

**Bridal guide
Sodexo campus services
Eureka college**



Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.

Arranging and Reserving a Date

Information such as location, number of guests, time of the function, and menu selection, need to be decided at least ten (10) business days before the function. You may contact the catering department at 309-467-6357 or contact us on our website at www.eureka.edu or email us at ddavidson@eureka.edu.

Reserving a Location

Whether the event is to take place on campus or off, the location reservation needs to be confirmed before we will deliver. Tables, chairs, and other equipment will need to be arranged by you. Room set up request may be made by contacting Conference Center at 309-467-6407.

Contact the Catering Office

Contact the catering office at 309-467-6357 or email us at ddavidson@eureka.edu or stop by our office located in the Dickinson Commons. Some arrangements can be made by phone or email, others require an appointment with the Catering Manager. This is the time for a thorough discussion of all specifics and details. We can help you make all the necessary decisions to determine which of the services that we offer would best fit your needs. After we have finalized all the details of your special event, you will receive a confirmation sheet to be signed and sent back to us. All cancellations and final changes, including the customer guarantee count and payment, MUST take place at least 10 business days prior to your function. Charges will be incurred if you make any cancellations or changes after this time frame. If you do not contact us with a final count within the 10 business days allowed, we will prepare for the estimated number and charge accordingly.

Event Confirmation and Guarantees

A guarantee is required 10 business days before your catered event. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. If your event is cancelled, you are responsible for contacting the Catering Department and canceling the event. You will be liable for 100% of your food bill for any event that is not cancelled within 3 business days, and confirmed in writing by the customer. There will be a \$15.00 surcharge on any event under \$50.00.

Payment

All catered functions must have a secured payment before they occur. Visa, MasterCard, Cash and Checks are all valid payment methods. Non-College related groups are required to make full payment one week prior to the event. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date. A 15% service charge and 7.25% sales tax applies to all food and beverage charges.

Delivery Fees

There is no delivery fee for catering services held within Eureka College. Deliveries outside the building will be subject to a \$25.00 delivery fee or 10% of estimated bill, which ever is greater, not to exceed \$150.00.



Attendants

To ensure that your event is a success, catering staff will be provided for all served meals and buffets during the first three hours of service. If additional time is needed, a fee of \$10.00 per attendant per hour will be applied. We recommend that you have an attendant for all receptions and breaks for every 75 guests.

Catering Equipment

As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any missing or damaged catering equipment or supplies will be charged to your account, at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.

Floral Charges

We will be happy to order, receive and handle specific floral arrangements for you. For decorative requests an additional fee will be determined in accordance with your specific needs.

Linens and Skirting

If your event is a served meal or a buffet we will provide linens and skirting for food, beverage and head and guest tables at no charge. If you would like linen to be placed on guest tables for receptions, breaks, meeting tables and boxed lunches there will be a \$5.00 fee for each tablecloth. Other tables may be skirted and covered at \$5.00 per tablecloth and \$15.00 per skirt. The same applies to registration tables, name tags, head tables and any additional table that will not be directly used for setup. Skirting can be done on any table not exceeding one inch in thickness. We can also provide napkins to meet your color scheme for \$.50 each. Specialty linens are available upon request for an additional charge.

Food Removal Policy

Due to health regulations, it is the policy of Sodexo Catering Services that excess food items from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the host of the event.

Quantities of Food

Portions are prepared according to the number of guests guaranteed, though ample portions are prepared for buffet menus. Our buffets are not intended to be all you can eat.



THE DINNER MENU

Your dinner includes, rolls and butter, a beverage station consisting of water, lemonade iced tea, and coffee. Hot tea available upon request.

