

Lone Star College Catering Guide 2010-2011

LSC-CyFair and LSC-Tomball



Welcome

Welcome to the Lone Star College Food Services Catering Guide for Cy Fair and Tomball campuses. We are full service, self operated department.

**Winners of the 2010 NACUFS
Loyal E. Horton Dining Award for Catering Menus.**

Our teams will be glad to help you design the right menu for your special event within your budget. Please come by and see us, and we will be happy to work with you to make your event special and successful. We aim to provide you with individualized attention, and will make it our mission to ensure a pleasant experience for you and your guests. We ask that you please take a moment to review the guidelines at the end of this guide, as they will assist you in placing your order and help us provide you with stellar service.

Please submit all orders on the Catering Request Form available on the G:Drive or on the LSC Websites and Intranet.

For, LSC-CyFair call Jay Warren, Catering Supervisor @ 290-5253, Kim Zandwyk, Food Service Manager @ 290-5941 or the Kitchen Office @ 290-5254.

For, LSC-Tomball call Gilda Foster, Food Service Manager @ 357-3601 or the Kitchen Office @ 351-3396.

Lone Star College Food Services reserves the first right of refusal for all food and beverages served at LSC-CyFair and LSC-Tomball. Outside food and beverages are not allowed due to Harris County Health Department regulations and liability. If we are unable to provide your requested menu, we may grant you permission to use an insured caterer from our approved caterer list.



Breakfasts

Minimum 12 guests for all buffets.
Prices are per person.
Includes set-up, clean-up and standard
disposables

Continental **4.79**

Choose two Breakfast Pastries :
mini muffins, bagels or Danish served with cream cheese, butter & jams
Sliced Fruit, Chilled Orange Juice and Fresh Brewed Coffee

Tejas **6.59**

Build your own breakfast tacos:
Scrambled Eggs, Flour Tortillas with Bacon or Sausage
Skillet Potatoes, Cheddar Cheese & Salsa
Fruit Salad, Chilled Orange Juice and Fresh Brewed Coffee

Prairie **7.69**

Scrambled Eggs, Skillet Potatoes or Grits
Choose Bacon or Sausage, Choose Biscuits or Texas Toast
Fresh Brewed Coffee & Chilled Juice
Add pepper gravy for .29¢ per person

Jazz **7.79**

Quiche: Lorraine, Vegetable or Florentine
Croissants with butter & jams, Sliced Fruit
Fresh Brewed Coffee & Chilled Juice

Cali **7.79**

Breakfast Strata
with toasted ciabatta, roasted veggies and cheese
Sliced Fruit, Fresh Brewed Coffee & Chilled Juice

Box **5.49**

Choice of Sausage Kolache or Breakfast Taco
Muffin, Fruit Cup & Chilled Juice Bottle

Enhance your buffet with any of the ala carte items
on the next page.



Ala-Carte

Create your own breakfast or
add items to your breakfast buffet

Cinnamon Rolls	1.19 ea./12.99 dz.
Mini Muffins /Mini Danish	6.69 dz.
Donuts	12.69 dz.
Donut Holes	1.79 dz.
Biscuits Plain	1.19 ea./12.99 dz.
Kolaches: Mini-Sausage	1.19 ea./ 12.99 dz.
Breakfast Tacos with salsa	1.69 ea./18.49 dz.
Scones or Large Danish	1.79 ea.19.49 dz.
Breakfast Sandwich: Egg, Ham & Cheese	2.09 ea.
Croissant Sandwich: Egg, Ham & Cheese	3.49 ea.
Biscuit Sandwich: Egg, Sausage & Cheese	2.79 ea.
Croissants	1.39 ea.
Bagels & Cream Cheese	1.39 ea.
Breakfast Breads: Banana, cranberry or morning glory	9.89 per loaf serves 16-24
Pancakes or Waffles	2.39 per person
Whole Coffee Cake	21.00 per cake serves 16-24
Cut Fruit	1.69 per person
Yogurt Parfait	3.19 each



Beverages

Include standard ware cups.
Basic condiments include sugar,
sweet & low and powdered creamer.

