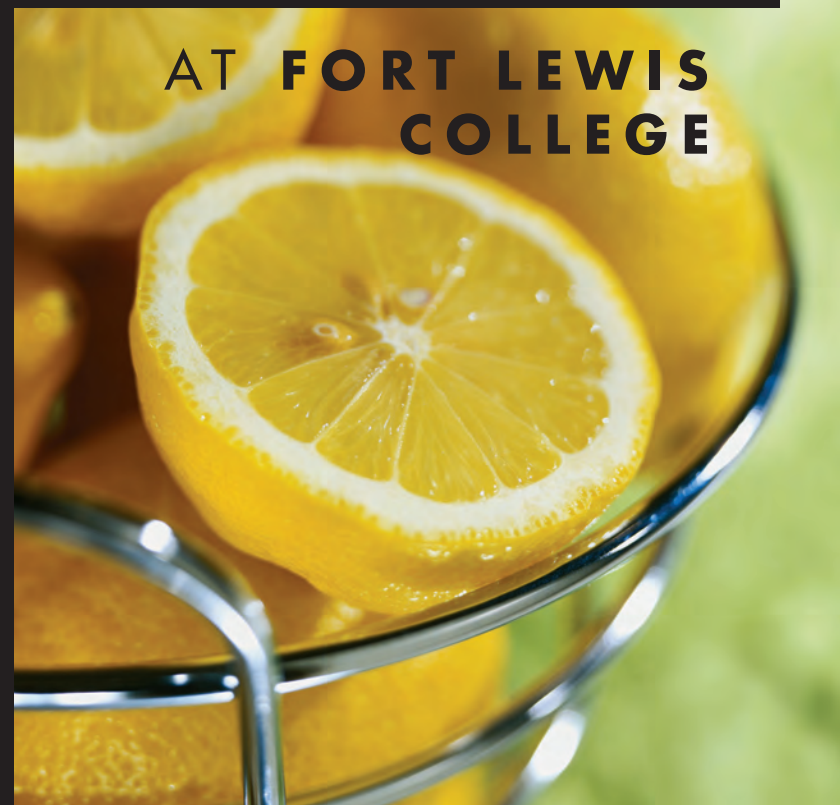




C A T E R I N G



AT FORT LEWIS  
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

Catering by Design are committed to making your event a success. Our team of catering professionals are 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. Our goal is to provide you with the freshest selection 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. Contact us at 970-247-7337, or email us at [catering@fortlewis.edu](mailto:catering@fortlewis.edu) or visit the Fort Lewis College Campus Dining home page.



<http://www.fortlewis.edu/cmsdocs/campusdining/index.asp>





## 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 tea.

#### EARLY RISER

An assorted pastry basket, as well as an assortment of orange, grape and cranberry juices by the bottle.

#### EYE OPENER

An assorted pastry basket, as well as an assortment of orange, grape and cranberry juices by the bottle and an assortment of fresh seasonal sliced fruit.

#### SUNRISE START

An assortment of bagels with accompaniments of fruit yogurt with granola, a assortment of orange, grape, and cranberry juices by the bottle and an assortment of fresh seasonal sliced fruit. \*Add Durango Bagels to your order for an additional \$1.00 per person.

#### HOT BREAKFAST BUFFETS, 20 GUEST MINIMUM

##### HEARTY HOME STYLE BUFFET

A sizzling combination of scrambled eggs, home-fried potatoes, fresh fruit, muffins or biscuits, french toast or pancakes and your choice of ham, bacon, or sausage. Served with regular or decaf coffee, herbal teas, and orange juice.

##### SOUTH OF THE BORDER BUFFET

Southwestern scrambled eggs, home-fried potatoes & onions, sausage, pinto beans, flour tortillas, cheddar cheese, house salsa, and green chili sauce. Served with orange juice, regular & decaf coffee.

Please see your Catering Director about our Famous Cooked to Order Omelet Bar, Pancake Bar, or Coffee Bar.

# 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.

#### ENTRÉES

- Mushroom cheese strata
- Yogurt with granola
- Assorted seasonal sliced fruit
- Scrambled eggs
- Bacon
- Ham steak
- Sausage links or pastries
- French toast
- Crunchy French Toast
- Pancakes
- Home fried potatoes
- Hash browns
- Seasonal whole fruit
- Biscuits with gravy
- English muffin breakfast sandwich with your choice of breakfast meat.

