



# OUR MENU

*INTERNAL 2021*



**(805) 437-8905**

[uascatering@csuci.edu](mailto:uascatering@csuci.edu)

Director of Dining: Peter Maher

Executive Chef: Nic Manocchio

Catering Manager: Bridget Donlon



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# ABOUT US

University Auxiliary Services is proud to be the exclusive caterer for the CI campus community and its guests.

The following pages will guide you through your menu options and the ordering process.

Our Catering Team is available to assist you in creating a menu to ensure that all your catering needs are met.

For a successful event, please contact us as soon as you begin planning.

We request at least one week notice.

**\*\*10% Late fee applies to orders received less than 5 business day in advance \*\***



## (805) 437-8905

[uascatering@csuci.edu](mailto:uascatering@csuci.edu)



**To place an order, please email your request  
in the following format to**

[UASCatering@csuci.edu](mailto:UASCatering@csuci.edu)

**Name of Event:**

**Date of Event:**

**Location:**

**# of Guests:** *(best estimate. **Final guest count is due 5 business days before event**)*

**Start time:** *(what time you would like the catering set up and ready by)*

**End time:** *(what time we can return to clear catering)*

**Menu:**

**Additional Linens needed:** *(for guest/display/registration tables, etc. We automatically provide linens for buffet tables)*

**Accounting String #\*:**

\* Accounting string numbers need to be provided when placing a catering order. If you simply require a quote, the quote will remain in "tentative" status until an accounting string is received.

***Order is not confirmed and catering will not be delivered  
without an accounting string #***



## **Event Delivery & Set Up**

Our Catering Staff will deliver your order and set-up the catered service. We will return to pick-up service pieces and clear the food &/or beverage(s). Serving staff is not present during the event. If you would like service staff present, they are available for \$25 per Server, per hour. For food safety and quality, all perishable food must be cleared within a 2 hour timeframe.

### **Service includes:**

- Delivery on campus\*
- \* *Delivery off-campus is available with a delivery fee (rates depend on distance)*
- Linens for food &/or beverage tables
- Appropriate serving pieces
- Paper plates and napkins, plastic cups and utensils
- Return to pick up service pieces and clear the table

### **Services not included\*:**

- Tables
- Trash Services
- Guest Table Linens (*available upon request in a variety of colors for an additional fee of \$5 each*)



## Fees

- A 10% Service Charge for all Internal\* catered events
- A 20% Service Charge for all External catered events
- **Late Fee:** 10% for any event booked less than 5 business days in advance. (Weekend events require at least 7 business days' notice.)
- Service Charge is waived for any order picked up from Island's Café

\* Internal events are mission-based and paid with a department's accounting string #

## Available Upgrades

- **High Quality Plastic ware:** \$3 per person. Includes plates, cutlery and cups
- **Linens:** \$5 each, delivered to the catering location bundled (does not include set-up on tables), please specify size of table. We supply and set up linens for all food &/or beverage tables.
- **Cloth Napkins:** \$1 each, delivered to the catering location bundled. (\$1.75 for pre-folded napkins.)
- **Bartender:** \$35 per Bartender, per hour (2 hour minimum). We recommend at least 1 Bartender per 100 - 150 guests.
- **Event Server:** \$35 per Server, per hour (2-hour minimum).
- **China Rentals:** \$10 per guest. Our Catering Staff sets buffet table with china, glassware and silverware and will deliver and set up the food and beverage; Attendant and Bussing fees are additional. Linens are provided for the buffet.

