



C A T E

R I N G



AT MINNESOTA  
STATE  
UNIVERSITY  
MANKATO





# Our Menu

WELCOME LETTER

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This section will help you plan your event. It contains helpful suggestions as well as the procedures associated with planning your next catering event.





# Welcome

From basic coffee services for a small meeting to outdoor events of unlimited numbers, our goal is to provide you with a full range of quality and innovative catering services. These services include a diverse, customer-oriented staff with a wide range of resources available from our international network.



As a catering service, our main function is Food! Our trained, professional staff is dedicated to providing the highest level of catering services. The quality of your food does not rest upon the chefs alone. Every member of the Catering Department receives monthly training on food and beverage services, as well as day-to-day experience on the job.



This brochure provides you with fresh, contemporary menus. However, this is only a starting point. Our commitment to our customers is to customize and create whatever is required to provide your guests with an unforgettable experience.

We look forward to the opportunity to serve and work with you!





## A GREAT START

### SUNRISE BREAKFAST

The menus below are all presented buffet style. However, if a served breakfast is desired, an appropriate menu can be customized to fit your needs.

#### EARLY RISER

An assortment of bagels, donuts, and mini muffins served with a variety of beverages including bottled juices, fresh brewed coffee and hot tea.

#### EYE OPENER

An assortment of croissants, donuts, mini muffins, and seasonal fresh sliced fruit. Served with a variety of beverages including bottled juice, fresh brewed coffee, and hot tea.

#### SUNRISE START

An assortment of bagels, sweet breads, fruit yogurt with granola and seasonal fresh sliced fruit. Served with a variety of beverages including bottle juice, fresh brewed coffee, and hot tea.

#### RISE & SHINE BREAKFAST BUFFET (MINIMUM OF 25 PEOPLE)

An assortment of sweet breads and mini croissants, seasonal fresh cut fruit and your choice of entrée: mushroom cheese strata, ham & cheddar scramble, vegetable frittata or scrambled eggs. Includes your choice of the following: bacon, ham steak, sausage links or turkey sausage. Select your favorite breakfast potato from: hash browns, O'Brien potatoes or skillet sweet potatoes. Also choose from the following classics: French toast, pancakes or waffles. Served with a variety of beverages including juice, coffee and hot tea.

B R E A K F A S T



# A GREAT START

## SUNRISE BREAKFAST

The following items can be added on to any of the Sunrise Breakfast menus for an additional fee to create a custom menu for any occasion.

### ENTRÉES

- Mushroom cheese strata
- Yoplait yogurt with granola
- Assorted seasonal sliced fruit
- Bacon
- Ham steak
- Sausage links
- Turkey sausage
- French toast
- Waffles: Made to order
- Pancakes
- Hash browns
- Omelets: Made to order
- Seasonal whole fresh fruit

### BEVERAGES, 16 SERVINGS PER GALLON

- Lipton iced tea
- Assorted bottle beverages (Pepsi Products)
- Assorted juice - by the gallon or bottle
- Naked Juice (Assorted flavors)
- Water by the gallon or bottle
- Fresh brewed coffee
- Fresh brewed Signiture Blend  
Jazzman's Cafe Coffee
- Fresh brewed decaffeinated coffee
- Hot water for tea (includes decaffeinated)
- Hot chocolate

### BAKERY A LA CARTE, SOLD BY THE DOZEN

- Assorted bagels with condiments
- Assorted donuts
- Mini croissants
- Mini cinnamon rolls
- Mini sticky rolls: with or without nuts
- Sweet breads
- Scones
- Donut holes
- Assorted muffins
- Mini Danish

# B R E A K F A S T



## LUNCH TIME

### EXPRESS LUNCHES: 10 GUEST MINIMUM

Our signature specialty sandwiches can be prepared to suit any event. Accompaniments include condiments, potato chips, side salad of the day, choice of cookie or brownie, and a bottled soda or bottled water.