#### BEVERAGES, 16 SERVINGS PER GALLON

- Seattle's Best regular and decaffeinated Coffee
- Durango Coffee
- Hot water for tea (includes decaffeinated)
- Hot chocolate
- Hot Apple Cider

#### BOTTLED BEVERAGES

- Assorted Bottled Juices
- Bottled Water
- Starbucks Frappuccino
- Milk

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

- Assorted bagels with condiments
- Assorted donuts
- Mini croissants
- Assorted mini danish
- Mini sticky rolls
- Assorted scones
- Assorted muffins
- Quickbreads
- Buttermilk biscuits

# B R E A K F A S T



## LUNCH TIME

### EXPRESS LUNCHES: 5 GUEST MINIMUM

Our signature specialty sandwiches can be prepared to suit your event. We package these to go with you. Limited time for a lunch? They can be pre-set along with beverages and dessert to keep your program on time. They include condiments, potato chips, cookies or brownies and a 20 oz bottled beverage or bottled water.

#### ALBUQUERQUE CHICKEN BREAST SANDWICH

Cilantro grilled chicken breast on a multi-grain bun with salsa, olives, lettuce and tomato with side salad of the day.

#### BISTRO GRILL

Grilled herbed chicken breast served hot with melted mozzarella and pesto on focaccia with side salad of the day. \*Hot items are only served in the Union building to preserve quality.

#### VEGETARIAN MEDITERRANEAN PITA

Wheat pita pocket stuffed with carrots, cucumber, olives, tomato and feta, seasoned with herbed mayo with side salad of the day.

#### GRILLED PORTOBELLO ON FOCACCIA

Grilled portobello mushroom sandwich on whole wheat bread with provolone cheese served with side salad.

#### SWEET BEEF

Shaved roast beef with caramelized onions and dijon mayonnaise on a french baguette with side salad of the day.

#### HAM AND CHEDDAR SANDWICH W/HORSERADISH

Shaved ham and cheddar with lettuce, tomato and horseradish sauce on whole wheat bread with side salad of the day.

#### TURKEY CHEDDAR WRAP

Turkey and cheddar with horseradish cream cheese, lettuce and tomato in a flour tortilla with side salad of the day.

#### PICNIC LUNCH

Assorted deli sandwiches on whole wheat bread featuring tuna, roast turkey breast, 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 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 dinner roll, cookies or a brownie, a choice of a 20 oz bottled Soda or water.

#### CHEF SALAD

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

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#### FORT LEWIS COBB SALAD

A bed of mixed greens with grilled chicken, avocado, shrimp, bacon, black olives, tomatoes, artichoke hearts, and gouda cheese served with your choice of dressing.

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#### CAESAR SALAD

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

\* Add grilled balsamic chicken breast

\* Add beef strips

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#### ANTIPASTO SALAD

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

#### ASIAN NOODLE SALAD

Marinated and grilled chicken breast tossed with lettuce, green onions, rice noodles, sliced almonds, and an asian style dressing.

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#### TACO SALAD

A crisp tortilla shell filled with spicy chicken, beef or refried beans. All are topped with shredded lettuce, diced tomatoes, sliced olives, shredded cheddar cheese, guacamole, sour cream and salsa.\* Hot items are served in the Union building to preserve quality.

# LUNCHEON SALADS



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

### SPECIALTY BUFFETS: 20 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.

#### SLICERS DELI BUFFET

Sliced roast beef, ham, turkey, American, swiss and provolone accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, onion, condiments, potato chips, cookies, brownies, lemonade, iced tea or water.

#### OPTIONS

- 20 oz bottled beverages \$1.75 pp
- Premium meats: sliced roast beef, ham, turkey, American, swiss, and provolone \$2.00 pp
- Pasta salad, potato salad, garden salad, caesar salad and tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons \$3.00 pp

#### SALAD BUFFET

Seafood salad, chicken salad, tuna salad, egg salad and tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with a choice of two salad dressings. All accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, and onion, condiments, potato chips, cookies, brownies, and a 20 oz bottled beverage.

#### SOUTHWEST CAESAR BAR

Roasted peppers, corn relish, romaine lettuce, parmesan cheese, tortilla strips, served with chips and salsa, southwest caesar dressing, dessert bars, and a 20 oz bottled beverage.

