



C A T E

R I N G



AT MIDLAND
LUTHERAN
COLLEGE (MLC)



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

Midland Lutheran College is committed to making your event a success. Our team of catering professionals is available to assist you with planning every aspect of your event. Our culinary team has designed a variety of menus to fit a wide range of tastes and budgets, including regional ingredients, 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 402-721-6213, or email us at true@mlc.edu or visit our website: www.mlc.edu.





A GREAT START

SUNRISE BREAKFAST

The menus below are all presented buffet style. However, if a served breakfast is desired, an appropriate menu can be customized to fit your needs. Morning set ups include freshly brewed coffee, afternoon and evening set ups are served with decaf coffee, unless otherwise requested.

Early Riser

Coffee, Ice Water, Ice Tea Beverage Service
1.00 per person (condiments, stirrers, cups, included)

Eye Opener

Beverage service, plus juice add .50/person
Assorted breakfast rolls, add .50/person
Add Fresh fruit salad or pieces, add 1.50/pp

Sunrise Start

Breakfast Buffet 5.25/person
Beverage service with juice, assorted rolls, fruit salad, and egg casserole
Add meat (bacon, sausage, ham) +1.25/person
Add hash browns, or another item +1.00/person

Morning Breaks a La Carte

Large Cinnamon Rolls (dz) 5.75
Bagels with cream cheese (dz) 5.75
Cookies (dz) 4.95
Muffins (large) 4.25/dz (small) 4.00

Please see your Catering Director about our Famous Cooked to Order Omelet Bar or Create a Breakfast Buffet

B R E A K F A S T



A GREAT START

SUNRISE BREAKFAST

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

ENTRÉES

- Mushroom cheese strata
- Ham and potato frittata
- Lo-carb breakfast, assorted cheeses, hard-boiled eggs, and assorted meats platter
- Cereal with milk
- Yogurt with granola
- Assorted seasonal sliced fruit
- Scrambled eggs
- Bacon
- Ham steak
- Sausage links
- Turkey sausage
- Grits
- French toast

- Pancakes
- Home fried potatoes
- Hash browns
- French Waffles

BEVERAGES, 16 SERVINGS PER GALLON

- Bottled iced tea
- Assorted bottled soft drinks (20 oz or can)
- Assorted juice - by the gallon or bottle
- Assorted carafe juice
- Bottled water
- Fresh brewed coffee
- Fresh brewed decaffeinated coffee
- Hot water for tea (Tazo brand available for extra)
- Hot chocolate

BAKERY A LA CARTE, SOLD PER DOZEN

- Assorted bagels with condiments
- Assorted donuts
- Mini croissants
- Mini pastry
- Mini sticky rolls
- Assorted scones
- Cinnamon Rolls
- Tea breads/pound cake
- Biscuit
- Assorted muffins
- Danish

B R E A K F A S T



LUNCH TIME

EXPRESS LUNCHES: 5 GUEST MINIMUM

Our signature specialty items can be prepared to suit your event. We pre-set these on the table. Nicer looking than buffet, faster than a served meal, and cost-effective. They can be pre-set along with beverages and dessert to keep your program on time. With cookies or brownies, tea and water.

Grilled Chicken Breast With Arugula

Caesar-marinated chicken and arugula in a flour tortilla wrap with mayonnaise with a salad choice.

Sweet Beef

Roast beef with caramelized onion and dijon mayonnaise on a french bun served with side salad of the day.

BLT Sandwich W/Pesto Chicken Breast

Crisp bacon, lettuce, tomato and pesto chicken breast on ciabatta with side salad of the day.

Italian Panini

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

Roasted Veggie Club Sandwich

Roasted eggplant, zucchini and red pepper with fresh mozzarella on ciabatta with side salad of the day.

Turkey Cheddar Wrap

Turkey and cheddar with ranch dressing, and grated cheddar cheese on a flour tortilla.

Grilled Portobello Sandwich

Grilled portobello mushroom sandwich with provolone cheese served with side salad.

Grilled Chicken Caesar Salad (small)

4 oz of grilled chicken breast, served on mixed greens with parmesan and caesar dressing.

EXPRESS LUNCHES



LUNCHEON SALADS

LUNCHEON SALADS: 10 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 and butter, cookies or a brownie, and beverage service at the table.

