

Campus Catering



2014/2015

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 Rooms 232/233. To reserve other rooms on campus go to Campus Life's website and complete the event form they provide..

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.

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 with a minimum of a three week notice.

Refreshments



Freshly Brewed Coffee

Regular, Decaf, & Assorted Teas	\$2.10
Coffee Only	\$1.65
Starbuck's Coffee	\$2.65

Soda Assortment (7.5 oz cans)

Pepsi, Diet Pepsi, Gingerale	
Mountain Dew & Sierra Mist	\$1.55

Hot Chocolate	\$1.25
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Tropicana Orange Juice (10 oz)	\$1.75
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Bottled Water (16.9 oz)	\$1.60
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Bottled Water (8 oz)	\$1.00
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Lemonade	\$1.25
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Cold Apple Cider (Oct. – Jan.)	\$1.95
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Warm Cinnamon Spiced Apple Cider (Oct. – Jan.)	\$1.95
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available
seasonally

Fruit Punch	\$1.25
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Orange-Pineapple Pina Colada Punch	\$2.25
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Continental Breakfasts



Basic

Regular Coffee ONLY and Donuts

\$2.60

Express

Donuts, European Pastries , Bagels, Muffins

(choose 2)

Coffee, Decaf & Tea

\$4.00

Traditional

Donuts, European Pastries, Bagels, Muffins

(choose 2)

Fresh Fruit Platter

Coffee, Decaf & Tea

\$7.00

Healthy Morning

Yogurt Parfait, Muffins & Fresh Fruit Platter

Coffee, Decaf & Tea

\$7.95

Add Bottled Tropicana Orange Juice	\$1.75
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Add Bottled Water (16.9 oz)	\$1.60
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Assorted Chobani Greek Yogurt	\$2.00
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Yogurt Parfaits

Vanilla yogurt, berries and granola	\$1.75
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Breakfast Buffets

Minimum 20 Guests

Includes regular and decaf coffee, tea & orange juice

**Served Breakfast by Request Only*



Up & At'em

Scrambled eggs, french toast with syrup, home fries, apple wood bacon
Choice of one pastry (bagels with cream cheese and butter, donuts,
muffins or european pastries)

\$7.95

Morning Glory

Frittatas (mixture of potatoes, fresh vegetables, eggs and seasoning
baked to a golden brown), pancakes with syrup , yogurt parfait, muffins
and apple wood bacon

\$8.75

Add fruit salad garnished with fresh seasonal berries

\$2.25

A la Carte Pastries



Bagels served with butter & assorted cream cheese	\$2.15
Muffins	\$1.35
Doughnuts	\$.95
Assorted European Danishes	\$1.75
Petite Filled Croissants (almond, chocolate and apricot)	\$2.25
Nutri-Grain Bars	\$1.25

“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	\$15.25
Big Joe	160 ounces	16 – 10 oz. cups	\$23.50
includes cups, stirrers, sugar, sweetener and cream			

Box of Sweets (half dozen or dozen)

Donuts	\$4.50/\$8.25
Bagels with cream cheese	\$8.50/\$14.00
Cookies (dozen only)	\$6.25
Cupcakes	\$6.75/\$13.50
Muffins	\$5.75/\$11.25

Box of Pretzels (half dozen or dozen)

Warm soft pretzels with spicy mustard	\$4.00/\$7.50
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Boxed Lunch

Deli sandwich on a kaiser roll w/chips, cookie & bottled water (8oz)	\$8.25
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Box of Pizza (8 or 12 cut)

Cheese	\$9.75
Pepperoni	\$11.50
Veggie	\$14.50
Buffalo chicken	\$14.50

Additional Toppings	\$1.95 each
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Topping Choices: pepperoni, sausage, ham, popcorn chicken, green pepper, onion, mushrooms, tomatoes

Box of Salad

Garden salad with house Italian dressing (serves 10)	\$15.00
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Box it Party \$25.95

Includes: One Cheese Pizza, ½ doz. soft pretzels with spicy mustard,
one dozen cookies and 1 ½ liter of soda (serves 6)

