

# Catering Guide

New York Chiropractic College

Sodexo Campus Services

315-568-3029

(Modified 3-22-2007)

## Catering Services

We are delighted to have this opportunity to serve you. The following guidelines have been prepared to assist you in planning your event. If you have a specific budget for an event, we will be happy to work with you to meet your needs and finances.

### Advance Notice: Booking Your Event

Considerable planning, purchasing and organizing are required to prepare an event that meets our high standards of excellence.

To insure the success of your event, all details (especially the menus) must be agreed at least two weeks in advance. A special event of more than 100 people requires 45 days notice. We may be able to accommodate you on a shorter notice, but with limited menu selection and subject to a late booking charge.

Coffee breaks, setups and small receptions may be planned up to three days before the event.

An estimated number of guests are required three days in advance of the event. Dining Services will be prepared for an increase in number of 5%. You will be billed for the minimum guarantee or the number of guests in actual attendance, which ever is greater.

## Cancellation Policy

Functions cancelled more than three business days before the scheduled date are subject to a charge for special expenses incurred for the event (Floral centerpieces, linen, rentals, ECT).

Events cancelled less than 72 hours beforehand are subject to a 50% charge.

## Alcoholic Beverages

New York Chiropractic College Dining Services holds a liquor license for all campus events to serve beer, wine, champagne and liquor. For off-campus events, we must obtain a special liquor permit from the State of New York. To file for an off-site permit, we require 30 days notice and a \$50.00 permit fee.

## Delivery Fees

The minimum charge for all on-campus events in the locations other than the main administrative building is \$50.00.

All off-campus events are subject to a \$20.00 delivery fee and an 18% service charge. An 8% sales tax will be added where applicable.

## Service and Presentation

All service, unless otherwise requested will be paper. Premium weight plasticware or china may be arranged for an additional charge.

### **Drop-off**

- \* Buffet style
- \* All necessary equipment
- \* Plastic, linen for buffet

### **Buffet, Formal Service**

- \* Catering Staff for personalized service
- \* Possible additional charge for linen, china, black plastic, and labor

## Pricing

To enable us to determine the cost for an event, please provide the following information: Number of guests, type of service, length of service, location of the event, menu selection and any other additional needs.

- Add sales tax where applicable
- 18% service charge for all formal buffet service or sit-down meals

## Facility Capacity

	<u>Buffet</u>	<u>Full Service</u>
North Dining Room	130	150
East Dining Room	50	70
South Dining Room	130	150
Gymnasium	700	800

All events on-campus, are subject to a facility rental charge based on length of service.

## Extras

Tablecloths Banquet	\$ 5.00 per cloth
Tablecloth Overlay	\$ 3.00 per cloth
Linen Napkin	\$ .75 per napkin
Skirting	\$ 5.00 per table
China	\$ 2.00 per person
Black Plastic Service	\$ 1.00 per person
Additional Waitstaff	\$15.00 per hour
Bartender	\$20.00 per hour
Carver	\$20.00 per hour

### Other:

Flowers or Table Centerpieces  
Rentals: Tents, Tables, Chairs,

Based on Arrangements  
and Quotes available

## Early Mornings

To start your meeting or lecture, select any one of our refreshments breaks. Choices include food preparation, accompaniments (cream, sugar, etc....), buffet table linen, paper service, event setup and pickup.

### **Complete Coffee and Tea Service**

Freshly Brewed Coffee, both regular and decaffeinated, hot water with assorted teas, lemon and condiments  
\$ 1.75 per person

#### **Eye Opener I**

Coffee, Decaf, Hot Water  
Fruit Juices  
Assorted Muffins  
& Danish  
\$ 3.95 per person

#### **Eye Opener II**

Coffee, Decaf and Hot Water  
Fruit Juices  
Assorted Breads and Bagels  
Sliced Seasonal Fruit Platter  
\$ 5.25 per person

### **Breakfast Buffet**

Complete coffee setup with chilled fruit juices  
Choice of two: ham, sausage or bacon  
Sliced Fresh Fruit  
Scrambled Eggs  
Waffles or Pancakes  
Home fried Potatoes  
Bagels, Muffins or Danish  
\$ 8.50

