2018
External Client Catering Menu

Director of Food Services & Executive Chef: Peter Maher
Chef De Cuisine: Nic Manocchio
Catering Manager: Bridget Partida

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UAS CATERING

University Auxiliary Services is proud to be the exclusive caterer for CSU Channel Islands and its guests. The following pages will guide you through our menu options and the ordering process. Our Catering Manager is available to assist in planning a menu that will ensure that all your catering needs are met. We are also able to customize a menu if our standard menu options do not meet your needs.

We look forward to catering for you!

Your Conference & Event Specialist will work with you to select your catering and arrange payment.

1. Decide your level of service
2. Choose your menu
3. Review our policies
Levels of Service:

Standard (included):
- Food is served buffet style with all appropriate pieces to ensure proper temperatures and efficient service.
- White linens for buffet tables. (Dining table linens are not included).
- Food is delivered and set-up at designated time. Catering staff will then return to clear catering after 2 hours (unless other clean-up time has been pre-arranged). Catering staff does not attend event.
- Paper plates and napkins, plastic utensils and cups are provided, based on menu selections, for confirmed quantity of guests
- Beverages are provided for the meal period only, unless otherwise arranged.

Premiere ($7.50 per person):
All services of the Standard Package are included plus,
- We will work with your event coordinator to arrange rentals of china, flatware and glassware. (Cost of rentals are not included).
- Buffet is set with rented plates and glassware.
- Dining tables are set with rented linens, napkins and flatware.
- Food is delivered at designated time, catering staff attends event for up to 2 hours to maintain buffet and clear dining tables.
- Rentals will be rinsed and racked and returned to event space for rental company to pick up.

Plated Service ($12 per person)
- Most of our buffet menus can be altered to be served as a plated menu
- We will work with your event coordinator to arrange rentals of china, flatware and glassware. (Cost of rentals are not included).
- Dining tables are set with rented linens, napkins and flatware
- A catering team will attend event for up to 2 hours to serve meal and clear dining tables
- Beverages are served and are provided for the meal period only, unless otherwise arranged

20% Service Charge is applied to entire order
Available Upgrades

- **Upgraded Plastics**: $2 per person. Includes black acrylic plates, silver plasticware and cups.
- **China/ Glassware/ Silverware Rental**: $5 per person.
- **Linens**: $5 each (does not include set-up), please specify size of table. (Linens are included for all food &/or beverage tables).
- **Cloth Napkins**: 75¢ each, delivered to the catering location bundled. ($1.75 each for pre-folded napkins).
- **Bartender**: $25 per Bartender, per hour (2-hour minimum). We recommend at least 1 Bartender per 100 - 150 guests.
- **Event Server**: $25 per Server, per hour (2-hour minimum).
Pick up from Islands Café
Anytime between 7am and 8pm

$13.95 for 10 servings

Add-ons

- Bagels & Cream Cheese $10 dozen
- Gourmet Bagels & Cream Cheese $14 dozen
- Breakfast Burritos (Vegetarian, Bacon, Ham or Sausage) $4 each
- Small Fruit Platter (serves 10 – 12) $15
- Muffins $14 dozen
- Assorted Pastries $14 dozen
- Assorted Cookies $9 dozen
- Chocolate Chip Cookies $10 dozen
- Assorted Desserts (Cookies, Brownies & Bars) $12 dozen
- Bottled Water $1.25 each
BREAKFAST MENU

All Breakfast Buffets include Fresh Orange Juice, Coffee (Regular & Decaf), Assortment of Hot Herbal Teas & Ice Water

CONTINENTAL BREAKFAST BUFFET $8.50
Assortment of House-made Breakfast Pastries
Fresh Local Sliced Fruits & Berries

BAGEL BAR $8.50
Assorted Bagels & Cream Cheese
Fresh Local Sliced Fruits & Berries

DELUXE CONTINENTAL BREAKFAST BUFFET $8.50
Yogurt & Granola
Coffee Cake
Fresh Local Sliced Fruits & Berries