#### OPTIONS: ADD ANY FOR AN ADDITIONAL

- Add grilled chicken, grilled steak, grilled shrimp or grilled salmon \$3.00 pp

#### ROMA ITALIAN

Mixed green salad with Italian dressing and antipasto. Choice of two: penne, tri-color rotini or rigatoni with marinara sauce. Served with breadsticks, shredded parmesan cheese, cookies and pitchers of lemonade, iced tea and water.

# B U F F E T S



## MOVABLE FEASTS

### MOVABLE FEASTS: (20 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.

#### NEW MEXICAN BUFFET: CHOICE OF 2 ENTREES

Chicken Durango, vegetarian pozole, enchiladas (beef, spinach, or cheese), vegetarian green chili casserole, fiesta salad, spanish rice, refried beans with cheddar, chips and salsa, canella brownies, iced tea and water.

#### TEXAS STYLE BBQ: CHOICE OF 2 ENTREES

Brisket, Beef Ribs, Pulled BBQ pork, BBQ chicken breasts, with BBQ sauce, corn on the cob, baked beans, garden burgers, potato salad, cole slaw, macaroni salad, relish tray with lettuce, tomato, pickles, onions, sliced cheese, condiments, cookies, brownies and lemonade, iced tea, or water.

#### BASIC BBQ

Hamburgers, hot dogs, veggie burgers, choice of potato salad, macaroni salad, or coleslaw. Relish Tray with lettuce, tomato, pickles, and onions, sliced cheese, condiments, potato dips, cookies, brownies, lemonade, iced tea or water.

#### OPTIONS

- 20 oz bottled beverage \$1.75 pp
- Watermelon \$2.00 pp

#### 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 gravy, country stuffing, corn, cranberry sauce, rolls and butter, pumpkin pie. Served with coffee, hot tea or ice tea.

#### FAJITA BAR

Choice of chicken, beef, shrimp or vegetable fajitas warm flour tortillas accompanied with spanish rice and traditional toppings with lemonade or ice tea, and canella brownies.

#### WINGS AND THINGS

Buffalo wings, blue cheese dressing, celery sticks, carrot sticks, Select two: California vegetable pizza, cheese pizza, pepperoni pizza and Caesar salad with iced tea or lemonade.

# C L A S S I C S



## CULINARY CLASSICS

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of salad with dressing, choice of two accompaniments, fresh baked rolls and butter, fresh brewed coffee, decaffeinated coffee, hot tea, iced tea and choice of dessert.

- |         |  |      |  |
|---------|--|------|--|
| BEEF    | <b>FILET MIGNON</b><br>Beef Tenderloin filet   | PORK | <b>SOUTHWESTERN GLAZED PORK LOIN</b><br>Carved and served with a zesty chipotle pepper sauce           |
|         | <b>ROAST TOP ROUND OF BEEF</b><br>Sliced roast top sirloin of beef carved and served with au jus                   |      | <b>PORK TENDERLOIN</b><br>Sliced tenderloins of pork dressed with a savory Dijon sauce                 |
| POULTRY | <b>CHICKEN PICCATA</b><br>Boneless breast of chicken lightly sautéed and served in a light lemon sauce with capers | VEAL | <b>VEAL PICCATA</b><br>A classic! Scaloppini of veal sautéed and flavored with lemons and capers       |
|         | <b>CHICKEN CORDON BLEU</b><br>Boneless breast of chicken rolled with imported ham and swiss cheese                 |      | <b>VEAL OSCAR</b><br>Veal cutlets topped with asparagus, lump crab and drizzled with hollandaise sauce |
|         | <b>ROSEMARY CHICKEN</b><br>Chicken breast with rosemary and garlic   |      |  |

C L A S S I C S



## CULINARY CLASSICS

### LAMB

#### LAMB CHOPS

Broiled lamb chops

#### ROAST LEG OF LAMB

Boneless roast leg of lamb served with lavender, rosemary and garlic

### SEAFOOD

#### CHILEAN SEA BASS WITH SALSA

Tender and sweet sea bass grilled and topped with fresh tomato salsa

#### 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

#### CHEVRE, ORZO AND BASIL STUFFED PORTOBELLO

Portobello mushroom caps stuffed with chevre cheese, tri-colored orzo and fresh basil

#### PORTOBELLO RAVIOLI

Ravioli stuffed with portobello in a light plum tomato sauce

#### VEGETARIAN LASAGNA

Lasagna noodles layered with fresh ricotta, mozzarella, and parmigiana cheese topped with a marinara sauce

#### SPINACH TURNOVER

Spinach, feta, and ricotta blended together and seasoned with black pepper and sea salt. Wrapped in phyllo dough.