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# BREAKFAST

All Breakfast Menus include  
Orange Juice, Coffee (Regular & Decaf),  
Hot Herbal Teas & Water

## HOT

*20 person minimum, OR + \$2 per person*

### **ANACAPA BREAKFAST BUFFET \$11**

Breakfast Burritos OR  
Freshly Scrambled Eggs  
& Red Bliss Breakfast Potatoes  
Fresh Sliced Seasonal Fruits  
Choice of Bacon, Sausage  
OR Ham

### **DELUXE ANACAPA BREAKFAST \$13**

Spinach, Tomato  
& Mushroom Scramble,  
Red Bliss Breakfast Potatoes,  
Bacon & Sausage  
Fresh Sliced Seasonal Fruits  
Choice of Assorted Pastries OR  
French Toast with Whipped Butter  
& Maple Syrup



## COLD

### **CLASSIC CONTINENTAL \$9.50**

Assorted Breakfast Pastries  
& Breads  
Fresh Sliced Seasonal Fruits

### **DELUXE CONTINENTAL \$11.00**

Yogurt & Granola  
Coffee Cake  
Fresh Sliced Seasonal Fruits

### **BAGEL BAR \$10.50**

Assorted Bagels & Cream Cheese  
Fresh Sliced Seasonal Fruits



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# QUICK BITES

## BAGELS & CREAM CHEESE

\$15 per dozen

## BREAKFAST BURRITOS

\$5 each

*Vegetarian, Bacon, Ham or Sausage*



## ASSORTED COOKIES

\$11 per dozen

## CHOCOLATE CHIP COOKIES

\$12 per dozen

## ASSORTED DESSERTS

\$14 per dozen

*Cookies, Brownies & Bars*

## FRUIT PLATTER

\$30 each

*serves 12 – 15*

## MUFFINS

\$16 per dozen

## ASSORTED PASTRIES

\$16.50 per dz

## BOXED\* WATER

\$3 each

## CANNED SODA

\$3 each

*Coke, Sprite, Diet Coke*



*\* Per CSU Policy #5236.00, CSUCI is eliminating single-use plastic water bottles and replacing with compostable, recyclable products (ie "boxed" water)*



# SALAD ENTREES

All Salads include Bread, Butter, choice of Cookies, Brownies or Sliced Fruit, Water & Iced Tea OR Lemonade

**\* SUBSTITUTE SODA FOR \$1.00 PER PERSON**

## **CHINESE CHICKEN SALAD \$14**

Diced Grilled Chicken, Mandarin Oranges, Toasted Almonds, Water Chestnuts, Cucumbers, Napa Cabbage & Romaine Lettuce  
Sweet Sesame dressing

## **CHEF'S SALAD \$14**

Turkey, Ham & Roast Beef, Carrots, Swiss & Cheddar Cheese & Cucumbers & Fresh Local Mixed Greens.  
Ranch & Balsamic Dressing

## **SOUTHWESTERN CHICKEN SALAD \$14**

Spicy Marinated Grilled Chicken, Grilled Corn, Black Beans, Tomatoes, Tortilla Strips & Fresh Local Mixed Greens.  
Creamy Cilantro Lime Dressing

## **CHICKEN SPINACH SALAD \$14**

Grilled Chicken, Cranberries, Candied Walnuts, Feta Cheese & Fresh Local Spinach  
Raspberry Vinaigrette

## **CLASSIC COBB SALAD \$14**

Diced Grilled Chicken, Bacon Bits, Avocado, Hard Boiled Eggs, Tomatoes, Black Olives & Fresh Local Mixed Greens.  
Bleu Cheese Dressing

## **CHICKEN WALDORF SALAD \$14**

Poached Chicken, Crisp Celery, Chopped Granny Smith Apples, Red Grapes, Dried Cranberries & Fresh Local Mixed Greens.  
Light Honey-Sour Cream Dressing

## **ROASTED TRI-COLOR PEPPER**

## **& MOZZARELLA SALAD \$13**

Roasted Julienned Red, Yellow & Green Peppers, Kalamata Olives, Fresh Mozzarella & Crumbled Feta Cheese, Extra Virgin Olive Oil & Fresh Local Mixed Greens. Arugula Pesto

**MAKE ANY SALAD A WRAP FOR \$1 MORE**

**\*\* TOFU SUBSTITUTION AVAILABLE**

**UPON REQUEST \*\***



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# SANDWICH ENTREES

All Sandwich Platters include Miss Vickie's Chips & Cookies,  
Water & Choice of Iced Tea or Lemonade

