

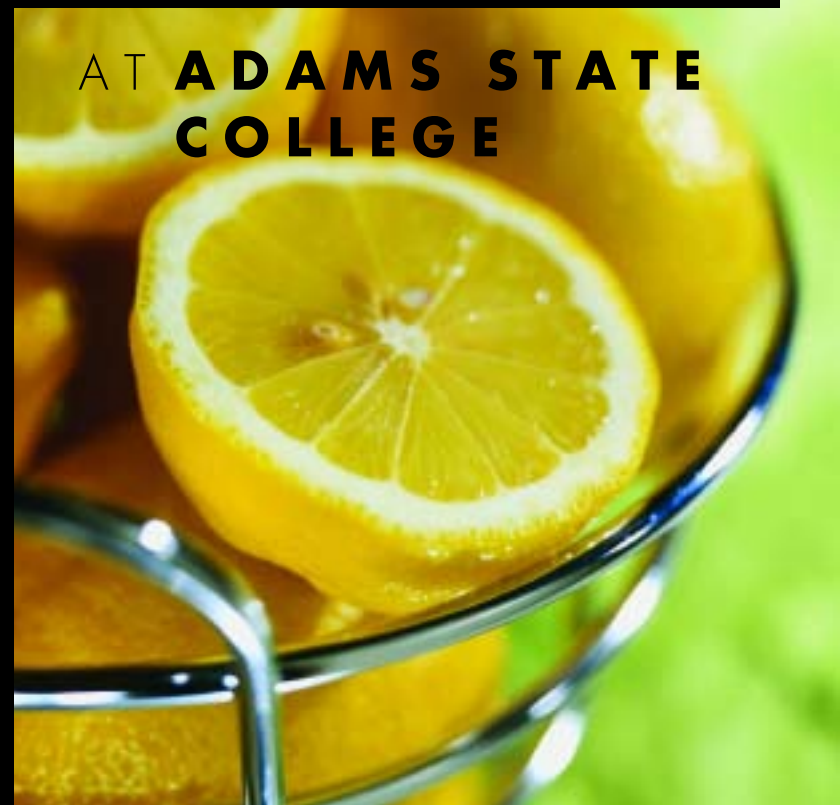


C A T E

R I N G

BY: SODEXHO

AT **ADAMS STATE
COLLEGE**





Our Menu



WELCOME LETTER

MENU CHAPTERS:

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LUNCH TIME

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BEVERAGES

PLANNING YOUR EVENT

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 to outdoor events of unlimited numbers, our goal is to provide you with a full range of quality and innovative catering services backed by a diverse, service-oriented staff and 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, however, does not rest upon the chefs alone. Every member of the Catering Department receives on going training in food and beverage services, as well as day-to-day experience on the job.



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



We look forward to the opportunity to 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. All set ups include freshly brewed coffee, decaf and hot tea.

CONTINENTAL INTERMISSION

Assorted pastries, coffee (regular & decaffeinated) and hot tea

EARLY RISER

Freshly baked assorted muffins, danish or fruit bread slices with butter, tea, coffee (regular & decaffeinated) and your choice of juice (sliced seasonal fruit can be added for \$1.30 per person)

EYE OPENER

Fresh seasonal fruit, assorted pastries, english scones, coffee (regular & decaffeinated), hot tea and your choice of juice

SUNRISE START

Fresh seasonal fruit, your choice of bacon, ham or sausage links, scrambled eggs, cheese blintz with toppings, homestyle potatoes, orange juice, coffee (regular & decaffeinated) hot tea

Please see your Catering Director about our Famous Cooked to Order Omelet Bar or Create a Breakfast Buffet

SAN LUIS VALLEY SPECIAL

Fresh seasonal fruit,, your choice of bacon, ham or sausage links. Assorted mini muffins, silver dollar pancakes with syrup and butter. Scrambled eggs, coffee (regular& decaffeinated) orange juice and hot tea

THE BAGEL BREAK

Fresh assorted bagels, whole fruit, assorted cream cheese and jam, coffee (regular & decaffeinated) hot tea and orange juice

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 to create a custom menu for any occasion.