ANACAPA BREAKFAST BUFFET $10.50
Fresh Local Sliced Fruits & Berries
Breakfast Burritos (Egg, Potato, Cheese & Choice of Bacon, Sausage or Ham)
OR
Freshly Scrambled Eggs
Red Bliss Breakfast Potatoes
Choice of Bacon, Sausage or Ham

DELUXE ANACAPA BREAKFAST $12
Fresh Local Sliced Fruits & Berries
Spinach, Tomato and Mushroom Scramble
Red Bliss Breakfast Potatoes, Bacon & Sausage
Choice of:
Assorted House-made Pastries
OR French Toast with Whipped Butter & Maple Syrup
APPETIZER SELECTIONS

HOT APPETIZER SELECTION (priced per dozen)

Baked Brie Cheese & Pear in Puffed Pastry $16
Smoked Chicken & Black Bean Empanadas with Chipotle Ranch Dip $15
Chicken Satay with Peanut Sauce $18
Stuffed Jalapenos with Cool Cilantro Dressing $13
Mac & Cheese Bites $14
Santa Fe Eggrolls (Chicken, Corn, Pepper Jack & Black Beans) $18
Spanakopita $16
Taquitos (Beef or Chicken) with Southwestern Chipotle Dip $16
Mini Tri Tip & Balsamic Onion Sliders $18
Mini Wellingtons (Beef or Chicken) $18

COLD APPETIZER SELECTION (priced per dozen)

Seared Ahi Tuna Wonton with Asian Mango Slaw $18
Minced Curry Chicken Salad with Crisp Phyllo Cup $17
Dried Fig & Goat Cheese Crostini with Balsamic Glaze $14
Gazpacho Shooters with Fresh Avocado $15
Spicy Korean Beef in Phyllo cups $16
Fresh Mozzarella & Tomato Canapés $14
**COLD APPETIZER SELECTION continued** (priced per dozen)

- Pinwheel Sandwich Platter $12
- Shrimp Ceviche & Tortilla Chips $16
- Jumbo Shrimp Cocktail with Wasabi Cocktail Sauce $22
- Strawberry, Feta & Candied Walnut Salad in Crisp Phyllo Cup $16
- Tuscan Crostini with Sun Dried Tomato & Lemon Hummus $14

**Flatbreads**
- Buffalo Chicken
- California (Chicken, Bacon, Avocado, Tomato & Ranch)
- Margherita Pizza
- Roast Beef & Boursin Cheese
- Southwestern (Chicken, Black Beans, Corn, Cheddar Cheese & Cilantro)
- Spinach, Artichoke & Tomato
- Sautéed Mushroom with Parmesan Cheese

**DIPS & PLATTERS**

<table>
<thead>
<tr>
<th>Small</th>
<th>Large</th>
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</thead>
<tbody>
<tr>
<td>Antipasti Platter Assorted Meats, Cheeses &amp; Vegetables $65</td>
<td>$90</td>
</tr>
<tr>
<td>Gourmet Cheese &amp; Cracker Platter</td>
<td>$55</td>
</tr>
<tr>
<td>Fresh Fruit Platter</td>
<td>$45</td>
</tr>
<tr>
<td>Pita Chips with Roasted Garlic Hummus</td>
<td>$45</td>
</tr>
<tr>
<td>Spinach &amp; Artichoke Dip with Toasted Bread</td>
<td>$50</td>
</tr>
<tr>
<td>Vegetable Crudités with Ranch Dressing</td>
<td>$40</td>
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</tbody>
</table>
BOXED LUNCH MENU OPTIONS

All Boxed Lunches include bottled water (soda available upon request), mustard, mayonnaise and utensils. Boxes are delivered to the location of your choice on campus.

Linen is not provided, and a return pick up/clean-up is not included.

A discount of 50¢ per box will be given if picked up from Islands Café.