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

#### TOSSSED GARDEN SALAD

A fresh mix of lettuce with tomatoes, cucumbers, red onion, croutons and your choice of dressing

#### CAESAR SALAD

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

#### BUFFALO MOZZARELLA

Tomato and fresh basil with garlic vinaigrette

#### SPINACH SALAD WITH WARM BACON DRESSING

#### THAI CUCUMBER 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

- Baked potato
- Garlic whipped potatoes
- Oven roasted herb potatoes
- Rice pilaf
- Basmati rice
- Long grain and wild rice
- Whipped sweet potatoes
- Olive couscous
- Risotto with mushrooms
- Fresh broccoli spears
- Asparagus spears (seasonal)
- Fresh zucchini with garlic and basil
- Green beans with almonds
- Baby carrots
- Baby squash

### CAKES

- Chocolate cake
- Black forest cake
- German chocolate cake
- Angel food cake with seasonal berries
- Carrot cake with cream cheese frosting
- Bread pudding with bourbon sauce

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### SPECIALTY

- Sorbet
- Parfaits
- Tiramisu
- Pumpkin roll
- New York cheesecake

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### DESSERTS

- Dutch apple pie
- Peach cobbler
- Blueberry crisp
- Pumpkin pie

# MENU ACCOMPANIMENTS



## FINISHING TOUCHES

### DESSERT BARS, PER DOZEN

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

- Chocolate brownies
- Coconut lemon almond
- Seven layer bars
- Marshmallow krispies
- Banana foster bars
- Raspberry crumble bars
- Apricot crumble bar
- Turtle brownie bar

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### COOKIES, PER DOZEN

- Chocolate chip
- Oatmeal raisin
- Peanut butter
- White chocolate with macadamia nuts
- Sugar

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### FRESH BAKED CAKES

Cake flavors include: Chocolate, white, yellow, marble, strawberry, lemon, German chocolate, carrot, spice, and lemon poppyseed.

- 9 in. Round (serves 12 ppl)
- 1/2 Single Layer Sheet Cake (serves 25 ppl)
- Single Layer Full Sheet Cake (serves 50 ppl)
- Double Layer Full Sheet Cake (serves 100 ppl)

### ICE CREAM SUNDAE BAR, 25 GUEST MINIMUM

Includes one 3 gallon tub of ice cream with your choice of vanilla, chocolate or strawberry

Select two sauces from the following:

- Chocolate
- Hot fudge
- Butterscotch

Select 3 from the following toppings:

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

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### SNACKS, BY THE POUND (SERVES 10 - 20 ppl)

- Potato chips
- Pretzels
- Mixed nuts
- Granola bars
- Mini candy bars

FINISHING TOUCHES



## GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

### ASSORTED DIPS, BY THE POUND

Served with crackers

- Spinach and artichoke dip (hot or cold)
- Green chili tomato
- Garden vegetable dip
- Ranch dip
- Hummus (original or red pepper)
- Shrimp & crab
- Seven layer dip with tortilla chips
- Roasted garlic and red pepper

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

- Crudités and dip
- Domestic cheese and crackers
- Imported cheese and crackers
- Fresh seasonal fruit and cheese
- Smoked salmon with condiments
- Mini rollers
- Fresh seasonal fruit

### WHOLE BRIE EN CROUTE SERVES (15-20 ppl)

Warm Creamy Brie in Flaky Puff Pastry Filled with your selection of:  
Brandied Apricot, Vanilla Praline, Pesto Medley Raspberry Chipotle, Burgundy Caramelized Onions, Sun Dried Tomatoes, or Roasted Garlic and Shallots

### 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 turkey with giblet gravy
- Mustard and apricot glazed ham
- 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

## PRICED PER DOZEN

The following hors d'oeuvres can be served passed on trays or set up as stationary buffets depending on the style of your event.

