

CARVED + CRAFTED

catering

Rose State College 2023–2024

** Pricing Subject to Change

Welcome

to Carved + Crafted by Fresh Ideas

There are both big decisions and little details to attend to as you prepare for your upcoming catered event. Let Fresh Ideas Catering guide you, from designing the perfect menu to personalizing all the details of your unique gathering.

We'll work with you to create a custom gathering menu inspired by your unique needs that will leave a lasting impression on your guests. All menus will follow the Fresh Ideas culinary philosophy; authentic recipes using the freshest, seasonal ingredients. Please note, all catering events require a minimum of 12 guests.

Waiter service, buffet, small plates and international inspired specialty stations: all served in your style! And because you've entrusted your event to Fresh Ideas Catering, the food will be unmatched, the service spectacular, and the event will be unforgettable!

Rose State College Event Services – Catering By Fresh Ideas

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<https://www.freshideasfood.com/rostatecafe/>



The Morning Start

PRICE QTY

CONTINENTAL BREAKFAST

\$9.95/person

- Assorted breakfast pastries and bagels with cream cheese (cals 240–340)
- Seasonal fresh fruit display (cals 60)
- Regular and decaf coffee and assorted hot teas (cals 0)
- Orange juice (cals 120)

ENERGY BREAKFAST

\$17.50/person

- Egg white scramble with potato, spinach, and tomato (cals 240)
- Avocado toast (cals 230–270)
- Seasonal fresh fruit and Greek yogurt bar with housemade granola (cals 60–370)
- Regular and decaf coffee and assorted hot teas (cals 0)
- Orange juice (cals 120)

TRADITIONAL BREAKFAST

\$16.95/person

- Cinnamon French toast OR buttermilk pancakes (cals 170–240)
- Scrambled eggs (cals 190)
- Bacon, pork sausage, OR turkey sausage (cals 45–70)
- Seasoned breakfast potatoes (cals 120)
- Seasonal fresh fruit display (cals 60)
- Fresh breakfast pastries to include assortment of mini croissant, muffins, OR danishes (cals 130–210)
- Regular and decaf coffee and assorted hot teas (cals 0)
- Orange juice (cals 120)

À LA CARTE

PRICE

QTY

Assorted bagels and spreads (cals 240–340)	\$2.50/person
Freshly-baked croissants (cals 350)	\$2.75/person
Assorted mini Danish (cals 270–390)	\$2.15/person
Assorted freshly baked muffins (cals 140–420)	\$3.00/person
Yogurt parfait with fresh berries and granola (cals 250)	\$4.75/person
Overnight oats (minimum 10 people) (cals 300–540)	\$4.95/person
Avocado toast (cals 230–270)	\$2.95/person

À LA CARTE

PRICE

QTY

Bacon, pork sausage, turkey sausage, or ham (cals 45–70)	\$1.25/person
Seasonal chopped fresh fruit display (cals 60)	\$2.25/person
Artisan charcuterie and cheese board (cals 210)	\$10.95/person
Ham and Swiss cheese quiche (cals 390) (minimum 12 people)	\$5.95/person
Greek yogurt individual assorted flavor (cals 70–90)	\$1.95/person
Hardboiled hen eggs (cals 70)	\$1.50/person
Ancient grain oatmeal (min 10 people)	\$4.95/person

HAND-CRAFTED EGG SANDWICHES

PRICE

QTY

All Sandwiches can be made on Croissant, Buttermilk Biscuit, Wrap, or English Muffin

Bacon and cage-free egg on a fresh English muffin (cals 350)

\$5.25/each

Cage-free egg and cheese on a fresh English muffin (cals 280)

\$5.25/each

Fried chicken on a buttermilk biscuit (cals 560)

\$5.25/each

Tomato and cage-free egg on a whole wheat wrap (cals 570)

\$5.25/each

Cage-free egg and bacon on a croissant (cals 390)

\$5.25/each

Hot ham and cheese on an buttermilk biscuit (cals 510)

\$5.25/each



Balanced Breaks

PRICE

QTY

CHIPS & SALSA

\$4.95/person

- Lime and sea salt tortilla chips (cals 100)
- Housemade tomato salsa (cals 10)

