

CATERING & EVENT MENUS



WELCOME

Thank you for selecting the Arizona Catering Company for your upcoming event. We are thrilled to provide you the following menu selections for your consideration. Please keep in mind that our Event Planning and Culinary Teams are at your disposal to create and tailor special menus according to your individual tastes, specific requirements and budget.

In addition we are pleased to accommodate special dietary requirements and we are delighted to work with you on ethnic functions. Thank you for the opportunity to help create an unforgettable culinary experience for you and your guests.

Please contact the Event Planning Offices

Monday – Friday from 8am – 5pm or by appointment

Phone: 520-621-1989 ♦ Fax: 520-621-2545

Lyn Cunningham, Director of Catering 520-626-0055, cunninghaml@email.arizona.edu

Brandi Dillon, Assistant Director of Catering 520-626-0443 bedillon@email.arizona.edu

Brenda Keagle, Event Planning Manager 520-621-1416, brendak@email.arizona.edu

Charlene James, Event Planning Coordinator 520-621-6566, charlenj@email.arizona.edu

PLANNING NOTES

To assist with your planning we hope the following information will be helpful.

- Menu Planning: To insure we are able to provide you with the best product and services, we appreciate a minimum of 7 days to plan and confirm your order. Any request made less than 7 days in advance of event date may be subject to limited availability and product.
- Guarantees: Arizona Catering Company requires the final order and guest guarantee a minimum of 3 business days prior to the event date, this includes ALL allergy, vegetarian, vegan, gluten free or special needs requirements for event menu. See additional information on guarantees listed in policies.
- Menu Pricing: All menus and pricing is subject to change in the event of unforeseen market changes. Arizona Catering Company reserves the right to adjust prices as needed. If this occurs your Event Planner will provide you with new menu pricing as well as options to adjust menu to keep original menu pricing.
- Service Fees And State Tax: All events requiring service staff to remain for all or part of the event will be subject to **18% Service Charge**. All delivery/drop offs will be subject to **15% Service Charge**. Arizona state tax (currently 6.1%) will be added to all food and beverage items.
- Alcohol Service: Any event wanting to provide Alcohol must complete Alcohol Permit Application www.union.arizona.edu/alcohol and submit to permit office for approval. Application must be submitted a minimum of 3 weeks prior to event date. Approval will be forward to contact listed on application. Questions regarding application or policy please contact 520-621-9463

RECEPTIONS AND DINNERS

SUN SET

Taste of the University of Arizona is designed to be a heavy reception and action station style dinner experience. Service is for 90 Minutes but can be designed to overlap Stations and provide food service for up to 3 hours. No food station may remain in place for more than 90 minutes.

Minimum of 50 Guests

Chef Attendant Fees of \$50 per attendant apply to all appropriate studios/stations. We recommend 1 chef attendant per station per 150 guests.



TASTE OF THE UNIVERSITY OF ARIZONA

FOUR STUDIOS

\$60

FIVE STUDIOS

\$75

PANGAEA *(Chef Required)*

Tomatoes and Mozzarella with Old Vinegar and Olive Oil

Baked Lobster Penne with Truffle Parmesan Cream

Baked Rigatoni Bolognese with Ricotta Cheese

PANDA

Oriental Salad with Char Siu Chicken and Yuzu Vinaigrette

Char Siu Pork with Soy Sauce, Roasted Peanuts, and Cilantro

Spicy Beef Noodle Soup

CELLAR *(Chef Required)*

Strip Loin with Mortared Garlic

Braised Short Rib with French Butter Puree and Truffle Ragoût

Frisée, Lardons, and Bleu Cheese Salad with Smoked Bacon Vinaigrette

SABOR *(Chef Required)*

Salsa Bar Served with Warm Corn Tortilla Chips

Chicken Adobo Enchiladas with Oaxaca Sauce and Melted Cheese

Braised Pork Marinated in Achiote and Orange, Poblano Rajas,

Black Beans, and Pickled Red Onions

ARIZONA ROOM

Lobster Pot Pie filled with Maine Lobster, Fingerling Potatoes and Brandy Cream Solaris

Grilled Shrimp Louie with Romaine Hearts and Classic Louie Dressing

CREATE YOUR OWN SALAD (PLEASE SELECT TWO)