ISLAND’S CAFÉ BOXED LUNCH $8.50
A fresh made deli sandwich & bag of chips

ANACAPA DELI SANDWICH BOXED LUNCH $9.50 Most popular!
A fresh made deli sandwich, bag of chips, whole fruit & cookie

SANTA CATALINA BOXED LUNCH $11
An Italian style sub sandwich, bag of chips, whole fruit & cookie

SAN CLEMENTE DELUXE BOXED LUNCH $12
A grilled chicken sandwich with fresh leafed lettuce, hand sliced tomatoes, bag of chips, whole fruit & cookie

If a quantity of Vegetarian sandwiches is not specified, an automatic 10% will be provided.
**SALAD ENTREE PLATTERS**

All Salads include bread, butter and choice of dessert, Iced Tea or Lemonade & Water

Assorted Sodas & Bottled Water available for 50¢ extra per person

**CHINESE CHICKEN or TOFU SALAD $13**
Mandarin oranges, toasted almonds, water chestnuts, cucumbers, Napa cabbage & romaine lettuce with sweet sesame dressing

**SOUTHWESTERN CHICKEN SALAD $13**
Spicy marinated grilled chicken, grilled corn, black beans, tomatoes & tortilla strips with fresh local mixed greens & creamy cilantro lime dressing

**ROASTED TRI-COLOR PEPPER & FRESH MOZZARELLA SALAD $12**
Roasted julienned red, yellow & green peppers, kalamata olives, crumbled feta cheese & extra virgin olive oil on fresh local mixed greens with arugula pesto (VEGETARIAN)

**COBB SALAD $13**
Grilled chicken, bacon bits, avocado, hard boiled eggs, tomatoes & black olives on fresh local mixed greens with bleu cheese dressing

**CHEF’S SALAD $13**
Turkey, ham & roast beef, swiss & cheddar cheese, tomatoes, carrots & cucumbers on fresh local mixed greens with ranch dressing & balsamic vinaigrette

**SPINACH SALAD $13**
Grilled chicken, cranberries, candied walnuts & feta cheese on fresh local spinach with raspberry vinaigrette

**POACHED CHICKEN WALDORF SALAD $13**
Poached chicken, crisp celery, chopped granny smith apples, red grapes & dried cranberries on fresh local mixed greens with a light honey-sour cream dressing

Make any Salad a Wrap for $1 more!
**SANDWICH PLATTERS**

All Sandwich Platters come with chips & choice of dessert, Iced Tea or Lemonade & Water

Assorted Sodas & Bottled Water available for 50¢ extra per person

**ASSORTED SANDWICH & WRAPS PLATTER** $12
Assortment of ham, turkey, roast beef & grilled vegetable (tuna available on request)

**ASSORTED SANDWICH & WRAPS PLATTER WITH GARDEN SALAD** $12
Assortment of ham, turkey, roast beef & grilled vegetable (tuna available on request) & mixed green salad with assorted dressings

**DELI BUFFET** $15
Freshly sliced deli roast beef, turkey & ham
Assorted breads, fresh leafed lettuce, tomatoes, red onions, sliced dill pickles, Assortment of sliced cheeses with mayo & mustard and choice of green salad or pasta salad

**ASSORTED SANDWICHES, WRAPS & GOURMET SALAD PLATTER** $16
Assorted ham, turkey, roast beef & vegetarian sandwiches & wraps (tuna available on request) and choose any one of our Gourmet Salads from Page 11

**HOT & TOASTY SANDWICHES** $15
Choose One:
- Shredded BBQ Chicken with Coleslaw
- Shredded Buffalo Chicken with Swiss
- Meatball Sub
- Philly Cheesesteak with Provolone, Onions & Peppers
- Grilled Vegetable with Provolone
THEMED BUFFETS

All Themed Buffets include a choice of Dessert and Iced Tea or Lemonade & Water.
Some menus include options, please specify your preferences when placing your order

SOUTH OF THE BORDER FAJITA BAR $16
Chipotle & lime marinated chicken breast,
Ancho rubbed flank steak,
Seasoned black OR refried beans,
Spanish rice & flour tortillas.
Accompanied by salsa, diced onions,
shredded cheddar cheese & sour cream
Add a Salad for $2 | Guacamole 50¢

