

Campus Catering



2010/2011

auxiliary **S**ervices

PLANNING INFORMATION

This brochure is a guideline for menus. Customized menus may be arranged with our Catering Office. If you have any questions or comments, please contact us at 312-2992.

Price Guidelines - All prices in this guide are per person unless otherwise noted. Prices are for events served in Hewitt Union; please consult the last page of this guide for a delivery charge if your event is served in another location.

Guaranteed Count - An estimated count must be given at the time the function is booked or no later than seven days before the event. A final guaranteed number is due three working days before the event. **You will be billed for the guaranteed number *or* the actual attendance, if greater than guarantee.**

Surplus Food - Due to health and food safety issues, any leftover food served at events cannot leave with guests.

Room Reservations - Use of our facilities can be arranged through the Catering Office, 312-2992. These include the Forum Gallery Restaurant, Rooms 232/233, Main Level Food Court, and Timepieces. Calling Campus Life at 312-2301 can reserve all other rooms in Hewitt including the Hewitt Union Ballroom. Rooms in Sheldon Hall can also be reserved by calling Campus Life at 312-2301.

Fallbrook Recreation Center - Fallbrook Barn and/or Lodge can be reserved through the Auxiliary Services Office, Room 506 Culkin, 312-2262.

Building Charges - If your event takes place during a time that Hewitt Union is not open, Campus Life will charge a fee to have a Building Manager on duty. This amount will be billed to you by Campus Life.

Invoices - An invoice will be sent to you after the event. Payment is due within 10 days of receiving your bill. All payments are to be made to the Auxiliary Services Office, 506 Culkin Hall. Payments are not accepted in the Catering Office.

Student Faculty Interaction Fund - Program funds are available from Auxiliary Services to help pay for a catered event which encourages interaction between faculty and students. There is no formal application form, just notify the Catering Office at the time of placing your order. Auxiliary Services will pay 50% of the cost of an eligible catered event, up to a maximum amount of \$100.00, and is limited to one event per department per semester.

Tax Exempt Status - Add 8% New York State Sales tax to all prices. If your organization is tax exempt, it is the responsibility of the group's representative to present us with proper certification. Our catering staff will be happy to help if you have any questions.

Cancellations - Should it be necessary to cancel an event, catering requires a minimum of 48 hours notice. If cancellation occurs after that time, the customer will be responsible for all costs incurred up until that time.

Children's Prices - Special child's menus are available upon request.

Off Campus Groups - Off campus groups must first register with the Campus Life Office, 312-2301 for approval to hold your event on campus.

Gratuities - An 18% gratuity is added to food and beverages for non-university based groups.

Audio/Visual Equipment - If your event requires A/V equipment, please contact Campus Life at 312-2301.

Alcohol Permit - If you are having an event outside of Hewitt Union and serving alcohol, you will be charged \$48.00 for an alcohol permit that Catering will obtain from Albany.

Refreshments

Freshly Brewed Coffee	
Regular, Decaf & Assorted Teas	\$1.95
Coffee Only	\$1.50
Starbuck's Coffee	\$2.45
Snapple Assortment	\$2.10
Iced Tea, Lemonade, & Fruit Flavors	
Soda Assortment	\$1.55
Pepsi, Diet Pepsi, Coke, Diet Coke, Mountain Dew & Sierra Mist	
Hot Chocolate	\$1.25
Orange Juice Pints	\$1.95
Bottled Water (16.9 oz.)	\$1.60
Lemonade	\$1.25
Cold Apple Cider (Oct. - Jan.)	\$1.50
Warm Cinnamon Spiced Apple Cider (Oct. - Jan.)	\$1.50
Egg Nog (seasonally)	\$2.50
Fruit Punch	\$1.25
Orange-Pineapple Pina Colada Punch	\$1.50

Continental Breakfast

Basic

Regular Coffee ONLY and Donuts
\$2.60

Express

Donuts, European Danish, Bagels or Muffins
(choose 2)
Coffee, Decaf & Tea
\$3.90

Traditional

Donuts, European Danish, Bagels or Muffins
(choose 2)
Fresh Fruit Platter
Coffee, Decaf & Tea
\$6.75

Healthy Morning

Assorted Yogurts, Low-Fat Muffins & Fresh Fruit Platter
Coffee, Decaf & Tea
\$6.95