Spinach, Mortadella, Pepperoncini, Salami, Pearl Onions,

Red Peppers, and Turkey in a White Balsamic Vinaigrette

Romaine, Radishes, Shaved Fennel, Cherry Tomatoes,

Hearts of Palm, and Parmesan in a Creamy Cucumber Dill

Arugula, Tomatoes, Bacon, Roasted Mushrooms,

Bleu Cheese, and Chopped Eggs in a Grilled Tomato Dressing

Baby Greens with Candied Pecans, Olives,

Pepperoncini, Tomatoes, and Cucumbers with Oil and Vinegar

LA PETITE

An Assortment of Signature Desserts Including

Chocolate Sensation, Cappuccino Mousse, Strawberry Gelée with Lemon Cream

Mango Tiramisù, Assorted Mini Tarts and Petits Fours

All prices are subject to applicable taxable service charge & applicable state sales tax & city facilities fees.

Menu Created 3.14 Prices are effective for orders and events occurring through June 30, 2015 All Menus & pricing are subject to change based on market & availability. Consuming raw & undercooked food items may increase your risk of food borne illness.

HORS D' OEUVRES

CHILLED

SELECT 14 per dozen
Asparagus Pinwheels with Cream Cheese and Ham
Tomato Bruschetta
Crostini with Sun Dried Tomato and Feta
Jalapenos Stuffed with Cream Cheese
Vegetable Crudit  Shooters

GOURMET 18 per dozen
Indian Chicken Monte on a Fork
Wasabi Spiced Cornets of Ahi Tuna Tartar
Shrimp Louie Cocktail
Antipasto on a Bamboo "Stick"
Blackened Catfish Lettuce Cups with Red Pepper
A oli
Crostini with Tenderloin
Fresh Fruit Kabobs with Honey Yogurt Dip

PREMIUM 25 per dozen
Tuna Tataki with Mint and Ginger
Kobe Beef Steak Tartar Sandwich with Capers, Micro
Greens, and Olive Oil
Prosciutto Melon
Kalamata Olive "Cigars" with Tandori Slurry
Shrimp Ceviche with Margarita Salt, Smoke Essence,
and Chipotle

WARM

SELECT 14 per dozen
Miniature Chicken, Beef or Bean Chimis
Green Chile and Cheese Quesadilla Wedges
Vegetable Egg Rolls
Chicken Pot Stickers
Florentine Stuffed Mushroom Caps
Sausage Stuffed Mushroom Caps
Spanakopita
Falafel Lemon Tahini, Tomato & Olives

GOURMET 18 per dozen
Mini Kobe Burger, Cheddar & Roasted Shallot Jam
New England Style Crab Cake with Remoulade
Beef Satay with Chimichurri Sauce
Chicken "Stick" with Curry Mango Chutney
Spider Shrimp with Sweet Chili Sauce
Lobster Corn Dogs with Mustard A oli
Red Wine Braised Short Rib on a Chive Biscuit
Baked Tomato and Mozzarella Boule
Mini Spinach and Artichoke Boule

PREMIUM 25 per dozen
Mac-N-Cheese
Chicken Tikka
Kobe Beef & Mushroom Skewer, Bleu Cheese Cream
Chicken "Slider" with Lemon Yogurt
Mini "BLT": Pancetta, Micro Arugula, Tomato Confit
Fish and Chips
Five Spice Fire Cracker Shrimp with Roasted Garlic

DISPLAYS & CARVING

SEASONAL FRESH FRUIT DISPLAY

Small \$150 / Medium \$200 / Large \$300

CULINARY CHEESE SHOP

Display of 4 – 6 Domestic and Imported Block Cheeses, Served with Walnut-Raisin Bread, Crackers, Dried Fruits, Roasted Olives, Dried Tomatoes, Syrups and Nuts

Small \$200 / Medium \$300 / Large \$400

Mountain Bleu (USA)

A Wonderful, Delicate 60-Day Aged Hand Crafted **Camembert** (France)

From the Normandy Region of France

Coulommiers (France)

Soft Ripened Cow's Milk Cheese with a Hint of Garlic, Mushrooms, and Truffle

Double Crème Brie (France)

Cow's Milk Cheese, Ideal for Those who like Double Cream Cheese

Alexandra Manchego (Spain)

The Epitome of Spanish Cheese, 8 Month Aged Sheep's Milk Cheese

New England Cheddar (USA)

Made from Jersey Cow's High Butterfat and Aged for at Least Two Years

Fromaggio Di Fossa (Italy)

A Unique Hard Sheep's Milk Cheese Aged in Wells

Ash Brushed Goat Cheese (USA)

Surface Ripened with Vegetable Ash

Roquefort Crusted Goat Cheese (USA)

Composed of a Beautiful Blue Green Roquefort Mold

NEW AGE TAPAS VEGETABLE CRUDITÉS

Display of Raw & Marinated Farm Fresh Vegetables and Inspiring Flavor Enhanced Vinaigrettes

Small \$100 / Medium \$200 / Large \$300

CARVING STUDIO

(Chef Required)

All Carving Studios are served with a Selection of Artisan Breads. Studio is presented for a maximum of 90 minutes.

