

# FSA CATERING MANUAL

CATERING PLANNING GUIDE - Table of Contents

A la Carte Refreshments.....Page 3

Party Platters, Hors d’ Oeuvres and Snacks..... Page 4

Early Morning Favorites.....Page 5

Lunch Favorites.....Page 6

Lunch Buffets.....Page 7

Served Dinner.....Page 8

Dinner Buffets.....Pages 9 and 10

Alcohol Service.....Page 11

Terms of Agreement.....Page 12

**We would be glad to assist you with your special requests, please contact the Catering Office at 716 680-6227. Vegetarian and vegan selections available.**

## A LA CARTE REFRESHMENTS

### Beverages

Coffee, Decaf, Hot Tea, Hot Chocolate  
Orange, Apple and Cranberry Juice  
Fruit Juice Punch, Lemonade  
Ice Tea  
\$19.25 per gallon

### Individual Beverage Servings (Priced per item)

Soda - Can - \$2.00  
Bottled Water - \$2.25  
Bottled Juice - \$3.25

Box of "Joe to Go" - \$14.50 (not eligible for campus discount)

Choice of House Brand, Tim Hortons or Starbucks Coffee, Decaf or Hot Water for tea, includes 96 oz. of beverage, 12 disposable cups and appropriate condiments.

### Baked Goods (Priced per dozen)

Bagels with Cream Cheese and Condiments - \$20.50  
Danish - \$20.50  
Muffins - \$20.50  
Assorted Bakeshop Pastries - \$20.50  
Bakeshop Cookies - \$9.25  
Mini Gourmet Cookies - \$9.25  
Gourmet Cookies - \$17.50  
Dessert Bars, Brownies, Congo Bars - \$17.25 (minimum 2 ½ dozen each)  
Mini bagels with cream cheese and condiments - \$15.00  
Mini scones or muffins - \$15.00

### Whole Fresh Fruit Bowl

Includes Seasonal Fruit - \$1.25 per piece

### Breakfast Breads and Cakes

Buttermilk coffee cake - \$15.00  
Banana, cranberry or blueberry breads - \$15.00  
Blueberry yogurt cake - \$15.00

### Sheet Cakes

Full Single Layer Sheet Cake - \$50.00  
1/2 Single Layer Sheet Cake - \$30.00

### Breakfast Sandwiches (Retail price)

Sausage, Egg and Cheese Bagel  
Bacon, Egg and Cheese English Muffin  
Egg White, Veggie and Cheese Wrap

## PARTY PLATTERS, HORS D'OEUVRES AND SNACKS

### PARTY PLATTERS and SPECIALTY ITEMS

All selections serve approximately 30-35 guests

Cheese Wheel - \$95.00

Swiss, Cheddar, Provolone, Pepper Jack cheese with crackers

University Platter - \$115.00

Sliced ham, turkey, roast beef, and cheeses served with macaroni salad or potato salad, includes bread and condiments

Relish Tray - \$65.00

Cauliflower, broccoli, celery, carrots, olives and other seasonal fresh vegetables with dip

Fruit and Cheese Tray - \$100.00

Cheddar, Swiss and crackers, complemented with fresh seasonal fruit

Nacho Bar - \$95.00

Tortilla chips with cheese sauce and a variety of toppings

Antipasto Platter - \$95.00

Pepperoni, cheese, eggs, tomatoes, olives, peppers, & mushrooms, drizzled with Italian dressing