SAN MIGUEL TACO BAR $14
Seasoned ground beef &
Diced chipotle chicken with cilantro, shredded
lettuce, diced tomatoes, onions, & shredded
cheddar jack cheese. Accompanied by
Mexican hot sauce, salsa, crispy taco shells &
mixed green salad with ranch & cilantro
dressings
Add Guacamole for 50¢

BAJA ENCHILADA BUFFET $15
Chicken Enchiladas Verde &
Cheese Enchiladas in a Chile Rojo Sauce
with Spanish rice, seasoned black beans,
tortilla chips & salsa
Add a Salad for $2
Guacamole 50¢ | Sour Cream 25¢

MYKONOS GREEK BUFFET $15
Roasted lemon chicken, spanakopita pie,
roasted potatoes & fresh pita chips
with tzatziki & Greek salad

TASTE OF ITALY $17
Chicken milanese &
meat OR vegetable lasagna
Served with warm focaccia bread,
caprese salad & grilled vegetable salad.
Accompanied by grated parmesan cheese &
bacony vinaigrette

DELUXE PASTA BAR $15
Cheese tortellini, penne pasta,
Marinara, alfredo & pesto sauces.
Parmesan cheese, Caesar salad & garlic bread.
Choice of 2 Hot Toppings:
Grilled chicken, Italian sausage, meatballs or
sautéed mixed vegetables
Choice of 3 Cold Toppings:
Tomatoes, black olives, artichoke hearts,
roasted red peppers, jalapeños or
mushrooms

TASTE OF ASIA $17
Sweet and sour orange chicken
& coconut ginger mahi mahi with your choice of
steamed white rice OR vegetarian fried rice,
seasme bok choy & carrot stir fry.
Accompanied by crisp wontons, spicy
mustard, soy sauce & fortune cookies

SAN CLEMENTE DINNER $20
Baked chicken cordon bleu
drizzled with white wine reduction
& lemon baked salmon, rice pilaf &
sautéed green beans.
Served with baby spinach salad,
candied walnuts, feta cheese &
dried cranberries
## Build Your Own Buffet

Choose 1 salad, 1 protein, 2 sides & 1 dessert

### Salads

<table>
<thead>
<tr>
<th>Choose 1 ($1.50 each additional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Mixed Green</td>
</tr>
<tr>
<td>- Coleslaw</td>
</tr>
<tr>
<td>- Potato</td>
</tr>
<tr>
<td>- Pasta</td>
</tr>
<tr>
<td>- Caesar</td>
</tr>
<tr>
<td>- Corn &amp; Red Pepper</td>
</tr>
<tr>
<td>- Spinach with Candied Walnuts,  Feta &amp; Cranberries $0.75 extra</td>
</tr>
<tr>
<td>- Mixed Greens with Sliced Apples &amp; Gorgonzola $0.75 extra</td>
</tr>
</tbody>
</table>

### Proteins

<table>
<thead>
<tr>
<th>Choose 1 ($2 each additional)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grilled &amp; Marinated Chicken Breast</strong></td>
</tr>
<tr>
<td>Cilantro Lime</td>
</tr>
<tr>
<td>Chipotle</td>
</tr>
<tr>
<td>Teriyaki</td>
</tr>
<tr>
<td>Sweet &amp; Sour</td>
</tr>
<tr>
<td>Garlic Herb</td>
</tr>
<tr>
<td><strong>Fish</strong></td>
</tr>
<tr>
<td>Tilapia with Lemon Caper Sauce</td>
</tr>
<tr>
<td>Salmon $2 extra</td>
</tr>
<tr>
<td>Shrimp $3 extra</td>
</tr>
<tr>
<td><strong>Flank Steak</strong> $2 extra</td>
</tr>
<tr>
<td>Garlic Rubbed</td>
</tr>
<tr>
<td>Cajun</td>
</tr>
<tr>
<td>Teriyaki</td>
</tr>
<tr>
<td>Grilled with Chimichurri</td>
</tr>
</tbody>
</table>