#### GRILLED CHICKEN BREAST WITH ARUGULA

Caesar marinated chicken Arugula on a baguette with olive mayonnaise served with the side salad of the day.

#### SWEET BEEF

Roast beef with caramelized onions and Dijon mayonnaise on a baguette served with side salad of the day.

#### BISTRO GRILL

Grilled herb chicken breast with melted mozzarella and pesto mayonnaise on focaccia bread with the side salad of the day.

#### BLT SANDWICH

Crisp bacon, sliced tomatoes and iceberg lettuce served on white, wheat or rye bread.

#### GRILLED VEGETABLE BAGUETTE

Grilled vegetables with goat cheese on a baguette served with side salad of the day.

#### TURKEY CHEDDAR WRAP

Turkey and cheddar with horseradish cream cheese on a flour tortilla.

#### CHICKEN CAESAR WRAP

Romaine lettuce, sliced chicken breast, caesar dressing and parmesan cheese wrapped in a flour tortilla served with side salad of the day.

EXPRESS LUNCHES



## LUNCHEON SALADS

### LUNCHEON SALADS: 10 GUEST MINIMUM

Our signature salads can be prepared to suit any event. All luncheon salads include: dinner roll and butter, cookie or brownie, and a choice of bottled soda or bottled water. Let us serve you in style, please call the catering office for details.

#### CHEF SALAD

A bed of mixed greens with julienne ham and turkey, cheddar cheese, tomatoes, black olives, hard boiled eggs and honey mustard dressing.

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#### COBB SALAD

A bed of mixed greens with smoked turkey, avocado, egg, bacon and crumbled bleu cheese served with bleu cheese dressing.

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#### CAESAR SALAD

Fresh cut romaine lettuce with shredded parmesan cheese, focaccia croutons and caesar dressing.

- \* Add grilled balsamic chicken breast
  - \* Add beef strips
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#### MAUI WOWI SALAD

A bed of mixed greens with teriyaki chicken, mango jicama salsa and macadamia nuts served with ranch dressing.

#### PORTOBELLO SALAD PLATE WITH GOAT CHEESE

Roasted chipotle lime portobello mushrooms on a bed of field greens with goat cheese and a choice of dressing.

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#### CHICKEN FAJITA SALAD

Fresh mixed greens, marinated sliced chicken breast, vegetables, tomatoes, shredded cheddar cheese and fried tri-color tortilla chips served with ranch dressing.

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#### TACO SALAD

A crisp tortilla shell filled with spicy chicken, beef or refried beans. All are topped with shredded lettuce, diced tomatoes, sliced olives, shredded cheddar cheese, guacamole, sour cream and salsa.

## LUNCHEON SALADS



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### LUNCHEON SALADS: 10 GUEST MINIMUM

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#### ORANGE CASHEW SPINACH SALAD

Fresh spinach with mandarin oranges, mushrooms, red onion, and cashews drizzled with a light ranch dressing.

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#### THAI BEEF AND NOODLE JAZZ SALAD

Lime marinated beef tossed with Lo Mein noodles, Chinese cabbage, fresh spinach, basil, mint and peanuts served over a bed of baby greens and with a Thai dressing.

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#### STRAWBERRY SPINACH SALAD

Sliced strawberries over a bed of spinach leaves topped with goat cheese and raspberry vinaigrette.

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#### BIG GREEK SALAD

Crisp mixed greens tossed with cucumber, olives, onion, feta, and Greek balsamic vinaigrette.

LUNCHEON SALADS



# B O U N T I F U L B U F F E T S

## SPECIALTY BUFFETS: 25 GUEST MINIMUM

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

### SLICERS DELI BUFFET

Sliced roast beef, ham, turkey, American, swiss and provolone accompanied by assorted sliced bread and buns. Served with a relish tray of lettuce, tomato, pickles, onion, condiments, potato chips, cookies or brownies and pitchers of lemonade or ice tea and water.

#### OPTIONS

- Soup of the day. Add \$1.00 per person
- Add Grilled Chicken, Italian Sausage, or Grilled Shrimp as options to the buffet.