Coffee Service—Regular or Decaf

Pump- serves 12-14

3 gallon container – serves up to 30-60

5 gallon container – serves up to 80-100

7.89 with condiments

19.99 with condiments

39.59 with condiments

Starbucks Coffee Service

Flavors: House blend, Light note & Verona

Pump- serves 12-14

3 gallon container – serves up to 30-60

5 gallon container – serves up to 80-100

10.39 with condiments

25.99 with condiments

51.99 with condiments

Punch, Lemonade, OJ or Iced Tea

Pitcher- serves 6-10

3 gallon container – serves up to 30-60

5 gallon container – serves up to 80-100

8.09 with condiments

20.09 with condiments

39.99 with condiments

Hot Chai Tea or Cider

Pump- serves 12-14

3 gallon container – serves up to 30-60

5 gallon container – serves up to 80-100

15.39 with condiments

48.99 with condiments

73.69 with condiments

Hot Chocolate

Pump- serves 12-14

3 gallon container – serves up to 30-60

5 gallon container – serves up to 80-100

9.59 with condiments

24.99 with condiments

46.99 with condiments

Sparkling Fruit Punch Or Lemonade

3 gallon container – serves up to 30-60

5 gallon container – serves up to 80-100

48.99 with condiments

95.29 with condiments

Water Service (without food purchase)

Pitcher- serves 6-10

3 gallon container – serves up to 30-60

5 gallon container – serves up to 80-100

2.00

3.00

5.00

10 oz. Juice bottles & Milk Pints

1.49 each

Canned Soda & Bottled Water

1.19 each

Mini Soda Cans & Mini Water

69 ¢ each

Tazo Hot Tea Bags

1.59 each



Box Lunches & Salads

Sandwiches: Includes plastic cutlery, condiment packages & napkins.

Regular

6.49

Deli Sandwich on Bread or Sub-Bun

Chicken Salad, Tuna, Ham, Turkey or Roast Beef

Chip Bag, Cookie or Brownie, Fruit, Potato or Pasta Cup

Special

7.59

1/2 Wrap Sandwich: SW Chicken, Caesar, Club or Veggie
Chip Bag, Cookie or Brownie, Fruit, Potato or Pasta Cup

Sack Lunch

3.99

1/2 Deli Sandwich on Bread or Bun

Chicken Salad, Tuna, Ham, Turkey or Roast Beef

Chip Bag, Apple, Orange or Banana

Café Salads

5.99

Includes basket of assorted crackers, dressing packages, plastic cutlery & napkins

- Trio Salad - mixed Greens, chicken salad, tuna salad & fruit salad
- Chicken Cafe Salad— mixed greens, grilled chicken, tomato, carrots & cucumber
- Fruit Plate— sliced fresh fruit, strawberries & grapes
- Sesame Chicken— mixed greens, grilled chicken, oranges, almonds & noodles

- Chicken Caesar Salad—grilled chicken, Romaine lettuce, Parmesan & croutons
- Chef Salad Or Italian Chef—mixed greens, ham & turkey, tomato, eggs, cheeses
- Shrimp Cobb— mixed greens, shrimp, celery, tomato, egg & bleu cheese
- Greek— mixed greens, chopped Tomato, cucumber, peppers, olives
- Cypress Field— mixed greens, blue cheese, pecans, dried cranberries & oranges
- Reatta - mixed greens, grilled chicken, corn, black beans, tomato
- Italian Chef - mixed greens, ham & Genoa salami, eggs, & Italian cheeses
- Vegetarian Trio Salad - mixed Greens, potato salad, Pasta salad & fruit salad

Add drinks to your order from the beverage list on page 4.



Sandwich & Salad Buffets

Super Sandwich 6.59

Assorted Deli Sandwiches with Bags of chips & Cookies or Brownie
Choose two: Pasta, Green, Potato or Fruit Salad

Delicious Deli 7.59

Build your own sandwiches with meat & cheese tray, assorted
breads & relish tray with Fruit Salad & Bag of Chips
Choose one: Pasta Salad, Green Salad, Potato Salad, or Cole Slaw

Deli Quattro Salad 8.49

Green Salad with Dressing with assorted breads & rolls
Choose one: Chicken or Tuna Salad
Choose two: Pasta Salad, Potato Salad or Fruit Salad.

Hot & Cold 9.99

Soup of the day with Sandwiches & Salad:
Deli Sandwiches on Bread or Sub-Bun
Chicken Salad, Tuna, Ham, Turkey or Roast Beef
Choose one: Pasta Salad, Green Salad, Potato Salad, Cole Slaw or
Fruit Salad

Salad & Quiche 8.99

Quiche or Frittata: Lorraine, Vegetable or Florentine
with Green Salad, Fresh Fruit Platter, Breads & Rolls

Wrap it Up! 8.99

Assorted wrap sandwiches, fruit tray, tortilla with salsa,
cookies or brownies

Buffets include set-up & clean-up, standard disposable ware,
condiments & Iced Tea or Lemonade.
Minimum 12 guests for all buffets, please. Prices are per person.



