



C A T E

R I N G



AT **SUNY**  
**INSTITUTE OF**  
**TECHNOLOGY**





# 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

Sodexo Campus Services 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, university 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 315-792-7224, or email us at [sunyutica@sodexhousa.com](mailto:sunyutica@sodexhousa.com).





## A GREAT START

### SUNRISE BREAKFAST

The menus below are all presented buffet style. However, if a served breakfast is desired, an appropriate menu can be customized to fit your needs. All set ups include freshly brewed coffee, decaf and hot water for tea.

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### EARLY RISER

An assorted pastry basket of mini danish and mini muffins, with carafes of orange, apple and cranberry juice.

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### EYE OPENER

An assorted pastry basket of mini danish, donuts and mini muffins, with carafes of orange, apple and cranberry juice including an assortment of fresh sliced fruit.

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### SUNRISE START

An assortment of bagels and scones with accompaniments and fruit yogurt with granola. Carafes of orange, apple and cranberry juice with an assortment of fresh sliced fruit.

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### MORNING BREAKS A LA CARTE

Cereal with milk  
Seasonal fresh fruit salad  
Seasonal whole fresh fruit  
Fruit yogurt with granola

Please inquire 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 sunrise breakfast menus to create a custom menu for any occasion.

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### ENTRÉES

- Mushroom cheese strata
- Frittata, meat or vegetarian
- Giambrotte
- Quiche, meat or vegetarian
- Scrambled eggs
- Western scrambled eggs
- French toast
- Pancakes
- Waffles
- Ham steak
- Cheese blintz
- Sausage links
- Bacon
- Hash browns
- Home fried potatoes

### BEVERAGES

- Bottled iced tea
- Assorted soft drinks (12 oz can)
- Assorted juice - by the gallon, bottle or carafe
- Bottled water
- Fresh brewed coffee
- Fresh brewed decaffeinated coffee
- Hot water for tea (includes decaffeinated)
- Hot cocoa

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### BAKERY A LA CARTE, SOLD BY THE DOZEN

- Assorted bagels with condiments
- Assorted donuts
- Raspberry cheese croissants
- Mini danish or muffins
- Cinnamon twist
- Assorted scones - large
- Assorted scones - small
- Assorted breakfast breads
- Apple danish twist

# B R E A K F A S T



## LUNCH TIME

### EXPRESS LUNCHES: 10 GUEST MINIMUM

Our signature specialty sandwiches can be prepared to suit your event. We package these to go as a boxed lunch or present them arranged on a platter buffet style. Either choice accompanied with side salad, condiments, potato chips, cookies or brownies and a 12 oz canned soda or bottled water.

#### TURKEY CLUB WRAP

Sliced turkey with romaine lettuce, crisp bacon, tomatoes, provolone cheese and mayonnaise wrapped in a four tortilla.

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#### BISTRO GRILL

Grilled herb chicken breast with melted mozzarella, roasted red peppers and chipole mayonnaise on focaccia bread.

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#### GRILLED VEGETABLE BAGUETTE

Grilled vegetables with fontina cheese on a baguette.

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#### GRILLED PORTOBELLO ON FOCACCIA

Grilled balsamic portobello mushroom sandwich with provolone cheese served on toasted focaccia bread.

#### SWEET BEEF

Roast beef with caramelized onion and dijon mayonnaise on a kaiser roll.

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#### ITALIAN PANINI

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

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#### CHICKEN CAESAR WRAP

Sliced chicken breast with romaine lettuce, seasoned croutons, caesar dressing and shredded parmesan cheese wrapped in a garlic herb tortilla.

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#### PICNIC LUNCH

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

EXPRESS LUNCHES



## LUNCHEON SALADS

### LUNCHEON SALADS: 5 GUEST MINIMUM

Our signature specialty salads can be prepared to suit your event. We can package these to go, present them buffet style or pre-set individual plates along with beverages and dessert to keep your program on time. All luncheon salads include a dinner roll and butter, cookies or a brownie, a choice of a 12oz. canned soda or bottled water.

#### CHEF SALAD

A bed of mixed greens with julienne ham and turkey, cheddar cheese, hard boiled egg with Italian or ranch dressing.