\* SUBSTITUTE SODA FOR \$1.00 PER PERSON

## ASSORTED SANDWICHES & WRAPS \$13

Assortment of Ham, Turkey, Roast Beef  
& Grilled Vegetable Sandwiches & Wraps

## SANDWICHES, WRAPS & SALAD \$15

Assortment of Ham, Turkey, Roast Beef  
& Grilled Vegetable Sandwiches & Wraps,  
plus Mixed Green Salad  
with Ranch & Vinaigrette

## BUILD YOUR OWN DELI PLATTER \$16

Assorted Platter of Freshly Sliced Deli  
Turkey, Roast Beef & Ham  
with Assorted Breads,  
Fresh Lettuce, Tomatoes, Red Onions,  
Dill Pickles, Assorted Cheeses,  
Mustard & Mayo and choice of  
Green Salad or Pasta Salad

## SANDWICHES, WRAPS

## & GOURMET SALAD \$17

Assortment of Ham, Turkey, Roast Beef  
& Grilled Vegetable Sandwiches &  
Wraps  
Plus your choice of any Gourmet Salad  
(from Page 3)

\*TUNA AVAILABLE UPON REQUEST\*

\$2 PER PERSON



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# BOXED LUNCH

Each Boxed Lunch includes Boxed\* Water,  
Mustard, Mayo & Utensils.

**\*\* SUBSTITUTE SODA FOR \$1.00 PER PERSON**

## **ISLANDS CAFÉ BOXED LUNCH \$10.50**

A freshly made Deli-style Sandwich & bag of Miss Vickie's Chips  
(Turkey, Roast Beef, Ham &/or Vegetarian)

## **ANACAPA DELI SANDWICH BOXED LUNCH \$11.50**

A freshly made Deli-style Sandwich, bag of Miss Vickie's Chips,  
Cookie & whole Fresh Fruit  
(Turkey, Roast Beef, Ham &/or Vegetarian)

## **SANTA CATALINA BOXED LUNCH \$13**

An Italian-style Sub Sandwich with Ham, Salami & Pepperoni,  
bag of Miss Vickie's Chips, Cookie & whole Fresh Fruit

## **SAN CLEMENTE DELUXE BOXED LUNCH \$14**

Grilled Chicken Sandwich with fresh Lettuce, Tomatoes,  
bag of Miss Vickie's Chips, Cookie & whole Fresh Fruit

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# HOT APPETIZERS

(Priced per dozen)

**BAKED BRIE CHEESE & PEAR IN PHYLLO CUP**

\$16



**SMOKED BEEF & BLACK BEAN EMPANADAS**

\$24

*with Chipotle Ranch Dip*

**CHICKEN SATAY**

\$20

*with Peanut Sauce*



**STUFFED JALAPENOS**

\$14

*with Cool Cilantro Dressing*

**MAC & CHEESE BITES**

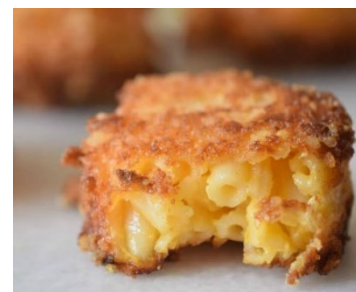
\$14



**SPRING ROLLS**

\$17

*Ginger Spiced Asian Vegetables with Teriyaki Dipping Sauce*



**SPANAKOPITA**

\$20

**CHICKEN TAQUITOS**

\$16

*with Southwestern Chipotle Dip*



**MINI TRI TIP & BALSAMIC ONION SLIDERS**

\$22



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# COLD APPETIZERS

(Priced per dozen)