Star Buffets

Prairie BBQ **8.59**

Choose one: Brisket or Chicken with Smoked Sausage
Potato Salad, Cole Slaw & Baked Beans with Texas Toast

Comfort Cozy **7.99**

Choose one Casserole: Chicken Pot Pie, Vermont Chicken Pie, King Ranch or
Shepherd's Pie with Green Salad & Yeast Rolls

Baked Potato Bar **7.09**

Choose two: BBQ Beef or Chicken, Chili or Broccoli & Cheese
Served with butter, sour cream, cheese & bacon
Green Salad with Yeast Rolls

Fajita Frenzy **8.99**

Chicken, Veggie & Beef Fajitas, Warm Tortillas
Beans & Fiesta Rice , Tortilla Chips & Salsa
Pico de gallo, Guacamole, Shredded Cheese & Sour Cream

Burger Bar **8.99**

Gourmet Burgers or Honey Grilled Chicken
with Relish Tray and Assorted sliced cheeses
Baked Potato Salad & Baked Beans

Taco Bar **5.99**

Crispy Taco Shells or Flour Tortillas with Ground Beef
Shredded Lettuce, Diced Tomatoes, Shredded Cheese
Guacamole, Sour Cream, Sliced Jalapenos & Salsa
Add Beef or Chicken Fajita for \$1.99 per person

Nacho Bar **5.09**

Tortilla Chips, Nacho Cheese, Ground Beef, Refried Beans
Guacamole, Sour Cream, Sliced Jalapenos & Salsa
Add Beef or Chicken Fajita for \$1.99 per person

Buffets include set-up & clean-up, standard disposable ware,
condiments & Iced Tea or Lemonade
Minimum 12 guests for all buffets, please. Prices are per person.



Lunch or Dinner

Create your own buffet
Prices are per person.

All entrees include your choice of two sides, salad and bread choice.

<u>Chicken</u>		<u>Beef</u>		<u>Seafood</u>	
Santé Fe	9.99	Beef Burgundy	8.99	Grilled Salmon	15.99
California	9.99	Italian Beef Cutlet	8.99	Poached Salmon	15.99
Blackened	8.99	Stroganoff	8.99	Blackened Tilapia	9.99
Pecan Crusted	9.99	Roast Beef	8.99	Lemon Tilapia	8.99
Balsamic	8.99	Chicken Fried	8.99	Blackened Catfish	8.99
Grilled Lime	8.99	Meatloaf	8.99	Tortilla Crusted	9.99
Almond Crusted	9.99	Chopped Sirloin	8.99	Fried Shrimp	10.99
Dijonnaise	8.99			Grilled Tuna	14.99
Pepperoni	8.99	<u>Pork</u>		Stuffed Flounder	9.99
Cornish Hen	11.99	Stuffed Pork Chop	8.99	Fried Catfish	8.99
Florentine	8.99	Tenderloin	9.99	Grilled	8.99
Parmesan	8.99	Pork Loin	8.99	<u>Salads</u>	
Marsala	8.99	Country Fried	8.99	Lettuce & Tomato	
Picatta	8.99			Caesar	
Rosemary	8.99	<u>Vegetarian</u>		Spring Green	
Cordon Blue	8.99	Stuffed Portobello	6.99	Coleslaw	
Fried	8.99	Eggplant Parmesan	6.99	Wedge	
Grilled	8.99	Wellington	6.99		
<u>Sides</u>		<u>Sides</u>		<u>Bread</u>	
Potatoes—Whipped, Garlic, Scalloped, Rosemary		Glazed Carrots		White Yeast Rolls	
Rice—Steamed, Pilaf, Wild Macaroni & Cheese		Corn		Wheat yeast Rolls	
Broccoli Cheese Casserole		Spinach		Garlic Bread	
Pinto Beans		Sautéed Squash		Bread Sticks	
Baked Beans		California Mix		Sliced French	
Pasta—Buttered, Alfredo, Marinara		Prince Edward Mix			
		Green Peas			
		Broccoli Spears			
		Green Bean Almandine			

Buffets include set-up & clean-up, standard disposable ware,
condiments & Iced Tea or Lemonade

Minimum 12 guests for all buffets, please. Prices are per person.