### HOT

- Spanakopita
- Honey, buffalo, or BBQ drizzled chicken wings
- Coconut shrimp
- Sausage bites with champagne mustard and white wine
- Eggrolls
- Vegetable spring rolls
- Spinach stuffed mushroom
- Scallops wrapped in bacon
- Potstickers
- Parmesan artichoke hearts
- Chicken quesadilla
- Roasted red pepper quesadillas
- Honey ginger chicken satay
- Maryland crab cakes
- Teriyaki beef skewers

### COLD

- California sushi roll
- Skewered fruit with yogurt dressing
- Tomato, mozzarella and basil crostini
- Tuscan bruschetta

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



## B E V E R A G E S

HOT, SOLD BY THE GALLON:  
16 SERVINGS PER GALLON

- Seattle's Best Coffee
- Durango Coffee
- Hot Lipton tea/Herbal decaf & regular tea (individual bags)
- Hot cider
- Hot cocoa

COLD

- Bottled soda (20 ounce)
- Bottled waters
- Bottled juices
- Milk (pint)
- Starbucks frappucino

PUNCHES

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

## 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**

Please make arrangements with the catering department so that we can get you on our records, even if the date of the event is only tentative. Please include information such as location, number of guests, time of the function, etc. You may contact the catering department at 970-247-7337 or email us at [catering@fortlewis.edu](mailto:catering@fortlewis.edu). You can also view our menu online at [http://www.fortlewis.edu/student\\_life/flc\\_dining/catering.aspx](http://www.fortlewis.edu/student_life/flc_dining/catering.aspx)



## **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 Facilities Scheduling Department at 970-247-7502 for an event taking place on campus.





# Planning Your Special Event


## **Contact the Catering Office**



At least 10 days before the event, contact the catering office at 970-247-7337 or email us at [catering@fortlewis.edu](mailto:catering@fortlewis.edu). You can also view our menu online at [http://www.fortlewis.edu/student\\_life/flc\\_dining/catering.aspx](http://www.fortlewis.edu/student_life/flc_dining/catering.aspx). Some arrangements can be made by phone or email, others require an appointment with the Catering Supervisor. 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 we offer would best fit your needs. The office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m., closed on some Holidays. After we have finalized all the details of your special event, you will receive a Contract 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, and menu choices. If your event is cancelled, you are responsible for contacting the catering department and cancelling the event. You will be liable for 100% of your food bill for any event that is not cancelled within 3 business days, and confirmed in writing by the customer. If Fort Lewis College is closed due to inclement weather, all catering events will be automatically cancelled.



# Planning Your Special Event

## **Payment**

College groups, after receipt of final invoice, should submit the invoice with RFP to the purchasing department with proper signatures. In order to avoid interest charges, all bills must be paid within 30 days.



Visa, MasterCard, and American Express are all valid payment methods. Non-College related groups are required to make a deposit of 75% one week prior with the balance due at the conclusion of the event. Non-College groups are also subject to an 18% gratuity and 10% set up charges. Tax exempt organizations are required to submit a copy of their exemption certificate prior to the event date.

## **Delivery Fees**

There is no delivery fee for catering services held within Union Building. Deliveries outside the building will be subject to a \$20.00 or 10% delivery fee, which ever is greater, not to exceed \$100.00.



## **Alcohol Policy**

All alcoholic beverages must be served by our personnel, and consumed in designated areas. Proof of age will be required. The Facilities Scheduling Department as well as Catering personnel reserve 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 \$1.75 per person for plastic service. All necessary bar items except the alcohol, are provided with this charge, including nonalcoholic beverages, ice mixers, napkins and plastic cups. We recommend at least one bartender for every 75 -100 guests for beer and wine service. The charge for a bartender is \$15.00 per hour, 4 hour minimum.



# Planning Your Special Event

## **Attendants**

To ensure that your event is a success, catering staff will be provided for all served meals and buffets during the first two hours of service. If additional time is needed, a fee of \$20.00 per attendant for a 3 hour minimum will be applied. We recommend that you have an attendant for all receptions and breaks for every 75 guests.



## **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 | \$1.75 pp |
| Coffee or Beverage China Service | \$1.00 pp |
| Full Bar Glass Service           | \$1.00 pp |
| Reception China and Silverware   | \$1.25 pp |

All of the above are charged per person.

All events catered in the Union building receive china at no additional charge.




## **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 \$5.00 fee for each tablecloth. Other tables may be skirted and covered at \$5.00 per tablecloth and \$10.00 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 \$.75 each. Specialty linens are available upon request for an additional charge.

## **Late and Minimum Charges**



A late charge of 15% will be assessed for any event booked with less than 3 days notice. Any changes made once the event has been confirmed, under 3 days will be charged 15%. In addition, if you wish to serve multiple entrees at a banquet there will be an additional charge of \$2.00 per person for 2 entrees.

## **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 fee per person.

## **Food Removal Policy**

Due to health regulations, it is the policy 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.



