

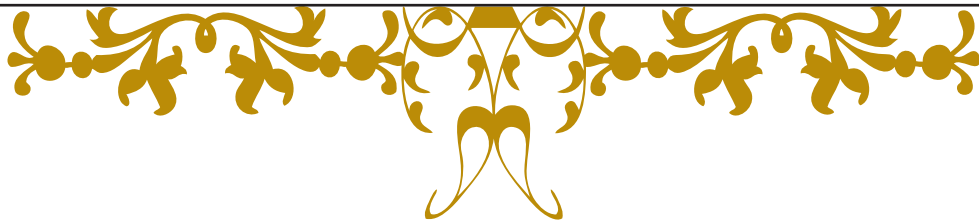


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# Dining & Catering Services

ON THE CAMPUS OF ASBURY THEOLOGICAL SEMINARY

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## Weddings & Special Events at Asbury Seminary

Welcome to the special event side of Pioneer College Caterers on the campus of Asbury Theological Seminary. We are pleased that you have chosen us for your event. Successful events start with early planning. Our service-oriented staff stands ready to ensure superb catering, tastefully presented in our facilities.

Whatever your needs, our catering department can provide casual or formal served banquets, buffets, and receptions. We have created this catering guide to serve as a comprehensive menu of options for your event. We realize there will be special requests and welcome the opportunity to customize a menu for you.

Please take a moment in your planning to review the catering guidelines section detailing our responsibilities as your caterer and your responsibilities as the host of the event. We will take every measure to provide a flawless event and want to ensure that all details are dealt with in advance of your special occasion.

Following your event, you may receive a survey from our food service director. Please take a moment and complete this survey as this feedback is essential to helping us serve you, and others, better in the future.

If you have any questions/concerns, please contact our office and our staff will be happy to assist you.

### Dining and Catering Services

Asbury Theological Seminary



# A GREAT WAY TO START YOUR DAY!

## Breakfast Buffet

(Minimum of 25 guests)

**Start with the Basics** ..... \$11.20 per person  
*Scrambled eggs, breakfast potatoes, choice of meat (bacon, ham, or sausage), seasonal sliced fresh fruit, breakfast pastry tray, coffee service, and juice.*

**Add from these options to customize your buffet:**

Grits or Oatmeal ..... \$1.20 per person  
Biscuits and Gravy..... \$1.20 per person  
Choice of Bacon, Ham, or Sausage..... \$1.20 per person  
Choice of Pancakes, Waffles, or French Toast..... \$1.20 per person

## Served Breakfast

(Minimum of 20 guests)

**Croissant Sandwich**..... \$12.60 per person  
*Egg and cheese with your choice of bacon, ham, or sausage. Served with seasonal fresh fruit, coffee, hot tea, and juice.*

**Frittata or Quiche** ..... \$12.60 per person  
*Choice of ham and cheese or vegetable. Served with seasonal fresh fruit, muffin, coffee, hot tea, and juice.*

**French Toast**..... \$12.60 per person  
*Served with breakfast potatoes, scrambled eggs, choice of sausage or bacon, coffee, hot tea, and juice.*

**Seminary Breakfast**..... \$12.60 per person  
*Scrambled eggs, breakfast potatoes, choice of sausage or bacon, fresh fruit cup, coffee, hot tea, and juice.*

## Continental Breakfast

(Minimum of 25 guests)

**Basic Continental**..... \$3.90 per person  
*Assorted breakfast pastries, coffee service, hot tea, juice, and water pitchers.*

**Expand your Continental Breakfast with a la carte selections:**

Whole Fresh Fruit ..... \$1.00 each  
Seasonal Sliced Fresh Fruit..... \$2.35 per person  
Granola Bars.....\$1.30 each  
Yogurt.....\$1.75 each  
Cinnamon Rolls or Croissants ..... \$1.15 each  
Danishes or Muffins..... \$1.15 each  
Doughnuts..... \$1.15 each  
Ham Biscuits.....\$1.50 each  
Biscuits with Butter and Honey..... \$1.15 each  
Scones ..... \$1.15 each  
Bottled Water.....\$1.20 each  
Assorted Soft Drinks (cans) .....\$1.20 each  
Hot Chocolate Packets .....\$0.70 each  
Assorted Bottled Juices.....\$1.75 each  
Continental Breakfast To-Go Box..... \$1.20 per person