Additional liters of soda (mt. dew, pepsi, diet pepsi, pepsi max) \$2.00

Jug of Juice

Gallon jugs of fruit punch, sweet tea, orange drink or lemon drink \$6.00

Apple Cider

Gallon jugs of fresh pressed apple cider (seasonal only) \$11.50

Dessert Bars – ½ sheet

Brownies, congo, rice krispie or fruity pebbles \$15.00

Sheet Cakes

Half sheet cakes – your choice of chocolate, vanilla or marble cake with chocolate or
vanilla frosting

Half sheet cake (40 guests) \$31.50

Deluxe half layer sheet cake - (60 guests) \$63.00

- Carrot cake with cream cheese frosting
- Chocolate cherry truffle – chocolate cake with cherry filling topped with chocolate frosting
- Strawberry filled vanilla cake topped with vanilla frosting and decorated with fresh strawberries

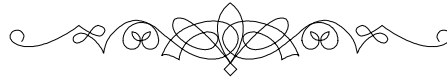
- We will decorate your cake for your special event
- All cakes are delivered on snap tight plastic tray with dome lids
- Napkins, forks and paper plates are included

Lunch Buffets

(Served 11 am – 3 pm)

Served lunch by request only

Minimum 20 guests



Mama Rosa's Italian Feast	\$9.95
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Caesar salad, penne pasta, cheese tortellini, marinara, alfredo
and meat sauces, bread sticks with assorted cookies

Fiesta Bar	\$11.75
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Soft and hard taco shells, seasoned beef and chicken, refried beans,
diced tomatoes, lettuce, onion, black olives, sour cream, salsa,
shredded cheese with assorted cookies

Deli Delicious	\$11.50
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Kaiser rolls, assorted cheeses, tuna fish, roast beef, turkey, lettuce,
tomato, pickles, mustard and mayonnaise, tossed salad with dressing,
garden pasta salad with assorted cookies

- Add soup du jour	\$1.75
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Salad Bar	\$10.75
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Assorted salad greens and romaine lettuce with a variety of
six vegetables, grilled chicken, beans, shredded cheese
and diced hard cooked eggs, italian and ranch dressing,
croutons, rolls & butter with assorted cookies

-Add soup du jour	\$1.75
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Too Busy to Break Breaks



The Simple Snack

Assorted bags of snacks, soda & bottled water \$2.95

Add "Peeled Fruit" snacks \$4.95

Afternoon Delight

\$4.50

Assorted bags of snacks, sodas & bottled water

Choice of 1 dessert: Rice Krispie Treats, M & M Brownies

Congo Bars, Fudge Nut Bar, or Cheesecake Brownies

Snacks A la Carte



Dessert Bars (choice of two)

\$1.65

Rice Krispie Treats

M&M Brownies

Congo Bars (coconut, chocolate chips & walnuts)

Fudge Nut Bars

Frosted Brownies

Lemon Bars

Freshly Baked Cookies

\$1.35

Mini Cupcakes (vanilla, chocolate or carrot)

\$1.35

Assorted Bags of Snacks

\$1.25

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

Whole Fresh Fruit

\$1.25

Apples, Oranges and Bananas

Simple Pleasures



Lite Fare

Pizza Party (minimum 8 guests)

One Cheese Pizza, One Cheese Pizza with choice of one topping,
tossed garden salad with house dressing, cookies,
and bottled water (8oz)

\$9.00

Each additional topping:

\$1.95

Deli Sandwich Platter

Assorted deli and vegetarian sandwiches, potato chips, cookies,
and bottled water (8oz)

\$9.95

Wrap Platter

Assorted deli and vegetarian wraps, pasta salad,
and bottled water (8oz)

\$8.95

A Bit More (minimum 20 guests)

Baked Ziti

\$8.50

Served with tossed salad and italian dressing, rolls & butter
and assorted cookies