Herb Roasted Tenderloin of Beef / \$325

(serves approximately 25 guests)

Caramelized Onion Polenta, Mortared Garlic, and Creamy Horseradish

Peppercorn Roasted Strip Loin of Beef / \$300

(serves approximately 30 guests)

Potato Mushroom Ragoût and Creamy Horseradish

Pineapple & Citrus Braised Bone-In Ham / \$275

(serves approximately 30 guests)

Golden Raisin Corn Pudding and Onion Shallot Jam

Smoked Turkey Breast / \$275

(serves approximately 35 guests)

Corn Bread Stuffing and Gingered Cranberry Marmalade

Note: NOT All cheese will be presented.

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SUN SET

Action Studios are designed for 90 Minutes of Service and a Minimum of 20 Guests

A minimum of 3 Studios must be ordered for dinner service.

Individual Studios may be added to reception events or buffets.



MEDITERRANEAN BAR

\$12

A Sampling of Mediterranean Mezza served with Pita and Lavosh
Hummus Bi Tahina with Olive Oil and Paprika
Baba Ghanoush with Pomegranate Seeds and Mint
Falafel with Tzatziki Sauce
Dolmades made with Stuffed Grape Leaves and Olive Oil

THE "TASTE" OF STUDENT UNION SALADS

\$14

A Sampling of Salads from our Signature Restaurants, served with Assorted Baked Breads

Please Select Three

~ Core ~

Market Basket of Organic Greens in Our House Vinaigrette with Heirloom Tomatoes,
Shaved Fennel, Carrots, Cucumbers, Pea Sprouts, and Radishes

~ Arizona Room ~

Poached Shrimp in Cognac Louie Dressing with Romaine Hearts, Eggs, and Pea Sprouts

~ Panda ~

Thai Chicken Salad with Cilantro, Bean Sprouts, Candied Nuts and Sesame Mint Dressing

~ Sabor ~

Ensalada Chayote with Chayote Squash, Carrots, Sundried Tomatoes, Green Onion, Cava Vinegar, Corn Oil, and Queso Fresco
Ensalada Lechuga with Romaine, Radishes, Caramelized Onions, Queso Fresco, and Poblano Citrus Vinaigrette

~ Pangea ~

Classic Caesar with Shaved Parmesan, Soy Nuts, and Pea Sprouts
Heirloom Tomatoes and Fresh Mozzarella with White Balsamic Vinaigrette and Fresh Basil

QUESO FUNDIDO

\$12

(Chef Required)

Colorful Earthenware Pots of Melted Oaxacan Cheese with Assorted Toppings to Include

Chicken Mole, Chorizo, Black Bean, and Corn Served Straight From the Oven then finish with Your Choice of Fresh Made Salsas, Flour Tortillas, and Traditional Garnishes

NACHO BAR

\$12

Stone Ground Tortilla Chips Served with Fresh Salsa and Guacamole
Finished with Unique Toppings of Your Choice to Include: Green Chili White Cheese Queso, Warm Chicken Adobo, Beef Barbacoa, Queso Fresco, Refried Boracho Beans, Chopped Onions, and Cilantro

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ITALIAN MOZZARELLA “BAR”

\$12

(Chef Required)

A Tasting of Fresh Mozzarella Cheeses Prepared in a Variety of Ways Embellished with a Selection of Toppings to Include Olive Tapenade, Sweet Basil Pesto, Garlic Aioli, Mushroom Giardiniera, Heirloom Tomato Relish and Artichoke Ragoût

SEAFOOD EXTRAVAGANZA

\$20

(based on 4 pieces per guest)

Jumbo Red Shrimp, Sweet Alaskan Crab, Fresh Water Oysters on the Half Shell, Maine Lobster Tails, Steamed Clams in Tomato Fennel Broth, and Marinated Mussels