Chef Salad

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

Cobb Salad

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

Caesar Salad (Large)

Fresh cut romaine lettuce with shredded parmesan cheese, croutons and Caesar dressing with 6 oz of grilled chicken breast.
* Add beef strips +1.00 (8.75 for beef only).

Fruit and Cottage Cheese

Assorted fresh seasonal fruit pieces, served with cottage cheese.

Tri-Salad Combo

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

Chicken Fajita Salad

Fresh mixed greens, marinated sliced chicken breast, vegetables, tomatoes, shredded cheddar cheese and fried tri-color tortilla chips served with ranch 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, guacamole, sour cream and salsa.

LUNCHEON SALADS



LUNCHEON SALADS

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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

Lime marinated beef or chicken tossed with noodles, Chinese cabbage, fresh spinach, served over a bed of baby greens and with Oriental dressing

Vegetarian Plate

Carved red ripe tomato stuffed with cheese salad. Olives, crackers, carrots and celery sticks on the side.

Warrior Salad

Crisp mixed greens, sliced marinated beef strips, roasted yellow peppers, red onions, mushrooms, with Ranch or Dorothy Lynch.

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.

Sandwich Buffet 6.95 (5.95 for one meat)

Sliced ham, turkey, American, and swiss american sliced cheeses, accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, onion, condiments, one salad selection, cookies, brownies and containers of lemonade, iced tea or water.

Options:

- 20 oz bottled beverages + 1.25/person
- Healthy Choice® meats sliced roast beef, ham, turkey, American, swiss, and provolone may be added or substituted at market price.
- Pasta salad, potato salad, garden salad, caesar salad and tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons are salad options.

Salad Buffet

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 containers of lemonade, iced tea or water.

Caesar Bar

Romaine lettuce tossed with parmesan cheese, croutons, and caesar dressing served with rolls and butter, dessert bars and a 20 oz bottled beverage.

Options:

- Add grilled chicken, grilled steak, grilled shrimp or grilled salmon at market prices.

Pasta Bar

Mixed green salad with Dorothy Lynch and ranch dressing. Choice of one: penne, bow tie, or fettucine with choice of meat and/or plain marinara and alfredo sauce. Served with breadsticks, grated parmesan cheese, cookies and pitchers of lemonade, iced tea and water.

B U F F E T S



MOVABLE FEASTS

MOVABLE FEASTS: 15 GUEST MINIMUM

The following feasts have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

Basic BBQ

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

Texas Style BBQ

Pulled BBQ pork, BBQ chicken breasts, corn on the cob, old fashioned baked beans, with a choice of two: potato salad, cole slaw, or macaroni salad. Relish tray with lettuce, tomato, pickles, onion, condiments, cookies, brownies and lemonade, iced tea, and water.

Options:

- 20 oz bottled beverage + 1.25
- Watermelon, @ market price

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

Fajita Bar

Choice of chicken, beef, or vegetable fajitas warm flour tortillas accompanied with spanish rice and traditional toppings with lemonade, ice tea, and apple empanadas for dessert. Ole!

Wings and Things

Buffalo wings, blue cheese dressing, celery sticks, carrot sticks, Select two: Ranch chicken pizza, cheese pizza, meat lover's pizza. With Caesar salad as a side salad. Served with lemonade, iced tea, and water.



CULINARY CLASSICS

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

- BEEF**
- Filet Mignon**
Beef Tenderloin filet with your choice of sauce
 - Roast Top Round of Beef**
Sliced roast top sirloin of beef carved and served with au jus
 - Beef Wellington**
Tenderloin of beef wrapped in puff pastry with foie gras and cooked until golden brown
 - Grilled Ribeye Steak**
Delicious beef ribeye steak, grilled to medium doneness.
- PORK**
- Southwestern Glazed Pork Loin**
Carved and served with a zesty apple and pepper sauce
 - Roast Pork in Cream Gravy**
Oven roasted pork with cream gravy and roasted red potatoes.
 - Stuffed Pork Chop**
Center cut pork chop stuffed with Cornbread and apple stuffing
 - Pork Tenderloin**
Sliced tenderloins of pork dressed with a savory Dijon sauce
-
- POULTRY**
- Grilled 6 oz Boneless Breast**
Boneless breast of chicken lightly sauté and served in a light cream sauce.
 - Chicken Cordon Bleu**
Boneless breast of chicken rolled with imported ham and swiss cheese lemon pepper chicken breast
 - Bacon-wrapped turkey filet**
Grilled 6-oz turkey filet, wrapped in bacon and seasoned with lemon pepper.
 - Rosemary Chicken**
Chicken breast with rosemary and garlic
 - Italian Chicken**
Boneless breast of chicken seasoned with Italian marinade and grilled