### Sides

<table>
<thead>
<tr>
<th>Choose 2 ($1 each additional)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Potatoes</strong></td>
</tr>
<tr>
<td>Mashed</td>
</tr>
<tr>
<td>Roasted</td>
</tr>
<tr>
<td>Au Gratin $0.75 extra</td>
</tr>
<tr>
<td>Loaded Mashed $1 extra</td>
</tr>
<tr>
<td><strong>Rice</strong></td>
</tr>
<tr>
<td>Cilantro Lime</td>
</tr>
<tr>
<td>Spanish</td>
</tr>
<tr>
<td>Jasmine</td>
</tr>
<tr>
<td>Pilaf</td>
</tr>
<tr>
<td><strong>Beans</strong></td>
</tr>
<tr>
<td>Black</td>
</tr>
<tr>
<td>Refried</td>
</tr>
<tr>
<td>Baked</td>
</tr>
<tr>
<td><strong>Veggies</strong></td>
</tr>
<tr>
<td>Sautéed Mixed</td>
</tr>
<tr>
<td>Lemon Garlic</td>
</tr>
<tr>
<td>Soy Ginger</td>
</tr>
<tr>
<td><strong>Other Options</strong></td>
</tr>
<tr>
<td>Mac &amp; Cheese</td>
</tr>
<tr>
<td>Penne Pasta with Pesto &amp; Tomatoes</td>
</tr>
<tr>
<td>Mediterranean Couscous with olives, tomatoes &amp; feta</td>
</tr>
</tbody>
</table>

### Desserts

- Homemade Cookies
- Fudge Brownies
- Dessert Bars
- Fresh Sliced Fruits & Berries
- Basket of Whole Fruit
# Build Your Own BBQ

$16

Choose 1 salad, 2 proteins, 2 sides & 1 dessert

## Salads

Choose 1 ($1.50 each additional)

- Mixed Green
- Coleslaw
- Potato
- Pasta
- Caesar
- Corn & Red Pepper
- Spinach with Candied Walnuts, Feta & Cranberries **75¢ extra**
- Mixed Greens with Sliced Apples & Gorgonzola **75¢ extra**

## Sides

Choose 2 ($1 each additional)

- **Potatoes**
  - Mashed
  - Roasted
  - Au Gratin
  - Loaded Mashed **$1 extra**

- **Baked Beans**

- **Veggies**
  - Sautéed Mixed
  - Corn on the Cob

- **Mac & Cheese**

- **Watermelon Slices**

- **Corn Bread**

- **Garlic Bread**

## Proteins

Choose 2 ($2 each additional)

- BBQ Chicken Breast
- Flank Steak **$2 extra**
- Hamburgers
- Turkey Burgers
- Hot Dogs
- Veggie Burgers

## Desserts

- Homemade Cookies
- Fudge Brownies
- Dessert Bars
- Fresh Sliced Fruits & Berries
- Basket of Whole Fruit
**BUILD YOUR OWN RICE BOWL**

$12 for 6” bowls | $14 for 10” plates

Choose 1 rice, 1 protein, 1 hot topping, 1 sauce & 1 dessert

### Rice

<table>
<thead>
<tr>
<th>Choose 1 ($1 each additional)</th>
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</thead>
<tbody>
<tr>
<td>• Cilantro Lime</td>
</tr>
<tr>
<td>• Spanish</td>
</tr>
<tr>
<td>• Steamed White</td>
</tr>
<tr>
<td>• Jasmine</td>
</tr>
<tr>
<td>• Brown</td>
</tr>
<tr>
<td>• Coconut</td>
</tr>
<tr>
<td>• Couscous</td>
</tr>
<tr>
<td>• Quinoa <strong>50¢ extra</strong></td>
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</tbody>
</table>