Fresh Fruit Tray - \$95.00

An attractive assortment of ready to eat seasonal fresh fruit

Cheese and Pepperoni Platter - \$95.00

Sliced pepperoni served with cheddar and provolone cheeses, crackers

Ice Cream Social - \$75.00

Self-serve ice cream with a variety of toppings

Loaded Nacho Bar - \$150.00

Nacho bar with your choice of Taco Meat, Refried Beans or Chicken Fajita

### HORS D'OEUVRES

Available in quantities of 100 pieces *per individual selection*

#### Hot

Specialty - \$150.00

Seafood Stuffed Mushrooms

Pot Stickers w/Plum Sauce

Jalapeno Poppers w/Pepper Jam

Veggie or Chicken Quesadillas

Rumaki

Brie En Croute

Mini Beef Wellington

Crab Cakes w/Mustard Sauce

Spanakopita

Chicken Wings or Chicken Fingers with Bleu Cheese, Carrot and Celery Sticks

Standard - \$110.00

Vegetable Stuffed Mushrooms

Oriental Egg Rolls w/Dipping Sauce

Swedish Meatballs

Petite Pizza Pieces

Fried Mozzarella Sticks w/Pizza Sauce

Petite Assorted Quiche

#### Cold

Specialty - Market price

Shrimp Cocktail w/appropriate accoutrements

Smoked Salmon Service

Snacks \$7.50 per pound

Peanuts, Snack Mix, Pretzels, Popcorn

Standard - \$85.00

Finger Sandwiches

Deviled Eggs

Mini Sandwiches on Party Rolls

Assorted Bread Canapés

Ham and Cheese Pinwheels

#### Whole 16" Pizzas

Cheese - \$15.00

Cheese & Pepperoni - \$17.00

Specialty Pizza - \$19.00

## **EARLY MORNING FAVORITES**

### **Standard Breakfast - \$13.00, Served or Buffet**

Coffee, Tea, Decaf, Juice  
Bagels, Muffins, Danish  
Scrambled Eggs  
Bacon & Sausage Links  
Home Fries

### **Specialty Breakfast Buffet - \$19.00**

Coffee, Tea, Decaf, Juice  
Bagels, Muffins, Danish  
Mushroom & Cheese Omelets or Breakfast Pizza  
Bacon & Sausage Links  
French Toast with Syrup  
Home Fries  
Seasonal Fresh Fruit Platter  
Yogurt Parfaits

## LUNCH FAVORITES

*Assorted rolls and breads, condiments, non-alcoholic beverages and dessert included.*

### Deli Buffets

#### Standard - \$15.00

Platters of sliced ham, turkey, roast beef, tuna salad, Swiss and Provolone cheese, lettuce leaves and sliced tomatoes, potato and egg salad

#### Select - \$15.00

Assorted premade sandwiches and wraps, mixed green salad, pasta salad

### Side Dishes

*Additional \$3 charge per person*

Soup Du Jour  
Mixed Green Salad  
Sliced Fresh Fruit or Fresh Fruit Cup  
Specialty Salads

### Boxed Lunches - \$10.00

Your choice of sandwich served with a bag of potato chips, apple, 2-bakeshop cookies and beverage

### Served Entrees - \$18.00

**Chicken Marsala** – sautéed chicken breast scaloppini finished with a wild mushroom Marsala wine sauce served with green beans and wild rice pilaf

**Chicken Printaniere** – grilled chicken breast on a bed of sautéed julienne vegetables, lemon beurre blanc sauce

**Chicken Pasta Primavera** – grilled chicken breast over penne pasta and fresh vegetable medley finished with Alfredo Sauce

**Beef or Chicken Stir Fry** – customer's choice of beef or chicken with fresh Oriental vegetables over white rice

**Roasted Sliced Sirloin** – English cut sirloin finished with a Burgundy wine mushroom sauce served with smashed baby red potatoes and sautéed vegetable medley

**Open-Faced Steak Sandwich** – grilled sirloin steak Served on garlic bread, finished with sautéed mushrooms, accompanied by roasted baby red potatoes

**Brochettes w/Choice of One** – jumbo tiger shrimp, beef tips or chicken breast, fresh seasonal vegetables served over wild rice pilaf

**Steak or Chicken Caesar** – classic Caesar salad topped with sliced steak or grilled chicken breast

**Eggplant Parmesan** – **vegetarian**, lightly breaded, with cheese filling, served with marinara sauce, Angel Hair pasta, garlic bread and green beans

