



C A T E



R I N G



AT POMONA  
COLLEGE





# 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

Pomona College is committed to making your event a success. Our team of catering professionals is available to assist you with planning every aspect of your event. Our culinary team has designed a variety of menus to fit a wide range of tastes and budgets, including regional ingredients, College favorites and specialty items. Should you desire a customized menu for your event, we will be happy to meet with you to create a special menu for your specific needs. Our goal is to provide you with the freshest selections of food items, beautifully displayed, served professionally by our highly trained staff as we strive to exceed the expectations of every single guest.



This brochure will guide you through the planning process for a catered event. In the event that you require a customized menu for your event, we will be happy to meet with you to do so. Contact us at 909-607-9280, or email us at [catering@pomona.edu](mailto:catering@pomona.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, hot tea and a choice of apple, orange or cranberry juice.

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### CLASSIC CONTINENTAL

An assortment of breakfast breads and pastry, baked fresh daily.

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### VERY CONTINENTAL

An assortment of breakfast breads and pastry, baked fresh daily and your choice of fresh whole fruit or seasonal sliced fruit.

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### SUNRISE START

An assortment of bagels and scones with accompaniments of yogurt and fruit parfaits and your choice of fresh whole fruit or seasonal sliced fruit.

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### BOARDROOM BREAKS

Thinly sliced smoked salmon with bagels with cream cheese and accompaniments and your choice of fresh whole fruit or seasonal fresh cut fruit.

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 BREAKFAST

The following items can be added on to any of the breakfast menus to create a custom menu for any occasion.

#### ENTRÉES

- Mushroom cheese strata
- Ham and potato frittata
- Cereal with bananas
- Yogurt with granola parfait
- Assorted seasonal sliced fruit
- Scrambled eggs
- Bacon
- Frizzled ham
- Sausage links
- Vegan sausage
- Smoked salmon and condiments
- French toast
- Waffles
- Individual quiche
- Home fried potatoes
- Hash browns
- Breakfast burrito

#### BEVERAGES

- Bottled water
- Assorted bottled soft drinks
- Bottled juices
- Sparkling cider
- Coffee and tea service
- Lemonade or iced tea service
- Juice service

#### BAKERY A LA CARTE, SOLD PER DOZEN

- 42nd Street bagels with condiments
- Assorted donuts, baked fresh daily
- Mini pastry
- Sticky rolls
- Scones
- Cinnamon rolls
- Breakfast breads
- Buttermilk biscuits
- Assorted muffins

# B R E A K F A S T



## LUNCH TIME

### EXPRESS LUNCHES: 3 GUEST MINIMUM

Our signature specialty sandwiches can be prepared to suit your event. Sandwiches may be presented as a box lunch or on a buffet. Sandwiches are served with condiments, side salad, chips, cookies or brownies, ice tea or lemonade. Bottled beverages, add \$1.50.

#### 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 cabbage, olives, tomato and feta, seasoned with dill yogurt sauce.

#### GRILLED PORTOBELLO ON FOCACCIA

Grilled portobello mushroom sandwich with provolone cheese.

#### BEEF, GRILLED ONION AND HAVARTI PANINI

Roast beef and havarti cheese on baguette with grilled onions, romaine, dijon and mayonnaise.

#### CALIFORNIA CLUB ON FACACCIA

Roast turkey with crisp bacon, avocado and sun-dried tomato pesto on focaccia.

#### CLASSIC CHEF JAZZ SALAD WRAP

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

#### PICNIC LUNCH

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

EXPRESS LUNCHES



## LUNCH TIME

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#### ALBUQUERQUE CHICKEN

Chicken sandwich with a southwest flair. Cilantro grilled chicken breast on a multigrain roll with salsa, olives, lettuce and tomato.

#### SAGEHEN CHICKEN SANDWICH

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

#### GRILLED VEGETABLE BAGUETTE

Grilled vegetables with fontina cheese on a baguette

#### CLASSIC CROISSANT

Jumbo croissants filled with your choice of chicken salad, tuna salad, egg salad, sliced deli meat or grilled vegetables.

#### VERY BERRY WRAP

Turkey breast, chopped lettuce, cranberry sauce, pecan cream cheese in a wheat tortilla.