*Note: A la carte prices are offered at additional cost as outlined above. If individual items are chosen without the "Basic Continental" choice, a charge will be added for labor and supplies.*

# LIGHTER FARE...GREAT FOR LUNCH

## Entrée Salads

*Includes choice of crackers or roll, one standard dessert selection, coffee service, and iced tea.*

**Homemade Chicken or Tuna Salad**..... \$12.75 per person  
*Presented on a bed of lettuce and served with chips.*

**Fruit Plate** ..... \$12.00 per person  
*Seasonal fresh sliced fruits served with a yogurt dip.*

**Spinach or Chicken Salad** ..... \$12.75 per person  
*Baby spinach topped with grilled or fried chicken breast strips, mandarin oranges, cherry tomatoes, and croutons.*

**Classic Chef's Salad**..... \$12.95 per person  
*Mixed greens, ham, turkey, Swiss, cheddar, sliced egg, cucumber, tomato, and croutons.*

**Chicken Caesar Salad** ..... \$12.75 per person  
*Romaine lettuce tossed with parmesan cheese, toasted croutons, and Caesar dressing.  
Topped with grilled chicken breast.*

**With Steak or Shrimp** ..... \$14.60 per person

*Dressing Options: Ranch, Golden Italian, French, Thousand Island, Raspberry Vinaigrette, Caesar, Honey Mustard, or Blue Cheese.*

## Specialty Sandwiches

*All sandwiches served with appropriate salad du jour, condiments, pickle spear, chips, cookies, and iced tea.*

**Homemade Chicken or Tuna Salad**..... \$13.60 per person  
*Served on a croissant with lettuce.*

**Roasted Turkey, Honey Ham, or Roast Beef**..... \$14.60 per person  
*Made with lettuce, tomato, and cheese on a Kaiser Roll.*

**Asbury Club**..... \$13.60 per person  
*Sliced turkey breast, bacon, lettuce, tomato, cheese, and mayonnaise on toasted bread.*

**Chicken Sandwich**..... \$14.15 per person  
*Your choice of grilled or breaded chicken breast. Made with lettuce, tomato, and onion served on a Kaiser roll.*

### Wraps

*Flour or herbed tortilla filled with your selections.*

**Chicken (grilled or buffalo style)**..... \$13.15 per person

**BLT or Veggie** ..... \$11.95 per person

**Express Boxes**..... \$9.30 per person  
*Express boxes are served in an attractive box and include bottled water, potato chips, two chocolate chip cookies, utensils, napkins, and appropriate condiments. Build your own sandwich or select a specialty wrap. Includes one choice of fresh seasoned fruit cup, pasta salad, potato salad, or coleslaw and one choice of whole fresh fruit. If roast beef, then \$10.30 per person. Club unavailable.*

**Build your own Deli Buffet**..... \$14.15 per person  
*Includes assortment of deli meats and cheeses, fresh breads, lettuce, tomatoes, pickles, mustard, mayonnaise, a deli-style salad, chips, gourmet cookies, and beverages.*

# READY FOR A BREAK...

## Breaks

*(Pre-packaged breaks are priced for a minimum of 10 guests.)*

**Coffee Break** ..... \$2.05 per person  
*Regular or decaffeinated coffee and hot water with a selection of tea and hot chocolate.*

**Sunrise Beverage Break**..... \$3.80 per person  
*Regular or decaffeinated coffee, hot water with a selection of tea and hot chocolate, and an assortment of juices.*

**Afternoon Beverage Break**..... \$3.25 per person  
*Regular or decaffeinated coffee, hot water with a selection of tea and hot chocolate, and an assortment of canned soft drinks.*

