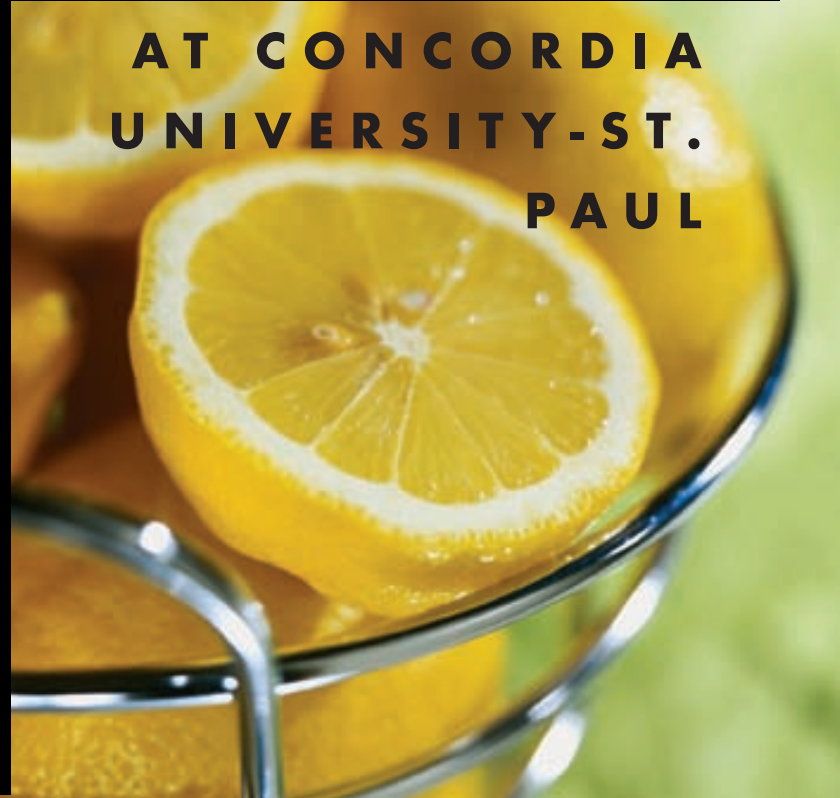




C A T E

R I N G



AT CONCORDIA
UNIVERSITY-ST.
PAUL



Our Menu



WELCOME LETTER

MENU CHAPTERS:

A GREAT START

LUNCH TIME

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HORS D'OEUVRES


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



We are delighted to share our catering brochure. From morning breakfast baskets and freshly brewed coffee to casual feast, and elegant hors d'oeuvres, these pages are filled with fresh and contemporary menus. These represent only a starting point, however. Our commitment to you is to customize menus as needed for any occasion. Whatever your event – a breakfast meeting, a faculty luncheon, a retirement party, you will find that we offer fresh ingredients, creative preparations, elegant presentation, and thoughtful service. We would be pleased to help you design a menu for your next event. If we can offer you more information, or if you would like to make an appointment, please contact us at 651-641-8275 or email us at goodrich@csp.edu or visit our website: <http://concordia.csp.edu/FoodService/index.html>.





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.

Early Riser

An assorted pastry basket of mini danish, donuts, or mini muffins, and a bottled juice assortment of orange, apple and cranberry.

Eye Opener

An assorted pastry basket of mini danish, donuts, or mini muffins, a bottled juice assortment of orange, apple and cranberry and an assortment of fresh seasonal sliced fruit.

Sunrise Start

An assortment of bagels and scones with accompaniments of fruit yogurt with granola, a bottled juice assortment of orange, apple and cranberry and an assortment of fresh seasonal sliced fruit.