Add Bottled Water \$1.60
Add Bottled Orange Juice \$1.95

A la Carte Pastries

Bagels served with butter, assorted cream cheese & preserves \$1.95
Muffins \$1.25
Donuts \$.95
Donut Holes \$.95
Mini Muffins \$.60
Croissants served with butter & preserves \$2.25
Apple & Cinnamon or Strawberry Cream Cheese Mini Pastries \$1.50
European Danish \$1.75

Breakfast Buffet

Up & At'em	\$9.95
Scrambled eggs, french toast with syrup, home fries, fresh fruit, choice of bacon or sausage, and choice of two pastries: bagels, muffins, european danish or donuts	
Morning Glory	\$10.75
Frittatas (mixture of potatoes, fresh vegetables, eggs and seasoning baked until golden brown), pancakes with fruit sauce, yogurt with granola, fresh fruit, muffins and a choice of bacon or sausage	
Brunch	\$14.75
Scrambled eggs, french toast with syrup, bacon, sausage, homefries, fresh fruit salad, honey roasted chicken with lemon & tarragon, penne pasta with roasted vegetables, blueberry bundt cake and apple fritters	

Breakfast

Includes regular and decaf coffee & tea,
orange and cranberry juice

Rise & Shine	\$6.95
Fruit and cream cheese stuffed french toast served with warm syrup and choice of bacon or sausage	
Balanced Beginnings	\$7.50
Scrambled egg beaters served with fresh fruit and low-fat muffins	
The Early Bird	\$8.25
Scrambled eggs, home fries, biscuit with butter and preserves and choice of bacon or sausage	

“Box It To Go”

Freshness Guarantee - your order is prepared right before delivery

“Box It To Go” has free delivery Monday - Friday, 7:00 am - 4:00 pm

Evening Pick up at Campus Center Food Court Monday - Thursday, 4:00 pm - 8:00 pm

Box of Joe (Freshly Brewed Coffee)

Little Joe	96 ounces	9 - 10 oz. cups	\$14.50
Big Joe	160 ounces	16 - 10 oz. cups	\$22.50
Box of Tea (includes tea bags)	160 ounces	16 - 10 oz cups	\$19.00
	96 ounces	9 - 10 oz. cups	\$13.00

* all includes cups, stirrers, sugar, sweetener and cream

Box of Sweets (half dozen or dozen)

Donuts			\$4.00/\$7.50
Bagels with cream cheese			\$8.50/\$14.00
Muffins (dozen only)			\$12.00
Cookies (dozen)			\$6.00
Dessert Bars (brownies, congo bars, rice krispie treats)			\$5.50/\$9.50
	(choose one)		

Box of Pretzels (half dozen or dozen)

Warm soft pretzels with spice mustard \$4.00/\$7.50

Boxed Lunch

Deli Sandwich on a Kaiser Roll	\$8.35
Assorted Wraps	\$10.60
(both include chips, apple, cookie & bottle of water)	

Box of Pizza

Cheese	\$ 9.50
Garlic	\$11.00
Supreme	\$14.50
Each Additional Topping	\$ 1.50

Breakfast Pizza \$14.50

Box of Salad

Garden Salad with House Italian Dressing (serves 10) \$10.00

Box It Party

\$25.80
Includes: One Cheese Pizza, ½ dozen soft pretzels with spicy mustard,
one dozen cookies and six canned sodas (serves 6)

Simple Pleasures

Breakfast

Regular Coffee ONLY and Donuts	\$2.50
Coffee, Decaf Coffee, Tea and Donuts	\$2.90

Lunch

Pizza Party -	\$8.60
Cheese Pizza with choice of two toppings, tossed garden salad with house dressing, assorted cookies and bottled water	
Deli Sandwich Platter -	\$9.85
Assorted deli sandwiches, potato chips, cookie and bottled water	
Wrap Platter	\$8.60
Assorted deli and vegetarian wraps, pasta salad and bottled water	

Dinner (minimum 20 guests)

Baked Ziti -	\$8.60
Served with tossed salad with italian dressing, rolls & butter, cookie & beverage	
- Add meatballs	\$1.95
- Add chicken parmesan	\$5.00
Meatloaf -	\$13.35
Served with mashed potatoes and gravy, tossed salad, chef's vegetable du jour, rolls and butter, brownies and beverage	
Enchilada Casserole -	\$13.35
Served with spanish rice, mexican corn medley, chips and salsa, rice pudding and beverage	
Cantonese Vegetable Stir-Fry	\$11.10
Served with rice, oriental noodles, fruit salad, rice pudding, fortune cookie and beverage	
Add Chicken	\$3.00
Chicken Cacciatore -	\$13.85
Served with penne pasta, tossed salad, garlic bread, chocolate cake & beverage	