#### COBB SALAD

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

#### CAESAR SALAD

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

\* Add grilled chicken breast strips

\* Add grilled beef strips

#### FRUIT AND COTTAGE CHEESE

Variety of fresh seasonal fruit served with cottage cheese.

#### TRI-SALAD COMBO

A special mixture of fresh greens topped with a choice of four salads; chicken salad, egg salad, tuna salad or ham salad.

#### SIZZLING SALAD

Fresh mixed greens, marinated sliced chicken breast, vegetables, tomatoes, shredded mozzarella cheese and fried tri-color tortilla chips served with your choice of 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, sour cream and salsa.

# LUNCHEON SALADS



## LUNCHEON SALADS

### LUNCHEON SALADS: 5 GUEST MINIMUM

Our signature specialty salads can be prepared to suit your event. We can package these to go, present them buffet style or pre-set individual plates along with beverages and dessert to keep your program on time. All luncheon salads include a dinner roll and butter, cookies or a brownie, a choice of a 12oz. canned soda or bottled water.

#### ANTIPASTO SALAD

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

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#### 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.

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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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#### GREEK SALAD WITH CHICKEN

Crisp spinach greens with grilled chicken, diced tomatoes, red onions, feta cheese and kalamata olives tossed with a traditional greek dressing.

## 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 to be budget-friendly for your event planning needs. All come with cookies or brownies and assorted soda and water.

#### SLICERS DELI BUFFET

Platters of sliced roast beef, ham, turkey with tuna salad, american, swiss and provolone cheese accompanied by assorted breads and rolls, relish tray with lettuce, tomato, pickles, onion, condiments and potato chips.

#### OPTIONS

- Substitute breads and rolls with pre-made assorted wraps for an additional \$1.25pp.
- Add a soup of the day or pasta salad, potato salad or garden salad for an additional \$1.00pp.

#### CLASSIC BUFFET

Roasted marinated chicken breast, baked ziti with marinara sauce, garden rice pilaf or roasted potatoes, california mixed vegetables, tossed garden salad with ranch and italian dressings and fresh baked rolls with butter.

#### PIZZA PARTY

Homemade cheese pizzas served with an antipasto salad, parmesan-baked breadsticks with marinara dipping sauce.

#### OPTIONS:

- Add toppings, chicken wings or boneless buffalo bites, (see price list for details).

#### ROMA PASTA BAR

Choice of two: penne, tortellini or rigatoni with the choice of two homemade sauces: marinara, alfredo or meatsauce. Served with vegetable of the day, fresh baked rolls with butter, grated parmesan cheese and tossed garden salad with ranch and italian dressings.

## B U F F E T S



## MOVABLE FEASTS

### MOVABLE FEASTS: 15 GUEST MINIMUM

The following feasts have been created to be budget-friendly for your event planning needs. All come with cookies or brownies and assorted sodas and water.

#### ASIAN STIR FRY

Traditional stir fry with vegetables and asian sauces. Your choice of either marinated beef, chicken, or tofu. Served with jasmine rice.

#### MEDITERRANEAN PASTA

A vegetarian dish with penne pasta, red, green and yellow bell peppers, artichoke hearts sundries tomatoes, sauteed with sherry wine, rosemary, lemon-pepper and a touch of balsamic vinegar.

#### OPTIONS

- Add Chicken or Beef for an additional \$1.25pp.
- Add Shrimp for an additional \$1.75pp.

#### HOLIDAY DINNER

Tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with your choice of two dressings.

Roast turkey, with whipped potatoes and seasoned gravy, country stuffing, whole kernel corn, cranberry sauce, dinner rolls and butter with pumpkin pie for dessert.

#### FAJITA BAR

Seasoned chicken and beef strips with sauteed vegetables and spanish rice. Accompanied with guacamolli, sour cream, salsa and traditional toppings. Served with warm flour tortillas.

#### ITALIAN FARE

Italian roast chicken, baked eggplant parmesan, sausage and peppers, roasted potatoes, italian greens, vegetable of the day, fresh baked rolls with butter and tossed garden salad with ranch and italian dressings.



## CULINARY CLASSICS

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 and choice of dessert.