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Add hot chocolate with whipped crème	\$ 1.00 per person
Add bagels with cream cheese and butter	\$ 1.00 per person
Add muffins or Danish	\$ 1.00 per person
Add sliced seasonal fruit tray	\$ 1.50 per person
Add whole fresh fruit	\$ .50 per person
Add yogurt	\$ 1.25 per person
Add bottled water or juice	\$ 1.25 per person
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Add black plastic	\$ 1.00 per person
Add china service	\$ 2.00 per person

## Lunchtime Favorites

### Build Your Own Sandwich Buffet

Assorted Deli Trays of Sliced Meats, Cheeses, Breads and Rolls  
Hummus and Cucumbers available upon request  
Lettuce, Tomato, Onion, Pickles, Chips, and Condiments  
Pasta Salad or Tossed Salad  
Cookies or Frosted Brownies  
Soup du Jour  
Assorted Canned Soda and Ice Water  
\$ 7.95 per person

### Sizzling Salad Buffet

Tossed Romaine Lettuce with Caesar and Light Italian Dressings  
Tomatoes, Gourmet Croutons, Black Olives, Parmesan and Feta Cheese  
Julienne Grilled Boneless Breast of Chicken  
Sliced Italian Bread with Butter  
Marinated Vegetables or Pasta Salad  
Cookies or Frosted Brownies  
Soup du Jour  
Assorted Canned Soda and Ice Water  
\$ 8.50 per person

### Basic Buffet

Tossed Salad w/ Dressings  
Baked Ziti with cheese  
Meatballs & Marinara Sauce  
Cookies or Brownies  
Assorted Beverages  
\$ 6.50 per person

Six Foot Sub  
Pasta or tossed Salad  
Chips & Condiments  
Cookies or Brownies  
Assorted Beverages  
\$ 5.95 per person

Assorted Pizzas  
Tossed Salad w/ Dressings  
Garlic Bread  
Cookies or Brownies  
Assorted Beverages  
\$ 5.95 per person

### **Box Lunches**

1. Basic Sandwich, Whole Fruit, Chips, Cookies, Soda or Bottled Water \$ 6.00
2. Grilled Chicken Sandwich, Pasta Salad, Whole Fruit, Cookies,  
Soda or Bottled Water \$ 6.95
3. Gourmet: Smoked Turkey, Sliced Flank Steak, Sherry Marinated  
Grilled Chicken Breast on either a French Baguette, Croissant or Crusty  
Roll, Marinated Vegetables, Fruit Salad, Cookies, and Bottled Water or  
Soda \$ 8.95

### **Salads**

Choose a Salad: Antipasto, Chef, Caesar, or Oriental.

Salads are preset on each table with a Fresh fruit garnish and choose of dressing.  
(Includes Bread with Butter, Cookies or Frosted Brownies, and Assorted Beverages)

\$ 8.95 per person

### **Taco or Baked Potato Buffet**

To build a perfect Taco Bar, choose from the following ingredients:

Diced Tomato	Salsa	Sour Cream	Black Olive
Hard Tacos	Refried Beans	Shredded Lettuce	Scallions
Soft Tacos	Shredded Cheese	Nacho Chips	Guacamole
Ground Beef	Diced Onion	Mexican Rice	Diced Fajita Chicken

To complete the Super Baked Potato Bar, choose from the following ingredients:

Nacho Cheese Sauce	Broccoli	Bacon Bits
Butter	Sour Cream	Mushrooms
Salsa	Peppers & Onions	Black Olives
	Julienne of Chicken	

(Includes cookies or frosted brownies and beverages)

\$ 8.50 per person

### **Italian Pasta Bar**

A Hearty Italian Meal that fits any occasion...

Tossed Garden Salad	Garlic Bread	Meatballs
Linguini or Ziti	Spaghetti or Rotini	Roasted Vegetables
Marinara Sauce	Alfred Sauce	

(Includes cookies or frosted brownies with beverages)

\$ 7.50 per person

## **Hot Buffet Luncheons**

Our Hot buffet lunches are designed to be a perfect break from a hectic schedule.

