



Hospitality Services at Niagara University



August 27, 2010 - August 25, 2011
CATERING PRICING & POLICY GUIDE



A GREAT START**PER PERSON**

Early Riser	\$3.25
Eye Opener	\$5.45
Sunrise Start	\$7.60

ENTRÉES**PER PERSON**

Scrambled eggs	\$1.65
Mushroom cheese strata	\$2.15
Ham and potato frittata	\$2.15
Vegetable Quiche	\$3.85
Yogurt with Granola	\$2.15
Lox and condiments	\$4.79
Bacon	\$2.45
Ham Steak	\$2.45
Sausage Links	\$2.45
French toast	\$3.05
Pancakes	\$3.05
Waffles	\$3.05
Hash browns	\$1.25
Home fried potatoes	\$1.25
Oatmeal	\$1.25
Cream of wheat	\$1.25
Grits	\$1.25
Chef cooked omlet bar	\$4.00

MORNING BREAKS A LA CARTE**PER PERSON**

Seasonal fresh fruit salad	\$2.15
Seasonal fresh cut fruit	\$2.15
Seasonal whole fresh fruit	\$1.00



Please contact your catering manager for special events and requests.

JAZZMAN'S BAKERY A LA CARTE**PER PERSON****PER DOZEN**

Cheese danish	\$1.90	\$20.90
Assorted muffins	\$2.10	\$23.10
Sticky cinnamon rolls	\$2.30	\$25.30
Assorted scones	\$2.00	\$22.00
Pound cake	\$2.15	\$23.65
Crumb Cake	\$2.30	\$25.30

LUNCH TIME - EXPRESS LUNCH**PER PERSON****10 GUEST MINIMUM**

Albuquerque chicken	\$8.65
Bistro grill	\$8.65
Grilled vegetable baguette	\$8.65
Grilled portobello on focaccia	\$8.65
Sweet beef	\$8.65
Italian panini	\$8.65
Turkey cheddar wrap	\$8.65
Picnic lunch	\$7.75

LUNCHEON SALADS	PER PERSON
7 GUEST MINIMUM	
Chef Salad	\$8.29
Cobb Salad	\$8.65
Antipasto Salad	\$8.29
Fruit and Cottage Cheese	\$8.29
Vegetarian Hummus Plate	\$8.29
Trio Salad Combo	\$8.29
Chicken Fajita Salad	\$8.29
Taco Salad	\$8.29
Caesar Salad	\$8.29
with Chicken	\$9.10
with Sizzling Beef	\$9.10

BOUNTIFUL BUFFETS	PER PERSON
7 GUEST MINIMUM	
Chef Tim Bucko's Specialty Luncheon	\$17.49
Slicers deli buffet	\$7.75
Salad buffet	\$7.75
Caesar bar	\$8.29
* Grilled chicken caesar bar	Add \$0.85
* Grilled steak caesar bar	Add \$0.85
* Grilled shrimp	Add \$1.39
* Grilled salmon	Add \$1.39
Roma Italian	\$10.85

MOVABLE FEASTS	PER PERSON
7 GUEST MINIMUM	
Basic BBQ	\$10.39
Texas style BBQ	\$18.50
Holiday dinner	\$20.60
Fajita bar	\$10.39
Wings and things	\$10.39
1/2 Tray Cheese Pizza	\$ 9.00
1/2 Tray Pepperoni Pizza	\$10.00
Additional Toppings	\$ 1.00

CULINARY CLASSICS	PER PERSON
Filet mignon	Market Price
Roast top round of beef	\$17.39
Beef wellington	\$22.65
Steak au poivre	\$19.85
Chicken piccata	\$17.70
Chicken cordon bleu	\$17.70
Chicken sorrento	\$17.70
Rosemary chicken	\$17.70
Italian chicken	\$16.69
Southwestern glazed pork loin	\$18.95
Anise roast pork	\$19.85
Stuffed pork chop	\$17.99
Pork tenderloin	\$21.09
Veal piccata	\$21.09
Veal oscar	Market Price
Classic veal chop	Market Price
Italian style stuffed veal chop	Market Price
Lamb chops	\$17.29
Roast leg of lamb	\$18.85
Vegetable napoleon	\$12.55
Eggplant rollard	\$11.40
Chèvre, orzo, & basil stuffed portobello	\$10.29
Spaghetti squash	\$10.29
Ravioli porcini morel	\$13.99
Vegetarian lasagna	\$11.45

