

EDWARDSVILLE

Catering Guide Table of Contents

Catering Requests and Orders	2
Inclement Weather	2 - 3
Out of Building Delivery Charges	4
Cold Breakfast Menu	5
Hot Buffet Breakfast	6
Boxed Lunches	7
Hot Lunch and Dinner Menu	8
Lunch and Dinner Buffet	9 - 12
Appetizer and Snack Menu	13 - 14
Hot Beverages	15
Bakery	16 - 17
Bar Service	18 - 19

Catering Guide



To place your catering order, contact Event Services at 618-650-3001 or your Event Services contact no later than 12 p.m. two weeks prior to your event date. Orders received within two weeks prior to the event will result in a 15% late fee.

Refer to the current Reservation and Catering Policy for overall guidelines.

Guaranteed Number of Guests

To ensure appropriate service preparation, we require the final guaranteed number of guests by 12 p.m. three business days prior to your event. You will be charged for this number of guests unless you exceed the guaranteed number, at which point you will be charged the actual number served. Increases in the number of guests within 72 hours of the event will be subject to an additional 15% late fee. If we do not receive your final guarantee, we will use the last estimate on record. If the Monday prior to the event is an observed holiday, guarantees for Thursday events will be due by 12 p.m. on the Friday prior.

Deadlines

Event Day	<u>Guarantee Day</u>	
Saturday, Sunday or Monday	12 p.m. Wednesday	
Tuesday	12 p.m. Thursday	
Wednesday	12 p.m. Friday	
Thursday	12 p.m. Monday	
Friday	12 p.m. Tuesday	

Cancellations

Cancellations must be made no less than five business days prior to the event date. Cancellations made less than five business days prior to the event date will be billed for 50% of the catering order. Events cancelled the day of the event will be billed at 100% of the catering order.

Inclement Weather

When inclement weather affects the immediate area, the University may close the campus. The Morris University Center is considered to be an essential service and will remain open with adjusted hours and limited, essential services (e.g. food service for residential students).

Inclement Weather (Continued)

The Event Services, Catering Services and Technical Services will not be operational and all events requiring any of those services will be cancelled. These services will be suspended until the University is officially reopened.

Event Set Ups

For all events occurring outside of the Morris University Center, the client is responsible for ordering and setting up all tables and chairs. Customers are responsible for providing trash receptacles and trash removal at their events. If the catering staff is required to remove trash at the conclusion of an event, an additional fee will be charged.

Leftovers

To protect your health and prevent food illnesses from occurring, the catering staff will remove all perishable foods from the event. Any nonperishable items may be taken if desired (e.g. pre-packaged snacks and bottled beverages). SIUE Catering does not provide to-go containers, platters, baskets or bags on buffets or receptions.

Minimums

- There will be a \$75 minimum charge for all food orders Monday Friday.
- A minimum food and beverage order of \$600 is required for meals scheduled on Saturday or Sunday.
- A minimum food and beverage order of \$200 is required for refreshments scheduled on Saturday and Sunday. (Example: beverages, appetizers and snacks.)
- Orders totaling less than \$75 will be available as carryout only.
- Carryout orders can be delivered for \$15 within the Morris University Center.

Service Charges

- A 6% service charge will apply on orders that require staff to remain and provide service for the event.
- Events exceeding the scheduled 90 minute event time will be subject to additional service fees
 of \$25 per hour/per staff required to stay. Additional service staff is available upon request at \$25 per
 hour/per staff for a four hour minimum.
- \bullet There will be a 10% service charge for events with a start time prior to 7 a.m. or after 9 p.m.
- There will be a 10% charge for events that offer entrée selections for one event. A specific count for each entrée ordered is required by 12 p.m. three business days prior to the event.
- Table linens will be provided at a charge of \$6.50 per tablecloth and must be ordered 14 days prior to the event.
- Our standard linen colors are red, white and black. Linens outside of our standard colors are available upon request for an additional \$2 each. Colored tablecloths are subject to availability and must be ordered 30 days prior to the event.

Out of Building Delivery Charges



Additional Charges

Currently, all catered events will be served on disposable products. When biodegradable/compostable disposable products are requested for catered events please add \$3.25 per guest.