Served with Horseradish, Cocktail Sauce, Cognac Louise Dressing, Whole Grain Mustard, Remoulade, Lemons, and Tabasco Sauce

BAKED PASTA

\$12

(Chef Required)

Each Pasta is Individually Baked and Topped with Artisan Cheeses

Please Select Two

Pennette with Italian Sausage and Roasted Peppers

Smoked Chicken and Ricotta Rigatoni

Mini Cheese Ravioli with Mushroom Pesto Alfredo

Ziti with Lobster, Tomato, and Mascarpone

Mushroom Tortelloni with Wild Porcini Cream

Truffled Macaroni and Cheese

CALIFORNIA PIZZA STUDIO

\$16

(Chef Required)

Please Select Four

~ Traditional ~

Pepperoni – Spiced Italian Pepperoni with Mozzarella Cheese, and Fresh Basil

Roasted Mushroom – Roasted Wild Mushrooms with Basil Pesto, and Fontina Cheese

Margarita – Sliced Fresh Tomato, Garlic Oil, Fresh Mozzarella Cheese, and Basil

~ Unique ~

Thai Chicken – Marinated Chicken with Thai BBQ, Sprouts, Scallions, and Peppers

Mediterranean – Roasted Artichoke Hearts, Roasted Peppers, Niçoise Olives, Feta Cheese, and Basil Pesto

BLT – Bacon Lardoons, Fresh Sliced Tomato, and Garlic Aioli

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THE ITALIAN DESSERT TABLE

\$15

Marinated Berries in Frangelico with Sabayon
Pistachio Financier, Assorted Biscotti
Chocolate Strawberry Mascarpone in a Glass
Apricot Almond Panettone
Chocolate Gianduja Cake with Chocolate Meringue
Seattle's Best Coffee and Tazo Teas

HOT DESSERT "MINI'S" FROM OUR OVEN

\$15

(Chef Attendant Required)

Served with Vanilla Ice Cream or Assorted Crème Anglaise

Please Select Three

Peach Cobbler ♦ Blueberry Cobbler ♦ Cherry Cobbler ♦ Vanilla Bread Pudding
Pumpkin Bread Pudding ♦ Milk Chocolate Bread Pudding

CRÈME BRÛLÉE STUDIO

\$15

(Chef Attendant Required)

Watch Our Chef Play with "Fire" and Ignite your Favorite Crème Brûlée!

Please Select Three:

Vanilla ♦ Pistachio ♦ Raspberry Chocolate ♦ Cappuccino ♦ Praline ♦ Orange

NEW AGE FIZZED NONFAT YOGURT FLOAT SHOOTERS

\$16

(Chef Attendant Required)

Served with Unique Stir-Ins and Infused Dry Sodas

Please Select Three Stir-ins And Three Sodas

Stir-Ins: Mango ♦ Pomegranate ♦ Blackberry ♦ Blueberry ♦ Strawberry ♦ Pineapple

Dry Sodas: Rhubarb ♦ Kumquat ♦ Lemongrass ♦ Juniper Berry ♦ Vanilla Bean ♦ Cucumber

RIDICULOUS CRUSTLESS PIE!

\$13

(Chef Attendant Required)

Your Favorite Pies Served in a Glass and Finished with Flavored Foams and Creams

Please Select Three

Lemon Meringue ♦ Apple ♦ Chocolate Turtle ♦ Boston Cream Oreo ♦ Key Lime
Pumpkin ♦ Peach Melba ♦ Chef's Seasonal Flavor

SHORTCAKE STUDIO

\$13

Vanilla Cream with Lemon Pound Cake, Strawberry Compote & Whipped Cream
Pistachio Bavarian Cream with Chocolate Pound Cake & Sautéed Cherries
Praline Cream with Marble Pound Cake, Sautéed Peaches & Crème Fraîche

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SUN SET

CHOICE OF ENTRÉE:

A choice of three entrees (including vegetarian) may be offered to attendees. Charges for all meals are based on the highest priced entrée.

Final count for number of each entrée is due three business days prior to the event. A placecard must be provided for each guest indicating their entrée selection.

Two guest lists are required:

1. Guests names in alphabetical order listing entrée choice and table number.
2. Guest list by table number indicating the guest name and entrée choice.

Vegetarian, Dietary or Special menu needs are in addition to the entrée choice but cannot exceed three entrée options total.