Morning Breaks a La Carte

Cereal with milk
Seasonal fresh fruit salad
Seasonal whole fresh fruit
Seasonal fresh cut fruit

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

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

- Mushroom cheese strata
- Ham and potato frittata
- Lo-carb breakfast, assorted cheeses, hard-boiled eggs, and assorted meats platter
- Cereal with milk
- Yogurt with granola
- Assorted seasonal sliced fruit
- Scrambled eggs
- Bacon
- Ham steak
- Sausage links
- Turkey sausage
- Lox and condiments
- French toast
- Waffles
- Pancakes
- Home fried potatoes
- Hash browns
- Grits

BEVERAGES, 16 SERVINGS PER GALLON

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

BAKERY A LA CARTE, SOLD PER DOZEN

- Assorted bagels with condiments
- Assorted donuts
- Mini croissants
- Mini pastry
- Mini sticky rolls
- Assorted scones
- Low carb bakery basket
- Tea breads/pound cake
- Biscuit
- Biscotti
- Assorted muffins

B R E A K F A S T



LUNCH TIME

EXPRESS LUNCHES: 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. They can be present with condiments, potato chips, cookies or brownies and a 20 oz bottled beverage or bottled water.

Albuquerque Chicken

Chicken sandwich with a Southwest flair served with side salad of the day.

Sweet Beef

Roast beef with caramelized onion and dijon mayonnaise on a baguette served with side salad of the day.

Bistro Grill

Grilled herb chicken breast with melted mozzarella and pesto mayonnaise on focaccia bread with the side salad of the day.

Italian Panni

Salami, ham, provolone, roasted red peppers on a french roll with garlic mayonnaise.

Grilled Vegetable Baguette

Grilled vegetables with fontina cheese on a baguette with side salad of the day.

Turkey Cheddar Wrap

Turkey and cheddar with horseradish cream cheese on a flour tortilla.

Grilled Portobello on Focaccia

Grilled portobello mushroom sandwich with provolone cheese served with side salad.

Picnic Lunch

Assorted deli sandwiches on a roll or choice of sliced bread, featuring tuna, roast turkey breast, ham & swiss.

EXPRESS LUNCHES



LUNCHEON SALADS

LUNCHEON SALADS: 5 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

Fruit and Cottage Cheese

Red seedless grapes, wedge of apples and oranges, sliced cantaloupe served with cottage cheese.

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.

LUNCHEON SALADS



LUNCHEON SALADS

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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.

Thai Beef and Noodle Jazz Salad

Lime marinated beef tossed with Lo Mein noodles, Chinese cabbage, fresh spinach, basil, mint and peanuts served over a bed of baby greens and with a Thai dressing.

Vegetarian Hummus Plate

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

Big Greek Salad

Crisp mixed greens with Tabbouleh, roasted red pepper, crumbled feta cheese and falafel in a flat bread cone.

LUNCHEON SALADS



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

SPECIALTY BUFFETS: 15 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, brownies and pitchers of lemonade, iced tea or 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, 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, foil butter, shredded parmesan cheese, Italian cookies and pitchers of lemonade, iced tea and water.

B U F F E T S



MOVABLE FEASTS

MOVABLE FEASTS: 15 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, coleslaw, relish tray with lettuce, tomato, pickles and onions, condiments, potato chips, cookies, brownies, lemonade, iced tea and water.

Texas Style BBQ

Pulled BBQ pork, BBQ chicken breasts, with bacon, cheddar 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, brownies and lemonade, iced tea, and water.

Options:

- 20 oz bottled beverage
- Watermelon

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, ice tea, 20 oz bottled beverages and Xangos™...Sweet Street™ original cheesecake.

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.