Lunch Buffets
 (Served 11 am - 3 pm)
Minimum 20 Guests

Pizza Party	\$8.25
Cheese Pizza (with choice of 2 toppings), tossed garden salad with house dressing and assorted cookies	
Mama Rosa's Italian Feast	\$9.00
Caesar salad, penne pasta, cheese tortellini, marinara, alfredo and meat sauces, garlic bread and cookies	
	Dinner Price \$12.00
Deli Delicious	\$10.50
Kaiser Rolls, assorted cheeses, tuna fish, roast beef, turkey, lettuce, tomato, pickles, mustard and mayonnaise, tossed salad with dressing, garden pasta salad and assorted cookies	
- Add Soup du Jour \$1.50	
Soup and Salad	\$10.70
Soup du jour, assorted salad greens and romaine lettuce with a variety of six vegetables and choice of 3: ham, egg, bacon, beans or cheese, served with italian and ranch dressings, croutons, garden pasta salad, rolls, butter and fudge nut bars	
Fiesta Bar	\$11.75
Soft and hard taco shells, seasoned beef and chicken, refried beans, diced tomatoes, lettuce, onions, black olives, sour cream, salsa, shredded cheese, spanish rice and cookies	
Uptown Deli	\$13.75
Smoked turkey, roasted red peppers, lettuce and tomato with lemon aoli on a ciabatta roll. Smoked ham, bacon, swiss cheese, lettuce, tomato and creole mustard mayonnaise on a kaiser roll. Mesclun mixed greens with tomato, provolone, red onions with boursin herb spread on a baguette. Lentil and summer squash salad and gourmet filled cookies	
All American	\$14.95
Fried Chicken, meatloaf, choice of macaroni & cheese or mashed potatoes and gravy, salad greens with ranch dressing, rolls & butter and brownies	

Too Busy to Break Breaks

Caesar Salad with Roll & Butter	\$7.25
Chicken Caesar Salad with Roll & Butter	\$10.25

Sandwiches

Grilled Chicken Breast	\$8.50
Served on Kaiser Roll topped with lettuce, tomato, mayo or spice ranch spread, served with pasta salad and a pickle	
Grilled Portabella Mushroom	\$9.00
Served on a Kaiser Roll with basil pesto, greens and provolone cheese served with pasta salad and a pickle	
Turkey Croissant Club	\$9.75
Topped with bacon, lettuce, tomato and swiss cheese served with pasta salad and a pickle	

*** Add a cup of soup or tossed salad to your sandwich for additional \$1.50 ***

Entrees

All entrees served with salad and house dressing, dinner roll and butter

Chicken Crepes	\$10.25
A delicately cooked crepe filled with chicken and vegetables in a cream sauce served with rice medley	
Eggplant Parmesan	\$11.25
Eggplant layered with ricotta & mozzarella cheeses topped with marinara sauce and baked served with garlic bread and italian green beans	
London Broil	\$13.95
Cooked to perfection and topped with mushroom sherry sauce served with mashed potatoes and vegetable du jour	

- 7 -

The Simple Snack	\$2.70
Assorted bags of snacks, soda & bottled water	

Hors D'Oeuvres

Pricing is Per Person

Afternoon Delight	\$4.25
Assorted bags of snacks, sodas or bottled water	
Choice of 1 dessert: Rice Krispie Treats, M & M Brownies, Congo Bars, Fudge Nut Bars or Cheesecake Brownie	

Snacks A la Carte

Dessert Bars - Choice of Two	\$1.50
Rice Krispie Treats	
M&M Brownies	
Congo Bars (coconut, chocolate chips & walnuts)	
Fudge Nut Bars	
Cheesecake Brownies	
Mini Cup Cakes (choice of vanilla, chocolate or carrot)	\$1.25
Assorted Baked Cookies	\$1.25
Speciality Cookies (filled)	\$2.00
Assorted Bags of Snacks	\$1.15
Trail Mix, BBQ & Plain Potato Chips, Pretzels & Granola Bars	
Whole Fresh Fruit	\$1.25