**Cookie Break** ..... \$4.70 per person  
*Assorted fresh-baked cookies with coffee, hot tea, and soft drinks.*

**Snack Break**..... \$5.65 per person  
*Basket of whole fruit, tortilla chips with salsa or potato chips with dip, Chex Mix or Goldfish Crackers.  
Includes coffee, hot tea, and soft drinks.*

**Nibbler**..... \$7.15 per person  
*Basket of whole fresh fruit, cheese and crackers or cookie tray. Includes coffee, hot tea, and soft drinks.*

**Sweet and Salty** ..... \$5.65 per person  
*Cookies and brownies, tortilla chips with salsa or potato chips with dip, Chex Mix or Goldfish Crackers.  
Includes coffee, hot tea, and soft drinks.*

**Assorted Dry Snacks**..... \$5.65 per person  
*Your choice of Chex Mix, Goldfish Crackers, pretzels, popcorn, potato chips with dip, or tortilla chips with salsa.  
Includes coffee, hot tea, and soft drinks.*

**Farmer's Market**..... \$8.10 per person  
*Sliced fruit, vegetable crudités, with cheese and crackers. Includes coffee, hot tea, and soft drinks.*

### Expand your Break with a la carte selections:

|                                                               |                    |
|---------------------------------------------------------------|--------------------|
| Whole Fresh Fruit .....                                       | \$1.10 each        |
| Seasonal Sliced Fresh Fruit.....                              | \$2.05 per person  |
| Granola Bars.....                                             | \$1.30 each        |
| Yogurt.....                                                   | \$1.75 each        |
| Candy Bars .....                                              | \$1.80 each        |
| Bottled Water.....                                            | \$1.20 each        |
| Assorted Soft Drinks (cans) .....                             | \$1.20 each        |
| Hot Chocolate Packets .....                                   | \$0.70 each        |
| Assorted Bottled Juices.....                                  | \$1.75 each        |
| Milk (32-ounce Pitcher).....                                  | \$2.70 each        |
| Lemonade .....                                                | \$9.60 per gallon  |
| Iced Tea .....                                                | \$9.60 per gallon  |
| Punch.....                                                    | \$9.60 per gallon  |
| Specialty Punch .....                                         | \$12.00 per gallon |
| Sparkling Grape Juice (includes glassware for toasting) ..... | \$10.00 per bottle |

*Note: A la carte prices are offered at additional cost as outlined above. If individual items are chosen without the "Break" choice, a charge will be added for labor and supplies.*

## SOMETHING TO GET YOU STARTED...

### Hors d'Oeuvres

Prices are offered as an addition to a meal or reception package. The total cost will include a base cost, plus the cost of 50 count trays ordered, with beverages sold by the gallon. All selections are refreshed for 1.5 hours and include water service.

Add coffee, lemonade, punch, or iced tea service ..... \$9.60 per gallon

### A La Carte Reception Package

A la carte prices for starts and hors d'oeuvres are offered as an addition to a meal or reception package. Create a custom reception package by paying a base cost per person in addition to the a la carte hors d'oeuvres trays of your choice.

|                     |                   |
|---------------------|-------------------|
| 1 – 100 .....       | \$3.00 per person |
| 101 – 125 .....     | \$2.95 per person |
| 126 – 150 .....     | \$2.90 per person |
| 151 – 175 .....     | \$2.70 per person |
| 176 and above ..... | \$2.50 per person |

**Gold Reception**..... \$450 + base cost  
Any five hors d'oeuvres (50ct each / 250 pieces).

**Platinum Reception**..... \$630 + base cost  
Any seven hors d'oeuvres (50ct each / 350 pieces).

**Diamond Reception**..... \$810 + base cost  
Any nine hors d'oeuvres (50ct each / 450 pieces).

### Cold Hors d'Oeuvres Trays

Choose from one of the following selections, or let us help you create a custom package to suit your needs. Each tray includes 50 pieces.