POPCORN TRIO

\$4.95/person

- Spicy chili, herb and rosemary, and regular popcorn (cals 140-200)

MEZZE SPREADS

\$6.95/person

- Served with crisp vegetables and pita chips (cals 40-80)
- Yellow lentil hummus (cals 60)
- Classic chickpea hummus (cals 30)
- Babaganoush (cals 50)

EXTRAS

\$1.50/each

- Avocado guacamole (cals 110)

Sweets & Treats

	PRICE	QTY
Assorted freshly baked cookies (cals 170-210)	\$18.50/dozen	
Housemade fudge brownies (cals 200)	\$25.50/dozen	
Dessert Bars (cals 110-320): S'mores Bar, Blondie, M&Ms Blondie, Pecan, Lemon Bar (cals 110-320)	\$27.50/dozen	
<input type="checkbox"/> Blondie Bars		
<input type="checkbox"/> Lemon Bars		
House blend trail mix with nuts and chocolate (cals 310)	\$59.50/dozen	
Savory party mix (cals 210)	\$49.50/dozen	
Pretzels (yogurt-covered pretzels) (cals 270-280)	\$45.50/dozen	
Mixed nuts (cals 50)	\$51.50/dozen	
Individually wrapped granola bars (cals 190)	\$27.00/dozen	
Individually bagged chips (cals 130-320) (1oz Bag)	\$25.50/dozen	
Fresh whole fruit (cals 30-110)	\$17.50/dozen	
Fruit and assorted Cliff bars (cals 110)	\$45.50/dozen	



Beverages

Cold beverages are available by the each, 6 pack, 12 pack, or the case.

	PRICE	QTY
Freshly brewed coffee regular or decaffeinated coffee (cals 0)	\$23.50/gallon	
Hot water and assorted teas (cals 0)	\$1.95/sachet	
Hot apple cider (cals 110)	\$25.50/gallon	
Hot chocolate (cals 130)	\$29.50/gallon	
Fruit infused water (cals 0)	\$15.50/gallon	
Cold soda (cals 0-190)	\$1.50/12oz can	
Cold water bottles (cals 0)	\$2.25/20oz bottle	
Cold iced <input type="checkbox"/> tea, <input type="checkbox"/> lemonade, or <input type="checkbox"/> Vega Punch (cals 0-270)	\$21.50/gallon	

Lunch Buffets

Complimentary water towers provided.

PRICE QTY

CLASSIC DELI BUFFET

\$15.95/person

Your choice of three deli classics, two fresh cheeses pairing, artisan-baked breads, housemade chips or a side salad, house cookie, and condiments. The classic deli buffet is accompanied by fresh veggies and the classic spreads that make a sandwich great.

PICK 3

- Smoked Ham (cals 180)
- Turkey (cals 75)
- Salami (cals 300)
- Roast Beef (cals 75)
- Tuna Salad (cals 190)
- Cold Fried Tofu (cals 60)
- Seasonal Roasted Vegetables (cals 50)

PICK 2

- American (cals 90)
- Swiss (cals 90)
- Provolone (cals 100)
- Pepper Jack (cals 110)
- Cheddar (cals 110)

PICK 1

- Housemade chips (cals 100)
- Chickpea Tomato Salad (cals 80)
- Quinoa and Tabbouleh Salad (cals 260)
- Small Garden Salad (cals 40)

ARTISAN SANDWICH BOARD

\$18.95/person

Your choice of 4 sandwiches served with housemade chips and a side salad.

PICK 4

- Muffuletta Vegetarian Sandwich (cals 600)
- Mediterranean Grilled Chicken Sun-Dried Tomato Hummus Ciabatta (cals 890)
- Cajun Roast Turkey with Pepper Jack, Bermuda Onion, Cajun Mayo (cals 480)
- Classic Italian, Pepperoni, Capicola, Salami, and Provolone with Balsamic Hero (cals 730)
- Avocado, Lettuce, and Tomato on Wheat (cals 450)
- Roast Beef Sub with American Cheese, Lettuce, Tomato, Onion (cals 540)
- Turkey Bacon Ranch on Wheat with Pepper Jack and Ranch Dressing (cals 640)

PICK 1

- Housemade Chips (cals 100)
- Chickpea Tomato Salad (cals 80)
- Quinoa and Tabbouleh Salad (cals 260)
- Small Garden Salad (cals 40)



Box Lunches

PRICE

QTY

EXPRESS BOX LUNCH

\$12.95/person

All sandwiches served on chef's selection of fresh bread with fruit salad, side salad, and dessert bar.