### SALAD BUFFET

Seafood salad, chicken salad, tuna salad, egg salad and tossed garden salad with tomatoes, cucumbers, red onions, shredded cheddar cheese and croutons. Served with an assortment of bread and rolls, a relish tray with lettuce, sliced tomatoes, pickles and onions, condiments, potato chips, cookies or brownies, lemonade or ice tea, and water.

### ROMA ITALIAN

Mixed green salad with Italian dressing and antipasto platter. Choice of two noodles: spaghetti, fettuccini, penne, tri-color rotini or spiral. Choice of two entrees: cheese stuffed manicotti, cheese ravioli, vegetarian lasagna, meat balls, meat lasagna. Choose one sauce: meatless marinara, pesto, alfredo or meat marinara. Served with breadsticks, foil butter, parmesan cheese, Italian cookies and lemonade or ice tea and water.

#### OPTIONS:

- Add grilled chicken, Italian sausage or grilled shrimp as options to the buffet.

# B U F F E T S



## MOVABLE FEASTS

### MOVABLE FEASTS: 10 GUEST MINIMUM

The following feasts have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

#### MAVERICK BBQ

Hamburgers, hot dogs, brats, sliced cheese, choice of potato salad, macaroni salad, coleslaw, relish tray with lettuce, tomatoes, pickles and onions, condiments, potato chips, cookies or brownies, lemonade or ice tea and water.

#### TEXAS STYLE BBQ

Choice of 3: Pulled BBQ pork, BBQ ribs, BBQ bacon cheddar chicken breasts, hamburgers, beef hot dogs or vegetable burgers. Choice of 2: corn on the cob, whole kernel corn, baked beans, green beans, carrots. Choice of 2: potato salad, cole slaw, or macaroni salad. Served with a relish tray with lettuce, tomatoes, pickles, onions, condiments, cookies or brownies and lemonade or ice tea and water.

#### ADDITIONAL OPTIONS ADD \$1.00 PER PERSON

- Corn Bread
- Texas Toast
- Side Salad
- Sliced Watermelon

#### HOLIDAY DINNER

Tossed garden salad with mixed lettuce, tomatoes, cucumbers, red onion and croutons with your choice of two dressings.

Roast turkey, with whipped potatoes and giblet gravy, country stuffing, corn, cranberry sauce, rolls with butter and pumpkin pie. Beverage choices include coffee, hot or ice tea and water.

#### FAR EAST BUFFET

Select 2 entrees: Beef and broccoli, pepper steak, chicken with mushroom, curry chicken, orange chicken, curry pork or tofu vegetable stir fry. Select white or fried rice. Choice of two sides: cheese wontons, chicken lo mein, seafood lo mein, vegetable eggrolls or pork egg rolls. Served with oriental Asian vegetable salad, fortune cookies, sauces, condiments, lemonade or ice tea and water.

#### FAJITA BAR

Choice of chicken, beef, shrimp or vegetable fajitas warm flour tortillas accompanied with Spanish rice, refried beans and traditional toppings with lemonade or ice tea.

## C L A S S I C S



## CULINARY CLASSICS

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of salad with dressing, choice of two sides, fresh baked rolls and butter, fresh brewed coffee, decaffeinated coffee, hot tea, ice tea and water with the choice of dessert.

### BEEF

#### FILET MIGNON

Beef Tenderloin filet with your choice of sauce.

#### MARINATED LONDON BROIL

Broiled flank steak marinated for extra flavor served thinly sliced.

#### BEEF RAGOUT BURGUNDY WITH NOODLES

Tender cubes of beef, carrot and potato with burgundy tomato sauce served over egg noodles.

#### BLACK & BLEU TENDERLOIN ROULADE

Cajun blackened beef tenderloin rolled with Maytag bleu cheese, medallion sliced and served with a red wine demi.

### POULTRY

#### CHICKEN PICCATA

Boneless breast of chicken lightly sautéed and served in a light lemon sauce with capers.