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 sautéed with fresh herbs and garlic served over basil orzo

Chilean Sea Bass with Salsa

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

Broiled Salmon with Dill Butter market

Salmon fillet broiled to perfection served with dill butter

Ahi Tuna market

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 9.25

Shrimp stir-fried with Asian vegetables, ginger, garlic and green onions in garlic orange sauce

VEGETARIAN

Vegetable Napoleon

Vegan Napoleon with portobello mushroom, eggplant, peppers, zucchini and yellow squash

Eggplant Parmesan

Breaded eggplant, fried golden brown, topped with marinara

Orzo and Basil

Stuffed Portobello

Portobello mushroom caps stuffed with cheese, orzo and fresh basil

Spaghetti Squash

Spaghetti squash with sofrito and vegan pinto beans

Baked Cheese Ravioli

Ravioli stuffed with ricotta, topped with vegetable-tomato sauce and baked golden.

Vegetarian Lasagna

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

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

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

Seasonal Fresh Fruit Salad

Melons, grapes, berries, pineapple and kiwi, in season

Fresh Pasta and Vegetable Salad

Assorted fresh vegetables and fresh basil with garlic vinaigrette.

Spinach Salad with warm Bacon Dressing

Arugula with Roasted Pepper Vinaigrette

Broccoli-Raisin Salad

Orzo

Thai Pasta Salad with Snow Peas

Iceberg Wedge with 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

- Baked potato w/sour cream and butter
- Country mashed potatoes
- Baked sweet potatoes
- Potatoes O'brien
- Oven roasted garlic potatoes
- Rice pilaf
- Wild rice blend
- Stir fried Rice and vegetables
- Whipped sweet potatoes
- Fresh pasta with olive oil
- Basil orzo
- Risotto with mushrooms
- Fresh broccoli spears
- Asparagus spears (seasonal)
- Fresh zucchini with garlic and basil
- Green beans with almonds
- Glazed Carrots
- Baby carrots
- Baby squash

DESSERTS

PIES AND COBBLERS

- Dutch apple pie (any fruit pie can also be cobbler)
- Blueberry crisp
- Peach cobbler
- Boston cream pie
- Pumpkin pie
- Key Lime pie
- Lemon meringue pie

CAKES

- Chocolate cake
- Lemon mist cake
- Black forest cake
- German chocolate cake
- Carmel granny apple
- Full decorated sheet cake 45.00(90-100)
- Half decorated sheet cake 30.00 (40-45)
- Angelfood cake with icing or fruit (in season)
- Assorted Cheesecake (extra)

- Plain Cheesecake with strawberries
- Carrot cake with cream cheese frosting
- Bread pudding

SPECIALTY

- Sorbet
- Parfaits
- Tiramisu
- Chocolate/Strawberry Mousse

MENU ACCOMPANIMENTS



FINISHING TOUCHES

DESSERT BARS,

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
- Chocolate fondue
- Oreo dream bar
- Carrot cake bar
- Turtle brownie bar
- Square petit fours

COOKIES,

- Chocolate chip
- Oatmeal raisin
- Peanut butter drop
- Chocolate chocolate chip
- Snickerdoodles
- Cowboy cookies

ICE CREAM SUNDAE BAR, 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
- Strawberry sauce
- Butterscotch

Select 3 from the following toppings:

- Chopped peanuts
- Sprinkles
- Crushed oreos
- Cherries
- Granola
- Whipped topping
- Fresh fruit (bananas, strawberries, pineapple)
- M & M's

SNACKS,

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

FINISHING TOUCHES



GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

ASSORTED DIPS, Served with crackers

- Spinach and artichoke dip
 - French onion dip
 - Garden vegetable dip
 - Ranch dip
-
- Seven layer dip with tortilla chips