Sweets

Includes set-up, clean-up
and standard
disposables

Café Cookies

Chocolate Chunk,
Candy Bits, Peanut
Butter, Triple
Chocolate,
Oatmeal, Sugar
7.29 dz.

Petit Fours

Red Velvet, Carrot,
Triple Chocolate,
Bon-bon
9.99 per dozen

Bar Desserts

Brownies, Lemon
Bars, Raspberry
Squares, 7-layer,
Oatmeal
7.39 dz.

Cup Cakes

White or chocolate
13.99 dz.
2 dozen
minimum order

Mini

Cheesecake

Assorted chocolate,
silk, vanilla,
chocolate chip,
lemon, raspberry &
amaretto
14.99 dozen

Mini Cookies

Chocolate Chip,
Peanut Butter,
Oatmeal, Sugar
3.99 dz.

Sundae Bar

3.99 per person

Vanilla Ice Cream With Chocolate & Caramel Sauces
Strawberry & Pineapple Topping

Toppers: Cherries, Nuts, Whip Cream & Sprinkles

Includes Foam Bowls, Napkins & Spoons

Minimum of 30 guests for Bar Set-up

Ice Cream Cups

Strawberry, chocolate
or vanilla
69¢ each

Ice Cream Bars

Sandwich,
Dipped Bars
1.89 each

Ice Cream

3 gallons
Serves 30-50 guests
Strawberry, chocolate
or vanilla
35.49



Sweets

Includes set-up, clean-up
and standard
disposables

Gourmet Slices

Chocolate Gourmet
Ultimate Chocolate
Black Forest
Carrot
Red Velvet
Italian Cream
Tiramisu
Strawberry Shortcake
Triple Fudge
Bourbon Pecan
Key Lime
4.99 per slice

Bistro Cakes

Carrot, Fudge, Pineapple, Red Velvet, Turtle, Peanut Butter, Key Lime
2.59 each

Full Sheet Cake

65.00 for 100p
White, chocolate or marble

Cake

Chocolate,
Carrot or
Cream
1.99 per slice

Cobbler

Peach,
cherry,
or apple
½ pan - 20.99
full pan - 32.69

Cheesecake

Turtle, New York,
Raspberry
2.59 slice

Half Sheet Cake

45.00 for 50p
White, chocolate or marble

Pie

Apple, Peach,
Cherry, Banana,
Chocolate, Lemon
1.99 per slice

Tres Leches

Yellow sponge
cake, three milks
& Whip Cream
½ pan - 39.99
full pan - 68.99

Root Beer Float

Vanilla Ice Cream
& Root Beer
2.99 per person
Min. 30 guests, please

All Sheet Cakes include foam plates, forks & napkins
With your choice of writing, border colors, roses, streamers
photo art or confetti.



Star Receptions

Includes set-up, clean-up and
standard
disposables

Reception 101

Cheese & Crackers
Seasonal Fruit
Vegetable Crudités'
Spinach Dip
6.99

Lone Star

Cheese & Crackers
Seasonal Fruit
Vegetable Crudités'
Spinach Dip & Deli Meats
Swedish Meatballs
8.99

Tuscan

Toasted Ravioli
Tomato Bruschetta
Anti Pasto
Meatballs Marinara
Florentine Mushrooms
7.99

Pacific Rim

Pot Stickers or Dumplings
Crab Rangoon or Spring Roll
Sesame Chicken
Spring Veggies & Wasabi Dip
Teriyaki Meatballs
7.99

Tejas

Chicken & Beef Taquitos
Jalapeno Poppers
Seven Layer Dip
Chili Con Queso
Chips & Salsa
7.99

American Pie

Buffalo Wings
With Crudités & Bleu Cheese
Mini Corn Dogs
Chicken Fingers
Chips & Dip
Potato Skins
7.99

We suggest a 30 guest minimum for receptions. All prices per person.

Please remember to note type of service requested for your reception.
Drop Off, Standard or Clear Plastic, Full or VIP.

Add drinks to your order from the beverage list on page 4.