#### CHICKEN CORDON BLEU

Boneless breast of chicken rolled with imported ham and swiss cheese.

#### CARIBBEAN CRAB & CHICKEN ROULADE

Tequila lime marinated chicken breast rolled with crab, roasted red peppers and fresh spinach served with a coconut cream sauce.

#### ROSEMARY CHICKEN

Chicken breast marinated with rosemary and garlic topped with herbs.

#### LEMON PEPPER CHICKEN

Baked chicken breasts marinated with olive oil, lemon juice and lemon pepper seasoning.

### PORK

#### PEPPER CRUSTED PORK LOIN

Pork loin crusted with cracked peppercorns and old bay seasoning, roasted and served with red chili sauce.

#### CRANBERRY CHIPOTLE TENDERLOIN ROULADE

Pork tenderloin rolled with fresh spinach and cranberry chipotle cheese sliced and then drizzled with a Gevertz Traminer wine sauce.

#### STUFFED PORK CHOP

Center cut pork chop stuffed with a cornbread and apple stuffing.

#### PORK TENDERLOIN

Sliced tenderloins of pork dressed with a savory dijon sauce.

### LAND & SEA

#### TRADITIONAL SURF & TURF

Marinated and grilled steak with a port wine reduction served with butter basted cold water lobster tail.

#### TEXAS STYLE SURF & TURF

Braised and barbecued pork ribs paired with grilled tiger shrimp brushed with a savory grain mustard barbeque sauce.

#### MINNESOTA SURF & TURF

Grilled whiskey pepper strip steak alongside a wild rice crusted walleye fillet.

#### SOUTH SEA'S SHRIMP & CHICKEN

Grilled key lime gulf shrimp with tequila lime marinated and grilled chicken breast topped with mango pico de gallo.

# C L A S S I C S



## CULINARY CLASSICS

### SEAFOOD

#### SHRIMP SCAMPI

Shrimp sautéed with fresh herbs and garlic served over basil orzo.

#### BAKED STUFFED COD

Baked butterflied fillet of cod stuffed with parsley, sage, thyme and marjoram seasoned bread crumbs.

#### BROILED SALMON WITH DILL BUTTER

Salmon fillet broiled to perfection served with dill butter.

#### NORTHWOOD'S WALLEYE

A Canadian walleye fillet prepared parmesan crusted or baked.

#### GRILLED TILAPIA HAVANA STYLE

Marinated grilled tilapia with mango pico de galo.

#### ALMOND COCONUT TILAPIA

Baked tilapia fillet crusted with coconut, almonds and cuban seasonings.

#### LEEK, CORN & COD RISOTTO CAKES WITH SPINACH

Crispy pan-fried corn, leek and cod risotto cakes with warm spinach and prosciutto salsa.

#### LOBSTER TAIL

Cold water lobster tail basted with scallion butter then baked "piggyback" style.

### VEGETARIAN

#### VEGETABLE NAPOLEON

Vegan Napoleon with portobello mushroom, eggplant, peppers, zucchini and yellow squash.

#### EGGPLANT ROLLARD

Eggplant rollard stuffed with wild mushrooms and tofu, with roasted plum tomato sauce and polenta.

#### CHEVRE, ORZO AND BASIL STUFFED PORTOBELLO

Portobello mushroom caps stuffed with chevre cheese, tri-colored orzo and fresh basil.

#### WILD MUSHROOM RAVIOLI

Ravioli stuffed with porcini and morel mushrooms in a tomato sauce.

#### TOFU STIR FRY

Tofu sauteed with stir fry vegetables.

#### VEGETARIAN LASAGNA

Lasagna noodles layered with fresh ricotta, mozzarella, and parmigiana cheese topped with a marinara sauce.



## MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner. All meals include one salad, one vegetable, one starch and one dessert.

### SALADS

#### TOSSED GARDEN SALAD

A fresh mix of lettuce with tomatoes, cucumbers, red onion and croutons with your choice of dressing.

