKED TO GO

Assorted deli sandwiches on a roll or sliced bread, featuring your choice of tuna, roast turkey breast, or ham & swiss, condiments, potato chips, cookies or brownies and a 12 oz canned beverage or bottled water.

EXPRESS LUNCHES



LUNCH TIME

EXPRESS LUNCHES (CONTINUED): 3 GUEST MINIMUM

FLANK STEAK ON BAGUETTE W/WATERCRESS

Balsamic grilled flank steak on a baguette with watercress, plum tomato and tarragon-tomato aioli.

HAM AND CHEDDAR SANDWICH W/HORSERADISH

Shaved ham and cheddar with lettuce, tomato and horseradish sauce on pumpernickel bread.

CLASSIC CHEF JAZZ SALAD WRAP

Julienne of turkey, ham, swiss and cheddar with cucumbers, romaine and blue cheese dressing.

GRILLED CHICKEN BREAST WITH ARUGULA

Caesar-marinated chicken and arugula on a baguette with olive mayonnaise.

BLT SANDWICH W/PESTO CHICKEN BREAST

Crisp bacon, lettuce, tomato and pesto chicken breast on ciabatta.

VEGETARIAN MEDITERRANEAN PITA

Wheat pita pocket stuffed with carrots, cucumber, olives, tomato and feta, seasoned with herbed mayo.

BACON CHEDDAR CLUB ON WHEATBERRY

Thinly sliced turkey, ham, bacon, and cheddar cheese with leaf lettuce, romaine tomatoes, and red onion.

CALIFORNIA CLUB ON FOCACCIA

Roast turkey with crisp bacon, avocado and sundried tomato pesto on focaccia.

CHICKEN CAESAR WRAP

Romaine lettuce, sliced chicken breast, Caesar dressing and parmesan wrapped in a flour tortilla.

TOMATO CHICKEN MOZZARELLA SANDWICH

Assorted deli sandwiches on a roll or choice of sliced bread, featuring tuna, roast turkey breast, ham & swiss.

EXPRESS LUNCHES



LUNCHEON SALADS

LUNCHEON SALADS: 3 GUEST MINIMUM

Our signature salads can be prepared to suit your event. 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 dessert, coffee, tea and ice water.

CHEF SALAD

A bed of mixed greens with julienne ham and turkey, cheddar cheese, hard boiled egg and honey mustard dressing.

COBB SALAD

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

CAESAR SALAD

Fresh cut romaine lettuce with shredded parmesan cheese, focaccia croutons and Caesar dressing.

* Add grilled balsamic chicken breast

* Add beef strips

FRUIT AND COTTAGE CHEESE

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

TRI-SALAD COMBO

A special mixture of fresh greens topped with a three salads: chicken salad, tuna salad and pasta salad.

CHICKEN FAJITA SALAD

Fresh mixed greens, marinated sliced chicken breast, vegetables, tomatoes, shredded cheddar cheese and fried tri-color tortilla chips served with ranch dressing.

TACO SALAD

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.

ANTIPASTO SALAD

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

LUNCHEON SALADS



LUNCHEON SALADS

LUNCHEON SALADS (CONTINUED): 3 GUEST MINIMUM

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. Can substitute lime marinated chicken also.

CRANRAISIN WALNUT CHICKEN SALAD

Iceberg and romaine lettuce with cucumbers, walnuts, roma tomatoes, croutons, dried cranberries, sliced roasted chicken breasts and raspberry vinaigrette dressing.

STEAK FRITTAS SALAD

London broil over spinach & watercress with roma tomatoes, bleu cheese crumbles, red onions and parmesan/mustard dressing.

BLACKENED CHICKEN SALAD OR BLACKENED TUNA SALAD

LUNCHEON SALADS



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

SPECIALTY BUFFETS: 50 GUEST MINIMUM

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

ACE'S DELI BUFFET

Sliced roast beef, ham, turkey, American, Swiss and provolone accompanied by assorted bread and rolls, relish tray, condiments, potato chips, cookies, brownies and pitchers of iced tea or water.

OPTIONS

- 12 oz canned sodas
- Pasta salad, potato salad, garden salad, caesar salad and tossed garden salad

SALAD BUFFET

Seafood salad, chicken salad, tuna salad, and tossed garden salad with a choice of two salad dressings. Accompanied by assorted bread and rolls, cookies, brownies, iced tea and water.