ENTRÉES

- Yogurt with granola
- Assorted seasonal sliced fruit
- Scrambled eggs
- Bacon
- Ham steak
- Sausage links
- French toast
- Waffles
- Pancakes
- Home fried potatoes
- Hash browns
- Grits

BEVERAGES, 15 SERVINGS PER GALLON

- Bottled iced tea
- Assorted bottled soft drinks (20 oz or can)
- Assorted juice - by the gallon
- Bottled water
- Fresh brewed coffee
- Fresh brewed decaffeinated coffee
- Hot water for tea (includes decaffeinated)
- Hot chocolate
- Bottled juices
- Milk
- Lemonade - by the gallon
- Ice tea - by the gallon

BAKERY A LA CARTE, SOLD BY THE DOZEN,

- Cinnamon rolls
- Assorted bagels with condiments
- Assorted donuts
- Mini danish
- Mini muffins
- Coffee cake slices
- Assorted scones
- Danish / pastries
- Fresh baked fruit bread slices
- Biscuit
- Mini bagels with assorted cream cheese
- Assorted muffins

B R E A K F A S T



LUNCH TIME

EXPRESS LUNCHES: (3, 5 GUEST MINIMUM)

Our signature specialty sandwiches can be prepared to suit your event. We package these to go with you. Limited time for a lunch? They can be preset along with beverages and dessert to keep your program on time.

ALBUQUERQUE CHICKEN

Chicken sandwich with a Southwest flair served with side salad of the day, condiments, potato chips, cookies or brownies and a 20 oz bottled beverage or bottled water.

BISTRO GRILL

Grilled herb chicken breast with melted mozzarella and pesto mayonnaise on focaccia bread with the side salad of the day, condiments, potato chips, cookies or brownies and a 20 oz bottled beverage or bottled water.

GRILLED VEGETABLE BAGUETTE

Grilled vegetables with fontina cheese on a baguette with side salad of the day, condiments, potato chips, cookies or brownies and a 20 oz bottled beverage or bottled water.

GRILLED PORTOBELLO ON FOCACCIA

Grilled portobello mushroom sandwich with provolone cheese served with side salad, condiments, potato chips, cookies or brownies and a 20 oz bottled beverage or bottled water.

PRESIDENT'S CROISSANTS

Your choice of carved roast beef, shaved turkey breast and salami topped with provolone and cheddar cheese, sliced tomato, green leaf lettuce sprinkled with italian dressing cookies or brownies and a 20 oz bottled beverage or bottled water.

SOUTHWEST CHICKEN CAESAR WRAP

Delicately diced marinated chicken breast topped with shredded lettuce, black beans, corn and spicy dressing wrapped in a fresh flour tortilla cookie or brownies and a 20 oz bottled beverage.

TURKEY CHEDDAR WRAP

Turkey and cheddar with horseradish cream cheese on a flour tortilla, condiments, potato chips, cookies or brownies, a 20 oz bottled beverage or bottled water.

PICNIC LUNCH

Assorted deli sandwiches on a roll or choice of sliced bread, featuring tuna, roast turkey breast, ham & swiss, condiments, potato chips, cookies or brownies and a 20 oz bottled beverage or bottled water.

CHICKEN PESTO ON FOCACCIA

Chicken breast tossed in a authentic pesto sauce piled high on freshly baked focaccia bread. Cookies or brownies and a 20 oz bottled beverage or bottled water.

EXPRESS LUNCHES



LUNCHEON SALADS

LUNCHEON SALADS: (3, 5, 10 GUEST MINIMUM)

Our signature specialty salads can be prepared to suit your event. We can package these to go with you. Limited time for a luncheon? They can be pre-set along with beverages and dessert to keep your program on time. If you're planning a more formal luncheon, let us serve you in style. All luncheon salads include a dinner roll and butter, cookies or a brownie, a choice of a 20oz. bottled Soda or water.

CHEF SALAD

A bed of mixed greens with julienne ham and turkey, cheddar cheese, hard boiled egg and honey mustard dressing with a dinner roll and butter.

COBB SALAD

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

CAESAR SALAD

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

* Add grilled balsamic chicken breast

* Add beef strips

TRI-SALAD COMBO

A special mixture of fresh greens topped with a choice of three salads; chicken salad, egg salad, tuna salad and ham salad.