### BEEF

#### FILET MIGNON

Beef Tenderloin filet with a rich wine sauce

#### ROAST TOP ROUND OF BEEF

Sliced roast top sirloin of beef carved and served with au jus

#### GRILLED SLICED FLANK STEAK

Seasoned grilled to perfection flank steak with a cumin red wine vinegar marinade.

#### NY STRIP STEAK

Delicious hand choice NY strip grilled and served with caramelized onions and sauteed mushrooms.

### 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 sausage and apple stuffing

#### PORK TENDERLOIN

Sliced tenderloin of pork dressed with a savory dijon sauce

### POULTRY

#### CHICKEN PICCATA

Boneless breast of chicken lightly sauteed and served in a light lemon butter sauce with capers

#### CHICKEN CORDON BLEU

Boneless breast of chicken rolled with imported ham and swiss cheese and baked to perfection.

#### CHICKEN OREGANO

Boneless breast of chicken sauteed with a seasoned egg batter, finished with mozzarella cheese and oregano.

#### ITALIAN CHICKEN

Roasted chicken marinated with italian seasonings.

#### CHICKEN PARMESAN

Boneless breast of chicken lightly breaded and topped with tomato sauce and mozzarella cheese.

### VEAL

#### VEAL PICCATA

A classic! Scaloppini of veal sauteed and flavored with lemons and capers

#### VEAL PARMESAN

Veal cutlets lightly breaded and topped with a light tomato sauce and mozzarella cheese.

#### VEAL MARSALA

Veal sauteed and served with a light demi-glaze flavored with marsala wine and fresh mushrooms.

#### ITALIAN STYLE STUFFED VEAL CHOP

Veal chop stuffed with prosciutto, fresh mozzarella, roasted red peppers, and basil

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

### SEAFOOD

#### SHRIMP SCAMPI

Shrimp sauteed with fresh herbs and garlic served over basil orzo

#### STUFFED SOLE

Baked sole stuffed with shrimp and crab meat, topped with a savory mornay sauce.

#### NAPPA VALLEY GLAZED SALMON

Salmon fillet broiled with a honey-dijon glaze 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 a garlic orange sauce

### 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



## MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner.

All meals include one salad, one vegetable, one starch and one dessert.

### SALADS

#### TOSSED 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

#### FRESH MESCLUN

Baby vegetables with balsamic vinaigrette

#### SPINACH SALAD WITH WARM BACON DRESSING

#### ARUGULA WITH ROASTED PEPPER VINAIGRETTE

#### THAI CUCUMBER SALAD

#### ORZO

#### THAI PASTA SALAD WITH SNOW PEAS

#### ICEBERG WEDGE WITH CANDIED WALNUTS AND MAYTAG BLEU CHEESE

#### PEAR AND TOASTED WALNUT SPRING SALAD



## 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

- Twice baked potato
- Country mashed potatoes
- Baked sweet potatoes
- Oven roasted garlic potatoes
- Whipped sweet potatoes
- Vegetarian rice pilaf
- Basmati rice
- Long grain and wild rice
- Confetti rice
- Olive couscous
- Basil orzo
- Risotto with sun-dried tomatoes
- Fresh broccoli spears
- Asparagus spears
- Zucchini with red pepper strips
- Green beans almondine
- Carrots vichy
- Baby carrots
- Stewed tomatoes
- Summer blend vegetables

### CAKES

- Ultimate chocolate cake
- Sour cream coffee cake
- Black forest cake
- Gourmet turtle cheesecake
- Spumoni amaretto cheesecake
- Grandmother's carrot cake with homemade cream cheese frosting
- Chocolate mousse cake
- Angel food cake with seasonal berries
- Cheesecake with strawberries
- Chocolate decadence
- Bananas foster cheesecake
- 3-D chocolate cake

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### SPECIALTY

- Sorbet
- Parfaits
- Tiramisu
- Bananas foster

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### DESSERTS

#### PIES AND COBBLERS

- Caramel apple pie
- Blueberry crisp
- Peach cobbler
- Boston cream pie
- Pecan bourbon pie
- Key Lime pie
- Cappuccino silk pie



## FINISHING TOUCHES

### DESSERT BARS, BY THE DOZEN

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

- Chocolate brownies
- Marble brownies
- Lemon bars
- Seven layer bars
- Marshmallow krispies
- Raspberry ribbon brownies
- S'mores
- Caramel toffee bar
- Hazelnut fudge bar
- Turtle brownie bar