|                                                        |          |
|--------------------------------------------------------|----------|
| <b>Domestic Cheese and Crackers</b> .....              | \$90.00  |
| <b>Fresh Vegetable Crudités with Ranch Dip</b> .....   | \$55.00  |
| <b>Sliced Seasonal Fresh Fruit</b> .....               | \$100.00 |
| <b>Prosciutto and Melon</b> .....                      | \$65.00  |
| <b>Bouchees</b> .....                                  | \$80.00  |
| <i>Assorted bite-size pastry cups with fillings.</i>   |          |
| <b>Canapes</b> .....                                   | \$80.00  |
| <i>Assorted open-face bite-size sandwiches.</i>        |          |
| <b>Crostini-Tomato Bruschetta</b> .....                | \$55.00  |
| <b>Assorted Tea Sandwiches</b> .....                   | \$85.00  |
| <b>Classic Shrimp Cocktail</b> .....                   | \$95.00  |
| <b>Assorted Pinwheels</b> .....                        | \$55.00  |
| <b>Petite Red Potatoes</b> .....                       | \$55.00  |
| <i>Filled with sour cream and chives.</i>              |          |
| <b>Smoked Salmon Rings</b> .....                       | \$80.00  |
| <b>Antipasto Skewer</b> .....                          | \$100.00 |
| <b>Roast Beef &amp; Kentucky Asparagus Rolls</b> ..... | \$90.00  |
| <i>Served with Dijon mayonnaise.</i>                   |          |
| <b>Stuffed Cherry Tomatoes</b> .....                   | \$55.00  |
| <i>Filled with flavored cheese.</i>                    |          |
| <b>Chocolate Covered Strawberries</b> .....            | \$85.00  |

## Hot Hors d'Oeuvres

Choose from one of the following selections, or let us help you create a custom package to suit your needs. Each tray includes 50 pieces.

|                                                 |          |
|-------------------------------------------------|----------|
| <b>Spanakopita</b> .....                        | \$90.00  |
| <i>Spinach and cheese stuffed phyllo dough.</i> |          |
| <b>Bacon-Wrapped Scallops</b> .....             | \$95.00  |
| <b>Crabmeat Stuffed Mushrooms</b> .....         | \$95.00  |
| <b>Cocktail Crab Cakes</b> .....                | \$100.00 |
| <b>Mini Beef Wellington</b> .....               | \$90.00  |
| <b>Mini Hot Browns</b> .....                    | \$65.00  |
| <b>Meatballs (100)</b> .....                    | \$60.00  |
| <i>Swedish, Marinara, or Sweet and Sour.</i>    |          |
| <b>Crab Rangoon</b> .....                       | \$55.00  |
| <b>Beef Teriyaki Brochettes</b> .....           | \$95.00  |
| <b>Chicken Sate</b> .....                       | \$80.00  |
| <i>Served with peanut sauce.</i>                |          |
| <b>Spring Rolls</b> .....                       | \$65.00  |
| <b>Pork Pot Stickers</b> .....                  | \$80.00  |
| <i>Served with soy dipping sauce.</i>           |          |
| <b>Chicken Fingers</b> .....                    | \$65.00  |
| <i>Served with dipping sauces.</i>              |          |
| <b>Chicken Osso Bucco</b> .....                 | \$55.00  |
| <i>Served with Portuguese Romesco sauce.</i>    |          |

## Carving Station Accent

All selections are served with appropriate condiments and rolls.