Choose from our delicious buffet selections.

All entrees include tossed salad, starch, fresh roasted vegetables, rolls, beverages and dessert.

### **Poultry**

Choice of Chicken: Cordon Blue, Picata, Marsala, Parmesan, Dijon, Florentine, Veronique, Broccoli & Cheddar, Spicy Buffalo, Grilled or ½ Rotisserie Chicken

\$ 8.50 per person

### **Beef**

Sirloin tips in either a Stroganoff or Burgundy Sauce \$ 8.50 per person

French Dip, Beef Kabobs, or Sliced Roast beef in Brown Gravy \$ 8.50 per person

### **Theme**

Italian: Lasagna both Vegetarian & Meat \$ 8.50 per person

Oriental: Stir Fry, Fried Rice, Egg Rolls \$ 8.50 per person

Greek: Gyros with all the accompaniments \$ 8.50 per person

Bayou: Jambalaya, Vegan Seitan Chili \$ 8.50 per person

## **BBQ's and Picnics**

All BBQ's include food preparation, buffet table linen, paper service, event setup and pickup. Service personnel, china and linen are available at additional cost.

Each BBQ include choice of two salads, rolls & butter, appropriate condiments, choice of one starch, choice of one vegetable, dessert and one beverage.

Hot Dogs	\$ 5.95 per person
Hamburger	\$ 5.95 per person
Garden Burgers	\$ 6.95 per person
Italian Sausage with Peppers & Onions	\$ 7.50 per person
BBQ, Fried, or Rotisserie Chicken ¼'s	\$ 8.50 per person
Boneless Breast of Chicken	\$ 9.95 per person
New York Strip Steak	\$19.95 per person
New England Seafood Bake	at Market Price

Multiple selections are available upon request.

### **Sides**

Macaroni Salad	Potato Chips	Pasta Salad
Watermelon	Fruit Salad	Potato Salad
Caesar Salad	Marinated Vegetables	Fruit Gelatin
Cold Slaw	Tossed Salad	

### **Vegetable**

(Any Style: Roasted, Steamed, or Julienne)

### **Starch**

Salt Potatoes	Roasted Potatoes	Baked Beans
Brown Rice	Rice Pilaf	Wild Rice

### **Dessert**

Cookies	Brownies	Apple Pie
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### **Beverages**

Ice Tea	Lemonade	Fruit Punch
Coffee	Bottled Water	Soda

## Afternoon Breaks:

Cookies or Brownies (2)	\$ 1.00 per person
Rice Krispie Treats	\$ 1.00 per person
Ice Cream Social	\$ 2.95 per person
Chips and Dip	\$ 1.00 per person
Nachos and Salsa	\$ 1.00 per person
Candy Bars	\$ .75 per person
Nachos all the way!	\$ 2.95 per person
Lemonade or Hawaiian Punch	\$ 7.50 per gallon
Fruit Juice Punch	\$ 10.00 per gallon

## Receptions

A reception can add that special touch to your catered affair or it can be a special event.

When planning that event, we recommend the following:

Reception preceding a Dinner	6-8	pieces per person
Reception	12-14	pieces per person

### **Cold Hors D'oeuvres**

Gourmet Cheese & Cracker Tray	\$ 1.75 per person
Crudite and Dip	\$ 1.50 per person
Seasonal Sliced Fruit Tray	\$ 1.50 per person
Pepperoni Dip with Bread Cubes	\$ 1.00 per person
Brushetta with Toasted Bread Rounds	\$ 1.00per person
Stuffed Cherry Tomatoes	\$ 6.95 per dozen
Tamari Chicken Pinwheels	\$ 8.95 per dozen
Finger Sandwiches	\$ 8.95 per dozen