\$15.99 per person

SALADS

Choose two

Mixed Green Salad with Ranch and French Dressings

Fresh Spinach Salad with Poppy Seed Dressing

Seasonal Fresh Fruit Salad

Caesar Salad

Garden Pasta Salad

Cole Slaw

Macaroni Salad

Jell-O

Broccoli and Cauliflower Salad

ENTREES

Choose two

Chicken Marsala

Italian Meat Lasagna

Marinated Grilled Chicken Breast

Pork Loin with Port Wine and Mushrooms

Salmon with white Wine Cheese Sauce

Roast Beef with Au Jus*

Tortilla Encrusted Tilapia

Eggplant Parmesan

Vegetable Lasagna

Pit Ham*

Roasted Turkey Breast*

Tortellini Tofu Stir Fry

**Carving fee of \$25.00 per carver*



Starch
Choose one

Au Gratin Potatoes
Whole Grain Wild Rice
Rice Pilaf
Garlic Herbed Mashed Potatoes
Herb Roasted Red Skin Potatoes
Baked Macaroni and Cheese

Vegetable
Choose two

Sautéed Green Beans with Garlic and Pine Nuts
Fresh Grilled Vegetables
Broccoli Spears with Julienne Red Peppers
Honey Glazed Baby Carrots
Sweet Peas with Button Mushrooms
Corn O'Brien
Seasoned Riveria Blend
Cauliflower with Cheese Sauce

**Desserts*

Choose two to complete your dessert station

Apple Crisp
Chocolate Cake
Carrot Cake
Gourmet Cookies
Lemon Ice Box Pie
Key Lime Pie

*Will substitute punch in lieu of dessert



HORS D'OEUVRES

Hors D'oeuvres may be served butler style or set as an action station.

Hot Hors D'oeuvres

Meatballs \$1.75

Eggrolls \$1.50

Mini Beef Wellingtons \$1.75 pp

Spanakopita \$1.50 pp

Asparagus wrapped in Phyllo and Asiago \$1.50 pp

Stuffed Mushroom Caps \$1.50 pp

Assorted Mini Quiche \$1.25 pp

Smoked Chicken Cornucopia \$1.50 pp

Crab Cakes with Red Pepper Remoulade \$1.50 pp

Chicken Satay \$1.50 pp

Bacon Wrapped Sea Scallops \$2.50 pp

Bacon Wrapped Water Chestnuts \$1.75

Cold Hors D'oeuvres

Fresh Fruit Prosciutto wrapped Asparagus \$1.50 pp

Shrimp Cocktail \$2.50 pp

Cucumber Rounds with Boursian Cheese and Sundried Tomatoes \$1.25 pp

Baby Red Potatoes stuffed with Sour Cream and Chives \$1.50 pp

Bruschetta \$1.25 pp

Domestic and imported cheese tray with Assorted Crackers \$2.25

Antipasto Skewer \$2.50

Fresh Fruit Skewer \$2.50



Bar Service

Campus Dining Services can provide either a cash bar or a host bar for your special wedding event.

All bar service will close, one half hour prior to the ending of the rental agreement. Please read all of the alcoholic beverage policy.

Host Bar:

Host bars are charged a per person, per hour price.

Three hour host bar with Beer, Wine and Sodas: \$8.00 per person for the first hour, and \$4.00 per person, per hour for the remaining two hours. Total \$16.00 per person.

Five hour host bar with Beer, Wine and Sodas: \$8.00 per person, per hour for the first two hours, and \$4.00 per person, per hour for the remaining three hours. Total \$28.00 per person.

Cash Bar:

Bar set up fee: \$35.00

Bartender Fee: \$20.00 per hour, per bartender

Beer Prices

Domestic Beer	\$3.00 per bottle
Premium Beer	\$4.00 per bottle

Wine

House Wine	\$4.00 per glass
Wine	\$18.00 per bottle
Champagne Toast	\$3.00 per person
Champagne	\$18.00 per bottle
Sparkling Juice	\$3.00 per person

Corking Fee:

There will be a \$5.00 per bottle corking fee for any wine or champagne not purchased through Sodexo, which must be pre-approved.