TWO COURSE DINNER

\$18

THREE COURSE DINNER

\$24

All Menus are Served with Seattle's Best Coffee, Tazo Teas and Selection of Rolls and Butter

STARTERS (SELECT ONE)

Cream of Tomato Soup with Crème Fraîche and Croutons
Sweet Corn Chowder with Smoked Shrimp and Cilantro
Shrimp Cocktail in Gazpacho Water and Avocado Cream
Maryland Lump Crab Cake with Red Pepper and Sweet Corn

STARTERS (SELECT ONE)

Roasted Artichokes with Organic Field Greens, Red Onion, Tomatoes and Shaved Ricotta, *Aged Sherry Vinaigrette*
Classical Caesar Salad with Soy Nuts, Parmesan Crouton, and Shaved Reggiano
Tomato Mozzarella and Wild Arugula, *White Balsamic*
Shrimp and Saffron Couscous with Mint Raita and Tomato Oil
New Age Greek Salad with Marinated Feta
Roasted Pears and Figs with Butter Lettuce, Bleu Cheese, and Pecans, *Aged Sherry Vinaigrette*

ENTRÉES (SELECT ONE)

Chicken Confit with Broccolini, Roasted Marble Potatoes, and Snap Pea Puree
Pan Seared Seabass with Tomato Tartine, Spinach, and Pinenut Pancetta Relish
Mediterranean Lentil Cake with Roasted Peppers, Haricot Fennel Salad, and Basil Tofu
Roasted Halibut and Lobster Cannelloni with Seasonal Vegetables and Tarragon Beurre Monte
Roasted Striploin of Beef with Warm Fingerling Potato Salad and Forest Mushroom
Beef Two Ways, Black Trumpet Crusted Beef and Braised Short Rib with Ratatouille and French Butter Potatoes + 4
Braised Short Rib and Shrimp Ragoût with Market Vegetables + \$8
Grilled Filet of Beef and Shrimp Scampi with Butter Whipped Potatoes + \$10

DESSERTS (SELECT ONE)

White Chocolate Mousse Strawberry Balsamic ♦ Banana Gianduja Cream Gâteaux ♦ Black Magic Box with Black Cherries ♦ Panna Cotta Raspberry Mint Duo of Passion Milk Chocolate and Pineapple Mascarpone
Americana Sweet Trilogy of Banana Cream Pie, Raspberry Cheesecake, and Chocolate Trifle

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SUN SET

Dinner Buffets are designed
for 90 Minutes of Service and
a Minimum of 25 Guests



STEAK HOUSE BUFFET / \$29

Salads

Classic Wedge Salad with Bleu Cheese, Bacon, Tomatoes, and Red Onions
Creamy Ranch Dressing

Tomato and Red Onion Salad, *Balsamic Vinaigrette*

Entrées

Strip Loin Steaks with Caramelized Onions and Leeks

Herb Roasted Chicken with Truffle Wild Mushrooms

Accompaniments

Wild Mushroom Bread Pudding

Grilled Citrus Marinated Asparagus

Hearth Baked Breads and Butter

Desserts

Trio of Chocolate Mousse

Pistachio Bars with Dried Fruits

Seattle's Best Coffees and Teas

STEAK HOUSE BUFFET Enhancements / \$4 each

Herb Roasted Salmon with Peanut Fingerling Potatoes and a Dill Cream Sauce

Truffle Macaroni and Cheese

Caramel Tart with Macadamia Nuts

AGAVE BUFFET / \$29

Salads

Hearts of Butter Lettuce with *Tarragon Dressing*

Greek Salad with Peppers, Onions, Beets, and Pepperoncini

Entrées

Sirloin with Fingerling Potatoes

Braised Confit of Chicken with Truffled Root Vegetables

Accompaniments

French Green Beans with Spicy Walnuts

Baked Ziti with Capers, Olives, and Roasted Tomatoes

Hearth Baked Breads and Butter

Desserts

Chocolate Caramel Tart

Mango Cheesecake with Coconut Anglaise

Seattle's Best Coffees and Teas

BUFFET Enhancements / \$4 each

Roasted Peppers and Buffalo Mozzarella

Fennel Crusted Filet of Halibut with Lemon Shallot Velouté

Strawberry Cheesecake

Passion Fruit Yogurt Soufflé

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GENERAL INFORMATION

ORDERING INFORMATION: To insure a successful event your food and beverage order must be placed a minimum of 7 business days prior to your event. All orders placed less than 7 business days prior to event date must be placed directly with Event Planning Office by calling 520-621-1989. Orders placed less than 7 days may have limited menu options and staffing. An Event Order will be provided for your final review and approval. Guarantees are due 3 business days prior to event date. Your order / event will not be processed without signature and approval of order.