CAESAR BAR

Romaine lettuce tossed with Parmesan cheese, croutons, and Caesar dressing served with rolls and butter, dessert bars, iced tea and water.

OPTIONS:

- Add grilled chicken, grilled steak, grilled shrimp or grilled salmon

ROMA ITALIAN

Mixed green salad with Italian dressing and anti-pasto. Choice of two: penne, tri-color rotini or rigatoni. Choice of two sauces: marinara sauce, alfredo or meat sauce. Served with breadsticks, butter, shredded Parmesan cheese, Italian cookies and pitchers of iced tea and water.

B U F F E T S



MOVABLE FEASTS

MOVABLE FEASTS: 50 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.

PICNIC SPECIAL

Hamburgers, hot dogs, veggie burgers, sliced cheese, choice of potato salad, macaroni salad or coleslaw, relish tray, condiments, potato chips, cookies, brownies, lemonade or, iced tea and water.

TEXAS STYLE BBQ

Pulled BBQ pork, BBQ chicken breasts, corn on the cob, baked beans, potato salad, cole slaw or macaroni salad, relish tray, condiments, cookies, brownies and lemonade or iced tea, and water.

OPTIONS

- Canned sodas
- Watermelon station

HOLIDAY DINNER

Tossed garden salad with choice of dressings. Pork loin medallions, mashed red skin garlic potatoes, spiced baked apples with dried cranberry compote, fall grilled vegetables, dinner roll with butter, pumpkin cheesecake.

or

Tossed salad with choice of dressing, pineapple glazed honey maple ham, scalloped potatoes, green bean almandine, dinner roll with butter, pumpkin pie.

FAJITA BAR

Choice of chicken, beef, shrimp or vegetable fajitas on warm flour tortillas accompanied by spanish rice and traditional toppings with lemonade, ice tea, and churros for dessert. Options: Choose two meats for an additional charge.

WINGS AND THINGS

Buffalo wings, blue cheese dressing, celery sticks, carrot sticks, Select two: California vegetable pizza, cheese pizza, pepperoni pizza or Caesar salad. With assorted canned sodas or bottled waters.

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, iced tea, ice water and choice of dessert.

- | | | | |
|---------|---|--|--|
| BEEF | FILET MIGNON
Beef Tenderloin filet with your choice of sauce | POULTRY | ROSEMARY CHICKEN
Chicken breast with rosemary and garlic |
| | ROAST TOP ROUND OF BEEF
Sliced roast top sirloin of beef carved and served with au jus | | ITALIAN CHICKEN
Boneless breast of chicken seasoned with Italian marinade and grilled |
| | BEEF WELLINGTON
Tenderloin of beef wrapped in puff pastry with fois gras and cooked until golden brown | | PARMESAN ENCRUSTED CHICKEN BREAST
Boneless breast topped with parmesan cheese and roasted red pepper vinaigrette |
| | STEAK AU POIVRE
Delicious beef tenderloin served with a classic brandy sauce with green peppercorns | | NEW HAMPSHIRE CHICKEN
Bread chicken breast stuffed with mushroom and shallots |
| | HOISIN MARINATED FILET
An 8 ounce filet marinated in hoisin sauce | | CHICKEN FLORENTINE
Lightly breaded chicken breast stuffed with fresh spinach, feta cheese and garlic |
| POULTRY | CHICKEN PICCATA
Boneless breast of chicken lightly sautéed and served in a light lemon sauce with capers | SMOTHERED CHICKEN
Grilled chicken breast topped with hickory bacon and sautéed mushrooms and smothered with Swiss cheese | |
| | 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 | | |
| | | 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 |

C L A S S I C S



CULINARY CLASSICS

PORK

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

PINEAPPLE/TERIYAKI GLAZED PORK TENDERLOIN

Center cut tenderloin marinated in a sweet and tangy Glaze served as medallions

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

C L A S S I C S



CULINARY CLASSICS

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

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.