- Add meatballs

\$1.95

- Add chicken parmesan

\$5.00

Buffalo Pasta Bake

\$11.50

Penne pasta and broccoli tossed in alfredo sauce topped
with buffalo popcorn chicken. This is served with tossed salad and
ranch dressing, rolls & butter and assorted cookies

Tortellini Meatball Bake

\$12.95

Cheese tortellini and italian meatballs tossed in a vodka cream
sauce. This is served with tossed salad and italian dressing, rolls &
butter and assorted cookies

Picnics

Minimum 20 Guests

2 hours



Traditional BBQ

Hamburgers, hotdogs, veggie burgers & rolls, lettuce, tomato, onion, pickle, condiments, choice of two salads, and assorted cookies \$11.25

Chicken Grill

Marinated boneless chicken breast, kaiser rolls, lettuce, tomato, pickle, condiments, choice of two salads, and assorted cookies \$12.25

Down Home Cookin'

Smoked pulled pork butt with variety of sauces, BBQ chicken, salt potatoes, baked beans, choice of two salads, rolls and assorted cookies \$17.95

Salad Choices

Macaroni

Potato

Tossed Greens with House Dressing

Cucumber & Tomato

Garden Pasta (meatless available)

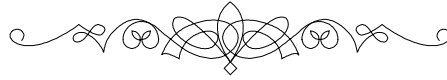
Fruit Salad

Cole Slaw

Hors D'Oeuvres

Pricing is Per Person

Hors D'Oeuvre Parties are Limited to 2 Hours



Vegetable crudité's with creamy ranch dip	\$2.95
Assorted cheese and crackers	\$3.00
Fresh fruit platter	\$3.50
Meatballs	\$1.95
Sweet n' Sour, Swedish, or Marinara	
Mini Muffuletta Sandwiches	\$3.25
Sliced ham, salami, pepperoni & provolone topped with an olive and italian herb relish	
Stuffed mushrooms	
Vegetable	\$2.75
Cajun - sausage	\$2.95
Brie stuffed phyllo cup topped with jam and toasted nuts	\$3.00
Hot spinach and artichoke dip with tortilla chips	\$2.75
Roasted red pepper hummus served with tortilla chips	\$1.75
Penne alfredo	
Penne pasta tossed w/olive oil, herbs, fresh tomatoes & parmesan cheese	\$2.75
Spanakopita	\$2.50
Deep fried cheese ravioli with marinara dipping sauce	\$2.75
Bean and cheese empanadas served with salsa	\$1.75
Vegetable egg rolls with a sesame Asian dipping sauce	\$2.75
Deep fried cheese cake bites	
NY style cheese cake pieces coated in graham crackers, deep fried and served with chocolate dipping sauce	\$3.95
Banana foster cheese cake bites – NY cheesecake, caramel and bananas coated in graham crackers and deep fried	\$3.95

Hors D'Oeuvre Packages

Pricing is Per Person

Hors D'Oeuvre Parties are Limited to 2 Hours



Laker Package	\$7.95
Choose two (2) items from column I and one (1) item from column II	
Laker Plus Package	\$8.95
Laker Package and your choice of lemonade <i>or</i> fruit punch	
Ontario Package	\$12.95
Choose three (3) items from column I and two (2) items from column II	
Ontario Plus Package	\$13.95
Ontario package and your choice of lemonade <i>or</i> fruit punch	

COLUMN I

Roasted red pepper hummus w/tortilla chips
Choice of meatballs
Spinach and artichoke dip w/tortilla chips
Vegetable crudité's with dip
Bean & cheese empanadas
Penne al fresco
Ravioli

COLUMN II

Mini mufuletta sandwiches
Cheese & Crackers
Fresh fruit platter
Vegetable egg rolls
Choice of stuffed mushroom
Spanikopita

Dinner

All dinners served with tossed garden salad, chef's vegetable du jour, rolls & butter, dessert and water service



Chicken Farci

Baked chicken breast with a cream spinach stuffing topped with a white wine basil sauce \$19.50

Chicken Scallopini

Sautéed chicken medallions with artichokes, mushrooms and capers in a lemon butter sauce served on a bed of farfalle \$18.50

