

Campus Catering



2009/2010

auxiliary **S**ervices



The Auxiliary Services Catering Staff's goal is to provide delicious food and excellent customer service for every event. This guide is just that, a guide. Custom menus are available as well; just ask the staff to create something extra special for you.

In order to achieve this goal, we will listen attentively to be sure we understand exactly what you would like. We will also plan ahead with regard to food purchasing, preparation, and room set up to make sure all details are exact. We will schedule sufficient staff to assure your event occurs on time and moves along at an appropriate pace. Finally, we will ask you if we met your expectations when we send out a Comment Card at the conclusion of the event.

We also need your help. Please review the Planning Information on the next page of this guide. If there are details that we can assist with, please let us know as early as possible. An estimated count is critical to our planning phase. We schedule staff, order food and supplies with that information. The guaranteed count is required three (3) working days prior to the event. That is the number we will prepare, set, and plan to serve. Thank you in advance for this cooperation.

Please let us know if you have any special dietary requests or other details with which we can assist. The Catering Office's phone number is 312-2992.

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 and Campus Center; 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, and Timepieces. Calling Campus Life at 312-2301 can reserve all other rooms on Campus.

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.

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 children'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.

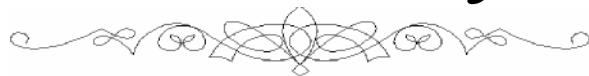
Alcohol Permit - If you are having an event outside of Hewitt Union and serving alcohol, you will be charged a non-refundable \$48.00 for an alcohol permit that Catering will obtain from Albany. A three week lead time is required to obtain an alcohol permit from Albany.

Refreshments



Freshly Brewed Coffee	
Regular, Decaf, & Assorted Teas	\$1.95
Coffee Only	\$1.50
Starbuck's Coffee	\$2.45
Snapple Assortment	
Iced Tea, Lemonade, & Fruit Flavors	\$2.00
Soda Assortment	
Pepsi, Diet Pepsi, Coke, Diet Coke, Mountain Dew & Sierra Mist	\$1.50
Hot Chocolate	\$1.25
Orange Juice Pints	\$1.85
Bottled Water (16.9 oz.)	\$1.50
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
Strawberry-Kiwi Punch	\$1.50

Continental Breakfasts



Basic

Regular Coffee ONLY and Donuts

\$2.60

Express

Donuts, Danish, Bagels, or Muffins
(choose 2)

Coffee, Decaf & Tea

\$3.90

Traditional

Donuts, 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 Orange Juice

\$1.85

Add Bottled Water

\$1.50

A la Carte Pastries



Bagels served with butter, assorted cream cheese, & preserves

\$1.95

Muffins

\$1.25

Donuts

\$.95

Donut Holes

\$.95

Croissants served with butter & preserves

\$2.25

Danishes (Cherry, Cheese, Blueberry)

\$1.75

Apple & Cinnamon or Strawberry Cream Cheese Mini Pastries

\$1.50

Breakfast Buffets

Minimum 20 Guests

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



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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Up & At'em | \$9.95 |
| Scrambled eggs, french toast, home fries, fresh fruit, choice of bacon or sausage, and choice of two pastries: bagels, muffins, danishes, or donuts | |
| Morning Glory | \$10.75 |
| Frittatas (mixture of potatoes, fresh vegetables, eggs, and seasoning baked to a golden brown), pancakes with fruit sauce, yogurt with granola, fresh fruit, muffins, and 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**



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| 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 muffin | |
| 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 guaranteed – 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 pm – 8 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

* 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
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Cookies (dozen)	\$6.00
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Dessert Bars (brownies, congo bars, rice krispie treats) (choose one)	\$5.50/\$9.50
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Box of Pretzels (half dozen or dozen)

\$4.00/\$7.50

Warm soft pretzels with spicy mustard

Boxed Lunch

\$8.25

Deli sandwich on a kaiser roll w/chips, apple, cookie, & bottled water

Box of Pizza

Cheese	\$ 9.50
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Garlic	\$11.00
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Supreme	\$14.50
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Additional Toppings	\$ 1.50 ea
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Box of Salad

\$10.00

Garden salad with house Italian dressing (serves 10)

Box it Party

\$25.50

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 -	\$8.50
Cheese pizza with choice of two toppings, tossed garden salad with house dressing, assorted cookies, and bottled water	

Deli Sandwich Platter –	\$9.75
Assorted deli sandwiches, potato chips, cookie & bottled water	

Wrap Platter -	\$8.50
Assorted deli and vegetarian wraps, pasta salad, and bottled water	

Dinner (minimum 20 guests)

Baked Ziti -	\$8.50
Served with tossed salad with Italian dressing, rolls & butter, cookie and beverage	

- Add meatballs	\$1.95
- Add chicken parmesan	\$5.00

Meatloaf -	\$13.25
Served with mashed potatoes and gravy, tossed salad, chef's vegetable du jour, rolls & butter, brownies, and beverage	