### SNACKS, PER PERSON

- Popcorn
- Potato chips
- Pretzels
- Chips and salsa
- Pita chips with hummus
- Mixed nuts
- Granola bars
- Power bars
- Mini candy bars
- Soft pretzels
- Nachos and cheese

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### COOKIES AND PASTRIES, BY THE DOZEN

- Chocolate chip
- Oatmeal raisin
- Peanut butter drop
- Chocolate chocolate chip
- Macaroons
- Assorted biscotti
- White chocolate macadmia
- Sugar cookie
- Mini cannoli
- Chocolate-dipped strawberries
- Assorted italian pastries
- Mini cheesecakes
- Square petit fours

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
- Crabmeat dip
- Seafood dip
- Smoked gouda cheese dip

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### TRAYS AND DISPLAYS, SMALL (25- 45) MEDIUM (50-75), LARGE (75-100), PER PERSON

- Vegetable crudities and dip
- Cheese and crackers
- Imported/specialty cheese and gourmet crackers
- Fresh seasonal fruit board
- Smoked salmon with traditional garnish
- Deluxe cold canapes
- Tea sandwiches with assorted fillings
- Stromboli, sausage or spinach roll
- Antipasto platter

### CARVING STATION, PER PERSON

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces. There is an additional charge per station chef.

Carving station comes with your choice of:

- Roast marinated turkey
- Maple glazed ham
- Roast pork tenderloin
- Roast top round of beef with au jus
- Roast tenderloin of beef

GOURMET DIPS  
TRAYS AND DISPLAYS  
CARVING STATIONS



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

PER 50

The following hors d'oeuvres can be set up as stationary buffets or passed on trays, (for an additional cost), depending on the style of your event.

## HOT

- Spanakopita
- Chicken and pineapple brochette
- Mushroom vol-au-vent
- Coconut shrimp
- Mini chicken or beef wellington
- Hibachi beef skewers
- Cocktail vegetable egg rolls
- Swedish meatballs
- Stuffed mushrooms
- Scallops wrapped in bacon
- Mini Chicago-style pizzas
- Oysters Rockefeller
- Parmesan artichoke hearts
- Raspberry and Brie in phyllo
- Thai chicken and cashew spring roll
- Brie en croute
- Vegetarian quesadillas
- Smoked chicken quesadillas
- Franks in puff pastry
- Teriyaki-garlic chicken sate
- Crab rangoon
- Sesame chicken
- Crispy asparagus with asiago
- Petite quiche
- Baked spinach bites

## COLD

- Vegetarian sushi roll
- Sushi
- Shrimp cocktail
- Crab claw cocktail
- Cantaloupe wrapped with prosciutto
- Skewered fruit with yogurt dressing
- Antipasto skewers
- Tomato, mozzarella and basil crostini
- Belgium endive and herbed goat cheese
- Tuscan bruschetta

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



# B E V E R A G E S

## HOT, PER PERSON

- Brewed regular and decaf coffee and tea
- Hot cider (seasonal)
- Hot cocoa
- French vanilla cappucino

## COLD, EACH

- Canned soda
- Bottled waters
- Bottled juices
- Carafe juices
- Gallon juices
- Milk (pint)
- Sports drinks
- Bottled teas

## PUNCHES, PER PERSON

- Lemonade
- Apple cider
- Iced tea
- Cranberry punch
- Orange blossom
- Guava punch
- Cappuccino ice cream punch

## ALCOHOL

- Beer (per bottle)
- Wine (per bottle)

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 the Campus and Corporate Events department so that we can at least get you on our records. All other information such as location, number of guests, time of the function, and menu selection, need to be decided at least 10 business days before the function. You may contact the SUNYIT Campus and Corporate Events Coordinator at 315-792-7819.



## **Reserving a Location**


Whether the event is to take place on campus or off, the location reservation needs to be confirmed before we will deliver. Tables, chairs, and other equipment will need to be arranged by you through the SUNYIT Campus and Corporate Events Coordinator at 315-792-7819. Depending on your event size there are many rooms available, please inquire about rooms that best fit your event size.