GUARANTEES: Arizona Catering Company requires the final order and guest guarantee a minimum of 3 business days prior to the event date, this includes ALL allergy, vegetarian, vegan, gluten free or special needs requirements for event menu. Once the guarantee is given, the count cannot be reduced. Requests for increases after count is given will be handled on an individual bases based on product requests. Please note Arizona Catering Company prepares for the guest count only. No additional product will be provided unless ordered. Finally billing will be based on guarantee unless or actual guests attendance, whichever is higher. Changes to guest count or food order placed less than 3 days prior to event date may be subject to additional fees or menu adjusted based on product availability and costs. Additional charges will be presented by Event Planner prior to event date.

SERVICE FEES AND STATE TAX: All events requiring service staff to remain for all or part of the event will be subject to **18% Service Charge**. All delivery/drop offs will be subject to **15% Service Charge**. Arizona state tax (currently 6.1%) will be added to all food and beverage items and service fees. If your organization is tax exempt for Rooms and Meals tax, please forward the appropriate documentation.

MENU PRICING: All menus and pricing is subject to change in the event of unforeseen market changes. Arizona Catering Company reserves the right to adjust prices as needed. If this occurs your Event Planner will provide you with new menu pricing as well as options to adjust menu to keep original menu pricing.

CHOICE OF ENTRÉE: A choice of three entrees (including vegetarian) may be offered to attendees. Charges for all meals is based on the highest priced entrée. Final count for number of each entrée is due three business days prior to the event. A place card must be provided for each guest indicating their entrée selection.

Two guest lists are required:

1. Guests names in alphabetical order listing entrée choice and table number.
2. Guest list by table number indicating the guest name and entrée choice.

Vegetarian, Dietary or Special menu needs are in addition to the entrée choice but cannot exceed three entrée options total.

CANCELLATIONS: All cancellations made less than 15 days prior to event date will be subject to the following charges:

15 – 7 days	25% of total food/beverage purchase
7 – 3 days	50% of total food/beverage purchase
Less than 3 days	100% of total food/beverage purchase

In the case the event was cancelled due to weather or Act of God no cancellation fee will apply. In the case that the event date is changed to a date within 30 days of the original date no cancellation fee will apply.

MEETING ROOMS: All events booked in the Student Union that do not require or request any food or beverage services will be subject to a setup fee of \$1.50 per person for theater seating or existing Boardroom seating. For rooms requiring Classroom seating, conference seating or rounds a charge of \$2.50 per person will apply. Setup fees include all requested / ordered tables, chairs and applicable linens as well as water service. Setup fees are not subject to service charges. Applicable sales tax will be applied.

CHANGES TO ROOM SET UP & EVENT CLEAN UP: Appropriate labor charges may apply when additional set up is required in event rooms after the Event Order has been distributed. The Event Order is distributed 7 business days prior to the event. Labor charges of \$50.00 per hour, per employee may apply to events that require **more** than the standard cleanup at the conclusion of the event. Please do not include glitter and/or confetti in your decor. Please make arrangements to remove all items from the event location immediately at the end of the event. Arizona Catering Company is not responsible for items left behind. Picking up items the following day is not always possible due to functions and other events scheduled in the same space.

STAFFING: Arizona Catering Company will provide appropriate event staff for all events. In the event your event requires additional staffing due to style of event or service needs, the Event Planner will provide you with options to consider. ALL Chef Attended Studios require an attended fee of \$50.00. Should the scheduled starting of a function be delayed by more than one hour (60 minutes) without prior notification from the client, an overtime labor charge of \$50 per server per hour will be applied to client's account. The charges will also apply if function does not end at scheduled time.

ALCOHOL SERVICE: Any event wanting to provide Alcohol must complete Alcohol Permit Application www.union.arizona.edu/alcohol and submit to permit office for approval. Application must be submitted a minimum of 3 weeks prior to event date. Approval will be forward to contact listed on application. Questions regarding application or policy please contact 520-621-9463

GENERAL INFORMATION

SERVICE INCLUDED: DELIVERY/DROP OFF SERVICE: All delivery/drop offs will include complete set up of ordered food, beverage and trash receptacles. Food/Beverage tables will include standard linen, disposable ware (including plates, utensils, cups, service utensils when applicable). All delivery/drop offs will be subject to **15% Service Charge**.