There is a one-time \$50 carver's fee in addition to the carver selection below.

|                                                                           |                   |
|---------------------------------------------------------------------------|-------------------|
| <b>Roast Beef</b> .....                                                   | \$4.00 per person |
| <b>Prime Rib or Beef Tenderloin</b> .....                                 | \$8.25 per person |
| <i>Served with horseradish and au jus.</i>                                |                   |
| <b>Leg of Lamb</b> .....                                                  | \$7.70 per person |
| <i>Served with mint sauce.</i>                                            |                   |
| <b>Pork Loin</b> .....                                                    | \$3.00 per person |
| <i>Served with apple chutney.</i>                                         |                   |
| <b>Honey Cured Spiral Sliced Ham</b> .....                                | \$3.00 per person |
| <b>Turkey</b> .....                                                       | \$3.00 per person |
| <i>Choice of whole-roasted or fried. Served with cranberry marmalade.</i> |                   |

# SERVED ENTREES

All entrees include choice of garden salad with two dressings, a spinach salad, or Caesar salad, rolls and butter, one standard dessert selection, iced tea, water, and coffee.

## Seafood

**Grilled Salmon**..... \$19.20 per person  
*Baked salmon topped with a lemon butter cream sauce. Served with wild rice and fresh seasonal vegetables.*

**Shrimp Scampi** ..... \$21.60 per person  
*Plump shrimp sautéed with garlic, herbs, and lemon butter. Served over angel hair pasta with fresh seasonal vegetables.*

## Pasta

**Stuffed Pastas**..... \$16.60 per person  
*Your choice of ravioli, tortellini, or stuffed shells with marinara sauce, garnished with basil chiffonade. Served with garlic bread and fresh seasonal vegetables.*

**Classic Beef Lasagna or Cheese Lasagna** ..... \$15.40 per person  
*Lasagna layered with ricotta and mozzarella cheeses in a meaty or vegetarian sauce. Served with garlic bread and fresh seasonal vegetables.*

**Pasta Primavera**..... \$15.40 per person  
*Bowtie or penne pasta with seasonal vegetables and parmesan cream sauce, marinara, or aglio olio sauce.*

## Chicken

**Chicken Marsala** ..... \$17.10 per person  
*Chicken breast with a Marsala wine sauce. Served with orzo and fresh seasonal vegetables.*

**Chicken Calabria**..... \$17.75 per person  
*Chicken breast served with roasted artichoke, red peppers, and a white wine sauce. Served with wild rice and fresh seasonal vegetables.*

**Spring Chicken**..... \$17.75 per person  
*Boneless breast of chicken, grilled and topped with a velouté sauce and julienne spring vegetables. Served with a choice of starch and fresh seasonal vegetables.*

**Child's Meal (ages 3-10)**..... \$10.75 per person  
*Chicken tenders served with french fries and vegetables.*

## Pork

**Herb Encrusted Pork Loin (two sauce options)**..... \$19.15 per person  
*Oven roasted pork loin with a choice of Dijon cream sauce or an apple raisin glaze. Served with a choice of starch and fresh seasonal vegetables.*

**Boneless Stuffed Pork Chop**..... \$20.35 per person  
*Center cut boneless pork chop stuffed with apple dressing and topped with a brown mushroom sauce. Served with a choice of starch and fresh seasonal vegetables.*

## Beef

**Sliced Roast Beef**..... \$21.35 per person  
*Slow roasted beef with a mushroom demi-glaze. Served with choice of starch and fresh seasonal vegetables.*

**Beef Tenderloin**..... \$33.00 per person  
*Grilled tenderloin of beef with choice of starch and fresh seasonal vegetables.*



## Standard Buffet Service

Requires a minimum of 25 guests and includes the choice of two entrées, one starch, two vegetables, and one standard dessert. Includes rolls with butter, coffee, iced tea, and water.

|                                                                             |                    |
|-----------------------------------------------------------------------------|--------------------|
| Two Entrée Buffet (see selections below).....                               | \$17.00 per person |
| Children 5–11 .....                                                         | \$8.50 per person  |
| Add an additional salad, starch, vegetable, or standard dessert option..... | \$1.20 per person  |
| Add an additional entrée standard entrée selection .....                    | \$2.40 per person  |

### SALADS

Spinach  
Caesar  
Garden

### ENTREES

Roast Sirloin of Beef  
Beef Stroganoff  
Old Fashioned Meatloaf  
Lemon and Rosemary Roast Chicken  
Pacific Rim White Fish  
Grain Mustard and Herb Rub Pork Loin  
Chicken Citrus Saltimbocca