# Planning Your Special Event


## **Contact the Campus and Corporate Events Office**



At least 10 days before the event, contact the Campus and Corporate Events Coordinator at 315-792-7819. Some arrangements can be made by phone or email, others require an appointment with the Campus and Corporate Event Coordinator. This is the time for a thorough discussion of all specifics and details. We can help you make all the necessary decisions to determine which of the services that we offer would best fit your needs. The office hours are Monday through Friday, 8:30am -5:00pm, closed on some Holidays. After we have finalized all the details of your special event, you will receive a Confirmation Event Sheet to be signed and sent back to us. All cancellations and final changes, including the customer guarantee count and payment, **MUST** take place at least 3 business days prior to your function. Charges will be incurred if you make any cancellations or changes after this time frame. If you do not contact us with a final count within the 3 business days allowed, we will prepare for the estimated number and charge accordingly.



## **Event Confirmation and Guarantees**



A guarantee is required 3 business days before your catered event. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. If your event is cancelled, you are responsible for contacting the Campus and Corporate Events department and canceling the event. You will be liable for 75% of your food bill for any event that is not cancelled within 3 business days, and confirmed in writing by the customer. If the campus is closed due to inclement weather, all catering events will be automatically canceled.



# Planning Your Special Event

## **Payment**

All catered functions must have a secured payment before they occur. Visa, Mastercard, Cash, Check, Purchase Order, or department account number are all valid payment methods. Non-University related groups are required to make a deposit of 75% one week prior with the balance due at the conclusion of the event. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.



## **Delivery Fees**


There is no delivery fee for catering services held within the SUNYIT campus. Deliveries outside the building will be subject to a \$50.00 or 10% delivery fee, whichever is greater, not to exceed \$150.00.



## **Alcohol Policy**

All alcoholic beverages must be served by our personnel, and consumed in designated areas. Proof of age will be required. Sodexo reserves the right to refuse service of alcoholic beverages to any person. All personnel have completed the TIPS Training Program for Service.

## **Alcohol Service/Policy**



A full bar setup (if liquor is planned) at a dinner or reception is \$4.00 per person. All necessary bar items except the alcohol, are provided with this charge, including nonalcoholic beverages, ice mixers, napkins and plastic cups. An additional charge for glasses will apply. We recommend at least one bartender for every 75 -100 guests for beer and wine service. The charge for a bartender is \$20.00 per hour, 3 hour minimum.



# Planning Your Special Event

## **Attendants**

To ensure that your event is a success, catering staff will be provided for all meals during the first two hours of service. If additional time is needed, a fee of \$20.00 per attendant for a 2 hour minimum will be applied. We recommend that you have an attendant for all receptions and breaks for every 75 guests. We can also provide staff for served meals at an additional charge.



## **Catering Equipment**

As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any missing or damaged catering equipment or supplies will be charged to your account, at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.



## **China Charges**

Our catering department provides high-quality plastic products as our standard, unless otherwise requested. We also offer china service for any event at an additional charge.

Full Meal Service and Silverware \$1.35 pp

Coffee or Beverage China Service \$1.10 pp

Full Bar Glass Service \$1.25 pp

Reception China and Silverware \$1.25 pp

All of the above are charged per person.




## **Floral Charges**

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




# Planning Your Special Event

## **Linens and Skirting**



We will provide linens and skirting for food and beverage tables at no charge. If you would like linen to be placed on guests tables for receptions, breaks, meeting tables and boxed lunches there will be a \$2.25 fee for each tablecloth. Other tables may be skirted and covered at \$2.25 per tablecloth and \$3.00 per skirt. The same applies to registration tables, name tag, head tables, and any additional table that will not be directly used for setup. Skirting can be done on any table not exceeding one inch in thickness. We can also provide napkins to meet your color scheme for \$.35 each. Specialty linens are available upon request for an additional charge.

## **Late and Minimum Charges**



A late charge of \$50.00 will be assessed for any event booked with less than 24 hours notice. Any changes made once the event has been confirmed, under 12 hours will be charged \$35.00.

There will be a minimum charge of \$25.00 for beverage orders and \$75.00 for food orders, not including the delivery fees. Arrangements for orders less than the minimum amount can be made if they are picked up during office hours.

## **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 per person.

## **Food Removal Policy**

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