#### ITALIAN PANINI

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

#### SANTA FE WRAP

Roasted corn tomato relish with black beans, chipotle sour cream wrapped in a tomato tortilla.

#### FLANK STEAK ON BAGUETTE

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

EXPRESS LUNCHES



## LUNCHEON SALADS

### LUNCHEON SALADS: 3 GUEST MINIMUM

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 roll and butter, cookies or a brownie, a choice of ice tea or lemonade. Bottled beverages, add \$1.50.

#### SMOKED SALMON SALAD

Smoked salmon, watercress and daikon salad with ginger vinaigrette.

#### SALAD SERRANO

Melon, arugula and serrano ham with smoked paprika dressing.

#### WEDGE COBB SALAD

A wedge of romaine lettuce with smoked turkey, avocado, egg, bacon and crumbled blue cheese served with blue cheese dressing.

#### BULGUR WITH DRIED FRUITS AND NUTS

Bulgur with dried fruit, apples, celery and walnuts mixed with lemon and honey.

#### TROUTCAKE SALAD

Homemade troutcakes on a bed of baby greens with avocado, red onions, fresh orange segments, served with a cilantro vinaigrette.

#### CRUNCHY CHICKEN SALAD

Crunchy diced chicken on a bed of mixed greens with shitake mushrooms, toasted peanuts, and a spicy sesame dressing.

#### FLANK STEAK SPINACH SALAD

Marinated flank steak over a bed of fresh spinach, topped with mushrooms, grape tomatoes with olive oil vinaigrette.

# LUNCHEON SALADS



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#### AVOCADO AND GRAPEFRUIT SALAD

Avocado and grapefruit sections served on baby greens, served with a citrus dressing.

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#### SO. CALIFORNIA SALAD

Seared ahi on a bed of spring mix with oranges, strawberries, toasted almonds, brie and served with a raspberry vinaigrette.

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#### VEGETARIAN HUMMUS PLATE

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

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#### DATE AND FRUIT SALAD

Dates, fresh oranges, bananas and chopped pistachios with a sweet yogurt dressing.

#### CAPRESE WITH ARTICHOKE

Artichoke stuffed with teardrop tomatoes, fresh mozzarella, fresh basil with a basil vinaigrette in a pool of clarified butter.

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#### NACHO CHIP SALAD

Fresh tortilla chips with chopped lettuce, black beans, spanish rice, shredded cheese, sour cream and your choice of chicken or carne asada.

LUNCHEON SALADS



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

## SPECIALTY BUFFETS: 15 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.

### NEW YORK DELI BUFFET

Sliced liverwurst, peppered turkey, roast pork, provolone, and cheddar accompanied by assorted breads, relish tray with lettuce, tomato, pickles, onion, condiments, potato chips, deli salad, cookies or brownies. Lemonade or iced tea.

#### OPTIONS

- 20 oz bottled beverages \$1.50
- Croissants, pita bread, focaccia, kaiser rolls
- Pasta salad, coleslaw, potato salad, fresh fruit salad, sweet potato salad, corn relish

### CUBAN BUFFET

Fruit and avocado salad, rice and black beans, fried plantains, grilled vegetables, choice of jerk chicken or bistec en rollo (stuffed skirt steak with ham and olives), rice pudding, tres leche cake or flon, iced tea or lemonade.

### SURF AND TURF

Caesar salad, clam chowder, seasoned potato wedges, steamed vegetables, crispy rolls, tapioca pudding, iced tea or lemonade. choice of one surf and one turf.

#### OPTIONS:

- shrimp skewers, grilled salmon, blackened trout, tri-tip sirloin with mushrooms, herbed chicken, vegan ribs

### ENGLISH TEA

Watercress salad with oranges and dates, corn chowder, scones with lemon curd and clotted cream. Sliced London broil with mashed potatoes or traditional fish and chips with vinegar, bread pudding or mince meat pie for dessert. Iced tea or lemonade.

# B U F F E T S



## MOVABLE FEASTS

### MOVABLE FEASTS: 15 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.

#### PAPA GEORGE'S FEAST

Coleslaw, macaroni and cheese, collard greens with ham, corn muffins or biscuits, sweet potato pie, peach cobbler with vanilla ice cream, sweet iced tea or lemonade. Choice of chicken jambalaya, BBQ spare ribs, fried catfish or fried chicken.