**Pasta Primavera** – **vegetarian**, fresh sautéed seasonal vegetables tossed with penne pasta served in Alfredo sauce

**Chicken Salad** – freshly made chicken salad with seasonal fresh fruit and croissant

*Vegetarian Entrée Available with Main Selection*

### Desserts

Assorted Cookies  
Brownies  
Congo Bars  
Pound Cake with Fresh Berries  
Strawberry Shortcake (seasonal)  
Ice Cream

## **LUNCH BUFFETS - \$18.75**

*All buffets include rolls and butter, non-alcoholic beverages, and dessert.*

**Select one item from each of the following categories:**

### Soup or Salad

#### **V – Vegetarian Selections**

Minestrone  
Broccoli Cheese  
Chicken Noodle  
Vegetarian Vegetable – **V**

Mixed Green Salad  
Greek Salad  
Fresh Fruit Salad  
Broccoli Raisin Salad  
Apples Waldorff  
Pasta Salad

### Pasta, Potato, or Rice

Orzo Pasta Pilaf  
O'Brien Potatoes  
Garlic Mashed Potatoes  
Rice Pilaf  
Risotto

### Vegetables

Steamed Broccoli with Cheese Sauce, Mixed Vegetables, Cauliflower Polonaise  
Green Beans Amandine  
Glazed Baby Carrots

### Entrees – Select 2

#### **V – Vegetarian Selections**

Beef Stroganoff with Egg Noodles  
Sliced Roast Beef au jus  
Chicken or Beef Stir Fry with Rice  
Chicken Printaniere  
Chicken Fricassee with Biscuits  
Sliced Turkey and Gravy  
Sliced Roast Pork Loin  
Stuffed Manicotti with Tomato Sauce **V**  
Eggplant Roulade **V**  
Pasta Primavera **V**  
Lasagna Swirls **V**  
Baked White Fish

***Additional Entrée \$3 per person***

### Desserts

Assorted Cookies  
Brownies  
Congo Bars  
Pound Cake with Fresh Berries  
Strawberry Shortcake (seasonal)  
Ice Cream

## SERVED DINNERS

*Selections include your choice of salad, side dish, vegetable, two entrées, rolls and butter, non-alcoholic beverages and dessert.*

### Salads

Mixed Green Salad with Choice of Dressing  
Caesar Salad with Homemade Croutons  
Greek Salad with Yasou Dressing

### Side Dishes

Rice Pilaf, Twice Baked Potato, Baked Potatoes, Baby Red Potatoes with Rosemary, Orzo Pasta Pilaf

### Vegetables

California Blend Vegetables, Glazed Carrots, Green and Yellow Beans with Baby Carrots, Vegetable Medley, Seasonal Fresh Grilled Vegetables

### Entrees

Chicken - \$23.00

**Broccoli & Cheese Stuffed Chicken Breast**  
homemade with Hollandaise Sauce

**Chicken Maitaise** stuffed with a Cranberry-Apple Cornbread dressing finished with an Orange Essence Hollandaise Sauce

**Grilled Chicken Breast Printaniere** – grilled chicken breast on a bed of sautéed julienne vegetables with a Lemon Beurre Blanc Sauce

Beef and Pork

**Slice Beef Tenderloin** with Burgundy Wine Sauce - \$34.00

**Sliced Top Round of Beef** with Bordelaise Sauce - \$23.00

**N.Y. Strip Steak** (12 oz.) Grilled with sautéed shiitake mushrooms – market price

**Prime Rib** (12 oz.) with au jus – market price

**Grilled Filet Mignon** (10 oz.) with sautéed spinach and Peppercorn Demi-Glace – market price

**Roasted Pork Loin** with Rosemary Demi-Glace - \$24.00

**Combinations** - your choice of (2) of the following: Beef Tenderloin Filet, Chicken Breast, Pork Loin or Salmon Filet, served with appropriate sauces - \$32.00