Product Availability

Product availability is subject to change without notice due to unexpected shortages from our suppliers.

Dietary Restrictions

To ensure that all your guests have an experience that exceeds their expectations, our standard menu also features vegan, gluten free and dairy free. We will be pleased to accommodate guests with restricted dietary requirements provided that we have three business days' notice prior to your event.

Please be aware that during normal kitchen operations involving shared cooking and preparation areas, including common fryer oil, the possibility exists for food items to come in contact with other food products. Due to these circumstances, we are unable to guarantee that any menu entrée can be completely free of allergens.

Please contact our Catering Specialist at hahendr@siue.edu for suggestions to fill your special request. If you do not find a suitable meal in our Catering Guide, our team will be happy to develop a menu to meet your needs.

We are committed to keeping you healthy and safe.

When you dine with us, your health and safety is of paramount importance. We want you to know that we have a comprehensive plan to ensure we effectively manage the spread of illnesses such as COVID-19. Our team continues to monitor guidance provided by the Centers for Disease Control and Prevention, World Health Organization and other health authorities.

You can rest assured we are taking many steps to ensure a safe food service environment and to reinforce our stringent health and hygiene standards.

This includes:

- Maintaining strict cleaning, sanitizing and disinfecting protocols.
- Ensuring CDC guidelines for handwashing and hygiene etiquette.
- Reinforcing Food Safety Management System/HACCP standards for food preparation and service.

Cold Breakfast Menu

Quick Start - Individually Boxed - Min. 10 Guests - \$8.99

- (1) Seasonal Fruit Cup, (1) Assorted Muffin and (1) Petite Danish
- Bottled Orange Juice, Hot Tea, Regular and Decaffeinated Coffee

Deluxe Continental - Individually Boxed - Min. 10 Guests - \$10.99

- (1) Seasonal Fruit Cup, (1) Assorted Muffin and (1) Petite Danish
- Vanilla Yogurt and Granola Cup (9 oz.)
- Bottled Orange Juice, Hot Tea, Regular and Decaffeinated Coffee

Hot Buffet Breakfast

Rise and Shine - Min. 15 Guests - \$13.99

- Freshly Scrambled Eggs
- · Batter Bite Potatoes
- Choice of Pork (Bacon or Sausage) or Turkey (Bacon or Sausage)
- · Bottled Orange Juice, Hot Tea, Regular and Decaffeinated Coffee

Red Eye Breakfast Buffet - Min. 15 Guests - \$14.99

- Freshly Scrambled Eggs
- Choice of Pork (Bacon or Sausage) or Turkey (Bacon or Sausage)
- Biscuits and Gravy
- Batter Bite Potatoes
- · Assorted Jelly Packets and Butter
- Bottled Orange Juice, Hot Tea, Regular and Decaffeinated Coffee

Big Breakfast Buffet - Min. 15 Guests - \$15.99

- Mixed Fruit Cup (9 oz.)
- Freshly Scrambled Eggs
- Choice of Pork (Bacon or Sausage) or Turkey (Bacon or Sausage)
- · Batter Bite Potatoes
- Biscuits with Jelly and Butter
- French Toast with Syrup
- Bottled Orange Juice, Hot Tea, Regular and Decaffeinated Coffee

Enhancements - Per Person Pricing

- Assorted Fresh Whole Fruit \$1.99
- · Assorted Petite Danish \$1.25
- · Large Cinnamon Rolls \$2.99
- · Assorted Donuts \$2.25
- · Assorted Muffins (4 oz.) \$2.59
- Assorted Scones \$2.25
- · Croissants \$2.25
- Assorted Bagels with Cream Cheese \$3.99
- Assorted Cereal and Milk \$3.99
- Individual Oatmeal Cup \$2.99
- (2) Biscuits and Gravy \$3.99
- (2) Pancakes with Syrup \$2.99
- Bacon (3) Slices (Turkey or Pork) \$2.99
- Sausage Links (2) (Turkey or Pork) \$2.99
- (2) Boiled Eggs \$1.99

Boxed Lunches

(Min. of 10 orders)

When ordering, maximum of three different types of sandwiches, wraps or salads to a combined order.