### Protein

<table>
<thead>
<tr>
<th>Choose 1 ($2 each additional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Grilled &amp; Marinated Chicken Breast</td>
</tr>
<tr>
<td>• Ground Beef</td>
</tr>
<tr>
<td>• Tilapia</td>
</tr>
<tr>
<td>• Shrimp <strong>$3 extra</strong></td>
</tr>
<tr>
<td>• Flank Steak <strong>$2 extra</strong></td>
</tr>
<tr>
<td>• Tofu</td>
</tr>
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</table>

### Hot Toppings

<table>
<thead>
<tr>
<th>Choose 1 ($1 each additional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Black Beans</td>
</tr>
<tr>
<td>• Sautéed Veggies</td>
</tr>
<tr>
<td>• Fajita-style Corn Medley</td>
</tr>
</tbody>
</table>

### Sauces

<table>
<thead>
<tr>
<th>Choose 1 (75¢ each additional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Teriyaki</td>
</tr>
<tr>
<td>• Green Chili with Cheese &amp; Sour Cream</td>
</tr>
<tr>
<td>• Red Enchilada with Cheese &amp; Sour Cream</td>
</tr>
<tr>
<td>• Coconut Curry</td>
</tr>
<tr>
<td>• Ginger Miso</td>
</tr>
<tr>
<td>• BBQ with Corn Salsa</td>
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</tbody>
</table>

### Extras

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<table>
<thead>
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</thead>
<tbody>
<tr>
<td>• Guacamole <strong>50¢</strong></td>
</tr>
<tr>
<td>• Sour Cream <strong>25¢</strong></td>
</tr>
<tr>
<td>• Crumbled Bacon <strong>$1</strong></td>
</tr>
<tr>
<td>• Tropical Salsa <strong>50¢</strong></td>
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</tbody>
</table>

### Desserts

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>• Homemade Cookies</td>
</tr>
<tr>
<td>• Fudge Brownies</td>
</tr>
<tr>
<td>• Dessert Bars</td>
</tr>
<tr>
<td>• Fresh Sliced Fruits &amp; Berries</td>
</tr>
<tr>
<td>• Basket of Whole Fruit</td>
</tr>
</tbody>
</table>
DESSERT SELECTIONS
Choice of the following included with every Hot Buffet, Sandwich or Salad Platter:

- Fresh Baked Chocolate Chip Cookies
- Assorted Cookies
- Homemade Fudge Brownies
- Decadent Dessert Bars
- Fresh Sliced Fruits & Berries
- Basket of Whole Fruit

A LA CARTE

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted Cookies</td>
<td>$12 per dozen</td>
</tr>
<tr>
<td>Chocolate Chip Cookies</td>
<td>$11 per dozen</td>
</tr>
<tr>
<td>Assorted Desserts Tray (Cookies, Brownies &amp; Bars)</td>
<td>$14 per dozen</td>
</tr>
<tr>
<td>Ice Cream Sundae Bar</td>
<td>$5 per person</td>
</tr>
</tbody>
</table>

Vanilla Ice Cream with Assorted Toppings
(Nuts, Cherries, Sprinkles, Crushed Candies & Syrup)
Additional Ice Cream Flavors $1 each | Cones 25¢

GOURMET DESSERTS
$4.50 per person a la carte
OR Upgrade Buffet Dessert for $2.50 per person

- New York Style Cheesecake
  (Strawberry or Caramel Sauce on request)
- Chocolate Fudge Cake
- Homemade Carrot Cake with Cream Cheese Frosting
- Homemade Mixed Berry Cobbler with Whipped Cream
- Classic Tiramisu
Beverages
Choice of Iced Tea OR Lemonade & Ice Water is included with every Hot Buffet, Sandwich or Salad Platter.
Add both for 50¢ per person.