Fish - \$25.00

**Grilled Salmon Filet** with Creamy Dill Sauce

**Baked White Fish** – Lemon Pepper Seasoning finished with a Chive Beurre Blanc Sauce

Vegetarian - \$23.00

**Pasta Primavera** with Alfredo Sauce

**Eggplant Roulade** with Marinara Sauce and angel hair pasta

**Vegetable Lasagna Swirls** with Marinara sauce

**Stuffed Pepper or Portabella Mushroom**

### Desserts

Fruit and Cream Pies, Assorted Layer Cakes, Cheese Cake, Individual Mousse and Ice Creams

A \$3 per person surcharge applied to any served dinner with more than two entrées.



## **DINNER BUFFETS - \$32.00**

*All buffets include rolls and butter, non-alcoholic beverages, and two desserts*

### **Salad**

*(Select Two)*

Mixed Green Salad  
Caesar Salad  
Greek Salad  
Fresh Fruit Salad  
Pasta Salad  
Potato Salad  
Macaroni Salad  
Marinated Vegetable Salad  
Broccoli Raisin Salad  
Coleslaw

### **Pasta, Potato, and Rice**

*(Select One)*

Orzo Pasta Pilaf  
Roasted Rosemary Baby Red Potatoes  
Scalloped Potatoes  
Baked Potatoes  
Mashed Potatoes  
Wild Rice Blend  
Steamed White Rice

### **Vegetables**

*(Select One)*

California Blend Vegetables  
Glazed Carrots with Mint  
Green and Yellow Beans with Baby Carrots  
Sautéed Vegetable Medley  
Seasonal Grilled Vegetables

### **Entrée**

*(Select Two)*

Sliced Top Round of Beef  
Baked Chicken Quarters  
Italian Sausage with Peppers and Onion  
Chicken Printaniere  
Roasted Pork Loin  
Sliced Roasted Turkey Breast  
Sliced Honey Glazed Ham  
Baked Atlantic White Fish

### **Vegetarian Entrée:**

*(Select One)*

Eggplant Roulades with Marinara Sauce  
Stuffed Shells with Marinara Sauce  
Penne Pasta Primavera with Alfredo Sauce  
Vegetarian Lasagna Swirls with Marinara Sauce  
Risotto Topped Portabella Mushrooms  
Stuffed Bell Peppers  
Baked Ziti

*Continued Next Page*

Carving Station \$6.00, Select One

Beef Tenderloin with Peppercorn Demi Glace  
English Cut Prime Rib Au Jus  
Roasted Striploin with Bordelaise Sauce  
Pork Loin with Rosemary Demi Glace  
Virginia Baked Ham with Chutney  
Leg of Lamb with Mint Demi Glace

Signature Broccoli Stuffed Chicken Breast with Hollandaise \$4.00

Dessert – Select Two:

Cheesecake  
Individual Chocolate Mousse with Whip Cream  
Assorted Fruit and/or Cream Pies  
Assorted Layer and Torte Cakes  
Congo Bars  
Brownies  
Ice Cream  
Pound cake with fresh berries, whipped cream

## ALCOHOL SERVICE

- All alcoholic beverages must be provided by FSA.
- Bar service is restricted to a minimum charge of \$250.
- Proof of legal drinking age may be required. We reserve the right to restrict the use of alcoholic beverages.
- The customer is responsible for the \$75 payment of the Caterer's Permit required for non-licensed facilities, five week lead time required.

### Per Bottle

Spirits - charges will be based upon the nearest 1/10 of *each* liter bottle consumed. A selection of the following will be offered and billed at the prices indicated. Prices include mixers, ice, garnish and service, exclude NY state sales tax. FSA reserves the right to substitute brands of similar quality.