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.

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.

SOUTHWESTERN CHICKEN SALAD

Southwest marinated grilled chicken breast on a bed of crisp greens topped with cheddar cheese, diced tomatoes and garnished with olives; served with salsa, guacamole and sour cream. Complemented by tri-color chips and topped with a fiesta vinaigrette.



LUNCHEON SALADS

LUNCHEON SALADS: (3, 5, 10 GUEST MINIMUM)

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ANTIPASTO SALAD

Cubed salami, ham, sliced olives, diced tomatoes, cubed provolone cheese, tossed with fresh greens, spices and a red wine vinaigrette dressing.

VEGETARIAN HUMMUS PLATE

Hummus with pita & vegetable sticks. A traditional Hummus served with black olives, carrot and celery sticks and pita wedges.

SPECIALTY BOXED LUNCHES

Each Box Lunch includes the sandwich of your choice, a beverage, the appropriate condiments, and paper supplies. Complete your meal with as many miscellaneous selections as you like.

BREADS

- White
- Wheat
- Italian Hoagie
- Whole Grain

CHEESE

- Cheddar
- American
- Swiss
- Provolone

MEAT/SPREADS

- Shaved Turkey
- Sliced Ham
- Roast Beef
- Tuna Spread
- Egg Salad
- Peanut Butter & Jelly

MISCELLANEOUS

- Chips
- Whole Fruit
- Potato Salad
- Cookies
- Brownies
- Rice Crispie Treat
- Fruit Salad

DRINKS

- Bottled Soda
- Bottled Water
- Bottled Juice



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

SPECIALTY BUFFETS: (15, 20, 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 bread and rolls, relish tray with lettuce, tomato, pickles, onion, condiments, potato chips, cookies or brownies and choice of lemonade or iced tea and water.

OPTIONS

- 20 oz bottled beverages
- Healthy Choice Meats sliced roast beef, ham, turkey, American, swiss, and provolone
- Pasta salad, potato salad, garden salad, caesar salad and tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons

SALAD BUFFET

Seafood salad, chicken salad, tuna salad, egg salad and tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with a choice of two salad dressings all accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, and onion, condiments, potato chips, cookies, or brownies and a 20 oz bottled beverage.

CAESAR BAR

Romaine lettuce tossed with parmesan cheese, croutons, and caesar dressing served with rolls and butter, dessert bars and a 20 oz bottled beverage.

OPTIONS:

- Add grilled chicken, grilled steak, grilled shrimp or grilled salmon

ROMA ITALIAN

Mixed green salad with Italian dressing and antipasto. Choice of two: penne, tri-color rotini or rigatoni with marinara sauce. Served with breadsticks, shredded parmesan cheese, cookies and choice of lemonade or iced tea and water.

VIVA LASAGNA

Layers of pasta baked in marinara or white alfredo sauce. Your choice of Italian sausage, beef or chicken caesar salad, stir fry vegetables bread sticks, choice of cookies or brownies and a 20 oz bottled beverage.

PASTA BAR

Three types of pasta, meat, meatless and alfredo sauces, garden salad, breadsticks. Cookies or brownies choice of lemonade or ice tea and water.

B U F F E T S



MOVABLE FEASTS

MOVABLE FEASTS: (15, 20, 25 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.

BASIC BBQ

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

TEXAS STYLE BBQ

Pulled BBQ beef, BBQ chicken breasts, with, BBQ sauce, corn on the cob, baked beans, hamburgers, cheeseburgers, beef hot dogs, vegetable burgers, potato salad, cole slaw, macaroni salad, relish tray with lettuce, tomato, pickles, onion, condiments, cookies or brownies and choice of lemonade or iced tea, and water.

OPTIONS

- 20 oz bottled beverage
- Watermelon

SAN LUIS VALLEY ENCHILADAS

Red chili (beef) or green chili (chicken) enchiladas, refried beans, spanish rice, mexi-corn, churros and choice of lemonade or ice tea and water.

(Both chilis optional for an extended price)

HOLIDAY DINNER

Tossed garden salad with lettuce mix, 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 and butter, pumpkin pie. Served with coffee, decaffeinated coffee, hot tea or ice tea.