ALL SEAFOOD DISHES WILL BE PRICED AT MARKET PRICE

ASSORTED DIPS**BY THE POUND**

Spinach and artichoke	\$4.89
French onion	\$4.89
Garden vegetable	\$4.89
Ranch	\$4.89
Crab	\$5.45
Shrimp	\$5.45
Seven layer dip with tortilla chips	\$4.89

TRAYS AND DISPLAYS**PER PERSON**

Small (25- 45)/Medium (50-75)/Large (75-100)	
Imported/specialty Cheese and gourmet crackers	\$3.39
Smoked salmon with condiments	\$2.15
Crudités and dip	\$1.65
Cheese and crackers	\$2.15
Tea Sandwiches	\$2.65
Fresh Seasonal Fruit	\$2.15

CARVING STATION**PER PERSON**

Roast top round of beef with au jus	\$3.35
Roast tenderloin of beef	Market Price
Mustard and apricot glazed ham	\$3.35
Roast turkey with giblet gravy	\$3.35
Roast pork loin	\$3.35

FINISHING TOUCHES**PER PERSON****BY THE DOZEN**

Lemon bars	\$0.81	\$ 8.90
Chocolate brownies	\$0.81	\$ 8.90
Marble brownies	\$1.09	\$11.99
Oreo dream bar	\$1.09	\$11.99
Turtle brownie bar	\$1.09	\$11.99
Square petit fours	\$2.45	\$26.95
Raspberry ribbon brownies	\$1.09	\$11.99
Marshmallow krispies	\$0.81	\$ 8.90
Seven layer bars	\$1.09	\$11.99

JAZZMAN'S GIANT COOKIES

Chocolate chip cookie	\$1.75	\$19.25
Oatmeal raisin cookie	\$1.75	\$19.25
Peanut butter drop cookie	\$1.75	\$19.25
Chocolate chocolate chip cookie	\$1.75	\$19.25

COOKIES

Chocolate chip cookie	\$0.69	\$7.59
Oatmeal raisin cookie	\$0.69	\$7.59
Peanut butter drop cookie	\$0.69	\$7.59
Chocolate chocolate chip cookie	\$0.69	\$7.59

SNACKS**PER PERSON****PER POUND**

Potato chips and dip	\$1.15	\$10.59
Pretzels	\$1.15	\$10.59
Tortilla chips and salsa	\$1.15	\$10.59
Granola Bars	\$1.19	\$13.90 Dozen

HORS D'OEUVRES**BY THE DOZEN****Hot**

Spanakopita	\$22.75
Coconut shrimp	\$21.15
Honey drizzled chicken drumettes	\$12.65
Fried chicken tenders	\$17.09
Stuffed mushrooms	\$16.05
Oysters rockefeller	Market Price
Parmesan artichoke hearts	\$34.39
Vegetable spring rolls	\$25.39
Eggrolls	\$16.79
Scallops wrapped in bacon	Market Price
Chicken wings and blue cheese	\$12.69
Chicken & mushroom quesadilla tapas	\$23.59
Crab rangoon	Market Price
Roasted red pepper and gouda quesadilla	\$21.99
Crab cakes	Market Price
Cocktail franks wrap in pastry	\$11.65
Fried Ravioli	\$ 9.69

Cold

Crab claw cocktail	Market Price
Shrimp cocktail	Market Price
Skewered Fruit with yogurt dressing	\$ 8.45
Salmon pinwheel	Market Price
Tomato, mozzarella and basil crostini	\$17.89
Tuscan bruschetta	\$13.15
Belgium endive and herbed goat cheese	\$20.59
Vegetarian sushi roll	\$13.09
Sushi	\$13.09
Cantaloupe wrapped with proscuitte	\$ 9.69

BEVERAGES**PER PERSON****BY THE GALLON****Hot**

Brewed regular & decaffeinated coffee		
	\$1.85	\$30.90
Hot water with lipton tea bags		
	\$1.85	\$30.90
Hot cocoa	\$2.10	

Cold

Canned soda	\$1.65	
Bottled water	\$1.65	
Milk (pint)	\$1.49	
Bottled juices	\$1.55	
Lemonade		\$11.35
Fruit punch		\$11.35
Iced Tea		\$11.35

ALCOHOLIC BARS**PER PERSON****Full open bars**

First hour	\$7.00
Additional hour(s)	\$3.50
Beer and wine open bars	
First hour	\$6.00
Additional hour(s)	\$3.00

Full cash or cash beer and wine bars

\$350.00 minimum sales or balance invoiced to sponsoring department or group.