### STARCHES

Herb Roasted Redskin Potatoes  
Roasted Garlic Mashed Potatoes  
Au Gratin Potatoes  
Parsley New Potatoes  
Baked Potatoes  
Sweet Potatoes  
Cornbread Stuffing  
Wild Rice Pilaf  
Macaroni and Cheese  
Pasta

### VEGETABLES

Honey Glazed Carrots  
Sweet Peas  
Squash Medley  
Broccoli  
Buttered Corn  
Seasonal Vegetable Blend  
Green Beans (Almandine or Southern Style)

## Themed Buffets

Requires a minimum of 25 guests and includes coffee, iced tea, and water.

**Italian Pasta Buffet** ..... \$16.90 per person

Bowtie, fettuccine, and penne pastas; pesto, marinara, garlic & oil, and Alfredo sauces. Choice of meatballs or Italian sausage. Served with house salad and garlic bread.

**Asian Buffet** ..... \$18.10 per person

Beef and broccoli, chicken chow mein, fried rice, jasmine rice, and egg rolls.

**Sunday Dinner Buffet**..... \$18.00 per person

Roasted turkey breast with cornbread stuffing, glazed-sliced ham, mashed potatoes and gravy, sweet potatoes, choice of bean casserole or corn pudding, Grandma's dinner rolls, and choice of pie.

## Picnics

Requires a minimum of 25 guests and includes assorted chips, two side salads, cookies, and brownies. Served with iced tea, lemonade, and water. All picnics include appropriate buns, condiments, and served on disposable products. Additional entrée, vegetable, and side salad may be added to further customize the picnic.

**Picnic Buffet** ..... \$12.40 per person

Grilled hamburgers and hotdogs.

**Entrée Addition** ..... \$2.40 per person

Pulled Pork BBQ or BBQ Ribs.

**Vegetables** ..... \$1.20 per person

Choice of baked beans, corn cobbettes, or green beans.

**Side Salads**..... \$1.20 per person

Choice of potato salad, macaroni salad, pasta salad, cucumber salad, or coleslaw.

# SOMETHING SWEET

## Desserts

Standard desserts may be included in some meal prices as quoted above. Standard desserts may be upgraded to specialty and premium dessert selections for an upgrade charge.

**Standard Desserts** ..... \$4.60 per person

- Apple, Cherry, Peach Cobbler
- Apple, Cherry, Peach Pie
- Chocolate, Coconut, Banana Cream Pie
- Assorted Fresh-Baked Cookies or Brownies

**Specialty Desserts** ..... \$5.35 per person

- Homemade Key Lime Pie
- Derby Pie
- Assorted Mini Pastries (cream puff, éclair, and napoleon)
- Three Layer Coconut Cake
- Red Velvet Cake
- White Chocolate Bread Pudding
- White or Dark Chocolate Mousse with Fresh Berries

\*Upgrade from Standard Dessert ..... \$1.40 per person

**Old Fashioned Ice Cream Social** ..... \$4.75 per person

(Minimum of 35 guests.)  
Four ice cream flavors served with cones and a variety of toppings presented display style. Includes punch or coffee service.

**Dessert Buffet** ..... \$10.75 per person

(Minimum of 20 guests.)  
A variety of specialty desserts presented display style. Includes punch or coffee service.

## DINING HALL MEAL OPTIONS

Available September through May during normal operations schedule only. Served in the Stevens Pike Dining Room by means of cafeteria style service. Private seating is available in Cordelia Thomas by reservation.

**Lunch** ..... \$6.75 per person  
M/W/F 11:30 a.m.—1:00 p.m.  
T/TH 11:45 a.m.—1:15 p.m.

*\*Note: Linens are not included with dining hall meals, but can be provided at an additional charge.*

## SUMMER CONFERENCE MEAL OPTIONS

Available June, July, and August by means of a thru-the-line café style service. Minimum of 35 guests. Combined three-meal per day package is \$17.75 per person, or meals can be purchased separately.