#### ITALIAN FAVORITES FEAST

Antipasta, sauteed vegetables, rosemary bread, cheesecake, iced tea and lemonade. Choice of two entrees: penne with chicken and sundried tomatoes, chicken marsala, baked ziti, chicken alfredo, spaghetti with meatballs, lasagna, eggplant parmesan, chicken piccata.

#### OPTIONS

- Three sauces and two pastas with meatballs or sausage

#### SOUPER SPECIAL

Three soups served in bread bowls, also a salad bar, fresh fruit, deli meats, assorted rolls, iced tea or lemonade and dessert of your choice: pies, cakes, puddings, cookies or brownies.

#### FAJITA BAR

Choice of seasoned chicken, carne asada, white fish or grilled vegetables served with fresh tortillas, sour cream, salsa, jack cheese, chopped lettuce. Guacamole \$1.50 per person. Rice and refried beans, rice pudding or tres leche cake. Iced tea or lemonade.

#### FOOD FROM INDIA

Bagghar-e-chawwal (seasoned rice), mater paneer (green peas and cheese curry), khorma (cubed lamb and potatoes), cauliflower curry, makhan wala chicken (butter chicken with cashews), naan, and carrot pudding. Iced tea.



## 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

#### FILET MIGNON

Beef Tenderloin filet with your choice of sauce

#### LONDON BROIL STROGANOFF

Sliced sirloin of beef carved and served with sourcream and burgundy sauce

#### BEEF WELLINGTON

Tenderloin of beef wrapped in puff pastry with fois gras and cooked until golden brown

#### LOUISIANA BEEF ROULADE

Slow roasted beef with broccoli, walnuts and pistachios. Seasoned with cajun spices.

### 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

### POULTRY

#### CHICKEN COPENHAGEN

Chicken breast with sourcream, basil, thyme, rosemary and chive sauce

#### 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

#### COQ AU VIN

Classic savory chicken with mushrooms braised in a burgundy sauce

### VEGAN VEGAN CHICKEN SCALOPINI

Vegan chicken sautéed and flavored with lemons and capers

#### MUSHROOM OSCAR

Portobello mushrooms topped with asparagus, onions and tofu. Drizzled with seasoned olive oil

#### LEEK PIE

Leeks with tofu and potato crust

#### POLENTA WITH SALSA

Polenta with a black bean chili salsa

C L A S S I C S



## CULINARY CLASSICS

### 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

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### 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

Layers of vegetables and cheese topped with a Chardonnay sauce

#### SPICY BEAN AND LENTIL LOAF

Vegetable loaf with cheddar cheese

#### 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 cheese in a light plum tomato sauce

#### VEGETABLE HOT POT WITH DUMPLINGS

Carrots, celery, potatoes, leeks, tomatoes, red beans, onions and fresh herbs, topped with cheddar cheese dumplings

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 AND SOUPS

#### BLUE CHEESE WEDGE

Wedge of lettuce, romaine or iceberg with tomatoes, cucumbers, fresh croutons and blue cheese vinaigrette

#### CAESAR SALAD

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

#### FRESH MESCLUN

Spring mix with seasoned fruit and raspberry vinaigrette

#### BUFFALO MOZZARELLA

Tomato, mozzarella, basil, capers, balsamic vinaigrette

#### SPINACH SALAD WITH WARM BACON DRESSING

#### ARUGULA WITH ROASTED FRESH BEETS AND TOASTED ALMONDS

#### SPRING MIX WITH CANDIED WALNUTS & CRAZINS

#### FRESH SEASONAL FRUIT

#### TOMATO BASIL SOUP

#### SWEET AND SOUR CABBAGE SOUP

#### CORN CHOWDER

#### BUTTERNUT SQUASH SOUP

# 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

- Potato stack or friters
- Mashed potatoes
- Sweet potatoes, mashed or baked
- Buttered brussel sprouts
- Oven roasted potatoes
- Fresh beets with orange sauce
- Basmati rice
- Long grain and wild rice
- Red cabbage in port wine
- Olive couscous
- Basil orzo
- Fried tomatoes
- Fresh broccoli & cauliflower with almonds
- Asparagus spears (seasonal)
- Fresh zucchini with garlic and basil
- Fresh green beans
- Collard greens with ham
- Glazed carrots
- Seasoned baby squash