FAJITA BAR

Choice of chicken, beef, shrimp or vegetable fajitas warm flour tortillas accompanied with spanish rice and traditional toppings with lemonade or ice tea and water, cheesecake.

20 oz bottled beverages

WINGS AND THINGS

Buffalo wings, blue cheese dressing, celery sticks, carrot sticks, Select two: California vegetable pizza, cheese pizza, pepperoni pizza and Caesar salad with assorted 20 oz bottled beverages.

TACO BAR

Choice of beef or chicken, refried beans, spanish rice, mexi-corn, salsa, chips, diced tomatoes, guacamole, sour cream, shredded lettuce, cheese, diced onions, churros and choice of lemonade or ice tea and water.

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 accompaniments, fresh baked rolls and butter, fresh brewed coffee, decaffeinated coffee, hot tea, iced tea and choice of dessert.

BEEF

FILET MIGNON

Beef Tenderloin filet with your choice of sauce

ROAST TOP ROUND OF BEEF

Sliced roast top sirloin of beef carved and served with au jus

ROAST BEEF AU JUS

Savory roast beef served with a succulent au jus for a perfect meal

STEAK AU POIVRE

Delicious beef tenderloin served with a classic brandy sauce with green peppercorns

POULTRY

CHICKEN PICCATA

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

LEMON PEPPER CHICKEN

Breast of chicken baked in a tangy lemon sauce

SESAME SEED CHICKEN

Lightly breaded chicken breast with a tangy citrus butter sauce

ROSEMARY CHICKEN

Chicken breast with rosemary and garlic

CHICKEN MARSALA

Boneless breast of chicken with sauteed mushrooms displayed in a Marsala wine sauce

PORK

SOUTHWESTERN GLAZED PORK LOIN

Carved and served with a zesty chipotle pepper sauce

STUFFED PORK CHOP

Center cut pork chop stuffed with Cornbread and apple stuffing

PORK TENDERLOIN

Sliced tenderloins of pork dressed with a savory Dijon sauce

VEAL

VEAL PICCATA

A classic! Scaloppini of veal sautéed and flavored with lemons and capers

VEAL OSCAR

Veal cutlets topped with asparagus, lump crab and drizzled with hollandaise sauce

CLASSIC VEAL CHOP

Char-broiled veal chop served on a bed of spinach with garlic and caramelized onions

C L A S S I C S



CULINARY CLASSICS

LAMB	<p>LAMB CHOPS Broiled lamb chops served with mint jelly</p> <p>ROAST LEG OF LAMB Boneless roast leg of lamb served with lavender, rosemary and garlic</p>	VEGETARIAN	<p>VEGETABLE NAPOLEON Vegan Napoleon with portobello mushroom, eggplant, peppers, zucchini and yellow squash</p> <p>LINGUINI PRIMAVERA Variety of fresh julienne vegetables steamed to perfection and served in a cream sauce over delicately prepared linguini</p> <p>VEGETARIAN LASAGNA Lasagna noodles layered with fresh ricotta, mozzarella, and parmigiana cheese topped with a marinara sauce</p>
SEAFOOD	<p>SHRIMP SCAMPI Shrimp sautéed with fresh herbs and garlic served over basil orzo</p> <p>BROILED SALMON WITH DILL BUTTER Salmon fillet broiled to perfection served with dill butter</p> <p>MARYLAND CRAB CAKES Mouthwatering Maryland lump crab cakes</p> <p>GARLIC ORANGE CHILI SHRIMP Shrimp stir-fried with Asian vegetables, ginger, garlic and green onions in garlic orange sauce</p>		

Two-Entree Buffets or Served dinners are available upon request at \$2.50 more than the highest priced entree. Luncheons or Dinners outside of the Student Sub are setup on paper supplies unless china is specified at which time the china charges will be assessed.

