

# CATERING & EVENT MENUS

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# 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](mailto:cunninghaml@email.arizona.edu)

Brandi Dillon, Assistant Director of Catering 520-626-0443 [bedillon@email.arizona.edu](mailto:bedillon@email.arizona.edu)

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# 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](http://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

# SUN RISE

## Breakfast Buffets

Breakfasts are designed for 90 minutes of service.

ALL Breakfast Buffets are presented with  
Selection of Juices and  
Seattle's Best Coffees  
& Tazo Teas

Please note:  
Pastries, Fruit & Juices are not transferable to refreshment breaks



<b>UA CONTINENTAL</b>	<b>\$8</b>
Assorted Housemade Breakfast Bakeries Sweet Butter, Honey & Preserves	
<b>FRUITS &amp; GRAINS</b>	<b>\$14</b>
Seasonal Fruit Salad Assorted Housemade Breakfast Bakeries Sweet Butter, Honey & Preserves Assorted Cereals with Fat Free, 2%, and Whole Milk	
<b>HEARTY FRUITS &amp; GRAINS</b>	<b>\$16</b>
Assorted Whole Fruit & Sliced Seasonal Fruit Platter Assorted Individual Yogurts with Granola Assorted Housemade Breakfast Bakeries Sweet Butter, Honey & Preserves Black Forest Ham & Aged White Cheddar Croissants Assorted Cereals with Fat Free, 2%, and Whole Milk	
<b>ALL AMERICAN</b>	<b>\$13</b>
<i>Minimum of 15 Guests</i> Scrambled Eggs with Crisp Bacon and Home Fried Potatoes French Toast with Butter and Maple Syrup Assorted Housemade Breakfast Bakeries Sweet Butter, Honey & Preserves	
<b>BREAKFAST BURRITOS</b>	<b>\$15</b>
<i>Minimum of 20 Guests</i> Breakfast Burritos with Chorizo Scrambled Eggs Home Fries, Flour Tortillas, Housemade Salsa and Sour Cream Assorted Whole Fruit & Sliced Seasonal Fruit Platter Assorted Housemade Breakfast Bakeries	
<b>BREAKFAST BUFFET</b>	<b>\$20</b>
<i>Minimum of 20 Guests</i> Sliced Exotic Seasonal Fresh Fruits & Berries Individual Fruit Yogurts with Granola & Dried Fruits Assorted Home Baked Goods Mini Bagel Toasting Station with Plain, Garden Vegetables & Seasonal Fruit Cream Cheeses Fluffy Scrambled Eggs, Breakfast Potatoes Baked Seasonal Fruit Pancakes <b>Select Two Meat Options</b> Hickory Smoked Bacon, Country Link Sausage, Chicken Sausage, Portuguese Sausage	

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.

# SUN RISE

## Breakfast Enhancements

Prices Based on Selection  
Being Added to Breakfast  
Buffets

See A La Carte Page for  
individual pricing.



### BREAKFAST FLAUTAS

\$5

Scrambled Eggs, Poblanos, Onions, Chorizo Sausage, Cheese, & Salsa

### FLAVORED FRENCH TOAST MUFFIN TOPS

\$4

Choose from Apple Cinnamon, Banana, Orange Cranberry  
or Blueberry Almond Muffin  
Served with Vermont Maple Syrup

### BREAKFAST QUICHE

\$4

Artisan Quiches with Bacon, Gruyere, & Fresh Spinach

### HOUSE MADE GRANOLA PARFAIT

\$3

Macerated Fruits & Flavored Frozen Yogurt

### HOT OATMEAL & CREAMY GRITS BAR \$6

Served with Dried Fruits, Cheddar Cheese, Fresh Baked Apple Compote, Slow  
Braised Berries, Smoked Bacon & Honey

### BREAKFAST BISCUIT

\$3

Vermont White Cheddar Biscuit with Egg & Pork Sausage

### WARM BREADSTICK SANDWICHES

\$5

Canadian Bacon, Egg & American Cheese on Challah  
Ham & Havarti on Cheddar Brioche  
Ham & Gruyere on Soft Pretzel Bread  
Smoked Bacon, Egg, & Cheddar Brioche  
Roasted Vegetable, Egg White, & Goat Cheese on Sourdough