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	PORK	Southwestern Glazed Pork Loin Carved and served with a zesty chipotle pepper sauce
	Roast Top Round of Beef Sliced roast top sirloin of beef carved and served with au jus		Anise Roast Pork Oven roasted pork stuffed with savory figs and apples with a hint of anise
	Beef Wellington Tenderloin of beef wrapped in puff pastry with foie gras and cooked until golden brown		Stuffed Pork Chop Center cut pork chop stuffed with Cornbread and apple stuffing
	Steak Au Poivre Delicious beef tenderloin served with a classic brandy sauce with green peppercorns		Pork Tenderloin Sliced tenderloins of pork dressed with a savory Dijon sauce
POULTRY	Chicken Piccata Boneless breast of chicken lightly sautéed and served in a light lemon sauce with capers	VEAL	Veal Piccata A classic! Scaloppini of veal sautéed and flavored with lemons and capers
	Chicken Cordon Bleu Boneless breast of chicken rolled with imported ham and swiss cheese lemon pepper chicken breast		Veal Oscar Veal cutlets topped with asparagus, lump crab and drizzled with hollandaise sauce
	Chicken Sorrento Boneless breast of chicken lightly breaded with prosciutto and eggplant topped with a light tomato sauce		Classic Veal Chop Char-broiled veal chop served on a bed of spinach with garlic and caramelized onions
	Rosemary Chicken Chicken breast with rosemary and garlic		Italian Style Stuffed Veal Chop Veal chop stuffed with prosciutto, fresh mozzarella, roasted red peppers, and basil
	Italian Chicken Boneless breast of chicken seasoned with Italian marinade and grilled		

C L A S S I C S



CULINARY CLASSICS

LAMB

Lamb Chops

Broiled lamb chops served with mint jelly

Roast Leg of Lamb

Boneless roast leg of lamb served with lavender, rosemary and garlic

SEAFOOD

Shrimp Scampi

Shrimp sautéed with fresh herbs and garlic served over basil orzo

Chilean Sea Bass with Salsa

Tender and sweet sea bass grilled and topped with fresh tomato salsa

Broiled Salmon with Dill Butter

Salmon fillet broiled to perfection served with dill butter

Ahi Tuna

Ahi Tuna grilled and served with a caponata relish

Maryland Crab Cakes

Mouthwatering Maryland lump crab cakes

Almond Coconut Tilapia

Baked tilapia fillet crusted with coconut, almonds and cuban seasonings

Garlic Orange Chili Shrimp

Shrimp stir-fried with Asian vegetables, ginger, garlic and green onions in garlic orange sauce

VEGETARIAN

Vegetable Napoleon

Vegan Napoleon with portobello mushroom, eggplant, peppers, zucchini and yellow squash

Eggplant Rollard

Eggplant rollard stuffed with wild mushrooms and tofu, with roasted plum tomato sauce and polenta

Chevre, Orzo and Basil

Stuffed Portobello

Portobello mushroom caps stuffed with chevre cheese, tri-colored orzo and fresh basil

Spaghetti Squash

Spaghetti squash with sofrito and vegan pinto beans

Ravioli Porcini Morel

Ravioli stuffed with porcini and morels in a light plum tomato sauce

Vegetarian Lasagna

Lasagna noodles layered with fresh ricotta, mozzarella, and parmigiana cheese topped with a marinara sauce

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

Fresh Mesclun

Baby vegetables with balsamic vinaigrette

Buffalo Mozzarella

Tomato and fresh basil with garlic vinaigrette

Spinach Salad with warm Bacon Dressing

Arugula with Roasted Pepper Vinaigrette

Thai Cucumber Salad

Orzo

Thai Pasta Salad with Snow Peas

Iceberg Wedge with Maytag Bleu Cheese

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 bar
- Country mashed potatoes
- Baked sweet potatoes
- Potatoes Anna
- Oven roasted garlic potatoes
- Rice pilaf
- Basmati rice
- Long grain and wild rice
- Whipped sweet potatoes
- Olive couscous
- Basil orzo
- Risotto with mushrooms
- Fresh broccoli spears
- Asparagus spears (seasonal)
- Fresh zucchini with garlic and basil
- Green beans with almonds
- Carrots vichy
- Baby carrots
- Baby squash

DESSERTS

PIES AND COBBLERS

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

CAKES

- Chocolate cake
- Carrot cake
- Black forest cake
- German chocolate cake
- Carmel granny apple
- Raspberry white chocolate cheese Brûlé
- Chocolate pyramid anglaise
- Angel food cake with seasonal berries
- Cheesecake with strawberries
- Carrot cake with cream cheese frosting
- Bread pudding recipe