#### CAESAR SALAD

Romaine lettuce with parmesan cheese, garlic croutons and creamy caesar dressing.

#### BUFFALO MOZZARELLA

Tomato and fresh basil with garlic vinaigrette.

#### PEAR AND TOASTED WALNUT SPRING SALAD

Fresh mesclun, dried pears and honey toasted walnuts with raspberry vinaigrette.

#### SPINACH SALAD WITH WARM BACON DRESSING

Fresh spinach leaves topped with a warm bacon vinaigrette.

#### BOSTON WEDGE SALAD

Crispy wedge of Boston lettuce topped with bleu cheese dressing, prosciutto bits, green onion, cracked black pepper and grape tomatoes.

#### STRAWBERRY JICAMA TOSS

Fresh field greens, sliced strawberries, kiwi fruit and julienned jicama with sweet poppy seed vinaigrette.



## MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner. All meals include one salad, one vegetable, one starch and one dessert. Below is a list of the accompaniments to the entree.

### ON THE SIDE - SELECT TWO

- Baked potato served with butter and sour cream
- Country mashed potatoes
- Rosemary red potatoes
- Dijon roasted potatoes
- Oven roasted garlic potatoes
- Rice pilaf
- Whipped sweet potatoes
- Long grain and wild rice
- Green beans with almonds
- Fresh broccoli spears
- Pea pods with onions
- Fresh zucchini with garlic and basil
- Baby carrots
- Roasted button mushrooms

### DESSERTS

#### PIES AND COBBLERS

- Dutch apple pie
- Blueberry crisp
- Peach cobbler
- Pecan pie
- Pumpkin pie
- Banana cream pie
- Lemon meringue pie

### CARVING STATION, PER PERSON (MINIMUM OF 25 PEOPLE)

Add a touch of class to your next buffet. These carved selections are accompanied by an assortment of miniature dinner rolls, condiments and/or sauces. Our trained chefs will slow roast and carve any of these tender selections:

- Roast turkey with giblet gravy
- Mustard and apricot glazed ham
- Roast pork loin
- Roast top round of beef with au jus
- Roast tenderloin of beef

### CAKES

- Chocolate cake
- Marble cake
- Black forest cake
- German chocolate cake
- Triple berry trifle
- Yellow cake
- Angel food cake with seasonal berries
- Cheesecake with seasonal berries
- Carrot cake with cream cheese frosting
- Bread pudding



## FINISHING TOUCHES

### DESSERT BARS, PER DOZEN

Have your dessert bars cut into triangles, logs and squares to create an attractive platter!

- Chocolate brownies
- Marble brownies
- Lemon bars
- Seven layer bars
- Marshmallow krispies
- Raspberry ribbon brownies
- Blondies
- Special K bars

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### COOKIES, PER DOZEN

- Chocolate chip
- Oatmeal raisin
- Peanut butter drop
- Chocolate chocolate chip
- Macaroons

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### DO YOU FONDUE?

Create an irresistible interaction with warm, rich and creamy chocolate flowing from a fountain. Make a lasting impression on your guests as they gather to dunk a wide variety of sweet and salty dippers like fresh fruits, cookies, marshmallows, pretzels or any of your favorite baked goods. Perfect for mingling and socializing at any gathering, party or event. Our chefs can easily customize the fondue fountain to perk the senses and create astounding flavors and varieties. Inquire about flavored chocolate, our ranch fondue fountain with assorted veggies or even a nacho cheese fondue fountain.

### ICE CREAM SUNDAE BAR, 25 GUEST MINIMUM

Includes one 3 gallon tub of ice cream with your choice of vanilla, chocolate or strawberry.