### FRENCH TOAST PATTY MELT

\$4

Chicken Sausage Sandwiched Between Walnut Raisin Cinnamon Swirl French  
Toast

### “WHOLE BREAKFAST” MUFFIN

\$4

Baked Eggs North Carolina Style with Sausage, Cheese & Green Onions

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# NOSH

Packaged Breaks are  
Designed for 30 Minutes of  
Service & a Minimum of 15  
Guests

Packaged Breaks Must be  
Ordered for the Entire Group



## IT'S A CIRCUS OUT THERE \$10

*(Attendant Required)*

Freshly Popped Popcorn From Our Carts  
Cheese Flavored Popcorn & Caramel Popcorn  
Candy Bars, Roasted Peanuts, & Cracker Jacks

## DOES A BODY GOOD \$10

Crisp Vegetable Crudit  with Dips, Whole Fresh Fruit,  
Assorted Savory Snacks, Granola Bars, & Energy Bars  
Iced Teas & Vegetable Juices

## CANDY STORE \$10

Choose from a Variety of Retro & New Age Candies Including  
Jolly Ranchers, Assorted Mini Chocolate Bars, Lollipops, & Gummy Bears

## APPLE A DAY \$8

Apple Juice, Assorted Seasonal Apples, Apple Turnovers, &  
Apple-Cinnamon Muffins

## THINK LIKE AN ELEPHANT \$10

Giant Peanut Butter Cookies, Peanut Brittle, Bags of Peanuts,  
Reese's Peanut Butter Cups, & Peanut M&M's

## BUILD YOUR OWN TRAIL MIX \$12

Start with Two Types of Granola & Customize with a Variety of "Mix-Ins"  
Including Dried Fruits, Roasted Nuts, M&M's, Chocolate Chunks,  
Candied Nuts, Oreos, & Pistachios

## AFTER SCHOOL SNACK \$10

Mini Peanut Butter & Jelly Sandwiches, Mini Grilled Cheese Sandwiches  
Jalapeno & Cheddar Cheese Fritters, Pop Rocks

## EN QUESO YOU'RE HUNGRY \$10

Tri-Color Tortilla Chips, Warm Cheddar Chili Con Queso  
Fresh Tomatillo Green Salsa & Traditional Salsa  
Cinnamon Sugared Buenolas

## GO BANANAS \$10

Banana Chips, Banana Bread, Banana Boats  
and Chocolate Dipped Bananas

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# A LA CARTE

Create Your Own Break by  
Choosing From Snacks &  
Beverages to Pep up Your  
Morning or Afternoon



## EARLY

Assorted Turnovers	\$20 per Dozen
Assorted Danish Pastries	\$20 per Dozen
Assorted Muffins	\$16 per Dozen
Cinnamon Rolls	\$18 per Dozen
Butter, Almond, & Chocolate Croissants	\$16 per Dozen
Assorted Lemon, Banana, & Marble Fruit Bread	\$16 per Dozen
Assorted Donuts	\$16 per Dozen
Individual Boxed Dry Cereal with Fat Free, 2%, & Whole Milk	\$3 Each

## HEALTHY

Whole Fresh Fruit	\$4 Each
Natural & Fruit Flavored Yogurts	\$4 Each
Fresh Mini Bagels with a Flavored Cream Cheeses	\$20 per Dozen
Assorted Granola Bars	\$14 per Dozen
Assorted Energy Bars	\$14 per Dozen

## SWEET

Afternoon Tea Cookies	\$15 per Pound
Homemade Cookies	\$15 per Dozen
Chocolate Fudge Brownies	\$15 per Dozen
Assorted Chocolate Covered Rice Crispy Bars	\$18 per Dozen
Assorted Candy Bars	\$12 per Dozen

## SALTY

Individual Bags of Popcorn, Potato Chips, or Pretzels	\$2 Each
Sabor Chips & Salsa Bar with Assorted Salsas	\$15 per Bowl
Pretzels	\$10 per Pound
Mixed Nuts	\$15 per Pound

## FROZEN

Assorted Ice Cream Novelties	\$24 per Dozen
Assorted Frozen Fruit Bars	\$24 per Dozen

## WET

Seattle's Best Coffee, Decaffeinated Coffee	\$22 per Gallon
Selection of Tazo Teas	\$20 per Gallon
Selection of Bottle Juices	\$3 Each
Assorted Soft Drinks	\$2 Each
Red Bull Energy Drink	\$4 Each
POWERade Sports Drink (Assorted Flavors)	\$4 Each
Smart Water	\$3 Each
Vitamin Water (Assorted Flavors)	\$3 Each

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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](http://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.