C L A S S I C S



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 and your choice of dressing

CAESAR SALAD

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

POTATO SALAD

MARINATED PASTA SALAD

SPINACH SALAD WITH WARM BACON DRESSING

THAI CUCUMBER SALAD

FRESH FRUIT SALAD

THAI PASTA SALAD WITH SNOW PEAS

PEAR AND TOASTED WALNUT SPRING SALAD



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 sour cream and chives
- Country mashed potatoes
- Baked sweet potatoes
- Oven roasted garlic potatoes
- Rice pilaf
- Garlic mashed potatoes
- Long grain and wild rice
- Roasted baby red potatoes
- Cut corn
- Fresh broccoli spears
- Asparagus spears (seasonal)
- Fresh zucchini with garlic and basil
- Green beans with almonds
- Carrots vichy
- Baby carrots
- Baby squash
- Fresh stir fry vegetables (seasonal)

DESSERTS

PIES AND COBBLERS

- Dutch apple pie
- Blueberry crisp
- Peach cobbler
- Pumpkin pie
- Key Lime pie
- Lemon meringue pie

CAKES

- Chocolate cake
- Carrot cake
- Black forest cake
- German chocolate cake
- Fruit and cream tarts
- Angel food cake with seasonal berries
- Cheesecake with strawberries
- Carrot cake with cream cheese frosting
- Lemon tart

SPECIALTY

- Sorbet
- Parfaits



FINISHING TOUCHES

DESSERT BARS, BY THE 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
- Chocolate fondue
- Oreo dream bar
- Carrot cake bar
- Turtle brownie bar
- Petit fours

COOKIES, BY THE DOZEN

- Chocolate chip
- Oatmeal raisin
- Peanut butter drop
- Sugar
- White chocolate chip

DECORATED CAKES

- 10' Round double layer
- Quarter sheet cake
- Half sheet cake
- Full sheet cake

ICE CREAM SUNDAE BAR, 25, 50 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

Select 3 from the following toppings:

- Cashew nuts
- Sprinkles
- Crushed oreos
- Cherries
- Granola
- Whipped topping
- Gummy bears
- M & M's

SNACKS, BY THE POUND

- Gourmet mints
- Potato chips
- Pretzels
- Tortilla chips and salsa
- Deluxe Mixed nuts



GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

ASSORTED DIPS,
BY THE QUARTx
Served with crackers (quarts serve 40 guests)

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

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

- Crudités and dip
- Cheese and crackers
- Imported/specialty cheese and gourmet crackers
- Fresh seasonal fruit and cheese
- Smoked salmon with condiments
- Tea sandwiches with assorted fillings: (Select 2,3 types)
tuna salad, egg salad,
chicken salad, seafood salad
- Fresh seasonal fruit

CARVING STATION,
BY THE POUND

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces. There is an additional charge per station chef.

Carving station comes with your choice of:

- 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

GOURMET DIPS
TRAYS AND DISPLAYS
CARVING STATIONS



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

PRICED BY THE DOZEN

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

HOT

- Wings of fire
- Honey drizzled chicken drumettes
- Fried chicken tenders
- Coconut shrimp
- Teriyaki chicken kabobs
- Eggrolls
- Vegetable spring rolls
- Stuffed mushroom
- Scallops wrapped in bacon
- Meatballs (BBQ or Swedish)
- Breaded ravioli with dipping sauce
- Chicken & mushroom quesadilla tapas
- Honey ginger chicken satay
- Crab cakes
- Mini quiche
- Crab stuffed mushrooms

COLD

- Shrimp cocktail
- Cantaloupe wrapped with prosciutto
- Skewered fruit with yogurt dressing
- Tomato, mozzarella and basil crostini
- Meat & cheese pinwheels
- Deviled eggs
- Tomato basil bruschetta



B E V E R A G E S

HOT, SOLD BY THE GALLON:
15 SERVINGS PER GALLON

- Brewed regular and decaf coffee
- Hot Lipton tea
- Hot cocoa (seasonal)

JUICE, SOLD BY THE GALLON:

- Apple
- Orange
- Cranberry
- Apple berry

COLD

- Canned soda, bottled soda (20 ounce)
- Bottled waters
- Bottled juices
- Milk (pint)
- Sports drinks
- Bottled teas

PUNCHES, SOLD BY THE GALLON:
15 SERVINGS PER GALLON

- Lemonade
- Apple berry
- Iced tea
- Cranberry punch
- Fruit punch
- Celebration 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 at least ten business days before the function. You may contact the catering department via phone or contact us on our website.



