Catering Guide
2021

We appreciate the opportunity to work with you to plan a successful event. The menus in this guide represent our traditional offerings, however our team can create custom menus and environments for your special occasion upon request.

Catering Requests and Orders

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

<table>
<thead>
<tr>
<th>Event Day</th>
<th>Guarantee Day</th>
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<tbody>
<tr>
<td>Saturday, Sunday or Monday</td>
<td>12 p.m. Wednesday</td>
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<tr>
<td>Tuesday</td>
<td>12 p.m. Thursday</td>
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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.
• Orders totaling less than $75 will be available as carryout only.
• Carryout orders can be delivered for $10 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.
• 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

There will be a 20% “Out of Building” charge on all food orders outside of the Morris University Center.

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.
Continental Breakfast Menu

(Minimum of 10 Guests)

**Boxed Continental Basic** - $7.99
- Assorted Muffins, Petite Danish and Bottled Juice/Bottled Water/Regular and Decaf Coffee/Hot Tea.

**Boxed Protein Breakfast** - $8.99
- Individual Size Oatmeal with Brown Sugar and Craisins, Cottage Cheese, Boiled Egg and Bottled Juice/Bottled Water/Regular and Decaf Coffee/Hot Tea.

**Boxed Continental Deluxe** - $9.99
- Seasonal Fruit Cup, Assorted Muffins, Petite Danish, Bagel with Cream Cheese and Bottled Juice/Bottled Water/Regular and Decaf Coffee/Hot Tea.

**Hot Breakfast**
All meals are served in disposable containers.

**Ham & Cheese Omelet** - $8.99
- Roasted Red Potatoes, Muffin/Danish and Bottled Juice/Bottled Water/Regular and Decaf Coffee/Hot Tea.

**Red Eye** - $9.99
- Scrambled Eggs, Two Links Pork/Turkey Sausage or Three Slices of Pork/Turkey Bacon, Batter Bites and Bottled Orange Juice/Bottled Water/Regular and Decaf Coffee/Hot Tea.

**Breakfast Add-On - Individually Packaged $2.50 each (minimum order of 10)**
- Assorted Fruit Cup
- Yogurt and Granola Parfait
- (2) Hard Boiled Egg
- Sausage Egg & Cheese Biscuit or Bacon Egg & Cheese Biscuit
Lunch Boxes

(Minimum of 10 orders)
When ordering, only three different types of sandwiches or salads to an 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 - $10.50 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 Stack with Hummus Spread on Hawaiian Bread.

Boxed Wraps - $10.50 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 Lettuce and Salsa.

Boxed Salads- $9.50 per person
** All boxed salads served with fruit salad, individually wrapped crackers, individually wrapped cookie and assorted bottled 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
• Grilled 6oz. Chicken Breast - $4
• Herb Roasted 4oz. Salmon - $4
• Grilled Flank Steak - $6
Hot Lunch
and Dinner Menu

(Minimum of 10 orders)

**All boxed hot meals served chef’s choice of side salad, individually wrapped cookie and assorted bottled beverage.**

**All meals served in disposable containers**

Chicken Parmesan - $13.99 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 - $13.99 per person
- Garlic Focaccia Crusted Chicken Breast with Rose’ Sauce. Served with a Side Starch, Vegetable, one Roll and Butter.

Smoked BBQ Beef Brisket - $13.99 per person
- Sliced Smoked Brisket In-House BBQ Sauce. Served with a Side Starch, Vegetable, one Roll and Butter.

Stuffed Pasta Shells - $13.99 per person
- Pasta Shells filled with Ricotta Cheese, Parmesan Cheese and Herbs, Baked over Red Marinara Sauce, topped with Alfredo Sauce. Served with a side of Vegetables and one Garlic Bread Stick.

Four Cheese Lasagna - $13.99 per person
- Served with side of Vegetables and one Garlic Bread Stick.

Oven Roasted Salmon - $14.99 per person
- Salmon Filet Roasted and topped with a Creamy Garlic Dill Sauce. Served with a Side Starch, Vegetable, one Roll and Butter.
**Appetizer and Snack Menu**

**Boxed Appetizers**
Served individually in a disposable container.

**Artisanal Cheese** - $4.50 per person
- Selection of Domestic and Gourmet Cheese served with Crackers, Fresh and Dried Fruit.

**Vegetable Crudite’** - $4.50 per person
- Assorted Vegetables with Hummus and Ranch Dip.

**Assorted Fruit** - $4.50 per person
- Assorted Fruit with Honey Yogurt Dip.

**Individual Packaged Snacks**
$1.50 each
- Granola Bars
- Assorted Bagged Nuts
- Trail Mix
- Assorted Chips
- 1oz cookie (minimum order of half a dozen)

$2.50 each
- Sweet Street Rice Krispy
- Sweet Street Brownie

**Beverages**
$3 each
- Bottled Water (20oz).
- Bottled Soft Drink (20oz.)
- Pepsi, Diet Pepsi, Mt. Dew, Diet Mt. Dew, Sierra Mist & Diet Sierra Mist
- Bottled Lipton Iced Tea (Sweet or Unsweet)
- Bottled Juice (16oz.)
- (Apple, Cranberry and Orange)
- Milk (2% or Chocolate)