Cold Beverages
Lemonade & Water $1
Iced Tea and Water $1
Punch and Water $1
Ice Water 25¢
Horchata $1.50
Assorted Sodas $1.25
Bottled Water $1.25

Hot Beverages
Regular Coffee Only $1
Coffee (Regular & Decaf), Assortment of Hot Herbal Teas & Ice Water
with Food Order $2
Beverage Station only (no food) $3

Refills (Times must be pre-designated)
Iced Tea or Lemonade 50¢
Coffee, Hot Tea or Hot Chocolate $1
ALCOHOL

All catering clients must adhere to CSUCI’s alcohol policies (Policy #SA.03.003). In the event a group violates CSUCI’s policies, UAS may decline to provide future alcohol services to that group.

Our Bartenders are TIPs trained and authorized to close any bar at any time at their sole discretion.

If you are serving alcohol on campus, you must complete the 25Live form at least 30 days prior to your event in order to receive the necessary campus approvals for a liquor license.

Assortment of White &/or Red Wines $15 per bottle
Assortment of Imported & Domestic Beers $5 per bottle

Bartending Fee $25 per Bartender*, per hour (2 Hour Minimum)
* 1 Bartender per 150 guests

Corkage Fee $10 per bottle
$125 per keg
CATERING POLICIES

To ensure a successful event, please contact us as soon as you begin planning and consider all of the following:

Guest Counts: Final guest counts are due 5 full business days prior to event. Guest counts cannot be reduced after this date. **Additions after this date will be billed at a rate of 1.5x the meal cost.** If the actual number in attendance is greater than the amount confirmed, UAS Catering cannot guarantee that adequate quantities will be available for all guests.

Payment: After your final guest count is received, you will receive a final Banquet Event Order (BEO) and an Invoice of Charges. Please review your BEO and invoice for accuracy and notify us of any discrepancies. **Payment must be received before the event date** in the form of a check (made payable to University Auxiliary Services) or credit card (Visa or MasterCard).

Cancellations: Catered services cancelled less than 10 business days prior to the event will be assessed a 50% charge of the total bill. Events cancelled less than five business days will be charged in full.

Minimums:
- There is a $50 food and beverage minimum for all full service catering events.
- Minimum waived for anything that is picked up at Islands Café.
- Hot Buffets have a Minimum of 20 people, OR pay $1 additional per guest.
- Thousand Oaks Campus Deliveries: $100 minimum
- Boating Center Deliveries: $100 minimum
- Weekend Events: $250 minimum
- Holidays: $500 minimum

Event Service Time: UAS Catering will arrive prior to the designated start time in order to allow adequate time to set up the event. Please have the doors unlocked and the room/area set up so that there are no delays. **(Client is responsible for confirming tables and trash services through Conference & Events or Facilities).**

Pickup: UAS Catering will work with you to determine an event pick up time. While we understand that some events require the use of the room for extended periods of time, please remember that for the safety of your guests, perishable
foods need to be cleaned up within a certain amount of time of set up. We will coordinate with you to ensure the least amount of disturbance possible.

**Food & Beverage Leftovers:** All leftover food is the property of UASCatering. For food safety reasons, we cannot allow you to remove any perishable items at the end of an event. Any nonperishable items (baked goods, etc.) may be taken. However, arrangements must be made by you to do so as we do not provide any type of to-go containers. Our platters, baskets and other equipment may not be taken from the event. Any missing equipment will be billed to the group hosting the event.

**Plates & Utensils:** All catered events will be served with appropriate plates, eating utensils and cups, based on the service level chosen, in quantities sufficient to service the event. All excess plates and utensils are the property of UASCatering and may not be removed from the event. In the event any unused condiments or paper goods are taken from the event, a fee of $100 will be assessed.

**Serving Utensils:** All events will be provided with proper serving equipment to ensure safe and proper temperatures and efficient service.

**Payment Methods:** Once a banquet event order (BEO) is approved, an accounting string needs to be provided. Orders are not confirmed and catering will not be delivered without an accounting string number. External caterings must be paid for in full prior to the event. We accept cash, check, Visa and MasterCard.

**Alcohol Policy:** Please see page 19

**Dietary Restrictions:** UASCatering is happy to accommodate dietary restrictions with advanced notice.