- **All boxed sandwiches and wraps served with fruit salad, chips, individually wrapped cookie and assorted bottled beverage**
- **Gluten Free Bread/Wrap Available Upon Request For An Additional \$2 Per Sandwich**

Boxed Sandwiches - \$12.50 per person

- Oven Roasted Turkey and Havarti with Pesto Mayo on Hawaiian Bread.
- Baked Ham and Swiss with Honey Mustard on Hawaiian Bread
- Roast Beef and Boursin Cheese with Horseradish Spread on Hawaiian Bread.
- Portabella Mushroom, Red Pepper, Cucumber, Red Onion Stacker with Hummus Spread on Hawaiian Bread

Boxed Wraps - \$12.50 per person

- BLT Wrap with Cheddar Cheese and Mayo
- Grilled Chicken Caesar Wrap with Romaine Lettuce, Shaved Parmesan and Caesar Dressing.
- Southwest Wrap with Portabella Mushroom, Black Bean Spread, Cilantro, Red Onion, Tomatoes, Corn, Shredded Luttuce and Salsa

Boxed Salads - \$11.50 per person

- ** All boxed salads served with fruit salad, individually wrapped crackers, individually wrapped cookie and assorted beverage**
- Caesar Salad

Romaine Lettuce, Shaved Parmesan Cheese, Croutons and Caesar Dressing.

Chef Salad

Romaine Lettuce, Turkey, Ham, Shredded Cheddar Cheese, Hard Boiled Eggs and Tomatoes with Ranch Dressing.

Greek Salad

Romaine Lettuce, Feta Cheese, Grape Tomatoes, Red Onions, Kalamata Olives with Greek Dressing.

Tuscan Harvest

Fresh Tender Greens Topped with Apple Slices, Dried Cranberries, Praline Pecans and Feta Cheese Crumbles Served with Poppy Seed Dressing.

Southwest Salad

Romaine Lettuce, Roasted Corn, Black Beans, Grape Tomatoes, Diced Onion, Shredded Cheddar Cheese, Cilantro, Tortilla Strips served with Ranch Dressing.

Protein Add-On

- · Sesame Roasted Tofu \$3.00
- Grilled 6 oz. Chicken Breast \$5.00
- Herb Roasted 4 oz. Salmon \$10.00
- Grilled Flank Steak \$10.00

Hot Lunch and Dinner Menu



(Minimum of 10 orders)

Chicken Parmesan - \$16.99 per person

• Boneless Skinless Chicken Breast, topped with Parmesan and Mozzarella Cheese, on a Bed of Marinara Sauce. Served with a Side Starch, Vegetable and one Garlic Bread Stick.

Focaccia Chicken - \$16.99 per person

 Garlic Focaccia Crusted Chicken Breast with Rose' Sauce. Served with a Side Starch, Vegetable, one Roll and Butter.

Smoked BBQ Beef Brisket - \$19.99 per person

 Sliced Smoked Brisket In-House BBQ Sauce. Served with a Side Starch, Vegetable, one Roll and Butter.

Four Cheese Lasagna Rotolo - \$15.99 per person

• Served with side of Vegetables and one Garlic Bread Stick.

Oven Roasted Salmon - \$19.99 per person

• Salmon Filet Roasted and topped with a Creamy Garlic Dill Sauce. Served with a Side Starch, Vegetable and one Roll and Butter.

Grilled Vegetable Tower - \$16.99 per person

Served with side of Brown Rice and Quinoa.

^{**}There will be a 10% upcharge for events that offer multiple entree selections for one event. A specific count for each entree ordered is required by 12 p.m. three business days prior to date of event.**

Lunch and Dinner Buffet

Deli Buffet - Min. 15 Guests - \$17.99

Garden Salad with Ranch or Italian Vinaigrette - Pre-made with Dressing Packets

Choose Three Pre-made Individually Wrapped Sandwiches or Wraps Cut in Half

- Oven Roasted Turkey & Havarti with Pesto Mayo on Hawaiian Bread
- Baked Ham & Swiss with Honey Mustard on Hawaiian Bread
- Roast Beef & Boursin Cheese with Horseradish Spread on Hawaiian Bread
- Grilled Portabella Mushroom, Red Pepper, Cucumber, Red Onion Stacker with Hummus Spread on Hawaiian Bread
- BLT Wrap with Cheddar Cheese and Mayo
- · Grilled Chicken Caesar Wrap with Romaine Lettuce, Shaved Parmesan and Caesar Dressing
- Southwest Wrap with Grilled Portabella Mushroom, Black Bean Spread, Cilantro, Red Onion, Tomatoes, Corn, Shredded Lettuce and Salsa.