SANDWICH SELECTIONS

- Turkey Breast and Provolone Cheese (cals 490)
- Ham and Swiss Cheese (cals 470)
- Roast Beef and Cheddar (cals 440)
- Grilled Veggie Wrap (cals 570)
- Tuna Salad (cals 580)
- Grilled Mediterranean Chicken Sandwich (cals 730)

ARTISAN BOX LUNCH

\$15.95/person

All sandwiches served on chef's selection of fresh bread with fruit salad, side salad, and dessert bar.

SANDWICH SELECTIONS

- Muffuletta Vegetarian Sandwich (cals 600)
- Mediterranean Grilled Chicken Sun-Dried Tomato Hummus Ciabatta (cals 890)
- Cajun Roast Turkey with Pepper Jack, Bermuda Onion, Cajun Mayo (cals 480)
- Classic Italian, Pepperoni, Capicola, Salami, and Provolone with Balsamic Hero (cals 730)
- Avocado, Lettuce, and Tomato on Wheat (cals 450)
- Roast Beef Sub with American Cheese, Lettuce, Tomato, Onion (cals 540)
- Turkey Bacon Ranch on Wheat with Pepper Jack and Ranch Dressing (cals 640)

SIDE SALADS

- Housemade Chips (cals 100)
- Chickpea Tomato Salad (cals 80)
- Quinoa and Tabbouleh Salad (cals 260)
- Small Garden Salad (cals 40)



Box Salads

All Salads include Artisan Crackers, choice of Dressing, Cookie, and Disposable Cutlery.

	PRICE	QTY
TURKEY AVOCADO COBB SALAD (CALs 450) Mesclun greens, with turkey, applewood-smoked bacon, fresh avocado, cage-free hardboiled egg, black olives, onion, and housemade croutons	\$12.95/person	
BLACKENED CHICKEN CAESAR SALAD (CALs 430) Chopped romaine lettuce, blackened chicken, grated Parmesan cheese, and housemade croutons with our traditional Caesar dressing	\$10.95/person	
TRADITIONAL CHEF'S SALAD (CALs 520) Turkey, ham, cheddar, cage-free hardboiled egg, tomatoes, cucumbers, and crisp greens with creamy buttermilk dressing	\$10.95/person	
GREEK SALAD WITH GRILLED CHICKEN (CALs 730) Grilled chicken, tomatoes, cucumbers, Kalamata olives, feta cheese, red onion, and mixed greens with a red wine vinaigrette	\$12.95/person	
MEDITERRANEAN GRAIN SALAD (CALs 330) Orzo, barley, and farro with Kalamata olive, tomato, and Bermuda onion (5oz)	\$6.95/person	



Theme Meals

Complimentary water towers provided.

PRICE QTY

LITTLE ITALY

\$22.95/person

Served with Caesar salad (cals 360), house cookies (cals 170–200), and fresh baked garlic bread (cals 210)

PICK 1

- Lasagna (cals 480)
- Fettuccine Alfredo (cals 400)
- Tortellini Primavera (cals 280)

PICK 1

- Chicken Piccata (cals 250)
- Chicken Marsala (cals 380)
- Chicken Parmesan (cals 470)

EXTRAS: Add an antipasto platter (cals 520)

\$3.95/person

TASTE OF THE SOUTH

\$24.95/person

- Classic Carolina pulled pork with slider rolls (cals 400)
 - Buttermilk fried chicken (cals 500)
 - Macaroni & cheese (cals 330)
 - BBQ baked beans (cals 270)
 - Lime cilantro cabbage coleslaw (cals 120)
 - Cheddar jalapeño cornbread (cals 330)
 - Strawberry shortcake (cals 660)
-

PICNIC BUFFET

\$20.95/person

Includes assorted buns, lettuce (cals 0), tomatoes (cals 0), pickles (cals 0), onions (cals 5), condiments (cals 10–90), fresh baked cookies (cals 170–200), and brownies (cals 200)