House - \$85.00 per liter bottle

Rum (light)  
Vodka  
Gin  
Bourbon  
Blended Whisky  
Scotch

Premium - \$100.00 per liter bottle

Bacardi (light)  
Smirnoff  
Tanqueray  
Jack Daniels  
Canadian Club or Seagram's 7  
Dewars

House Wine Selections - \$25.00 per 750 ml bottle - Merlot, Chardonnay, Blush

Champagne - \$25.00 per 750 ml bottle

House Draft Beer - \$125.00 per half keg

Premium Draft Beer - Market Price

Premium Bottled Beer - \$5.00

Soft Drinks - \$2.00 per glass

### Per Drink - Cash Bar

Each guest responsible for individual payment, prices include N.Y.S. sales tax.

House brands, glass of wine, premium bottled beer and draft beer - \$5.00

Premium brands, Manhattans, Martinis & Specialty Drinks - \$6.00

Soft Drinks - \$2.00

## TERMS OF AGREEMENT

1. Clients who make reservations for a catered function with FSA should do the following:

### Five Weeks prior to the event:

- Contact the FSA Catering Service at (716) 680-6227.
- Provide the following information: group name, contact individual, phone number, billing information, NY State tax exemption certificate if applicable. (NY State sales tax added to the total bill unless tax exempt.)
- Select a menu from our catering choices reflected in the FSA Catering Manual or on the FSA website at [fsa.fredonia.edu/dining\\_services/catering/cateringmenus.asp](http://fsa.fredonia.edu/dining_services/catering/cateringmenus.asp).
- Indicate the anticipated number of guests, date, time, facility needs and financial considerations.
- Confirm physical arrangement, special requests, desired alcohol service.
- Based upon information provided, a catering contract will be sent to the customer for review and signature.
- Functions scheduled at times other than normal serving hours or at off-premise locations *will require a surcharge*.
- FSA is the sole, authorized and exclusive vendor of food service and alcoholic beverages on campus property, including the College Lodge and Alumni House. All functions with alcoholic beverages will adhere to the established Fredonia Alcohol Review Committee Guidelines. Bar service is restricted to a minimum charge of \$250.00 for each event. The client is responsible for paying the difference if this minimum is not met.
- Delivery charges are applied to locations other than FSA on premise food service facilities; \$25 minimum delivery, \$15 minimum pickup.
- Delivery and pickup charges may be avoided by self-service.

### Seven days prior to event:

- Customer will submit a guarantee number of guests.
- FSA will prepare food and settings for 5% above the guarantee number of guests. The customer will receive a final invoice for the actual number of guests served or 100% of the guarantee number, whichever is greater.

2. Additional information:

- FSA assumes no responsibility for lost or stolen personal articles.
- Food or beverages that are unconsumed **cannot** be removed from the premises.
- FSA adheres to the smoking policy of the university that prohibits smoking on campus .
- Functions exceeding prearranged times may be surcharged.
- Prices exclude NY State sales tax; no additional gratuity is charged.
- Campus customers receive a 10% discount; excluding alcohol service if event is booked within 2 weeks of the event date.
- Prices subject to change, please verify current price information.
- Individuals not affiliated with Fredonia State University of New York must pay approximately ½ of the projected total invoice amount 30 days prior to the event and an additional ½ of their projected total invoice amount seven (7) days prior to the event. The remaining amount will be invoiced to the customer. The projected total is determined to be 100% of the final guarantee.
- Student Meal Plan POINTS, FREDFunds and DEBIT Account may be used to pay for catered meals.

3. We would be glad to design customized menus for your special function requirements.
4. FSA reserves the right to cancel this Agreement when in its reasonable judgment an emergency or other condition occurs beyond its control that requires participants to vacate the premises. If such incident occurs, FSA will refund deposits.
5. FSA reserves the right to cancel this Agreement for default if the customer violates any of the terms of this Agreement, including, but not limited to, failure to return this signed Agreement by the date specified, or if the customer fails to pay the charges in accordance with the Agreement.