Party Trays

Includes set-up, clean-up
and standard
disposables

FRESH FRUIT

SMALL	(serves 10 - 12)	29.99
MEDIUM	(serves 18 - 20)	32.99
LARGE	(serves 30 - 40)	54.99

Strawberries, Grapes, Honeydew, Cantaloupe & Pineapple

CHEESE

SMALL	(serves 10 - 12)	22.99
MEDIUM	(serves 18 - 20)	31.99
LARGE	(serves 30 - 40)	42.99

Cheddar- Hot Pepper - Swiss Assorted Crackers

CHEESE & FRUIT

SMALL	(serves 10 - 12)	34.99
MEDIUM	(serves 18 - 20)	48.99
LARGE	(serves 30 - 40)	58.99

Cheddar—Hot Pepper—Swiss with Strawberries & Grapes Assorted Crackers

VEGETABLE CRUDITÉ

SMALL	(serves 10 - 12)	18.99
MEDIUM	(serves 18 - 20)	32.99
LARGE	(serves 30 - 40)	43.99

Served with homemade ranch dip

MINI SUB BITE

SMALL	(serves 4-6)	17.99
MEDIUM	(serves 8-12)	32.99
LARGE	(serves 12-18)	43.99

Chicken Salad, Tuna Salad, Ham, Turkey, Veggie or Roast Beef
Served on wheat and white sub rolls



Party Trays

Includes set-up, clean-up and standard disposables

BRIE

2.2# Wheel of Brie	(serves 30 - 40)	79.99
Choose your topping:		
Raspberry, Strawberry or Peach Preserves with Toasted Pecans		
Gingered Orange Marmalade with Sliced Almonds		
Mango Chutney with Raisins or Crumbled Bacon		

Sliced Apples — Assorted Crackers - French Bread Slices

DELI – MEAT & CHEESE

SMALL	(serves 10 - 12)	29.99
MEDIUM	(serves 18 - 20)	47.99
LARGE	(serves 30 - 40)	90.99

Choose three: Smoked Turkey Breast – Honey Ham – Roast Beef – Salami
Choose two: American Cheese-Swiss cheese--Provolone Cheese-Pepper Jack
 Served with an assorted fresh bread tray

FINGER SANDWICH

SMALL	(serves 8 – 12)	31.99
MEDIUM	(serves 16 – 24)	45.99
LARGE	(serves 24 – 36)	56.59

Chicken Salad, Tuna Salad, Pimento Cheese, Egg Salad, Avocado Bacon
 Served on white or wheat sandwich bread

CLUB CROISSANT

SMALL	(serves 8– 12)	31.99
MEDIUM	(serves 16.-24)	45.99
LARGE	(serves 24-36)	56.59

Mini croissants with turkey, ham, bacon, cheese, lettuce & tomato

Add drinks to your order from the beverage list on page 4.



Hors d'oeuvres

Includes set-up, clean-up
and standard
disposables

Buffalo Wings 2.19	Jumbo Chicken Tenders 2.09	Santé Fe Spring Rolls 2.89	Stuffed Mushrooms Spinach 2.39
Mini Quiche 1.99	Potato Skins 1.99	Fried Cheese 1.69	Hot Wings 1.39
Swedish Meatballs 59¢	Mini Egg Roll 1.59	Toasted Ravioli 1.09	Spinach Phyllo Wraps 2.19
Beef Empanada 1.99	Sesame Chicken 1.99	Mini Corn Dog 59¢	Bruschetta 1.09
Jalapeno Popper 1.79	Mini Chicken Taquito 2.19	Cream Cheese Turkey, Ham Veggie Roll-up 1.99	Mini Ribs 79¢
Hummus 2.39	Spinach Artichoke 2.99	Garden Spinach 2.39	Chile con Queso 3.99
Guacamole 2.99	7-Layer 3.99	Salsa 1.39	Ranch 1.49

**Prices per person. 2 pieces per person.
Served with Chips, Crackers or Breads where appropriate.**

Served in Holding Chafers with 2-hour Fuel.

Add drinks to your order from the beverage list on page 4.



Snacks

Includes set-up, clean-up
and standard
disposables

Potato, Frito or Tortilla Chips

serves 12-20, large bag **4.99**

Party Mix

serves 12-20, large bag **4.99**

Mixed Nuts

Salted— serves 12-20, (per #) **9.99**

Sweet & Spicy—serves 12-20, (per #) **12.99**

Candy Starlight Mints

serves 12-20, (per #) **3.99**

Peppermint, Spearmint, Chocolate or Cinnamon (min. # per flavor)

Plain M & M's

serves 12-20, (per #) **6.99**

Gold Fish

serves 16, (31 oz.) **11.99**

Soft Pretzels with Mustard

Each **1.59**

Hershey Kisses

serves 12.20, (per #) **6.49**

Assorted Hershey Bars

Each **.99**

Rice Krispie Treats

Each **.89**

Add drinks to your order from the beverage list on page 4.