PLANNING YOUR EVENT

Hospitality Services Catering Contact

Angela Scott, Catering Supervisor
Office Location: Clet Dining Commons
Phone: (716) 286-8399
Fax (716) 286-8398
e-mail: ascott@niagara.edu

Booking your event

Minimum of ten (10) business days for all events.

Some coffee breaks and small receptions may be planned up until five (5) business days, but menu options may be limited.

Accommodations can be made on a shorter notice, however, menu options will be limited.

Information needed to book your event

Date of event

Location of event, (both building and room number)

Who is hosting the event

Who will be the contact person for this event

Time event is to begin

Time meal is to be served if not at the beginning of your event

Time event is to end

Actual or estimated attendance (actual must be given 3 business days prior to event)

Account number for all campus charges

Contact phone number

Contact e-mail address

Menu for event

Room reservations

Contact the catering office for reserving the Heritage Room, Commons on the Ridge, or the Clet Dining Commons. (Clet Dining Commons is on a limited basis).

Conference Services

If you are planning a conference at Niagara University, please contact Jay Stockslader at (716) 286-8417 in the Continuing & Community Education office.



PLANNING YOUR EVENT

Guest Count/Guarantee

We require a final count three (3) business days before the event (not including the day of the event). An earlier guarantee of five (5) business days is required for groups over 100 or with special menu's. The client will be responsible for one hundred percent (100%) of the final guarantee , or the actual number of guests served, whichever is greater. If a guarantee is not provided, the last estimate becomes the guarantee. Last minute guest count changes will result in additional charges. If the guest count increases less than three (3) days before your event, we may not be able to increase the quantity of every menu item, but we will serve an appropriate substitution. We will prepare food for five percent (5%) above the guarantee, for buffets only.

Cancellations

There is no charge for cancellations made at least three (3) working days prior to your event, a fifty percent (50%) charge for cancellations made two working days prior to the event, and a one hundred (100%) charge for cancellations made less than 24 hours prior to your event. During an emergency university closure, all events scheduled will be automatically cancelled at no charge.

Brochure Pricing

All pricing included in this brochure is based on the event being held in Clet Dining Hall, during the academic calendar. Pricing will be higher when college is not in session.

Event Confirmation

All events will be sent a confirmation via e-mail. Review this confirmation to insure all of the information provided to us is correct. If any information is incorrect or missing, please contact us with the correct information and/or missing information. A revised confirmation will be sent with the corrected information. All event confirmations must be approved in order to execute the event.

Tables and Chairs

Hospitality Services does not supply tables and chairs. When tables and chairs are needed, we can assist you with the quantity that is needed for the event. Tables needed for food and beverage set-up are needed for all events outside of Clet Dining Hall. Table orders may be made through Unicco, by sending a work order to Facility Services. Set-up of tables and chairs is the responsibility of the client.



PLANNING YOUR EVENT

Linens and Skirting

Linen tablecloths/napkins will be supplied for buffets and dinners only. When linen tablecloths and/or napkins are needed, an order must be placed at least 7 days prior to event. This lead time is needed so that it will be available when the event is scheduled. We only stock linen tablecloths and napkins required to execute events that are previously booked. There is a charge for all linen tablecloths and napkins, not supplied with a buffet or dinner. Skirting will be provided for buffet tables. If skirting is required at the event, please include this with your order. If skirting is required with no food or beverages, a set-up fee will be charged.

Delivery Services

All delivery prices include charge for disposable ware. All deliveries will be sent on disposable ware, unless china, silver, and glassware is requested. There is an additional charge for china, silver, and glassware. Drop-offs with disposable ware, the refuse will be the responsibility of the contact person of the event. Please establish accurate delivery and pick-up times with our staff for the event. Service staff will not remain with a delivery, unless prior arrangements have been made. Event delivery and pick-up times provided on the confirmation, are considered accurate and factual. Events with unscheduled return trips will incur an additional fee. The event location must be unlocked and available at least 1 hour prior to the event starting time as shown on the confirmation. Events with unscheduled return trips, due to location not being available for set-up, will incur an additional fee. So we may continue to provide complimentary delivery on campus, we have a \$50.00 minimum food order. If the food order is below the minimum, a delivery fee will be charged.

Billing

When ordering, on-campus groups must provide an account number. This account number, must be provided prior to the event.

In accordance with New York State tax laws, any group without an University account number, will be charged 8% New York State Sales Tax, unless a tax exempt form is provided prior to the event. A deposit of 75% of the invoice is required 5 working days prior to the event in order for the event to be executed, with the balance due at the conclusion of the event.

Method of Payment

In addition to University account numbers, we accept cash, checks, money orders, Mastercard, Visa, and American Express.