### CAKES

- Chocolate cake
- Carrot cake
- Flourless chocolate cake
- Coconut cake
- Chocolate molten cake
- Tiramisu
- Angel food cake with seasonal berries
- Cheesecake with chocolate sauce
- Lemon cake

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### SPECIALTY - add \$1.50

- Bread pudding
- Parfaits or trifles or mousse
- Truffles
- Crème Brûlée
- Strawberry shortcake

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### DESSERTS

#### PIES AND COBBLERS

- Apple pie
- Cherry crisp
- Peach cobbler
- Sweet potato pie or pudding
- Pumpkin pie
- Key Lime pie



## FINISHING TOUCHES

### DESSERT BARS, PER PERSON

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

- Chocolate frosted brownies
- Marble brownies
- Lemon bars
- Seven layer bars
- Marshmallow krispies
- Raspberry ribbon brownies
- S'mores
- Key lime bars
- Chocolate dipped strawberries
- Carrot cake bar
- Turtle brownie bar
- Truffles

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### COOKIES, PER DOZEN

- Chocolate chip
- Oatmeal raisin
- Peanut butter drop
- White macadamia nut
- Macaroons
- Red, white and blue

### ICE CREAM SUNDAE BAR, 25 GUEST MINIMUM

Includes ice cream with your choice of vanilla, chocolate or soy ice milk

Select two sauces from the following:

- Chocolate
- Hot fudge
- Butterscotch

Select 3 from the following toppings:

- Chopped peanuts
- Sprinkles
- Crushed oreos
- Cherries
- Granola
- Whipped cream
- Pineapple
- Bananas

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### SNACKS, BY THE POUND

- Popcorn
- Potato chips
- Pretzels
- Chips and salsa
- Pita chips with hummus
- Mixed nuts
- Granola
- Hard candy
- Butter mints



## GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

### ASSORTED DIPS, 10 PERSON MINIMUM

Served with baguette or tortilla chips

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

### CARVING STATION, PER PERSON

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces. Minimum fifteen people.

Carving station comes with your choice of:

- Roast turkey with giblet gravy
- Ham with citrus glaze
- Roast pork loin with applesauce
- Roast baron of beef with au jus
- Flank steak with Cabernet sauce and mushrooms

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### TRAYS AND DISPLAYS, SMALL (25- 30)

- Crudités and dip
- Cheese and crackers
- Imported/specialty cheese and gourmet crackers
- Fresh seasonal fruit and cheese
- Tea sandwiches with assorted fillings:  
butter and watercress, tuna salad, egg salad,  
cucumber, chicken salad, cream cheese and  
olive
- Fresh seasonal fruit

GOURMET DIPS  
TRAYS AND DISPLAYS  
CARVING STATIONS



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

## PRICED PER PERSON

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

- Spinach pie
- Honey drizzled chicken drumettes
- Fried chicken tenders
- Coconut shrimp
- Mini chicken wellington
- Tempura vegetables with dipping sauce
- Eggrolls
- Vegetable spring rolls
- Stuffed mushrooms
- Dates wrapped in bacon
- Potstickers
- Mini quesadillas
- Parmesan artichoke hearts
- Mini lamb chops
- Chicken & mushroom quesadilla tapas
- Crab rangoon
- Meatballs with barbeque sauce
- Potato latkes with sourcream
- Honey ginger chicken satay
- Crab cakes
- Beef chimichanga
- Pear and Brie in phyllo
- Gorgonzola in puff pastry
- Mini calzones

### COLD

- Sushi roll
- Seasoned asparagus spears
- Shrimp cocktail shots
- Lettuce wraps
- Crenshaw or cantaloupe wrapped with prosciutto
- Herb cheese on radish or cucumber rounds
- Salmon pinwheel
- Tomato, mozzarella and basil crostini
- Belgium endive and herbed goat cheese
- Tomato or olive bruschetta

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



## B R E A K S

### AFTERNOON SNACK

Bottled sodas and waters, mini candy bars  
and whole fruit

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### PARTY PACKAGE, MINIMUM 10

Your choice of chocolate, white or carrot cake  
with vanilla ice cream and lemonade

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### CHOCOLATE FOUNTAIN, MINIMUM 25

Chocolate fountain with angel food cake,  
pretzels, dried fruit, seasonal fresh fruit

B R E A K 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 Dates**

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. You may contact the catering department at 909-607-9281 as well as through our email or website at [catering@pomona.edu](mailto:catering@pomona.edu) and [Pomona.edu/catering](http://Pomona.edu/catering) or stop by the catering office located in Frank Dining Hall.