**Hot Breakfast**..... \$5.25 per person  
Eggs, one meat, one syrup item, biscuits and gravy, fruit, breakfast pastry, and beverage station.

**Lunch** ..... \$7.50 per person  
Two one entrées, one starch, two vegetables, salad bar, cookies, whole fresh fruit assortment, and beverage station.

**Dinner** ..... \$8.50 per person  
Two entrees, one starch, two vegetables, bread, salad bar, dessert, and beverage station..

*\*Note: All menu selections contain the minimums listed above and are at the discretion of dining services. Seating is available by reservation in the Stevens Pike Dining Hall or Cordelia Thomas rooms based on the size of group. Please note that linens are not included with conference meals but can be provided at an additional charge. All prices for menu items are subject to market changes at any time.*

# CATERING GUIDELINES

## Service Time

Four hours of service is provided for your wedding reception. If the duration of your event exceeds four hours, additional labor fees will be charged. Any event held on Sunday as well as any meal, reception, or break service scheduled to begin prior to 7:30 a.m. or after 7:30 p.m. Monday through Friday may be subject to an additional service charge.

## Unused Portions

To ensure that the food for your event is bountiful, we prepare knowing that there will be food left over. For this reason and due to liability insurance issues and state health regulations, food may not be taken from the event and will not be packaged for removal from the premises. Pioneer College Caterers will not be held responsible for food items removed from the catered event.

## Rentals and Additional Fees

Our food service director will discuss the need for rental service wares. While we attempt to have adequate supplies of service wares, there are times when we do not have enough to accommodate large groups, upgrades, or special requests. If there is a need for renting additional items, the cost of such rentals will be added to the cost of your event. Events served out of the Dining Hall are subject to an additional fee for the cost of labor to transport food and supplies. Should a seminary vehicle not be available, we will also include a charge for vehicle rental. Any additional fees would be quoted in advance of the event so there are no misunderstandings.

## Same Day Additions

We will make every effort to accommodate your specific requests and needs. However, please understand that changes requested the same day of your event may not be feasible, and additional charges may be required to accommodate your request.

## Pricing

Many items on the menu fluctuate in price due to the influences of seasons and market conditions. We have priced our menu based on current in-season pricing and market conditions. We will attempt to honor the pricing whenever possible but reserve the right to adjust pricing if market conditions make changes necessary. Price quotations will be reconfirmed 30 days prior to the event. Any events booked within 30 days will be billed as quoted.

## Service Fees and Taxes

A 15% service fee and 6% sales tax will be added to all catering selections.

## Inclusions

Prices for all catered meals include appropriate staff for your event along with the use of standard linen service, china, glassware, and flatware. Events served outside of the dining hall will be served on disposable products unless otherwise requested, which may result in additional fees.

## Changes and Guarantees

To ensure that your event is successful, all changes regarding the menu, guaranteed guest count, and event arrangements must be confirmed one week prior to the event. We will allow increases in guest counts up to 24 hours prior to the event. If you do not contact us with a final guarantee one week prior to the event, we will use your estimated number as your guarantee and charge accordingly. We will be prepared to serve as many as 5% more than your guarantee. We will bill for the actual number in attendance or the guarantee, whichever is greater.

## Multiple Entrées

If you wish to offer your guests a choice of two entrées or a special diet menu, you must provide a breakdown of the count for each entrée (or item) with your final count one (1) week prior to the catered event(s). You, as the client, must provide color-coded (or other clearly marked) place cards or nametags indicating entrée selection to be placed at each seat.

## Cancellation

On the rare occasion that a cancellation occurs, we will not bill for expenses if the cancellation occurs greater than one (1) week prior to the event. If cancellation occurs less than one (1) week prior to the event, you will be billed for any expenses we incur related to preparation for the event.

## Payment

All payment arrangements must be agreed upon at the time of contract. Please consult with our event sales department for further details. All outstanding balances are due on the day of the event.