## SEARED AHI TUNA WONTON

*with Asian Mango Slaw*

\$22



## MINCED CURRY CHICKEN SALAD

*In Crisp Phyllo Cup*

\$17

## DRIED FIG & GOAT CHEESE CROSTINI

*with Balsamic Glaze*

\$15



## SPICY KOREAN BEEF

*In Phyllo Cups*

\$17

## FRESH MOZZARELLA & TOMATO CANAPES

\$15

## PINWHEEL SANDWICH PLATTER

\$14

## FRESH CEVICHE

*with Tortilla Chips*

\$18



## STRAWBERRY, FETA & CANDIED WALNUT SALAD

*In Phyllo Cups*

\$16

## TUSCAN CROSTINI

*With Sundried Tomato & Lemon Hummus*

\$15



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# COLD APPETIZERS

## FLATBREADS

\$16 per dozen

**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

	<b>SMALL</b>	<b>LARGE</b>
<b>ANTIPASTI PLATTER</b> <i>Assorted Meats, Cheeses &amp; Vegetables</i>	Serves 20-40 \$85	Serves 50-75 \$120
<b>GOURMET CHEESE &amp; CRACKER PLATTER</b>	\$75	\$100
<b>FRESH FRUIT PLATTER</b>	\$65	\$90
<b>PITA CHIPS WITH ROASTED GARLIC HUMMUS</b>	\$55	\$80
<b>SPINACH &amp; ARTICHOKE DIP</b> <i>with Toasted Bread</i>	\$60	\$85
<b>VEGETABLE CRUDITÉS</b> <i>with Ranch Dressing</i>	\$55	\$80



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# THEMED BUFFETS

20 person minimum, OR + \$2 per person

All Themed Buffets include a choice of Dessert,  
Water and Iced Tea or Lemonade

**\* SUBSTITUTE SODA FOR \$1.00 PER PERSON**

## **TASTE OF ITALY \$17.50**

Chicken Milanese &  
meat **OR** vegetable lasagna  
Served with warm focaccia bread,  
caprese salad & grilled vegetable salad.  
Accompanied by grated parmesan cheese  
& balsamic vinaigrette

## **DELUXE PASTA BAR \$16.50**

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 \$17.50**

Sweet & sour orange chicken  
& coconut ginger white fish with choice of  
steamed white rice **OR** vegetarian fried rice,  
sesame bok choy & carrot stir fry.  
Accompanied by crisp wontons,  
spicy mustard, soy sauce & fortune cookies

## **SAN CLEMENTE DINNER \$21**

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

## **SOUTH OF THE BORDER FAJITA BAR \$17**

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 \$2.50 | Guacamole \$1.50**

## **SAN MIGUEL TACO BAR \$16**

Seasoned ground beef &  
Diced chipotle chicken with cilantro,  
shredded lettuce, diced tomatoes, onions,  
& shredded cheddar jack cheese.  
Accompanied by Spanish rice and  
Refried Beans, Mexican hot sauce, salsa,  
crispy taco shells & mixed green salad with  
ranch & cilantro dressings **Add  
Guacamole for \$1.50**

## **BAJA ENCHILADA BUFFET \$15**

Chicken Enchiladas in Chile Rojo Sauce &  
Cheese Enchiladas in a Verde Sauce with  
Spanish rice, seasoned black beans,  
tortilla chips & salsa  
**Add a Salad for \$2.50  
Guacamole \$1.50¢ | Sour Cream .75¢**

## **MYKONOS GREEK BUFFET \$17**

Roasted lemon chicken, spanakopita pie,  
roasted potatoes & fresh pita chips  
with tzatziki & Greek salad



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# BUILD YOUR OWN BUFFET \$15

20 person minimum, OR + \$2 per person

Buffets include Water & Iced Tea or Lemonade

\* SUBSTITUTE SODA FOR \$1.00 PER PERSON

## SALADS

Choose 1 (\$2.50 each additional)

**MIXED GREEN**

**COLESLAW**

**POTATO**

**PASTA**

**CAESAR**

**CORN & RED PEPPER**

**SPINACH**

**\$1 extra**

with Candied Walnuts, Feta & Cranberries

**MIXED GREENS**

**\$1 extra**

with Sliced Apples & Gorgonzola

## PROTEINS

Choose 1 (\$4 each additional)