SERVICE REQUIRED EVENTS: All events requiring service staff to remain for all or part of the event will include complete set up of ordered food, beverage, service area and appropriate guests tables. Food/Beverage tables and guests tables will include standard linens, china, silverware, glassware and appropriate service equipment. All events requiring service staff to remain for all or part of the event will be subject to **18% Service Charge**.

PAYMENT: Approved payment options include:

UA Access Account Number: correct billing information must be provided when placing order.

Credit Card: Visa, Mastercard and American Express are all accepted as full, partial or deposit payments. Credit Card Authorization will be handled through SU Accounting Department and receipt will be provided at the time of payment. Credit Card payments must be made within 7 days prior to event date.

Direct Bill: Approval for billing post event will be handled on an individual basis. Please ask your Event Planner for more information.

DELIVERY POLICIES: Arizona Catering Company offers complete campus delivery and pickup services. Off-site event venues and needs are handled on an individual basis. Please note that Arizona Catering Company drivers and staff do not have keys to any campus buildings. It is the responsibility of the client to make arrangements to have the building and event space unlocked and available for delivery and set up. Please speak with your Event Planner to determine an arrival and set up time for any events taking place outside of the Student Union. All pickups will be arranged with the client at the time of delivery. In the event the pickup staff arrives at appointed time and cannot access building or event space an additional fee will apply to return at another time to retrieve equipment. Arizona Catering Company no longer charges individual delivery charges. Please see below for applicable service charges.

STUDENT UNION CONFLICT OF INTEREST POLICY: The Arizona Student Union has established contracts with retail and service providers in the Student Union and areas campus wide. The purpose of this policy is to identify the services provided exclusively by existing contracted companies. Any department, organization, college, company or campus organization that reserves space in the Student Unions or hosts events on the University of Arizona Campus must provide the Arizona Student Unions a list of proposed companies or organizations involved with their event.

To avoid existing contractual conflict, the Student Unions will review the list of proposed companies or organizations whose University sponsorship or participation may create a contractual breach with exclusivity rights guaranteed to companies already contracted with the Arizona Student Unions.

CONDUCT OF EVENT: Client undertakes to conduct the Event in an orderly manner, in full compliance with applicable laws, regulations and University of Arizona, Student Union and Arizona Catering Company rules. Client accepts full responsibility for the conduct of all persons in attendance and for any damage done to any part of the University of Arizona, Student Union and Arizona Catering Company's premises during any time such premises are under the control of Client, or Client's agents, invitee, employees or independent contractors employed by Client. Client hereby indemnifies and holds harmless the University of Arizona, Student Union and Arizona Catering Company and each of the foregoing, against any and all claims, liabilities or costs (including reasonable attorney's fees and whether by reasons of personal injury or death or property damage or otherwise) arising out of or connected with the Event or this Agreement, caused or contributed to by the negligence of Client, or any guest, invitee or agent of Client or any independent contractor hired by Client. Upon the request of University of Arizona, Student Union and Arizona Catering Company, Client shall procure and maintain, at its expense, policies of insurance, in such amounts, upon such terms and with such responsible insurance companies shall be satisfactory to University of Arizona, Student Union and Arizona Catering Company, including comprehensive general liability coverage (with a specific endorsement acknowledging the insuring of the contractual liabilities assumed by Client under this Section 12) and such workers compensation, employers liability and automobile liability coverage as may be required by University of Arizona, Student Union and Arizona Catering Company. Certificates of the issuance of each such policy shall be delivered to University of Arizona, Student Union and Arizona Catering Company at least three (3) days prior to the Event. Each such policy shall name the University of Arizona, Student Union and Arizona Catering Company as additional insured. Such insurance shall be considered primary of any similar insurance carried by any of the above named parties.

SECURITY: If required, in the sole judgment of University of Arizona, Student Union and Arizona Catering Company, in order to maintain adequate security measures in light of the size and nature of Event, Client shall provide, at its expense, a minimum of uniformed guards (not to carry weapons), supervisors and ushers (the Security Personnel). All Security Personnel shall be supplied by UAPD. The Security Personnel are to coordinate with University of Arizona, Student Union and Arizona Catering Company's regular security force and shall concern themselves only with access to the space reserved hereunder (or substituted therefore), restricting their presence to these areas of the premises of the Student Union.