PICK 3

- Hamburgers (cals 340)
- Veggie Burgers (cals 280)
- Hot Dogs (cals 480)
- BBQ Glazed Chicken (cals 630)

PICK 2

- Potato Salad (cals 170)
 - Pasta Salad (cals 270)
 - Cole Slaw (cals 96)
 - Traditional Macaroni & Cheese (cals 330)
-

TASTE OF THE MEDITERRANEAN

\$23.95/person

- Chermoula spiced chicken skewers with tzatziki sauce (cals 350)
- Kafta meatballs on tabbouleh with red chili tomato sauce (cals 310)
- Mini falafel with tahini sauce (cals 350)
- Lentil hummus with grilled pita chips (cals 680)
- Mezze grilled and marinated vegetables with hummus (cals 150)
- Marinated olives (cals 40)

Theme Meals (continued)

Complimentary water towers provided.

PRICE

QTY

TACO HOUSE

\$22.95/person

- Your choice of beans with Spanish Rice (35 cal)
- Includes shredded lettuce (0 cal), shredded cheese (80 cal), pico de gallo (10 cal), house salsa (10 cal), sour cream (25 cal), and jalapeños (10 cal)
- With flour tortillas (20 cal) and tortilla chips (70 cal)

PICK 2

- Seasoned Ground Beef (180 cal)
- Fajita Steak (160 cal)
- Chipotle Grilled Chicken (130 cal)
- Vegetable Fajitas (100 cal)

PICK 1

- Black Beans (15 cal)
- Refried Beans (20 cal)

BALANCED SOUTHWESTERN

\$25.95/person

- Grilled Mahi-Mahi Baja Fish Tacos (cals 210)
- Grilled Chicken Skewers with soft corn tortillas (cals 390)
- Black Bean and Corn Salad (cals 150)
- Mexican Red Rice (cals 180)
- Fresh, housemade guacamole (cals 110), salsa (cals 10), and baked corn tortilla chips (cals 70)

TRADITIONAL ASIAN BUFFET

\$22.95/person

- Orange Ginger Chicken (cals 550)
- Beef with Broccoli (cals 170)
- Ginger Vegetable Fried Rice (cals 290)
- Traditional Egg Rolls (cals 100)
- Sesame Broccoli (cals 90)



Hors d'Oeuvres

HOT (Priced per each, Minimum of 48 pieces)	PRICE	QTY
Spanakopita (cals 160)	\$2.95/each	
Shrimp and Vegetable Spring Roll with Mongolian sweet & sour sauce (cals 80)	\$3.25/each	
Vegetable Spring Roll with Mongolian sweet & sour sauce (cals 90)	\$2.99/each	
Mini Quiche with apples, cheddar, and cinnamon (cals 250)	\$2.99/each	
Heirloom tomato, torn basil, roasted garlic, and asiago flatbread (cals 290)	\$2.99/each	
Pecan Crusted Chicken with maple BBQ dip (cals 350)	\$3.99/each	
Grilled Chicken and Cheddar Cheese Quesadilla (cals 200)	\$3.99/each	
Beef Empanadas with avocado dip (cals 360)	\$2.99/each	
Crab Rangoon with sweet & sour dipping sauce (cals 90)	\$2.99/each	
Grilled Shrimp with salsa verde (cals 80)	\$2.99/each	
Thai Chicken Satay with spicy peanut sauce (cals 110)	\$3.25/each	
Lump Crab Cakes with Cajun remoulade (cals 140)	\$3.99/each	
Beef Sliders with bacon cheddar and spicy tomato ketchup (cals 320)	\$2.99/each	
BBQ Shrimp and Grits (cals 140)	\$2.99/each	
Mini Roast Pork Bao (cals 30)	\$2.99/each	
Bacon Wrapped Scallop (cals 80)	\$2.99/each	
Tandoori Kebab (cals 120)	\$3.99/each	