Artichoke, Mushroom and Pepper Chicken

Sautéed chicken breast served with artichokes, mushroom, and peppers in a white wine sauce served with a side of rice pilaf \$19.50

Salmon

Grilled salmon filet accompanied by a freshly made pesto cream sauce and served with a side of wild rice \$22.00

London Broil

Thinly sliced london broil topped with a mushroom sherry sauce and served with a side of garlic mashed potatoes \$22.50

Haddock

Filled with an herb bread stuffing, baked and topped with a white wine sauce \$20.75

Grilled Vegetable Ravioli

Garden vegetable ravioli topped with a fresh vegetable and herb ragout \$17.50

Ravioli de Portabella

Ravioli stuffed with portabella mushrooms tossed in a garlic wine sauce and topped with fresh diced tomatoes and scallions \$17.50

Epplant Rollettes

Sliced eggplant filled with seasoned ricotta cheese and rolled then baked with marinara and mozzarella cheese \$17.50

Dinner Buffets

Includes tossed garden salad with Italian and ranch dressings, roll & butter,
chef's vegetable du jour, and water service



Principle Dishes

\$18.95

\$20.95

\$22.95

Choice of One Choice of Two Choice of Three

Italian Baked Chicken

Artichoke & Mushroom Braised Chicken

Chicken Picatta

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

Side Dishes

Choice of Two

(All side dishes are vegetarian)

Garlic Mashed Potatoes * Orzo Toscano * Oven Roasted Potatoes
Garden Pasta Salad * Three Cheese Baked Ziti * Smoked Gouda Macaroni & Cheese
Steamed White Rice * Apple Sage Stuffing
Marinated Vegetable Salad * Fruit Salad * Apple Waldorf Quinoa Salad

Desserts

Choose One

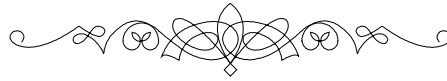
Cakes: Carrot with cream cheese frosting
Red Velvet with cream cheese frosting
Raspberry Filled Layered – vanilla cake with raspberry filling and vanilla frosting
Lemon Layer
Chocolate Layer with chocolate frosting
NY Cheesecake – add fruit topping or sauces (chocolate or caramel) \$1.25 additional
Chocolate Mousse
Flan
Crème Brulee

Beverage Service



Coffee Service – regular and decaf coffee, assorted teas	\$2.10
Fruit Punch or Lemonade	\$2.50
Soda Service – diet pepsi, pepsi, sierra mist and mountain dew	\$3.95
Pina Colada Punch	\$6.75

Bar Service



Cash Bar

(guests purchase their own drinks)

Full Bar - if sales do not reach a minimum of \$200.00, the host will be billed for the difference

Beer, Wine and Soda Bar - if sales do not reach a minimum of \$75.00, the host will be billed for the difference

Host Bar

(host of the event will be charged for drinks at our cash prices)

If sales do not reach a minimum of \$75.00, the host will be billed for the difference

Wine List

*All Wines are from the New York Finger Lakes Region

White Wine

Swedish Hill Blue Water Riesling	\$20.00
Goose Watch Pino Grigio	\$25.00
Fox Run Chardonnay	\$20.00

Blush Wine

Fox Run Ruby Vixen	\$20.00
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Red Wine

Knapp Pasta Red Reserve	\$20.00
Fox Run Cabernet Franc	\$25.00

Sparkling

Swedish Hill Blanc de Blanc	\$25.00
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Beer List

Labatt Blue and Blue Light, Saranac Pale Ale or Bud light

Campus Delivery Fees



Number of Guests	1 to 25	26 to 50	51 to 100	101 & over
Standard	\$50	\$85	\$115	\$140
Casual	\$40	\$55	\$80	\$110
Drop Off	\$25	\$35	\$45	\$60

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

***Casual Service** – no table settings, limited wait staff

***Drop Off** – disposable service, no wait staff

Picnics

BBQ On Site - \$150.00

Drop Off - \$75.00

Weddings - \$500