SALAD OPTIONS

ICEBERG WEDGE WITH BLUE CHEESE

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

SPINACH SALAD WITH WARM BACON DRESSING

Spinach salad with warm bacon dressing

FOR AN ADDITIONAL FEE PER PERSON YOU
MAY CHOOSE ONE OF THE FOLLOWING:

FRESH MESCLUN (ADD \$1.00)

THAI PASTA SALAD WITH SNOW PEAS
(ADD \$2.00)

BUFFALO MOZZARELLA TOMATO AND
FRESH BASIL WITH GARLIC VINAIGRETTE
(ADD \$2.00)

PEAR AND TOASTED WALNUT SPRING
SALAD (ADD \$2.00)

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
- 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
- New red mashed potatoes
- Baby squash

DESSERTS

PIES AND COBBLERS

- Fruit pie
- Fruit crisp or cobbler (apple, cherry, peach)
- Oreo cream pie
- Boston cream pie
- Pumpkin pie
- Key Lime pie
- Lemon meringue pie

CAKES

- Chocolate cake
- Angel food cake with seasonal berries
- Black forest cake
- German chocolate cake
- Strawberry shortcake
- Raspberry cream cheese crepe
- Fruit tortes
- Bundt cakes (chocolate, lemon, marble or strawberry)
- Cheesecake with strawberries
- Chocolate pyramid Anglaise
- Carrot cake with cream cheese frosting
- Bread pudding

SPECIALTY

- Caramel granny apple pie
- Parfaits
- Tiramisu
- Pecan pie
- Sweet potato pie
- Raspberry white chocolate cheese bruleë
- Peach cheese cake parfaits
- Pumpkin cheesecake
- Banana chocolate strudel
- Strawberry Napoleon
- Mousse parfaits
(Chocolate, strawberry, or vanilla)

MENU ACCOMPANIMENTS



FINISHING TOUCHES

DESSERT BARS, PER DOZEN

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

- Chocolate brownies
- Marble brownies
- Lemon bars
- Seven layer bars
- Marshmallow krispies
- Raspberry ribbon brownies
- S'mores
- Chocolate fondue
- Oreo dream bar
- Carrot cake bar
- Turtle brownie bar
- Square petit fours

COOKIES, PER DOZEN

- Chocolate chip
- Oatmeal raisin
- Peanut butter drop
- Chocolate chocolate chip
- Macaroons
- Assorted biscotti
- Sugar

SNACKS, BY THE POUND

- Popcorn
- Potato chips
- Pretzels
- Chips and salsa

SNACKS, BY THE POUND

- Pita chips with hummus
- Mixed nuts
- Granola bars
- Harvest mix - M&M's, raisins, peanuts
- Spiced or candied nuts
- Snack mix
- Glacier mix - Almonds, cranberries, white chocolate, pineapple
- Chocolate dipped pretzel sticks

ICE CREAM SUNDAE BAR, 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
- Strawberry
- Butterscotch

Select 3 from the following toppings:

- Cashew
- Sprinkles
- Crushed oreos
- Cherries
- Granola
- Whipped topping
- Gummy bears
- M & M's

FINISHING TOUCHES



GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

ASSORTED DIPS, PER PERSON

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

TRAYS AND DISPLAYS, SMALL (20-25) MEDIUM (30-45), LARGE (50-60), PER PERSON

- Crudités and dip
- Cheese and crackers
- Imported/specialty cheese and gourmet crackers
- Assorted dessert tray
- Fresh seasonal fruit and chocolate fountain for an additional fee
- Smoked salmon with condiments
- Antipasta
- Tea sandwiches with assorted fillings:
(Select 2 types) tuna salad, chicken salad, pimento cheese

CARVING STATION,

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces. There is an additional charge of \$35.00 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 beef tenderloin

GOURMET DIPS
TRAYS AND DISPLAYS
CARVING STATIONS



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

PRICED PER DOZEN

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

- Parmesan artichoke dip
- Spanakopita
- Fried chicken tenders bites
- Coconut shrimp
- Honey drizzled chicken drumettes
- Mini chicken wellington
- Sausage bites with champagne mustard and white wine
- Assorted meatballs: Swedish, Sweet & Sour, BBQ
- Chicken cordon bleu bites
- Buffalo wings
- Bacon wrapped watercress
- Mini eggrolls
- Vegetable spring rolls
- Stuffed mushroom
- Scallops wrapped in bacon
- Assorted potstickers
- Oysters Rockefeller
- 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
- Sushi
- Shrimp cocktail
- Crab claw cocktail
- Crenshaw melon or cantaloupe wrapped with prosciutto
- Assorted canape's
- Silverdollar sandwiches
- Tomato, mozzarella and basil crostini
- Assorted pinwheels
- Tuscan bruschetta
- Assorted cheese balls
- Fruit & cheese kabobs

