



WAGNER COLLEGE

External & Summer Programs



Catering Guide

The prices in this guide are effective
September 1, 2008 -August 31, 2009

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EXTERNAL & SUMMER PROGRAMS

DINING SERVICES – CATERING GUIDE



WAGNER COLLEGE
EXTERNAL & SUMMER
PROGRAMS

I. OVERVIEW

Wagner College understands how important meals and refreshment breaks are to your programs. From casual continental breakfasts to elegant sit-down dinners, your food and beverage services can be readily accommodated no matter what your request. Our friendly, professional staff is always ready to assist you in planning food details for your conference and special events. We will work with you to create the perfect menus for your specific program needs. We would be proud to have you as our honored guest and we look forward to extending to you the tranquility, superior service and excellent cuisine of the Wagner College Dining Services.

Mouth-watering food, unique setting and impeccable service are standard fare for your group's dining and catering events. The External Programs staff is at your disposal to help you choose from a wide array of menu selections or to create a custom menu to make your event unique. Services include everything from refreshment breaks and terrace barbecues to receptions and elegantly served dinners.

Please feel free to contact the Office of External and Summer Programs at (718) 390-3283 or (718) 390-3221 with any questions you may have regarding our menus, prices or policies.

II. SERVICES AVAILABLE

DINING – OUR FACULTY DINING ROOM, LOCATED IN THE WAGNER UNION AND OVERLOOKING NEW YORK HARBOR, ACCOMMODATES UP TO 120 PEOPLE. CATERING SELECTIONS MAY ALSO BE BROUGHT TO OUR SEMINAR AND CONFERENCE ROOMS.

COFFEE BREAKS

Coffee breaks can include coffee, decaffeinated coffee, various herbal teas, and a wide variety of pastries, snacks, sodas and juices.

SNACKS & SOCIALS

An array of snacks and beverages are available for an afternoon break including: assorted cookies, brownies, cheese & cracker selections, fresh cut fruit and crudite platters.

EARLY RISER CONTINENTAL BREAKFAST

Orange juice
 Assortment of mini muffins, mini danish
 Assortment of bagels with cream cheese
 Butters and jelly
 Coffee, tea, brewed decaffeinated coffee
\$6.75 per person
DELUXE: CROISSANTS AND FRUIT PLATTER - \$9.75 PER PERSON

EARLY MORNING HOT BREAKFAST FEAST

Carafes of Orange Juice
 Coffee, tea and brewed decaffeinated coffee
 Scrambled eggs, bacon, sausage, home fries, choice of
 French toast or pancakes
 Bagels
\$10.95 per person

NATURAL CHOICE BREAKFAST-Scones, Fruit Platter, Yogurt,
 Granola, Coffee Service, Orange Juice **\$8.95 per person**

Omelet Station
 Additional charge of \$200.00 for chef to make omelets
\$6.95 per person

A La Carte Breakfast Items

Coffee Service	\$2.50 per person
Orange Juice	\$2.25 per person
Bagels, Muffins, Danish, Scones	\$3.00 per person
Yogurt and Granola	\$2.50 per person
Croissants	\$3.25 per person

Lunch Selections

Traditional Sandwich Selection

A variety of roast turkey, Virginia ham, roast beef, roasted vegetables with assorted cheeses, lettuce, tomato, olive oil, vinegar and herbed mayonnaise on rolls, French baguettes and wraps. Served with assorted sodas, potato chips and pickles.

\$7.50 per person

Deli Luncheon

Tuna salad, egg salad, chicken salad, caesar salad, fruit salad and tomato mozzarella salad served with dinner rolls, an assortment of sodas and chips.

\$8.75 per person

Hero Sandwiches – 3 foot (\$75.00) or 6 foot (\$125.00). Italian, American, Chicken Cutlets, etc.

Additional Salad Selections- \$2.95 extra per person

Caesar Salad

Tossed Salad

Red Skin Potato Salad

Pasta Salad

Coleslaw

Macaroni Salad

Cucumber Salad

Tabbouleh

Couscous

All quoted prices apply to Wagner College Union Building. There will be a \$60.00 charge to deliver to any other location on Campus. Minimum order 20 people.

“Grab N Go” Lunches – For pick-up only (these items need to be picked up from the Dining Hall).

Pickup is available during normal dining hall hours. Please make arrangements with the Catering Director. There are no minimum counts for these items.

The Basic-Choice of turkey, ham or cheese sandwich on a roll, served with a large cookie, bag of chips, apple and bottled water packaged in a regular Out-takes box.

\$6.25 per person

The Executive Boxed Lunch-Choices of roast turkey, Virginia ham, roast beef, grilled vegetables and cheese on a roll. Served with potato chips, large Mrs. Fields cookie, assorted whole fruit and bottled water packaged in a gourmet Out-takes box.

\$8.50 per person

Packed in an Out-takes box – 9” x 7” decorative cardboard lunchbox with paper goods and condiments.

Ask about our Special Stacker (no bread) Sandwiches. Our chef will be glad to make them for your Atkins Friendly Diet for \$7.95 per person.