Select two sauces from the following:

- Chocolate
- Hot fudge
- Butterscotch
- Caramel
- Strawberries

Select 3 from the following toppings:

- Cashew nuts
- Sprinkles
- Crushed oreos
- Cherries
- Whipped topping
- Reese's Pieces
- Cookie dough
- M & M's

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### SNACKS, BY THE POUND

- Popcorn
- Potato chips
- Pretzels
- Chips and salsa
- Pita chips with hummus
- Mixed nuts

FINISHING TOUCHES



## GOURMET DIPS/TRAYS AND DISPLAYS

### ASSORTED DIPS, PER POUND

Served with crackers

- Spinach and artichoke dip
- French onion dip
- Garden vegetable dip
- Ranch dip
- Shrimp dip
- Seven layer dip with tortilla chips

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### TRAYS AND DISPLAYS, SMALL (25- 45) MEDIUM (50-75), LARGE (75-100), PER PERSON

- Fresh fruit tray
- Meat & cheese tray
- Crudités and dip
- Cheese and crackers
- Smoked salmon
- Tea sandwiches with assorted fillings: (Select 3 types)  
tuna salad, egg salad, chicken salad,  
seafood salad, ham salad, cucumber dill,  
or roasted red pepper
- Fresh seasonal fruit



Let our Executive Chef customize your fruit tray into an astonishing fruit carving of your choice for an additional charge.

GOURMET DIPS  
TRAYS AND DISPLAYS



# H O R S D ' O E U V R E S

PRICED PER 50's

The following hors d' oeuvres can be served on trays or set up as stationary buffets depending on the style of your event.

## HOT

- Spanakopita
- Fried chicken tenders
- Coconut shrimp
- Honey drizzled chicken drumettes
- Buffalo wings
- Honey BBQ wings
- Teriyaki wings
- Mini chicken wellington
- Eggrolls
- Stuffed mushrooms
- Scallops wrapped in bacon
- Mini lamb chops
- Chicken & mushroom quesadilla tapas
- Roasted red pepper and gouda quesadillas
- Chicken chimichangas
- Vegetables in phyllo
- Mini quiche
- BBQ meatballs
- Swedish meatballs
- Mini ham biscuits

## COLD

- Vegetarian sushi roll
- Shrimp cocktail
- Crab claw cocktail
- Sweet beef bruschetta
- Beef tenderloin crostini
- Skewered fruit with yogurt dressing
- Tomato, mozzarella and basil crostini
- Salmon pinwheel
- Belgium endive and herbed goat cheese
- Tuscan bruschetta
- Turkey pinwheel

H O R S D ' O E U V R E S



# B E V E R A G E S

## HOT, SOLD BY THE GALLON: 16 SERVINGS PER GALLON

- Brewed regular and decaf coffee
- Jazzman's Café Signature Blend Coffee
- Hot water and assorted tea bags
- Hot apple cider
- Hot cocoa (seasonal)

## COLD

- Bottled soda (Pepsi products)
- Naked Juice (assorted flavors)
- Bottled teas (TAZO)
- Energy drinks (AMP, SOBE)
- Starbucks Frappacino
- Bottled waters
- Bottled juices
- Milk (pint)
- Water (gallon)
- Juice (gallon)

## PUNCHES

- Lemonade
- Apple juice
- Iced tea
- Cranberry punch
- Fruit punch
- Citrus punch

# B E V E R A G E S



# Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.

## **Arranging and Reserving a Date**

Even if the date of the event is only tentative, please make arrangements with the catering department so that we can at least get you on our records. All other information such as location, number of guests, time of the function, and menu selection need to be decided and communicated at least 10 business days before the function. You may contact the catering department at 507-389-1529 or contact us on our website at [www.mnsu.edu/dining/catering](http://www.mnsu.edu/dining/catering).



## **Reserving a Location**

Whether the event is to take place on campus or off, the location reservation needs to be confirmed before we will deliver. The catering manager will advise you on the total number of tables needed based on the menu and number of guests. Tables, chairs, and other equipment will need to be arranged by you through the University Event and Meeting Services. They can be reached at 507-389-2223 or <http://www.mnsu.edu/scheduling>.




\*Please allow additional time for set up prior to the start time of the event and additional time for clean-up following the event when booking the room.