### **Hot Hors D'oeuvres**

Meatballs: Sweet & Sour, Swedish or Italian	\$ 5.95 per dozen
Cocktail Franks in Puff Pastry	\$ 5.95 per dozen
Empanadas	\$ 11.95 per dozen
Mini Quiche	\$ 11.95 per dozen
Hot Crab Dip with Bread Rounds	\$ 1.00 per person
Artichoke Dip with Bread Rounds	\$ 1.00 per person
Chicken wings with dip & celery	\$ 6.95 per #
Spring Rolls with Dipping Sauces	\$ 11.95 per dozen
Mini Chicken Cordon Blue Bites	\$ 10.95 per dozen
Stuffed Mushroom Caps	\$ 9.95 per dozen
Fried Ravioli with Marinara	\$ 8.95 per dozen
Chicken Satay	\$ 12.00 per dozen
Shrimp Toast	\$ 9.95 per dozen
Bacon Wrapped Scallops	\$ 12.95 per dozen

Side of Smoked Salmon with Accoutrements	\$ 150.00
Sliced Tenderloin of Beef with Accoutrements	\$ 200.00
Sliced Smoked Turkey with Accoutrements	\$ 150.00
(Each serves 25 people)	

Carved Top round of Beef	75 servings	\$ 200.00
Carved Smoked Pit Ham	50 servings	\$ 150.00
Carved Breast of Turkey	50 servings	\$ 150.00

(All Carved Meats served with rolls and appropriate condiments)

## Dinner Selections

Entertain your guests with an attractively displayed buffet or an elegantly served dinner. All dinners include a salad, entrée, starch, vegetable, rolls & butter, coffee, tea and dessert.

### Chicken

Cordon Blue, Picata, Marsala, Parmesan, Dijon, Florentine, Verinque, Broccoli & Cheddar, Stuffed, Dubonique (Tomato, Artichoke, Olives) or Grilled  
\$ 15.95

### Beef:

Prime Rib	\$ 18.95 per person
Strip Steak	\$ 19.95 per person
Filet Mignon	\$ 22.95 per person
Marinated Flank Steak with a Mushroom Sherry Sauce	\$ 18.95 per person
Roast Top round of Beef	\$ 13.95 per person

### Seafood

(Due to the nature of seafood, prices are guidelines that are subject to change)

All seafood selections are per person.

Salmon	\$ 18.95	Sole	\$ 16.95
Tuna	\$ 19.95	Haddock	\$ 16.95
Shrimp	\$ 19.95	Cod	\$ 15.95
Scallops	\$ 19.95	Swordfish	\$ 18.95

Blackened:	Seared with Cajun seasonings
Herb Encrusted:	Coated with a mixture of herbs and seasonings
Poached:	Simmered and topped with lemon butter
Grilled:	Marinated, cooked over charcoal
Scampi:	Sautéed in garlic butter & white wine
Lemon Pepper:	Just as it sounds
Newburg	A creamy seafood sauce
Florentine:	Stuffed with spinach & mushrooms

### Vegetarian

(All selections are \$ 14.95 per person)

White Lasagna	Spanikopita
Baked Manicotti	Vegetable Kabobs
Tortellini Primavera	Stir Fry

### Pork

Roast Pork Loin with Pineapple or Raisin Sauce	\$ 16.95
Baked Virginia Ham	\$ 16.95

## Bar Services

### Open Bar

Premium: Assortment of Call and Bar Brands with Beer, Wine and Soda	\$ 7.50 1st hour \$ 6.00 2 <sup>nd</sup> hour \$ 4.50 each additional hour
Beer, Wine and Soda	\$ 5.00 1 <sup>st</sup> Hour \$ 3.50 each additional hour
Soda: Unlimited	\$ 1.00 per hour, \$.75 each additional

### Cash Bar

Guests purchase their own drinks.  
A setup fee of \$ 60.00 will be charged unless sales exceed \$ 300.00.

### Beer

½ Keg of Beer	\$ 195.00	Labatt's, Budweiser, Coors Light
¼ Keg of Beer	\$ 145.00	Labatt's, Budweiser, Coors Light

### Champagne and Wine

Swedish Hill in Red, White and Blush  
\$ 15.00 per bottle  
Other varieties of bottled wine available upon request

### House Wine by the Carafe

White Zinfandel, White and Red  
\$ 10.00 per Liter

Above items are subject to an 18% service charge and any applicable Sales Tax. If tax exempt, a copy of certificate must be presented at the time of billing.

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