### GRILLED & MARINATED CHICKEN BREAST

Cilantro Lime

Chipotle

Teriyaki

Sweet & Sour

Garlic Herb

**FISH** Tilapia with Lemon Caper Sauce

Salmon **\$4 extra**

Shrimp **\$6 extra**

**FLANK STEAK \$4 extra**

Garlic Rubbed

Cajun

Teriyaki

Grilled with Chimichurri

## SIDES

Choose 2 (\$2 each additional)

**POTATOES**

Mashed

Roasted

Au Gratin

**\$2 extra**

Loaded Mashed

**\$2 extra**

**RICE**

Cilantro Lime

Spanish

Jasmine

Pilaf

**BEANS**

Black

Refried

Baked

**VEGGIES**

Sautéed Mixed

Lemon Garlic

Soy Ginger

## OTHER OPTIONS

Mac & Cheese

Penne Pasta

with Pesto & Tomatoes

Mediterranean Couscous

with olives, tomatoes & feta

## DESSERTS

Choose 1

**HOMEMADE COOKIES**

**FUDGE BROWNIES**

**DESSERT BARS**

**FRESH SLICED FRUITS & BERRIES**

**BASKET OF WHOLE FRUIT**



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# BUILD YOUR OWN BBQ \$16

20 person minimum, OR + \$2 per person

Buffets include Water & Iced Tea or Lemonade

\* SUBSTITUTE SODA FOR \$1.00 PER PERSON

## SALADS

Choose 1 (\$2.50 each additional)

MIXED GREEN

COLESLAW

POTATO

PASTA

CAESAR

CORN & RED PEPPER

SPINACH

**\$1 extra**

*with Candied Walnuts, Feta & Cranberries*

MIXED GREENS

**\$1 extra**

*with Sliced Apples & Gorgonzola*

## SIDES

Choose 2 (\$2 each additional)

POTATOES

Mashed

Roasted

Au Gratin

**\$2 extra**

Loaded Mashed **\$2 extra**

BAKED BEANS

VEGGIES

Sautéed Mixed

Corn on the Cob

OTHER OPTIONS

Mac & Cheese

Watermelon Slices

Corn Bread

Garlic Bread

## PROTEINS

Choose 2 (\$4 each additional)

BBQ CHICKEN BREAST

HAMBURGERS

TURKEY BURGERS

HOT DOGS

VEGGIE BURGERS

FLANK STEAK

**\$4 extra**

## DESSERTS

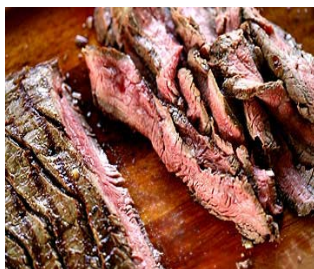
HOMEMADE COOKIES

FUDGE BROWNIES

DESSERT BARS

FRESH SLICED FRUITS & BERRIES

BASKET OF WHOLE FRUIT



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# BUILD YOUR OWN 10" RICE BOWL \$12

Upgrade to 12" Plate for \$2 Per Person - 20 person minimum, OR + \$2 per person

Buffets include Water & Iced Tea or Lemonade

\* SUBSTITUTE SODA FOR \$1.00 PER PERSON

## RICE

Choose 1 (\$2 each additional)

BROWN

CILANTRO LIME

COCONUT

COUS COUS

JASMINE

SPANISH

QUINOA \$2 extra

## SAUCES

Choose 1 (\$1.50 each additional)

BBQ with Corn Salsa

COCONUT CURRY

GINGER MISO

TERIYAKI

GREEN CHILI with Cheese & Sour Cream

RED ENCHILADA with Cheese & Sour Cream

## PROTEINS

Choose 1 (\$4 each additional)

GRILLED & MARINATED CHICKEN BREAST

GROUND BEEF

TILAPIA

TOFU

SHRIMP \$6 extra

FLANK STEAK \$4 extra

## HOT TOPPINGS

Choose 1 (\$2 each additional)