We will gladly include vegetarian sandwiches to your selections.

The Creative Menu

Feel free to mix and match from the following selections. All prices are for buffet luncheons and dinners held in the Faculty Dining Room. There will be a \$60.00 charge to deliver to any other location on Campus.

Choice of one salad, two entrees, one starch, one vegetable, dinner rolls, carafes of sweetened iced tea and water, cookies and brownies and coffee service. This is inclusive of waitstaff and basic linens. Minimum of 25 guests. We will be happy to sit down with you to customize any catered event.

Luncheon Buffets: **\$26.95 Per Person**
 Dinner Buffets: **\$28.95 Per Person**

Salad Selections

Additional Selections are \$2.95 extra per person
 Caesar Salad, Tossed Salad, Red Skin Potato Salad, Pasta Salad, Coleslaw, Macaroni Salad, Tomato & Mozzarella Salad, Tabeullah, Couscous

Entrees

Additional Selections are \$4.50 per person
 Chicken Francaise
 Chicken Marsala
 Lemon Pepper Chicken
 Chicken Parmesan
 Roast Turkey with Stuffing and Gravy
 Grilled Flank Steak
 Beef Burgundy
 Meat Lasagna
 Seared Salmon
 Stuffed Flounder
 Vegetarian Lasagna
 Cheese Ravioli

Starch Selections

Roasted Red Bliss Potatoes
 Garlic Mashed Potatoes
 Wild Rice
 Rice Pilaf
 Buttered Noodles

Vegetable Selections

Assorted Seasonal Vegetables

Dessert Selections for Plated Selections (additional \$2.25 for buffet menu)

Freshly baked cookies or brownies (Buffet Menu)
 Fruit pie, lemon bars, lemon meringue pie
 Double chocolate cake
 Carrot cake
 N.Y. Style Cheese Cake
 Ice Cream Parfait - \$2.75 p.p. extra for plated or buffet
 Sundae Bar - \$4.50 p.p. extra for plated or buffet
 Add a Sheet Cake-see snack page

Plated Served Lunches and Dinners

Lunches - start at \$32.50 per person
Dinners - start at \$34.50 per person

Choice of One Appetizer
 (soup or salad)

One Entrée

Starch

Vegetable

Sweetened Iced Tea and Water

Choice of Dessert

Coffee Service

Minimum of 25 guests - Waitstaff charges will apply for under 25 guests.

OPTIONAL ADD-ONS

Soup - \$4.00 p.p.

Pasta Course- \$6.50 p.p.

Carving Station - \$6.95 p.p.

Additional charge of \$120.00 for each chef to carve. Choices include: 2 meats – Turkey, Roast Beef, Prime Rib, Roast Loin of Pork, Fresh Ham, Virginia Ham or Roast Leg of Lamb.

Menutainment - \$4.95 p.p.

Additional charge of \$125.00 for each Saute Chef. Choices include Pasta Saute' or Stir-fry Saute'.

B a r b e q u e

Barbeques: \$23.95 per person

Minimum 50 people

We would be happy to set up your outdoor barbecue during the warm months.

Hamburgers, Cheeseburgers, Veggie Burgers, Hot Dogs, and Barbequed Chicken served with potato salad or coleslaw, corn on the cob, whole fruit, potato chips, cookies and assorted sodas and bottled water.

Includes: Cooks, grills and waitstaff.

Additional Selections:

Sausage and Peppers	\$4.00 p.p.
Grilled Vegetables	\$3.50 p.p.
Ribs (Beef or Pork)	\$4.50 p.p.
Sliced Watermelon	\$1.75 p.p.

Grills and proofing cabinets to hold food are rented by Wagner College. Therefore, depending on your number of guests, a deposit of \$80.00 per grill and \$95.00 per cabinet will be required. In the event of inclement weather, these costs are non-refundable.

BBQ location is the Trautman Square Lawn. Our seating capacity is "as is" on the Union Building Patio. If additional tables and chairs are required for outdoor seating they must be rented by client.

Reception Beverages

All alcohol bars require a bartender per 50 guests at the rate of \$180.00 per bartender for a two hour function. This includes set-up, serving and breakdown. Each additional hour will be half the per person price. All alcohol must be purchased through Chartwells Dining Service. We reserve the right to deny alcohol service to guests who are under the legal drinking age or to guests who are visibly intoxicated.