Decorations

Events requiring decorations or setup will have access to the room one hour before contracted time and one hour after contracted time for removal of the items other arrangements can be made, in some instances, and may be subject to an additional charge.

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. Tables, chairs, and other equipment will need to be arranged by you through Sodexho at (719) 587-7311. When making the reservation, please include tables and trash cans needed that Sodexho services will be using. To reserve a room for an event, please contact Sodexho at (719) 587-7311.



Exclusivity

Sodexho Catering of Adams State College Dining Services caters all food and beverages at Adams State College Dining Facilities. Food and beverages may not be brought into the Sub Building at Adams State without the permission of the General Manager of Sodexho.



Planning Your Special Event

Contact the Catering Office

At least ten days before the event, contact the catering office at (719) 587-7311 or email us at cmaloney@adams.edu or rebecca_atencio@adams.edu or stop by our office located in the student Sub Building. Some arrangements can be made by phone or email, others require an appointment with the Sales Coordinator/Event Planner. This is the time for a thorough discussion of all specifics and details. We can help you make all the necessary decisions to determine which of the services that we offer would best fit your needs. The office hours are Monday through Friday, 8am to 5pm, closed on some holidays. After we have finalized all the details of your special event, you will receive a confirmation sheet/function sheet/BEO to be signed and sent back to us. All cancellations and final changes, including the customer guarantee count and payment, MUST take place at least 3 of day's business days prior to your function. Charges will be incurred 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. If your event is cancelled, you are responsible for contacting the catering department and canceling the event. You will be liable for 75% of your food bill for any event that is not cancelled within 3 business days, and confirmed in writing by the customer. If Sodexo is closed due to inclement weather, all catering events will be automatically canceled.





Planning Your Special Event

Payment

All catered functions must have a secured payment before they occur. Visa, MasterCard, Cash, Check, Purchase Orders, Foundation Account numbers are all valid payment methods.

Non-University related groups are required to make a deposit of 75% one week prior with the 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 within the Student Sub Building. Deliveries outside the building will be subject to a \$15.00 fee. OFF Campus delivery fees will be \$25.00 per event.



Cancellation Charges

There is no charge for cancellations made at least 4 working days prior to the event. Cancellations made less than 4 working days prior to the event will be subject to a service fee of 75% of the bill.

Alcohol

Adams State College is an alcohol-free campus. The Sodexo Catering Department will not sell or serve alcohol on the college campus.





Planning Your Special Event

Attendants

To ensure that your event is a success, catering staff will be provided for all served meals and buffets during the first two hours of service. If additional time is needed, a fee of \$15.00 per attendant for a five hour minimum will be applied. 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.



China Charges

Our catering department provides high-quality plastic products as our standard, unless otherwise requested. We also offer china service for any event outside the Student Sub Building at an additional charge.

Full Meal Service and Silverware \$2.00pp

Coffee or Beverage China Service \$2.00pp

Full Bar Glass Service \$1.50pp

Reception China and Silverware \$2.00pp

All of the above are charged per person.



After Hours Charges

If your catering event start time is after Sodexho hours there will be a fee of \$50.00 to open for your event.

Floral Charges

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



Planning Your Special Event

Linens and Skirting

We will provide linens and skirting for food and beverage tables at no charge. If you would like linen to be placed on guests tables for receptions, breaks, meeting tables and boxed lunches there will be a \$5.00 fee for each tablecloth. Other tables may be skirted and covered at \$5.00 per tablecloth and \$7.00 per skirt. The same applies to registration tables, name tag, head tables, and any additional table that will not be directly used for setup. Skirting can be done on any table not exceeding one inch in thickness. Specialty linens are available upon request for an additional charge.



Late and Minimum Charges

A late charge of \$25.00 will be assessed for any event booked with less than 3 hours notice.

There will be a minimum charge of \$15.00 for beverage orders and \$15.00 for food orders, not including the delivery fees. Arrangements for orders less than the minimum amount can be made if they are picked up during office hours.



Food Removal Policy

Due to health regulations, it is the policy of Sodexho services 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.

If your meal is a served event there will be an additional charge of \$2.00 per person.