SPECIALTY

- Sorbet
- Parfaits
- Tiramisu
- Crème Brûlé

MENU ACCOMPANIMENTS



FINISHING TOUCHES

DESSERT BARS, PER 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
- S'mores
- Chocolate fondue
- Oreo dream bar
- Carrot cake bar
- Turtle brownie bar
- Square petit fours

COOKIES, PER DOZEN

- Chocolate chip
- Oatmeal raisin
- Peanut butter drop
- Chocolate chocolate chip
- Macaroons
- Assorted biscotti

ICE CREAM SUNDAE BAR, 25 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, PER PERSON

- Popcorn
- Potato chips
- Pretzels
- Chips and salsa
- Pita chips with hummus
- Mixed nuts
- Granola bars
- Power bars
- Mini candy bars
- Soft pretzels

FINISHING TOUCHES



GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

ASSORTED DIPS, BY THE POUND Served with crackers

- Spinach and artichoke dip
- French onion dip
- Garden vegetable 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), PER PERSON

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

CARVING STATION, PER PERSON

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 PER 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

- Spanakopita
- Fried chicken tenders
- Coconut shrimp
- Honey drizzled chicken drumettes
- Mini chicken wellington
- Sausage bites with champagne mustard and white wine
- Eggrolls
- Vegetable spring rolls
- Stuffed mushroom
- Scallops wrapped in bacon
- Potstickers
- Oysters Rockefeller
- Parmesan artichoke hearts
- Mini lamb chops
- Chicken & mushroom quesadilla tapas
- Crab rangoon
- Roasted red pepper and gouda quesadillas
- Potato latkes
- Honey ginger chicken satay
- Crab cakes
- Chicken chimichanga
- Vegetables in phyllo
- Mini quiche
- Thai beef roll

COLD

- Vegetarian sushi roll
- Sushi
- Shrimp cocktail
- Crab claw cocktail
- Crenshaw or cantaloupe wrapped with prosciutto
- Skewered fruit with yogurt dressing
- Tomato, mozzarella and basil crostini
- Salmon pinwheel
- Belgium endive and herbed goat cheese
- Tuscan bruschetta

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



B E V E R A G E S

HOT, SOLD BY THE GALLON:
16 SERVINGS PER GALLON

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

COLD

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

PUNCHES, SOLD BY THE GALLON: 16 SERVINGS PER
GALLON

- Lemonade
- Apple juice
- Iced tea
- Cranberry punch
- Orange blossom
- Guava punch
- Cappuccino ice cream punch

B E V E R A G E S



Planning Your Special Event

Arranging and Reserving a Date

Even if the event is tentative, please contact the Catering Department so we have you on our calendar. The only information we need to get started is the date of the event.

Time, location, and the approximate number of guests should be made available to our office as soon as possible, but no later than 10 business days prior to the event.



Reserving a Room

The location of the event needs to be determined prior to our servicing the event. When reserving the room, please contact the Concordia's Conference and Events Office at 651-641-8201.

Room set ups, tables, chairs, and other equipment arrangements need to be made by you with the number listed above for each location. The Event Planner will advise you on the total number of tables needed based on your menu and guests counts. Please allow additional time for set up prior to the start time of the event and additional time for clean up following the event when booking the room.



Served Meal

Allow 2 hour set up and clean up

Buffet with Dining Tables

Allow 1 ½ hours set up and 1 hour clean up

Buffet Only

Allow 1 hour set up and 1 hour clean up

Reception

Allow 1-1 ½ hours set up and 1 hour clean up

AM/PM Break/Beverage Service

Allow ½ hour and ½ hour clean up





Planning Your Special Event

Contact the Catering Office

You should contact the catering office at least 10 days prior to the event. We will either make arrangements with you by telephone, fax, email, and website or by appointment. For more complex events, we will set up an appointment time with the .

Office Hours
Telephone Number
Fax Number
Email address
Website



Food and Beverage Orders

Food and beverage orders require a minimum of 10 days notice. The Catering Department will try to accommodate requests for services within reason, but unfortunately cannot guarantee service of all short-term events.