Choose One Salad Below

- Mustard Potato Salad
- · Cucumber, Tomato, Feta, Red Onion Salad
- Pasta Salad
- · Creamy Coleslaw

Includes the following

- Assorted Bags of Chips
- Dill Pickle Spears
- · Mustard, Mayo, Horseradish and Relish Packets
- Chef's Choice of Dessert
- · Bottled Water, Bottled Tea and Soft Drinks

Lunch and Dinner Buffet



Executive Deli Buffet (Served Cold) - \$35.99

- · Chopped Kale
- · Chopped Romaine
- · Tomato, Feta, Red Onion Salad
- · Roasted Chickpeas
- Brown Rice
- Roasted Broccoli
- Shredded Carrot
- Grilled Onions
- · Roasted Peppers
- Grilled Mushrooms
- Dried Cranberries
- Vegan Tzatziki
- Hummus
- Balsamic Vinegar
- Olive Oil
- Assorted Cookie Bars
- Assorted Soft Drinks and Bottled Water

Add-On's

- Sesame Roasted Tofu \$3.00
- Grilled Chicken \$5.00
- Grilled Malibu Shrimp Skewers \$7.99
- Sliced Beef Tenderloin with Horseradish Cream and Chimichurri on the side Market Price

Lunch and Dinner Buffet

BBQ Buffet - Min. 15 Guests - \$18.99

Choose Two Sides

- · Creamy Coleslaw
- Mustard Potato Salad
- Cucumber, Tomato, Feta, Red Onion Salad
- · Corn on the Cob
- Baked Beans
- Macaroni and Cheese

Choose Two Entrees Below

- · Smoked Bone-In Chicken
- BBQ Porksteaks
- Brats
- Pulled Pork
- Pulled Chicken
- Pulled Jackfruit (V)

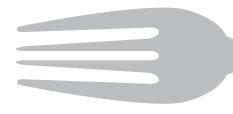
Includes the following

- Corn Bread Muffin and Butter
- Three Types of BBQ Sauces in Squeeze Bottles
- Chef's Choice of Dessert
- · Bottled Water. Bottled Tea and Soft Drinks

Down Home Buffet - Min. 15 Guests - \$17.99

- Garden Salad with Ranch or Italian Vinaigrette (Pre-made with dressing packets)
- Mashed Potatoes with White Gravy
- · Southern Style Green Beans with Onions and Bacon
- Macaroni and Cheese
- Fried Chicken
- · Mostoccioli with or without Meat Sauce
- Biscuits with Honey and Butter
- Chef's Choice of Dessert
- · Bottled Water, Bottled Tea and Soft Drinks

Lunch and Dinner Buffet



Taste of Tuscany Buffet - Min. 15 Guests - \$17.99

Choose One Salad

· Caesar or St. Louis Hill Salad

Choose Two Entrees

- Wild Mushroom Gnochhi (V)
- Cheese Tortellini (V)
- Four Cheese Lasagna Rotolo (V)
- Chicken Alfredo
- White Fish Caprese
- Shredded Carrot
- Breaded Chicken Parmesan
- Mostoccioli with or without Meat Sauce

Includes the following

- Roasted Squash and Zucchini
- Seasoned Green Beans
- Bread Sticks
- Chef's Choice of Dessert
- Bottled Water, Bottled Tea and Soft Drinks

Cocina Buffet - Min. 15 Guests - \$17.99

- Tortilla Chips
- Queso Dip
- Flour Tortillas
- Grilled Chicken
- Roasted Corn and Black Beans (V)
- Seasoned Rice
- Refried Beans
- Shredded Lettuce
- · Individual Salsa, Sour Cream and Guacamole Packets
- · Bottled Water, Bottled Tea and Soft Drinks

Appetizer and Snack Menu

(Price is based on full order of 50 pieces, unless otherwise indicated.)