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
- Hot Lipton tea
- Hot cocoa (seasonal)
- Jazzman's house blend
- Hot spiced cider

COLD: PER ITEM

- Canned soda
- Bottled waters
- Bottled juices
- Milk (pint)
- Sports drinks
- Iced teas (Sweetened, unsweetened and raspberry)

COLD: SOLD BY THE GALLON

- Golden punch
- Fruit punch
- ACE'S purple punch
- Fruit juice - orange, cranberry, apple
- Lemonade

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 make arrangements with our Catering Department so that we can put you on our calendar. You may contact the Catering Department at (812) 488-2653 or email us at st67@evansville.edu, as well as through our website at uedining.com.



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 changes and/or additional charges to you.


After we have finalized the details of your event, you will receive a function sheet/contract to confirm with a signature. Please carefully review all information on this event order form for accuracy (checking dates, times, and locations carefully) before signing. Make any necessary changes, sign, and return via campus mail, email or fax at (812) 488-2989.






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 10:00 am 72 business hours prior to the event time. Any event that is not cancelled within this time frame will result in a FULL PAYMENT due as contracted on the event form. If you do not contact us with a final count at least 3 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 Account Number must be submitted prior to service. Cash, checks, and all major credit cards are all valid payment methods. Non-University groups are required to make a deposit of 75% at the time of booking, with the balance due 72 hours before the event. Non-University groups are subject to a 25% service charge for all off-site events, and 7% sales tax for all food and beverages events. Tax exempt organizations are required to submit a copy of their exemption certificate prior to the event. There is a 15% location fee for all catered events located outside the Ridgway University Center.





Planning Your Special Event

Linens

As a standard, we provide tables cloth and table skirting for all food and beverage tables. Linens for guest tables are only included with full-service plated or buffet meals. Linens for guest tables at receptions, continental breakfasts, breaks, and boxed lunches can be provided at an additional charge. The same applies to registration tables, nametag tables, head tables, audio/visual carts, stages and any additional tables that will not be directly used for food and beverage set-up. We will include one registration table linen and skirt to be used in the same room as the meal.



Linen Charges

85 X 85 square white for round tables: \$3.00 each

52 X 52 square white for small tables or as overlays: \$2.00 each

52 X 120 rectangle white with 1/2 foot and 1/2 foot banquet tables: \$3.50 each

Table Cloth and Skirt: \$20.00 per table

Napkins: \$.75 per napkin



Other linen colors, depending on availability, may be placed as special orders. Any additional cost for these colors will be charged accordingly. Specialty linens are also available for your food and guest tables for an additional cost; please set up an appointment to view other linen selections.





Planning Your Special Event

China Charges

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	\$.75
Full Bar Glass Service	\$1.00
Reception China and Silverware	\$1.25

Full Meal China and Silverware Service is included with full service dining at no additional charge.

All of the above are charged per person



Attendants

Attendants are included for all served and buffet breakfast, lunch and dinner entrée meals for the first two hours of service. If additional time is needed, a fee of \$10.00 per hour, per attendant, will apply. Servers for reception & coffee services are at an additional charge. Server fee of \$10.00 per hour, per server, plus one hour before and after the event (for set up and clean up) will apply. To ensure that your event is a success, attendants are required for:

- All functions over 50 people (excluding coffee services)
- All China service events





Planning Your Special Event

Late Charges

If you contact the catering office less than 72 business hours in advance and we are able to book your event, a surcharge of 20% over the original selling price, 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. 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 for an additional charge.



Sustainable and Organic Menus

Our culinary staff is happy to produce a sustainable and /or organic menu for your event. We can create fresh and healthy meals using local products that are free pesticides, hormones and antibiotics. Some items may be limited based on availability. Please plan on paying an additional 30% per person.

Food Safety

Due to health regulations, it is the policy of Sodexo Campus Services that food items from events cannot be removed from the event site. For your health and safety, hot and cold food items may only be left out for a period of two hours. After a period of two hours it will be removed by the Sodexo Staff. Items purchased for pick-up should be properly stored prior to the event and removed and disposed of by the host of the event.