To determine your food and beverage needs, please review the enclosed menus. If you would like to design a special menu with our chef, we will be happy to customize one with you. Once your selections are made, a will be prepared and provided to you.

Confirmation of Details

After finalizing the details of your event, you will receive a confirming all the details of the event. Please carefully review all the information for accuracy and completeness; sign and fax to the Catering Office at . Please include the to be billed.



Menu Changes

Any requests for changes to menu items must be made as follows:

Weekdays

business days prior to the event.



Planning Your Special Event

Weekends

Noon on Wednesday for weekend events.

These changes are not considered approved until a revised is completed and sent to you for your approval. The revised needs to be signed and returned to the Catering Office.

In the event we are unable to provide you with a particular menu item, we will notify you as soon as we are aware of the situation and make recommendations for substitutions appropriate to your event and budget.



Guarantee Policy

To ensure proper service, final guarantees of guest must be confirmed with the Catering Office 3 business days prior to the event. For all weekend functions, the final guarantee of guests is required by Noon Wednesday prior to the event. Charges will be billed for the guaranteed number or actual attendance, whichever is higher. If a final guarantee is not confirmed within 3 business days, we will prepare for the estimated number and charge accordingly.



Cancellations

There is no charge for events cancelled at least 1 business days prior to the event. Cancellations made less than 1 business days prior to the event will be charged for costs to that point. Cancellations made the day of the event will incur 50% of the charges. If the University is closed due to inclement weather, all catered events will be automatically canceled and we can assist you with rescheduling at a future date.

Payment

All catered events must have a secured payment method prior to the function. Credit Card, Cash, Check, Department Account number are all acceptable methods of payment. Non-University groups are required to make a deposit of 75% of the estimated total when the is signed with 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.





Planning Your Special Event

The following taxes are additional to the prices for non-university groups:

3.5% Service Charge

6.5% State Tax



Minimum Charges

There will be a 15% delivery charge for orders under \$50.

Service Equipment

Our Catering Department provides high quality plastic products as standard for all events and menus. No additional charge for china if the event is held in the BEC or Presidents Dining Room.

If you require china service, the following fees apply:

Full Service Meal	\$1.25 per person
Breaks	\$.75 per person
Receptions	\$.75 per person
Bar/Coffee Service	\$1.50 per person



To ensure orderliness at events when china is used, it is our policy to provide wait staff for a charge. See service Staff section for a breakdown of charges.

Linen

Tablecloths and skirting are provided for all food and beverage tables with each food order. Linen for guests (dining) tables is included only with full service meals, buffets and waited meals. Linen for guest tables for receptions, breaks, boxed lunches, registration, speaker tables, name badge tables, and materials tables are available and the following fees apply:



85 X 85 Square Tablecloth	\$2.00
Banquet Tablecloth	\$2.50
Table Skirts	\$18.00
Linen Napkins	\$.25

Specialty linens are also available for your food and guest tables at an additional cost, please set up an appointment to view the linens.



Planning Your Special Event

Floral

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

Service Staff

Continental breakfasts, breaks, and receptions are priced for self-service. Buffet style functions are staffed with one attendant for every 25 guests and are included with the per person price. All waited meals servers are included. Served meals are priced on an individual basis.

The charge for each staff member is:

Attendants	\$18.00 per hour (minimum 2 hours)
Bartenders	\$18.00 per hour (minimum 4)
Station Chefs	\$20 per hour (minimum 4)



Catering Equipment Loss

As the host of your event, you are responsible for the equipment we have provided for the service of the event. Any missing equipment or equipment damaged by guests will be charged to your account, at replacement cost.

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.



Sustainable and Organic Menus

Our culinary staff is happy to produce a sustainable and/or organic menu for your event. We can create fresh and healthy meals using local products that are free of pesticides, hormones and antibiotics. Some items may be limited based on availability. Please plan on paying an additional 10% per person.



Food Removal Policy

Due to health regulations, it is the policy of Concordia Catering 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.