COLD (Priced per each, Minimum of 45 pieces)	PRICE	QTY
Seared Ahi Tuna on Crispy Wonton with Wasabi Cream (cals 110)	\$3.99/each	
Gazpacho Shooter (cals 30)	\$3.99/each	
Goat Cheese and Garlic and Herb Crostini (cals 290)	\$1.99/each	
Smoked Salmon Mousse on Potato Crisp (cals 70)	\$3.99/each	
Grilled Shrimp with Mango Chipotle Glaze (cals 40) 2.99 each	\$2.99/each	
Caprese Skewer-Cherry Tomato, Fresh Mozzarella, Basil, and Balsamic Glaze (cals 120) 2.29 each	\$2.29/each	
Thai Chicken Lettuce Wrap (cals 400) 3.49 each	\$3.49/each	
Harvest Chicken Salad in a Phyllo Cup (cals 150) 3.29 each	\$3.29/each	
Shrimp Ceviche with Serrano Chili Shooter (cals 80) 3.99 each	\$3.99/each	
Cumin Crusted Beef Tenderloin on a Plantain Chip (cals 160) 3.49 each	\$3.49/each	
Hummus Shooter with Crudité Garnish (cals 130)	\$2.29/each	

Hors d'Oeuvres (continued)

COLD <i>(Priced per each, Minimum of 25 pieces)</i>	PRICE	QTY
CHEESE DISPLAY (CALs 160) Served with artisan bread, crackers, and fresh fruit garnish	\$5.95/person	
CRUDITÉ DISPLAY (CALs 130) Seasonal vegetables served with ranch dipping sauce	\$3.95/person	
SEASONAL FRESH FRUIT DISPLAY (CALs 45) Seasonal fruit and berries	\$5.25/person	
ITALIAN ANTIPASTI DISPLAY (CALs 210) Prosciutto and salami, fresh mozzarella and shaved Parmesan, pepperoncini, roasted red peppers, marinated artichokes, eggplant caponata, marinated olives, extra virgin olive oil, and balsamic vinegar served with flatbreads and crostini	\$9.95/person	
MEDITERRANEAN MARKET DISPLAY (CALs 230) Cumin marinated chicken skewers, roast eggplant, roasted peppers, hummus, marinated olives, feta cheese, Parmesan cheese, and rocket arugula served with flatbreads and crostini	\$10.95/person	
JUMBO SHRIMP COCKTAIL (CALs 340)	\$12.95/person	
SHRIMP CEVICHE (CALs 95)	\$12.95/person	
MINI TUNA POKE WASABI CREMA (CALs 100)	\$8.99/person	



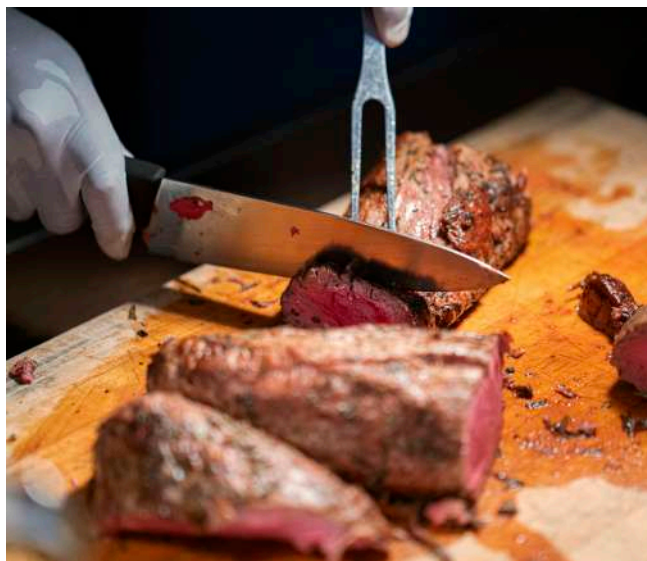
Carving Station

Served with appropriate sauces and dinner rolls with whipped butter. Carving Fee \$50 per hour, 2 hour minimum.
Complimentary water towers provided.