Enchilada Casserole -	\$13.25
Served with spanish rice, mexican corn medley, chips & salsa, rice pudding and beverage	

Cantonese Vegetable Stir-Fry	\$11.00
Served with rice, oriental noodles, fruit salad, rice pudding, fortune cookie and beverage	

- Add chicken	\$3.00
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Chicken Cacciatore -	\$13.75
Served with penne pasta, tossed salad, garlic bread, chocolate cake and 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	
Deli Delicious	\$10.50
Kaiser rolls, assorted cheeses, tuna fish, roast beef, turkey, lettuce, tomato, pickles, mustard and mayo, 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 w/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 & 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 a boursin herb spread on a baguette. Lentil and summer squash salad. 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	

Lunch

(Served 11 am 3 pm)

Includes regular and decaf coffee & tea, or soda



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

Sandwiches

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

Entrees

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

Chicken Crepes	\$10.25
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Add a cup of soup or tossed salad to your sandwich for \$1.50

A delicately cooked crepe filled with chicken and vegetables in a cream sauce served with rice medley

Eggplant Parmesan Eggplant layered with ricotta & mozzarella cheeses topped with marinara sauce and baked, served with garlic bread & Italian green beans	\$11.25
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London Broil Cooked to perfection and topped with a mushroom sherry sauce served with garlic mashed potatoes and vegetable du jour	\$13.95
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Too Busy to Break Breaks



The Simple Snack

Assorted bags of snacks, soda & bottled water \$2.60

Afternoon Delight

\$4.15

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 Brownies

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

Freshly Baked Cookies

\$1.25

Assorted Bags of Snacks

\$1.15

Trail Mix, BBQ & Plain Potato Chips, Granola Bars & Pretzels

Whole Fresh Fruit

\$1.25

Hors D' Oeuvres

Pricing is Per Person



Canapé shells with assorted fillings	\$2.75
Vegetable crudités with creamy ranch dip	\$2.75
Assorted cheese and crackers served with pepperoni and mustard	\$3.00
Fresh fruit platter	\$3.00
Meatballs	\$1.85
Sweet n' Sour, Swedish, or Marinara	
Mini reubens served in a phyllo shell	\$3.00
Mini Muffeletta Sandwiches	\$3.25
Sliced ham, salami, pepperoni & provolone topped with an olive and italian herb relish	
Stuffed mushrooms	
Vegetable	\$2.65
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 al fresco	
Penne pasta tossed w/olive oil, herbs, fresh tomatoes & parmesan cheese	\$2.50
Spanakopita	\$2.50

Hors D' Oeuvre Packages

Pricing is Per Person



Laker Package	\$6.75
Choose two (2) items from column I and one (1) item from column II	
Laker Plus Package	
Laker Package and your choice of lemonade <i>or</i> fruit punch	\$7.50
Ontario Package	\$10.25
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 <i>or</i> 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 crudités with dip
Broccoli and cheddar tempura
Potato and cheese munchers
Penne al fresco
Cheese garlic bread
Spanakopita

COLUMN II

Mini mufuletta sandwiches
Canapé shells
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

Dinner Buffets

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



Principle Dishes

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

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 (cucumbers, tomatoes, onions in Italian marinade)
Buttered Noodles . Fresh Fruit Salad

Desserts

Choose One

Marble Cheesecake . Cheesecake . Carrot Cake . Pecan Pie
Raspberry Filled Layer Cake . Lemon Layer Cake . White Layer Cake
Chocolate Layer Cake . Chocolate Mousse

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

Dinner

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



Chicken Farci	\$19.50
Baked chicken breast with a vegetable stuffing topped with a tarragon sauce	
Artichoke, Mushroom and Pepper Chicken	\$18.50
Sautéed chicken breast served with artichokes, 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	
London Broil	\$17.50
Thinly sliced London Broil topped with a mushroom sherry sauce and served with a side of garlic mashed potatoes	
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 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 sautéed just right and served over rice	



Desserts

Choice of One

Marble Cheesecake

Cheesecake

Carrot Cake

Pecan Pie

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

Bar Service



Open Bar

Price is per person

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

One Hour	\$14.50
Four Hours	\$25.50

Beer, Wine, & Soda Bar

Price is per person

Includes domestic beer, house wine, and soda

One Hour	\$13.25
Four Hours	\$20.50

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 prices.

Drink Prices

House Wine	\$5.00
Domestic Beer	\$4.00
Import / Micro Brews	\$5.00
One Shot Drinks	\$5.50
Two Shot Drinks	\$6.50
Soda	\$1.50

Picnics

Minimum 20 Guests
Includes assorted soda and bottled water



Traditional BBQ	\$10.50
Hamburgers, hotdogs, veggie burgers & rolls, lettuce, tomato, onion, pickle, condiments, choice of two salads, and assorted cookies	
Chicken Grill	\$11.75
Marinated boneless chicken breast, Kaiser rolls, lettuce, tomato, pickle, condiments, choice of two salads, and assorted cookies	
Down Home Cookin'	\$13.55
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

Cole Slaw

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

All 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