Some arrangements can be made by phone or email, others require an appointment with the Catering Sales Manager. The office hours are Monday through Friday Time 9:00 am - 4:00 pm.



Catering arrangements and menu selections should be confirmed at least:

- Five days in advance for groups under 50 guests
- Two weeks in advance for groups of 100 guests 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 event, you will receive a function sheet form 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 two business days in advance via fax to 909-607-9276.





# Planning Your Special Event

## **Reserving the Room**

On campus or off, the location needs to be reserved before we deliver. You can reserve rooms in the Campus Center at 909-621-8610. Tables, chairs, trash cans and other equipment will need to be arranged by you contacting housekeeping at 909-607-3304. When reserving the time please allow two hours for setup and one hour for cleaning time.




## **Changes/Guarantees/Cancellations**

All cancellations and/or changes referring to the menu, count, and event arrangements must be confirmed two business days prior to the event. Functions cancelled with less than two business days notice will incur a charge. Any event that is not cancelled within this period will result in a charge of 50% of the catering. If you do not contact us with a final count within two business days prior to the event, we will prepare for the estimated number and charge accordingly.



## **Operations**

Services and prices are for normal business days in accordance with the College calendar. Events scheduled on College holidays, Sunday's or shut down periods may incur an additional labor charge.





# Planning Your Special Event

## **Payment**

All catered functions must have a secured payment before they occur. Department account numbers, certified checks, or money orders are all valid payment methods. Non-College related groups are required to pay 100% three business days before the event. Non-College groups are subject to 18% gratuity and sales tax of 8.25% for all food events. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.



## **Minimum Charges**

There will be a minimum charge of \$25.00 for beverage orders and \$25.00 for food orders. Our Catering Department provides plastic or paper products as our standard, unless otherwise requested. We also offer china service for any event at an additional charge.



Full Meal China and Silverware Service	\$4.00
Coffee or Beverage China Service	\$2.00
Full Bar Glass Service	\$2.00
Reception China and Silverware Services	\$3.00

All the above are charged per person.





# Planning Your Special Event

## **Linen**

As a standard, we provide tablecloths for all food and beverage tables. Linen for guests tables are only included with full service plated breakfast, lunch or dinner. Linens for guest tables at receptions, continental breakfast breaks, buffets and boxed lunches can be provided at an additional charge. The same applies to registration tables, head tables and any additional tables that will not be directly used for food and beverage.



87" square for round tables \$5.00 per table

10' rectangle for banquet tables \$5.00 per table

Cloth and Skirt \$15.00 per table

Napkins \$1.00 per napkin

Other linen colors, depending on availability, may be placed as special orders. Specialty linens are also available for your food and guest tables for an additional cost, please set up an appointment to view the linens.



## **Attendants**

To ensure that your event is a success, catering staff will be provided for all served meals and buffets. If additional time is needed, a fee of \$25.00 per hour, per attendant, will apply.

Servers for receptions & coffee services are an additional charge. Server fee of \$25.00 per hour, per server, plus one hour before and after the event, for set up and clean up will apply, minimum of four hours. To ensure that your event is a success, attendants are required for all functions over 50 guests (excluding coffee services) and all china events. We can also provide a bartender at \$30.00 per hour, minimum four hours.





# Planning Your Special Event

## **Late Charges**

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



## **Catering Equipment**

As the host of the catering 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.



## **Floral Charges**

We will be happy to order, receive and handle specific floral and decorative requests for an additional fee determined in accordance with your specific needs.

## **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 of pesticides, hormones and antibiotics. Some items may be limited based on availability. Please plan on paying an additional 85% for organic food per person.



## **Food Safety**

Due to food safety liability, guests may not remove food from the function site.