	PRICE	QTY
YOUR CHOICE OF:		
<input type="checkbox"/> Roasted Round of Beef (cals 260)	\$31.95/person	
<input type="checkbox"/> Prime Rib of Beef (cals 460)	\$35.95/person	
<input type="checkbox"/> Roasted Pork Loin (cals 160)	\$27.95/person	
<input type="checkbox"/> Tenderloin of Beef (cals 250)	\$38.95/person	
<input type="checkbox"/> Boneless Virginia Ham (cals 110)	\$25.95/person	
<input type="checkbox"/> Herb-Roasted Breast of Turkey (cals 130)	\$24.95/person	

À LA CARTE

<input type="checkbox"/> Horseradish Whipped Potato (cals 150)	\$3.25/person
<input type="checkbox"/> Mashed Sweet Potatoes with Pecan Butter (cals 180)	\$3.25/person
<input type="checkbox"/> Rosemary Roasted Potatoes (cals 110)	\$3.25/person
<input type="checkbox"/> Herb Risotto (cals 600)	\$3.25/person
<input type="checkbox"/> Lentil and Basmati Rice Pilaf (cals 190)	\$3.25/person
<input type="checkbox"/> Potatoes au Gratin (cals 410)	\$3.25/person
<input type="checkbox"/> Macaroni & Cheese (cals 330)	\$3.25/person
<input type="checkbox"/> Grilled Asparagus (cals 60)	\$3.25/person
<input type="checkbox"/> Grilled Brussels Sprouts with Lemon (cals 60)	\$3.25/person
<input type="checkbox"/> Creamed Spinach (cals 60)	\$3.25/person
<input type="checkbox"/> Za'tar Roasted Carrots (cals 35)	\$3.25/person
<input type="checkbox"/> Roasted Squash with Fresh Herbs and Garlic (cals 100)	\$3.25/person
<input type="checkbox"/> Cauliflower Grits with Roasted Carrot and Chimichurri (cals 530)	\$3.25/person



Dessert Stations

	PRICE	QTY
GOURMET HOT CHOCOLATE STATION (CALS 185) Served with chocolate shavings and whipped topping	\$4.25/person	
GOURMET COFFEE & TEA STATION (CALS 0)	\$3.25/person	
COOKIE & BROWNIE STATION (CALS 170-200)	\$4.25/person	
SELECTION OF HOUSEMADE COOKIES & BROWNIES (CALS 170-200)	\$3.00/person	
MINI CUPCAKE STATION (CALS 185) (Minimum 12 People)	\$3.50/person	
PICK 2		
<input type="checkbox"/> Carrot Cake (cals 90)		
<input type="checkbox"/> Coconut Cream (cals 110)		
<input type="checkbox"/> Cookies & Cream (cals 120)		
<input type="checkbox"/> Turtle (cals 130)		
<input type="checkbox"/> Peanut Butter Cup (cals 110)		
<input type="checkbox"/> Red Velvet (cals 90)		
<input type="checkbox"/> Devil's Food with Marshmallows (cals 170)		
<input type="checkbox"/> Tiramisu (cals 100)		
SHORTCAKE BAR	\$5.95/person	
Buttermilk shortcake (cals 350) served with <input type="checkbox"/> fresh OR <input type="checkbox"/> compote of strawberry (cals 10-20), raspberry (cals 15-60), and peach (cals 15-30) with Chantilly cream (cals 10)		



Seated Dinner

All meals are served with iced water, fresh baked dinner rolls with butter unless otherwise noted.

For additional beverage requests, refer to page 5.

	PRICE	QTY
Mixed green salad with romaine, red onions, tomatoes, croutons, and creamy ranch dressing (cals 390)	\$4.50/each	
Classic Caesar salad with romaine, Parmesan, croutons, and Caesar dressing (cals 310)	\$5.99/each	
Spinach and strawberry salad with toasted almonds, aged Gorgonzola, and raspberry vinaigrette (cals 340)	\$5.99/each	
Asparagus and mushroom salad with mesclun greens and balsamic vinaigrette (cals 140)	\$5.99/each	
Texas cobb salad with whole leaf lettuce, stewed black eyed peas, heirloom tomatoes, seared chili crostini, sharp Cheddar, and jalapeño ranch (cals 340)	\$6.99/each	
Wedge salad with bleu cheese crumbles, praline bacon, roasted tomatoes, scallions, Parmesan croutons, and bleu cheese vinaigrette (cals 500)	\$5.50/each	
Fire roasted beet salad with feta cheese, chopped romaine, spring mix, shredded cabbage, mandarin oranges, candied walnuts, and citrus vinaigrette (cals 460)	\$6.99/each	
Boston bibb and arugula salad topped with sliced pears, apples, dried cranberries, walnuts, and goat cheese and a honey mustard dressing (cals 270)	\$6.99/each	