# Planning Your Special Event

## **Contact the Catering Office**




A minimum of ten days before the scheduled event, you must contact the catering office by phone, email or appointment. Although some arrangements can be made or finalized through a phone call or email some may require an appointment with the catering manager. This is the time for a thorough discussion of all specifics, details and/or questions about your event. We can assist you in making all of the necessary decisions to determine which of the services that we offer would best fit your needs. After we have finalized all of the details of your special event, you will receive an event order confirming all of the information for accuracy. Please include the purchase order number or credit card number to be billed. All cancellations and final changes, including the customer guarantee count, must take place at least 3 business days prior to your function. Charges will occur if you make any cancellations or changes after this time frame. If you do not contact us with a final count within the 3 business days allowed, we will prepare for the estimated number and charge accordingly.



## **Event Confirmation and Guarantees**

A guarantee is required 3 business days before your catered event. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. Cancellations made less than 3 business days prior to the event will be charged for the cost to that point. Cancellations made the day of the event will incur 75% of the charges. If Minnesota State University, Mankato is closed due to inclement weather, all catering events will be automatically cancelled.





# Planning Your Special Event

## **Payment**

All catered functions must have a secured payment before they occur. Purchase Order, Cash, Check, Money Order or Credit Card are all valid payment methods. Non-University related groups are required to make a deposit of 75% of the estimated total cost when the event sheet is signed, with the remaining balance due at the conclusion of the event. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.



## **Delivery Fees**

There is no delivery fee for catering services held on Minnesota State University, Mankato Campus. Delivery fees apply only to events off-campus and are based on distance.




## **Alcohol Service/Policy**

The use of alcohol is limited and requires special permission and arrangements are to be made through University Event and Meeting Services.

## **Floral Charges**

We will be happy to order, receive and handle specific floral arrangements for you. For decorative request an additional fee will be determined in accordance with your specific needs.






# Planning Your Special Event

## **Linens and Skirting**

We are happy to provide skirting and table linens for all beverage and food tables at no charge. Please inquire about having all other tables, ie. check in registration tables, head tables and dining tables clothed and skirted.




We have a variety of colors to choose from for the linen napkins, please talk to the catering office about reserving these for your event.

## **Late and Minimum Charges**


A late charge of \$25.00 will be assessed for any event booked with less than 48 hours notice, or any changes made with 48 hours of the event. There is a minimum total charge of \$20.00 for all catering events. Arrangements to pick up the order can be made on orders less than \$20.00 during business hours.

## **Sustainable and Organic Menus**



Our culinary staff is happy to produce a sustainable and/or organic menu for your event. We can create fresh and healthy meals using local products that are free of pesticides, hormones and antibiotics. Some items may be limited based on availability. Please plan on paying an additional cost per person.

## **Food Removal Policy**



Due to health regulations, it is the policy of Sodexo services and health regulations that excess food items from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the host of the event.



# Planning Your Special Event

## **Attendants**

Continental breakfast, breaks and receptions are priced for self-service. Buffet style functions are staffed with one attendant for every 20 guests and are included with the per person price. All served meals are staffed with 1 server for every two tables. (16 guests) at a rate of \$14.00 per hour with a two hour minimum charge. We recommend that you have an attendant for all receptions and breaks for every 75 guests.



## **Catering Equipment**

As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any missing or damaged catering equipment or supplies will be charged to your account at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge. Any item removed from the buffet will have a \$20 fee per day until it is returned to the Catering Department. This will be added to the original invoice.



## **China Charges**

Our catering department provides high quality china as our standard for all events and menus in the Centennial Student Union. If you require china service for events outside of the Centennial Student Union, the following fees apply:

Full Meal Service and Silverware	\$2.50 per person
Coffee or Beverage China Service	\$1.25 per person
Receptions	\$1.50 per person



\* To ensure orderliness at events when china is used, it is our policy to provide wait staff for a charge. See the attendants section for a breakdown of charges. If you would prefer plastic products to suit your event there is no additional charge.