<u>Open Bars</u>	<u>Price/Per Item</u>
Wine Bar	\$9.00 per person
Wine Service (available with plated meal and served by waiters). Bartender not required.	\$9.00 per person
Wine and Beer	\$11.00 per person
Top Shelf Liquor Bar	\$16.00 per person

<u>Beverages</u>	<u>Price /Per Item</u>
Canned Soda and Bottled Water	\$2.00 per item
Canned Soda and Bottled Water Bar (unlimited-can be added to Wine Bar)	\$3.50 per person
Tropical Fruit Punch	\$2.00 per person
Champagne Punch	\$4.00 per person
Mimosas	\$4.00 per person

<u>Coffee Breaks</u>	<u>Price /Per Item</u>
Classic Coffee Service	\$2.50 per person
Gourmet Coffee Service	\$4.00 per person
Gourmet Tea Service	\$3.75 per person

<i>High Tea</i> – includes gourmet tea service, Tea sandwiches, mini pastries and scones, Fruit platter and fruit punch	\$17.50 per person
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Contemporary Hors D'oeuvres

Served Buffet Style

Choice of Four

\$12.50 per person for 2 hour function

\$ 6.00 each additional hour

For Butler Service add: \$180.00 per 50 guests

HOT

Pigs in a blanket
Spanakopita
Mini Quiche
Pot Stickers
Teriyaki Chicken Skewers
Mini Egg Rolls
Mozzarella Sticks
Stuffed Mushrooms
Fried Jalapeno Poppers

COLD

Smoked Salmon Rosettes
Bruchetta
Fillet on Ficelle
New Potatoes w/Sour Cream
and Caviar
Cucumber with Tabbouleh

Party Platters and Snacks

CRUDITE OF FRESH VEGETABLES
\$3.50 per person

CHEESE PLATTERS
\$3.75 per person
DELUXE IMPORTED CHEESE BOARD
\$4.75 per person

FRESH FRUIT PLATTERS
\$4.75 per person
FRUIT SALAD- \$3.75 per person

CHICKEN WING PLATTERS
\$5.50 per person

GERMAN CHOCOLATE CAKE
CHEESE CAKE - \$3.50 per person

ITALIAN MINI PASTRIES
\$5.00 per person

WHOLE FRUIT
\$1.50 each

ASSORTED CHIP BAGS
\$1.50 each

TEA SANDWICHES
(Assorted) \$4.50 per person

FRESH BAKED COOKIE OR
BROWNIE PLATTERS
\$2.00 per person

ASSORTED FRUIT PIES
\$2.35 per person

LEMON BARS
\$2.25 per person

SHEET CAKE (can be added
to buffet or plated meal)

Half Sheet-\$70.00 serves 30-35
Full Sheet-\$110.00 serves 60-70

Due to insurance guidelines and safe food handling procedures, all food and beverages must be consumed during your event and no food will be allowed to be taken home.

All equipment, serving dishes and utensils must remain in the event location. All missing items will be subject to a replacement cost.

Food & Beverage Policies

Guaranteed Minimum Counts (food and beverage):

All food and beverage requirements must be made at least seven (7) working days in advance (exclusive of weekends and holidays). This lead time is needed to order products and properly schedule staff to ensure the success of your event. For private catered parties, a guaranteed attendance figure must be submitted five (5) working days (exclusive of weekends and holidays) before your event. Final counts for corporate events must be submitted as per contract. Any increases to the guaranteed attendance figure made with less than five (5) working days notice and events scheduled with less than five (5) working days notice, cannot be guaranteed. Events with less than 20 guests will be subject to a labor surcharge at the rate of 15% per person to cover additional production and labor costs. If final counts fall below guaranteed counts, you will be charged for your guaranteed count.

All food and beverage requests must be for a minimum of 20 guests except where noted in this Guide. Any requests for less than 20 guests will be charged an additional 15% surcharge per person.

Advance arrangements should be made for accommodation of guests requiring special dietary needs.

Cancellation Policy:

Any cancellations made within five (5) business days of the event will be liable for food and production costs incurred at the time of cancellation.

Catering Service Times:

Catering service times for External & Summer Programs are as follows: Beverage breaks for 1 hour, luncheons for 2 hours and dinners for 2½ hours. These times are determined in order to follow standard food code regulations.. To compensate for additional labor costs, a service charge of actual overtime cost will be assessed.

China Service:

China service is provided for all events in the Faculty Dining Room. As standard in all other locations, all catering orders come with disposable service ware. If china service is requested within the Union Building, an additional charge of \$2.00 per person will be incurred. For events outside the Union Building, there will be an additional charge of \$5.00 per person for china service.

Linen Service:

Basic linen service will be provided for all events. Our basic colors include white and Wagner green. There is an additional charge for any specialty linen that is requested and all such requests must be made no later than one week prior to your event.

Prices/Contract:

All prices are inclusive of labor except where noted in this Guide. A representative of the sponsoring organization must sign a catering/space contract at least ten (10) business days prior to the event with External Programs. No event will take place unless a contract is signed. Final payment is due as per contract. New York State current sales tax will be added to food and beverage. All groups must provide a Certificate of Insurance naming Wagner College as an additional insured.

Room Rental Fee: All room rental fees, as per Room Rental Rate Sheet, are non-refundable and must be paid within two (2) weeks after booking event with External & Summer Programs to reserve your space. Please make checks payable to Wagner College. Mail to Wagner College, One Campus Road, Staten Island, New York 10301, Attention: External & Summer Programs.

Special Event Insurance: Any event sponsors that are unable to provide a Certificate of Insurance naming Wagner College as an additional insured, are required to purchase Special Event Insurance under a TULIP Policy.