BLACK BEANS

SAUTEED VEGGIES

FAJITA-STYLE CORN MEDLEY

## EXTRAS

CRUMBLED BACON \$1.50 extra

GUACAMOLE \$1.50 extra

SOUR CREAM 75¢ extra

TROPICAL SALSA \$1 extra

## DESSERTS

HOMEMADE COOKIES

FUDGE BROWNIES

DESSERT BARS

FRESH SLICED FRUITS & BERRIES

BASKET OF WHOLE FRUIT



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# DESSERTS

Choice of the following is 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

ASSORTED COOKIES

\$11 per dozen

CHOCOLATE CHIP COOKIES

\$12 per dozen

ASSORTED DESSERTS TRAY

\$14 per dozen

*Cookies, Brownies & Bars*

ICE CREAM SUNDAE BAR

\$6 per person

*Vanilla Ice Cream with Assorted Toppings  
(Nuts, Cherries, Sprinkles, Crushed Candy & Syrup)*

*CONES .50¢ PER PERSON*

## GOURMET DESSERTS

\$4.00 per person a la carte OR  
Upgrade Buffet Dessert for \$3.50 per person

**CARROT CAKE** *with Cream Cheese Frosting*

**MIXED BERRY COBBLER** *with Whipped Cream*

**CLASSIC TIRAMISU**

**NEW YORK STYLE CHEESECAKE**

**CHOCOLATE FUDGE CAKE**



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# BEVERAGES

Ice Water plus choice of Iced Tea OR\* Lemonade is included with every Hot Buffet, Sandwich or Salad Platter.

\* ADD BOTH FOR \$1 PER PERSON; SUBSTITUTE SODA FOR \$1.00 PER PERSON

## COLD BEVERAGES

ICE WATER	\$1 per person
ICED TEA & WATER	\$2 per person
LEMONADE & WATER	\$2 per person
PUNCH & WATER	\$2 per person
HORCHATA	\$2 per person
ASSORTED SODAS (Coke, Diet Coke & Sprite)	\$2 each
BOXED WATER (330mL)	\$3 each



## HOT BEVERAGES

REGULAR COFFEE ONLY	\$2 per person
HOT CHOCOLATE ONLY	\$2 per person
BEVERAGE STATION	\$3 per person with food order
Regular & Decaf Coffee, Assortment of Hot Herbal Teas & Ice Water	\$4 per person a la carte



**REFILLS** (Must be pre-scheduled)

COLD BEVERAGES	\$1 per person
HOT BEVERAGES	\$1.50 per person

# 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	\$20 per bottle
ASSORTMENT OF DOMESTIC BEERS	\$5 per bottle
* IMPORTED BEERS	\$6 per bottle
BARTENDING FEE	\$35 per Bartender*, per hour (2 Hour Minimum) * 1 Bartender per 100 guests
CORKAGE FEE	\$15 per bottle \$175 per keg
	** YOU WILL NEED TO SUPPLY ALL EQUIPMENT ALONG WITH THE KEG**



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# 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 count is due 5 full business days prior to event. 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.

**CANCELLATIONS:** Catered services cancelled less than three business days prior to the event will be assessed a 50% charge of the total bill. Events cancelled less than one business day, excluding the day of the event, will be charged in full.

## **MINIMUMS:**

- There is a \$100 food and beverage minimum for catering delivery.
- Minimum waived for anything that is picked up at Islands Café.
- Hot Buffets have a Minimum of 20 people OR pay an additional \$2 per person.
- **Boating Center Deliveries:** \$250 minimum
- **Weekend Events:** \$250 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 University 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.

# CATERING POLICIES

**FOOD & BEVERAGE LEFTOVERS:** All leftover food is the property of UAS Catering. For food safety reasons, we cannot allow you to remove any perishable items at the end of an event. Nonperishable items (baked goods, etc.) may be taken. However, arrangements must be made by you to do so as we do not provide to-go containers. ***Our platters, baskets and other equipment may not be taken from the event. Any missing equipment will be billed to the host of 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 UAS Catering and may not be removed from the event. In the event any 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 in full prior to the event. We accept cash, check, Visa and MasterCard.

**ALCOHOL POLICY:** 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.***

**DIETARY RESTRICTIONS:** UAS Catering is happy to accommodate dietary restrictions with advanced notice.