Extras

Up-grade to clear plastic service	1.99 per person
Upgrade to china service	3.69 per person
Table Linens	5.00 each
Cloth Napkins	1.50 each
Table Skirts	25.00 each
Service Staff	20.00/hour/4 hour min.
After Hours/Late Night Staff	35.00/hour/4 hour min

Types of Service

- 1. Drop-off:** The department or group has requested drop-off service with no set-up or clean-up. Security of delivered items is the responsibility of the purchaser.
- 2. Standard Set-up:** The department or group has not requested an attendant but has requested clean-up service. Security of delivered items is the responsibility of the purchaser.
- 3. Full Service:** The department or group has requested set-up, attendants and clean-up services. Additional charge for attendant.
- 4. VIP Service:** Full service with china, glass and servers with additional charges.

Saturday, Evening & Late Night Catering

1. A minimum **food** order of \$250 is required for each Saturday catering event.
2. Any weekday event that will require food service staff to be present after 5:00 p.m. is considered "evening catering" and requires a minimum **food** order of \$150.00. Evening service with a menu requiring immediate clean-up, will either require service staff or confirmation from the originator of the catering request, that all items will be moved to a predetermined secured location to make the event site ready for the next day's use.
3. Any weekday event that will require food service staff to be present after 9:00 p.m. is considered "late night catering" and requires a minimum **food** order of \$150.00. "Late night" attendants will not be allowed to work after 12:00am.



Frequently Asked Questions

1. When do I need to send in my request?

Please allow 7 working days before your event. Requests submitted 10 days before your event receive an 10% discount. Orders submitted with less than 7 days could be subject to limited menu and may be subject to a 10-15% rush fee.

2. Where do I send the requests?

Please copy and complete the Catering Request Form, e-mail the form to cffood@lonestar.edu as an attachment, available on the LSC-CyFair G: Drive, "Food Services", Outlook Public Folders or on the LSC Intra Net Website. The automatic reply is your confirmation.

3. What are your hours?

Orders may be placed Monday through Thursday between the hours of 8:00am and 4:00pm and Friday between the hours of 8:00am and 2:00pm. The Catering office is closed on Saturdays and Sundays.

Normal operating hours for Lone Star College Catering are Monday through Thursday, 7:30am - 6:00pm and Friday 7:30am - 2:00pm. Saturdays for special events only and closed on Sundays.

4. May I use an Outside Catering Source?

LSC Food Service reserves the first right of refusal for all food and beverages served at Lone Star College. Outside food and beverages are not allowed due to Harris County Health Department regulations and liability.

5. May we have Alcohol at our event?

Section GF of Lone Star College Board Policy states:

No group will be permitted to serve alcoholic beverages in District facilities.

6. Do I need to be present for delivery?

Please ensure that the event site is accessible to the catering staff at least 30 minutes before event start time or at the designated time of set-up and clean-up.

7. When do you need my final guest count?

Final guaranteed attendance for all food and beverage functions must be made 72 hours prior to the function. For most menus, the guest count can be increased up to 2 business days prior to the event.



Frequently Asked Questions

8. How do I reserve a room?

All room reservations must be made with the LSC-Special Events Department.

9. May we take the leftover food home or back to our office?

Lone Star College Catering can assume no liability for unconsumed perishable food taken from any catered event. In keeping within standard health codes pertaining to the freshness and holding temperatures of foods, all foods will be picked up 2 hours from the time of delivery. All catering equipment utilized at an event site should remain at its location before, during and after an event. Catering equipment is provided on loan, and any missing, damaged or altered equipment may result in a corresponding replacement charge added to your invoice.

10. What if I need to cancel my order?

Please notify the Catering Department as soon as possible. Cancellation fees will be applied according to the number of days notice, 75– 10%.

11. When will I be billed?

We generates catering invoices at the end of each month and distributes copies via interoffice mail.

12. What are your standard disposables?

We use environmentally friendly disposables when possible. Paper plates, black or beige cutlery or meal kits and paper cups.

13. Do I have to clean the room?

For standard service events, Food Services will be responsible for clearing of the food set-up area only. Please make arrangements with the college facilities department when planning your event for cleaning up the tables and removing trash from trash receptacles or any debris that may have been improperly discarded by guests. In keeping within the standard health codes pertaining to the quality, freshness and holding temperatures of all foods, all services will be removed 2 hours after the delivery time.