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

- Fresh relish platter and dip
- Cheese and crackers
- Imported/specialty cheeses and gourmet crackers
- Fresh seasonal fruit and cheese
- Smoked salmon with condiments
- Pinwheel wraps
- Tea sandwiches with assorted fillings: (Select 2, 3 types)
tuna salad, egg salad,
chicken salad (bread or salad puff options)
- Fresh seasonal fruit

CARVING STATION,

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 pork loin
- 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

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

- Fried chicken tenders
- Breaded shrimp
- Honey drizzled chicken drumettes
- Mini chicken tacos
- Sausage bites with BBQ Sauce

- Eggrolls
- Vegetable spring rolls
- Stuffed mushroom
- Scallops wrapped in bacon
- Potstickers
- Rumake (bacon-wrapped water chestnut)
- Parmesan artichoke hearts
- Meatballs prepared with BBQ, sweet & sour, gravy
- Chicken & mushroom quesadilla tapas
- Crab rangoon
- Mini quesadillas
- Potato latkes
- Honey ginger chicken satay
- Crab cakes
- Chicken skewers
- Vegetables in phyllo
- Mini quiche

COLD

- Vegetable relish platter w/ranch dressing
- Shrimp cocktail
- Crab claw cocktail
- Crenshaw or cantaloupe wrapped with prosciutto
- Skewered fruit kabobs with yogurt dressing
- Tomato, mozzarella and basil bruschetta
- Salmon pinwheel
- 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, SOLD BY THE GALLON:
16 SERVINGS PER GALLON

- Brewed regular and decaf coffee
- Hot tea
- Herb Tazo - celestial tea
- Hot cocoa (seasonal)

COLD

- Canned soda (12 oz) .75, bottled soda (20 ounce) 1.25
- Bottled waters
- Bottled juices
- Milk (pint)
- Sports drinks
- Bottled teas

PUNCHES, SOLD BY THE PITCHER: 5 SERVINGS PER PITCHER

- Lemonade
- Apple juice
- Iced tea
- Fruit punch
- Orange blossom
- Tangerine punch
- Warrior Sherbet 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

Even if the date of the event is only tentative, please make arrangements with the catering department so that we can at least get you on our records. All other information such as location, number of guests, time of the function, and menu selection, need to be decided at least seven (more for larger groups) business days before the function. You may contact the catering department at 402-721-6213 or contact us on our www.mlc.edu or email us at true@mlc.edu.



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 Special Events at extension 6062. When making the reservation, please include tables and trash cans needed that Special Events will be using. To reserve a room for an event, please contact Theo Bland.





Planning Your Special Event

Contact the Catering Office

At least seven (more for larger groups) days before the event, contact the catering office at 402-721-6213 or email us at true@mlc.edu or contact us through our website at www.mlc.edu or stop by our office located northeast corner of the serving area in the Dining Hall. Some arrangements can be made by phone or email, others require an appointment with the our special events Manager, Shannon Sintek. 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, 9 am to 4 pm, closed on some Holidays. After we have finalized all the details of your special event, you will receive a confirmation e-mail 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 three 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 three business days allowed, we will prepare for the estimated number and charge accordingly.



Event Confirmation and Guarantees

A guarantee is required three 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 catering department and canceling the event. You will be liable for 50% of your food bill for any event that is not cancelled within three business days, and confirmed in writing by the customer. If Midland Lutheran College 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. Departmental Accounts 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 with in Dining Hall. Deliveries outside the building will be subject to a 10% or \$50 delivery fee, which ever is greater, not to exceed \$50.



Alcohol Policy

All alcoholic beverages must be served by our personnel, and consumed in designated areas. Proof of age will be required. Special Events 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 \$2 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 served meals and buffets during the first two hours of service. If additional time is needed, a fee of \$ 20 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.



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	5.00 pp
Coffee or Beverage China Service	1.50 pp
Full Bar Glass Service	Not Available pp
Reception China and Silverware	2.50 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 \$ 2.00 for white and \$8.00 for colored fee for each tablecloth. Other tables may be skirted and covered at \$ 2.00 for white and \$8.00 for colored per tablecloth and no charge if available 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 .50 (color may be more) each. Specialty linens are available upon request for an additional charge.


Late and Minimum Charges



A late charge of \$50 will be assessed for any event booked with less than 72 hours notice. Any changes made once the event has been confirmed, under 72 hours will be charged 100%.

There will be a minimum charge of our price as quoted for beverage orders and our price as quoted 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 Special Events 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.