Cold Appetizers

Deluxe Gourmet Tray with Upscale Crackers - \$99.99

• Fontina Cheese, Smoked Gouda, Colby Jack, Wine Cheese, Double Gloucester, Soft Cheese Boursin Garnished with Fruit. (Availability May Vary)

Deluxe Seasonal Fruit Tray - \$79.99

• Blackberries, Blueberries, Mango, Pineapple, Strawberries and Red Grapes. (Availability May Vary)

Deluxe Grilled Veggie Tray - \$79.99

Mixed Peppers, Portabella Mushrooms, Zucchini, Yellow Squash Garnished with vegetables.
 (Availability May Vary)

Standard Fruit Tray - \$59.99

• Pineapple, Cantaloupe, Honeydew, Red Grapes and Strawberries.

Standard Veggie Tray - \$49.99

• Mixed Peppers, Carrot Sticks, Cauliflower, Broccoli and Grape Tomatoes.

Standard Cheese Tray with Club Crackers - \$44.99

Cheddar Cubes, Monterey Jack Cubes, Colby Jack Cubes Garnished with Fruit.

Hot Appetizers

- · Mozzarella Sticks with Marinara \$71.99
- Toasted Ravioli (Beef or Cheese) with Marinara \$65.99
- Cheddar Stuffed Jalepeno Poppers \$46.99
- Crab Rangoon with Sweet and Sour Sauce \$89.99
- Teriyaki Beef Kabobs (25) \$105.49
- Teriyaki Chicken Kabobs (25) \$69.95
- <u>Spanakopita</u> \$135.99
- Assorted Petite Quiche \$59.99
- Breaded Chicken Tenders with Honey Mustard \$69.99
- Sweet and Sour Meatballs (50) \$37.99

Appetizer and Snack Menu



(Price is based on full order of 50 pieces, unless otherwise indicated.)

Individual Packaged Snacks

\$2.00 each

- · Granola Bars
- Assorted Bagged Nuts
- Trail Mix
- Assorted Chips

\$2.50 each

· Assorted Candy Bars

\$3.00 each

- Sweet Street Rice Krispy
- Sweet Street Brownie

Beverages

\$3.00 each

- Bottled Water (20 oz.)
- Bottled Soft Drink (20 oz.)
 (Pepsi, Diet Pepsi, Mountain Dew, Diet Mountain Dew, Sierra Mist and Diet Sierra Mist)
- Bottled Lipton Iced Tea (Sweet or Unsweet)
- Bottled Juice (16 oz.)
 (Apple, Cranberry and Orange)
- Milk (2% or Chocolate)

Hot Beverages

Regular and Decaf Coffee

- Gallon (128 oz.) \$15.49
- To Go (96 oz.) \$13.99

Starbucks Regular and Decaf Coffee

- Gallon (128 oz.) \$18.49
- To Go (96 oz.) \$15.99

Hot Tea (Herbal and Regular)

- Gallon (128 oz.) \$15.99
- To Go (96 oz.) \$13.49

Hot Chocolate

- Gallon (128 oz.) \$18.99
- To Go Not Available

Hot Apple Cider

- Gallon (128 oz.) \$24.99
- To Go Not Available

A la Carte Disposables

- Eco-Friendly Plate \$.15 each
- · Plastic Plate 9" \$.15 each
- Cutlery Combo with Napkin \$1.25 each
- Disposable Serving Tong \$2.00 each
- Disposable Serving Spoon \$2.00 each
- Sterno (Burn Time 4 Hours) \$2.75 each
- Disposable Chafing Rack (Includes Water Pan) \$10.00 each

Bakery

We can provide full or half sheet cakes of the following below.