ENTRÉES

Chicken parmesan with herb risotto and fresh green beans with garlic, tomato, and basil (cals 2,910)	\$25.99/each	
Grilled herb-crusted chicken breast with Parmesan polenta, sautéed broccoli rabe with roasted garlic, and a red pepper sauce (cals 450)	\$27.99/each	
Smoked pork chop with BBQ, demi roasted poblano mashed potatoes, and sweet orange roasted baby carrots (cals 1,390)	\$28.99/each	
Cod with cherry tomato vinaigrette, basmati rice with saffron and basil, and candied butternut squash (cals 590)	\$38.99/each	
Filet of beef with sherry demi glaze, honey whipped mashed sweet potatoes, grilled asparagus, and wild mushrooms (cals 620)	\$41.99/each	
Broccoli tofu stir fry with brown rice (cals 380)	\$22.99/each	
Greek lemon polenta with portabella mushroom ragout (cals 260)	\$20.99/each	

DESSERTS

Crème Brulee Cheesecake (cals 350)	\$5.99/each	
New York Cheesecake with Seasonal Berries (cals 350)	\$5.99/each	
Chocolate Layer Cake (cals 230)	\$5.99/each	
Strawberry Shortcake (cals 460)	\$6.99/each	
Chocolate Mousse with Seasonal Berries (cals 270)	\$4.99/each	
Warm Apple Crisp (cals 340)	\$5.99/each	

Plan Your Event

Welcome Catering by Fresh Ideas! Our mission is to provide you with exceptional quality, exceptional service and a creative cutting-edge culinary experience. Our professional staff is available to assist in planning your special event during our standard hours of operation (Monday–Thursday 7:30am–5pm and Friday 7:30am–3pm). Please contact our catering team for customized service and menus.

POLICIES & PROCEDURES

To ensure optimal selection and the best possible service we kindly ask that events be booked at least seven business days in advance and include a minimum of 12 guests. We understand events arise unexpectedly and we will do our best to accommodate your needs.

PRICING

All events determined to be after hours (standard hours of operation are Monday–Thursday 7:30AM–5PM and Friday 7:30AM–3PM) will include an after hours service charge of \$50.00 per hour per staff member. Minimum service time is 4 hours. Appropriate number to be determined by Catering Staff. All quoted pricing is good up to 90 days out at the time of booking and any event booked further out than that might incur changes

GUEST COUNTS

We kindly request a confirmed number of guests be specified 5 business days prior to the event. This number is considered the guaranteed guest count and is due when the final payment is made, 5 days prior to the event.

EVENT TIME

Events are billed in four-hour increments. Events exceeding the four-hour limit will be subject to additional service fees.

CANCELLATION

We kindly request that cancellations must be made five business days prior to the contracted event date.

SERVICWARE AND CHINA

All disposable serviceware will be furnished as accompaniment to all items purchased. Some exceptions apply to orders being picked up. We provide high quality disposable plastic ware. China and glassware may be available for an additional charge for events held outside of the Jeanie Webb Student Union. For all hot buffets and plated meals served inside the Jeanie Webb Student Union Center will not incur additional charges for China.

LINEN

Food display tables will be dressed in black fitted tablecloths, dining tables will be set with standard black spandex. Tablecloths for non-food tables are available in additional colors and styles for an additional fee. For additional colors and linen styles, please contact Event Services.

TAX EXEMPT

Tax-exempt forms must be submitted at final contract signing.

BILLING & PAYMENT

A form of payment (purchase order, cash, check or credit card) is kindly requested five business days prior to the event date.

SPECIAL DIETS

We kindly request that any special dietary needs be submitted two weeks ahead of your event date. Requests submitted after this deadline will be accommodated to the best of our ability; however, we may not be able to provide special-order items that are requested after the two-week deadline.

CALORIE COUNTS

2000 calories a day is used for general nutrition advice, but calorie needs vary. Additional nutrition information available upon request.

MEETING ROOM AND EQUIPMENT

Please reserve all non-food related equipment by contacting Event Services through your guest portal. This will include room reservation, set and room configuration, audio visual and other general information.