- 8 -

Vegetable crudites with creamy ranch dip	\$2.75
Assorted cheese and crackers served with pepperoni and mustard	\$3.00
Fresh Fruit Platter	\$3.00

Meatballs - Sweet n' Sour, Swedish or Marinara	\$1.85
Mini Reubens served in a phyllo shell	\$3.00
Mini Muffeletta Sandwiches Sliced ham, salami, pepperoni & provolone topped with olive and italian herb relish	\$3.25
Stuffed Mushrooms : Vegetable or Cajun - \$2.65 Crab - \$3.15	
Brie stuffed phyllo cup topped with jam and toasted nuts	\$3.00
Chicken tenders served with honey mustard sauce	\$4.25
Hot spinach and artichoke dip with tortilla chips	\$2.25
Roasted red pepper hummus served with tortilla chips	\$1.50
Tortilla chips with salsa and cheese sauce	\$2.25
Broccoli and cheddar tempura	\$2.25
Vegetable Cornucopia	\$4.25
Breaded portabella mushrooms with balsamic aioli	\$2.65
Dill cheese puffs	\$3.25
Potato and cheese munchers	\$2.25
Cheese garlic bread	\$2.25
Penne Alfresco penne pasta tossed with olive oil, herbs, fresh tomatoes and parmesan cheese	\$2.50
Spanakopita	\$2.50
Chicken Wings (Per Dozen)	\$5.95

- 9 -

Laker Package Choose two (2) items from column I and one (1) item from column II	\$6.75
Laker Plus Package Laker Package and your choice of lemonade <i>or</i> fruit punch	\$7.50
Ontario Package	\$10.25

Dinner Buffets

**Includes served tossed garden salad with house dressing, roll & butter,
chef's vegetable du jour, and regular & decaf coffee and tea**

Choose three (3) items from column I and two (2) items from column II

Ontario Plus Package

\$11.00

Ontario Package and your choice of lemonade *or* fruit punch

COLUMN I

Roasted red pepper hummus w/tortilla chips
Tortilla chips with salsa & cheese
Choice of Meatballs
Spinach and artichoke dip w/tortilla chips
Vegetable crudites with dip
Broccoli and cheddar tempura
Potato and cheese munchers
Penne Alfresco
Cheese garlic bread
Spanakopita

COLUMN II

Mini mufuletta sandwiches
Cheese, pepperoni, crackers & mustard
Fresh Fruit Platter
Mini Reubens
Choice of stuffed mushrooms
Brie stuffed phyllo cups with jam & toasted nuts
Breaded portabella mushrooms w/balsamic aioli
Dill cheese puffs

- 10 -

Principle Dishes

\$18.95	\$20.95	\$22.95
Choice of One	Choice of Two	Choice of Three

Served Dinner

All dinners served with tossed garden salad, chef's vegetable du jour, rolls & butter, dessert, and regular & decaf coffee and tea

- ~ Italian Baked Chicken
- ~ Artichoke & Mushroom Braised Chicken
- ~ Beef Stroganoff
- ~ London Broil with Mushroom Sherry Sauce
- ~ Pork Loin with Pan Gravy
- ~ Herb Roasted Turkey Breast with Pan Gravy
- ~ Baked Haddock with Herb Stuffing and White Wine Sauce
- ~ Portabella Stuffed Ravioli

Side Dishes

(Choice of Two)

- Garlic Mashed Potatoes ~ Rice Pilaf ~ Oven Roasted Potatoes
- Pasta Salad ~ Three Cheese Baked Ziti ~ Apple Sage Stuffing
- Marinated Vegetable Salad (cucumber, tomatoes, onions in Italian marinade)
- Buttered Noodles ~ Fresh Fruit Salad

Desserts

(Choose One)

- Cheesecake ~ Carrot Cake ~ Pecan Pie
- Raspberry Filled Layer Cake ~ Lemon Layer Cake ~ White Layer Cake
- Chocolate Layer Cake

Specialty Desserts

Add \$4.25

- Chocolate Raspberry Bash ~ Snickers Blitz ~ Caramel Granny Apple Smith
- Reese's Chocolate Peanut Butter Pie ~ Irish Cream Bash ~ Tiramisu Torte