- 10" Round Basic Cake \$24.99
- 10" Round Premium Cake (No Filling) \$54.99
- Basic Half Sheet \$34.99
- Basic Full Sheet \$54.99
- Premium Half Sheet \$64.99
- Premium Full Sheet \$109.99
- Add \$9.99 for Filling on Half Sheet
- Add \$19.99 for Filling on Full Sheet

Basic Cake Flavors Include: Chocolate, Yellow or White

Basic Icing Flavors Include: Chocolate or White

Premium Cake Flavors Include: Italian Cream, Carrot or Red Velvet **Premium Icing Flavors Include:** Chocolate, White or Cream Cheese **Premium Filling Flavors Include:** Lemon, Blueberry or Strawberry

Cupcakes Minimum Order One Dozen, Priced Per Dozen

Basic Cupcakes - \$13.99
 (Flavors Include: Chocolate, White orYellow)

• Premium Cupcakes - \$21.99

(Flavors Include: Italian Cream, Carrot or Red Velvet)

Cookies Minimum Order One Dozen, 1.5 oz. \$1.50 each

Flavors Include: Chocolate Chip, Oatmeal Raisin, Peanut Butter, Sugar, Chocolate Chocolate Chip or M&M's

Iced Sugar Cookies \$2.25 each

Royal Icing Flavors Include: Red, Pink, Orange, Yellow, Green, Blue, Purple and Black

Bakery

- Assorted 4 oz. Muffins \$2.59
- Mousse \$1.99 per person
 (Flavors Include: Chocolate, Strawberry or Vanilla)
- Assorted Cheesecakes \$3.99 per person

Special Dietary

- Chocolate Flourless Torte (Gluten Free) \$6.99 per person
- No Sugar Added New York Style Cheesecake \$5.99 per person
- No Sugar Added Pies \$5.99 per person
 (Flavors Include: Apple, Pumpkin, Cherry and Blueberry)
- *Carry out Bakery items do not include plates, napkins and cutlery.

Bar Service

Illinois State Law prohibits the purchase or consumption of alcholic beverages by persons under the age of 21. SIUE will not serve alcohol to any guest without a valid driver's license or state-issued ID.

No alcohol will be provided without food ordered for the event. A food order must consist of a meal or substantial order of appetizers which will be provided by Catering Services. If at any time food is not available, alcohol service will discontinue.

Open Bar

Open Bar Service is available for no less than two hours and no more than four hours and is priced per person with a minimum order of ten guests.

Full Open Bar (Beer, Wine, Mixed Drinks, Soda and Bottled Water)

- Two Hours \$14.99
- Three Hours \$15.99
- Four Hours \$16.99

Limited Open Bar (Beer, Wine, Soda and Bottled Water)

- Two Hours \$11.99
- Three Hours \$12.99
- Four Hours \$13.99

Host Bar

Host Bar Service is available for no less than two hours and no more than four hours and is priced on consumption. Bar service is charged by the drink. There is a \$75.00 minimum charge for a Host Bar. Sponsors will be charged the greater or actual consumption or the minimum \$75.00.

- Soda/Bottled Water (Pepsi Products) \$3.00
- Bottled Beer \$5.00
- Wine \$6.00
- Mixed Drinks \$7.00

Bar Service

Cash Bar

Cash Bar set up fee is \$175.00 per event which includes one bartender for no less than two hours and no more than four hours and is priced per drink.

A service fee of \$150.00 will be charged for each additional bartender for no less than two hours and no more than four hours.

- Soda/Bottled Water (Pepsi Products) \$3.00
- Bottled Beer \$5.00
- Wine \$6.00
- Mixed Drinks \$7.00

Bar Selections

Bottled Beer

- Budweiser
- Bud Light
- Bud Select
- Michelob Ultra

Mixed Drinks

- Absolut Vodka
- Captain Morgan Spiced Rum
- Bacardi Rum
- · Johnny Walker Black Label Scotch
- Tangueray Gin
- Bulleit Bourbon
- Jack Daniels Whiskey
- Bols Amaretto
- Jose Cuervo Tequilla

Wine

- Sycamore Lane Merlot
- Sycamore Lane Cabernet
- Blufeld Riesling
- Yellow Tail Moscato
- · Woodbridge Red Zinfandel
- Sycamore Lane Pinot Grigio
- Sycamore Lane Chardonnay

Prices subject to change based on availability and sourcing.