-11-

Chicken Farci	\$19.50
Baked chicken breast with a vegetable stuffing topped with a tarragon sauce	
Artichoke, Mushroom and Pepper Chicken	\$18.50
Sauteed chicken breast served with artichoke, mushrooms, and peppers in a white wine sauce served with a side of rice pilaf	

Chicken Evita	\$19.50
Baked Chicken breast stuffed with a mixture of feta cheese, pine nuts, and sun-dried tomatoes served with a side of rice pilaf	
Filet Mignon	- market price -
Grilled to perfection and served with baked potato, butter and sour cream	
Prime Rib	\$25.50
Tender cut of Prime Rib served with au jus and a horseradish cream sauce, baked potato with butter and sour cream	
Harvest Pork Loin	\$19.75
Pan seared Harvest Pork Loin topped with a spiced applesauce served with a roasted winter vegetable blend	
Salmon	\$22.00
Grilled Salmon filet accompanied by a freshly made pesto cream sauce and served with a side of wild rice	
Haddock	\$20.75
Filled with an herb bread stuffing, baked and topped with a white wine sauce	
Ravioli de Portabella	\$17.50
Ravioli stuffed with Portabella mushrooms tossed in a garlic wine sauce and topped with fresh diced tomatoes and scallions	
Vegetable Stir Fry (vegan)	\$15.00
A colorful blend of fresh vegetables and stir fry sauces sauteed just right and served over rice	

- 12 -

Desserts
Choice of One

Cheesecake

Carrot Cake

Pecan Pie

Bar Service

Raspberry Filled Layer Cake

Lemon Layer Cake

Chocolate Mousse

Chocolate Layer Cake

White Layer Cake

Specialty Desserts

Add \$4.25

Chocolate Raspberry Bash

Snickers Blitz

Caramel Granny Apple Pie

Reese's Chocolate Peanut Butter Pie

Irish Cream Bash

Tiramisu Torte

- 13 -

Open Bar

Price is Per Person

Includes premium liquors, house wine, domestic bottled beer, and mixers

One Hour

\$14.55

Four Hours

\$25.55

Beer, Wine & Soda Bar

Price is Per Person

Includes domestic beer, house wine, and soda

One Hour	\$13.30
Four Hours	\$20.55

Cash Bar

Guests purchase their own drinks

If sales do not reach a minimum of \$50.00, the host will be billed for the difference for Full Bars

Host Bar

Applies to a Beer, Wine & Soda Bar or Full Bar
(billed upon consumption)

The Host of the event will be charged for drinks at our cash bar prices

Drink Prices

House Wine	\$5.00
Domestic Beer	\$4.00
Import/Micro Brew	\$5.00
One Shot Drinks	\$5.50
Two Shot Drinks	\$6.50
Soda	\$1.55
Corkage Fee (per bottle)	\$4.00

- 14 -

Picnics

Minimum 20 Guests

Includes assorted soda and bottled water

Traditional BBQ	\$10.60
Hamburgers, hotdogs, veggie burgers & rolls, lettuce, tomato, onion, pickle, condiments, choice of two salads, and assorted cookies	
Chicken Grill	\$11.85
Marinated boneless chicken breast, kaiser rolls, lettuce, tomato, pickle, condiments, choice of two salads and assorted cookies	

Down Home Cookin'

\$13.65

Sausage with peppers & onions, BBQ chicken, salt potatoes, baked beans
choice of two salads, rolls and brownies

Salad Choices

Macaroni

Potato

Tossed greens with house dressing

Cucumber & Tomato

Garden Pasta (meatless available)

Fresh Fruit

Coleslaw

- 15 -

Campus Delivery Fees

Fees for Breakfast, Lunch, Dinner and Receptions

Number of Guests	1 to 25	25 - 50	51-100	101 & over
Standard	\$50.00	\$75.00	\$100.00	\$125.00

Casual	\$35.00	\$50.00	\$75.00	\$100.00
Drop Off	\$20.00	\$30.00	\$40.00	\$50.00

* **Standard Service** - Full table settings with china and full service wait staff

* **Casual Service** - China and rolled silverware, no table settings, limited wait staff

* **Drop Off** - disposable service ware and no wait staff

* **Picnics** - \$125.00

Prices are available upon request for picnics that require table and chair set up

* **Weddings** - \$500.00

Number of Guests	1 to 25	25 - 50	51-100	101 & over
Beverage Breaks & Continental Breakfasts	\$20.00	\$30.00	\$40.00	\$50.00