

# BAKER UNIVERSITY CATERING GUIDE

2009-2010

Tanya Sieber  
Dining Services  
Room 21, Harter Union  
785-594-8333  
[tsieber@bakerU.edu](mailto:tsieber@bakerU.edu)

## **TABLE OF CONTENTS**

General Information & Booking Policies	3
Booking an Event	3
Menus	4
Guaranteed Guest Counts	4
Delivery Charges	4
Special Arrangements	4
Payment Process	5
Bakery Items & Break Services	6
Party Trays and Appetizers	7
Breakfast & Light Lunch Menus	8
Full Lunch & Dinner Menus	10
Beverages	12

## GENERAL INFORMATION AND BOOKING POLICIES

Baker University Dining Services offers full-service catering, available to constituents of the university. Our goal is to provide the highest quality products and services for Baker University related events at a great value.

The following guide will introduce you to the array of services that we offer, but let us know if you have a special request or requirement. We can prepare and accommodate just about anything!

Events that will not be billed to a Baker University department are considered personal or not Baker University affiliated. Baker University Dining Services will be happy to help with these events but will assess sales tax and an additional service fee to all such catering orders.

### BOOKING AN EVENT

- 1. Choose the date, time and location of an event.** To help select an appropriate date for your event, we suggest checking the Baker online calendar ([www.bakerU.edu/calendars](http://www.bakerU.edu/calendars)) to see if there are events that may conflict with your own.
- 2. Book event space.** We suggest booking space a minimum of 30 days prior to your event. The main dining room in Harter Union seats up to 300 and is often available on Saturday evenings for dinner functions. The attached Private Dining Room, which seats up to 32, and several other meeting rooms around campus are available for most meals based upon the University's schedule.

Before booking your catering with Dining Services, be sure to check on room availability. For room reservations for events held on campus please call the following:

Harter Union- Tanya Sieber:	594-8333
Classrooms- Leisha Peterson:	594-4530
Osborne Chapel- Marla Potter:	594-4553
Collins Gym, Liston Field, Mabee Gym- Theresa Yetmar:	594-8316
Owens Musical Arts Bldg. (McKibben, AV)- Angela Robb:	594-8478
Rice Auditorium- Tom Heiman:	594-4513

- 3. Check Dining Services for availability on date.** After checking availability of the desired location and receiving confirmation of its availability, please reserve your place on the catering schedule with the Dining Services office at 785-594-8333 or [tsieber@bakerU.edu](mailto:tsieber@bakerU.edu). Your catering order is best placed 14 days prior to your event to ensure appropriate lead time for ordering, preparing and staffing.

*Orders placed without proper 14 day notification may limit the options we are able to provide for both food selection and service.*

## Catering Guide

- 4. Venue Requirements.** It is the responsibility of the event planner to arrange for venue accommodations that are needed for events, including opening or unlocking of rooms, ordering tables for catering, trash cans, etc. These accommodations should be made with a formal maintenance request.

### MENUS

Menu selection is requested 10 days prior to your event. Baker has created catering menus to accommodate a wide spectrum of tastes and budgets, and most events may be easily arranged from this guide with a phone call. If your event requires a customized menu or special services, please call Dining Services at 594-8333 to make these arrangements.

A uniform meal must be selected for all guests, with the exception of guests with special dietary needs. Special requests should be conveyed to the Dining Services staff as soon as possible to allow adequate time to ensure availability of products.

### GUARANTEED GUEST COUNTS

Minimum guaranteed guest counts are required seven (7) days prior to an event to ensure proper ordering and staffing. Final guaranteed guest counts are required no later than 72 hours or three (3) business days prior to an event. Billing is based on this guarantee unless your actual number is higher.

### DELIVERY CHARGES

Delivery charges are assessed as follows:

- Monday through Friday 8:00 a.m.-4:30 p.m. - \$10.00.
- Before/After hours and Weekends - \$15.00

Delivery charges apply to all events that require a member of the Dining Services staff to deliver, whether on or off campus. Delivery charges are waived if orders are picked up and service utensils are returned to dining services. Unused food and beverage items are not returnable. Disposable trays are available upon request.

### SPECIAL ARRANGEMENTS

Most special services such as flowers, special china, linens, tables or equipment usage can be arranged through dining services at market cost.

All events are based on a two hour service time. Functions requiring additional serving times will necessitate additional charges. If your program follows a catered meal, we recommend scheduling a 15-minute break to allow for clean up and to avoid an additional charge for extended serving time.

## Catering Guide

### PAYMENT PROCESS

As a Baker University affiliate, please provide a contact name and the department account number under which the bill should be processed at the time of booking event. Upon completion of the event the appropriate amount for charges will be submitted to the business office under the account number given.

For non-university related events, a contact person, billing address and phone number should be provided to Dining Services upon booking your event. Payment will be due at the conclusion of catered events or upon pick up of catering orders. If a bill is sent, payment to Baker University Dining Services is expected in full upon receipt.

*Prices on this list are subject to change. Prices will not be considered firm until contracts are completed.*

## BAKERY ITEMS & BREAK SERVICES

### BAKERY ITEMS

*For most bakery items the recommended serving is 1.5 pieces per person.*

Chef's Selection of Fresh Baked Quick Breads, Muffins and Rolls	\$6.00	dz/\$0.75 pp
Mini Muffins	\$4.00	dz/\$0.75 pp
Donuts-Jelly, Cake, Yeast	\$5.00	dz/\$0.75 pp
Long Johns	\$6.00	dz/\$0.75 pp
Bagels w/Cream Cheese	\$12.00	dz/\$1.00 pp
Cookies-Chef Selection Fresh Baked Cookies	\$4.00	dz/\$0.50 pp
Decorated Sugar Cookies/Special Order Cookies	\$6.00	dz/\$0.75 pp
Bar Cookies/Brownies	\$6.00	dz/\$0.75 pp
Cupcakes-Frosted	\$9.00	dz/\$0.75 pp

### DECORATED CAKES

*Specialty cakes require a minimum of 7 days advance notice.*

Available Flavors: White, Chocolate, Marbled

Half Sheet Cake (serves 30-40)	\$27.00
Full Sheet Cake (serves 60-80)	\$55.00
Decorated Tiered Cakes	\$2.00 pp
Fruit Pizza (serves 20-30)	\$35.00

### A LA CARTE BREAK SERVICE

Chips (1 lb Bags)	\$4.00 Bag
Assorted Frito Lay Chips - Snack Bag	\$0.75 ea
Fresh Whole Fruit (Seasonal)	\$0.75 pc
Yogurt Cups	\$1.00 ea
Granola Bars	\$0.45 ea
Packaged Cookies (4 cookies/pkg)	\$0.45 pkg
Candy Bars	\$0.75 ea
Mixed Nuts	\$0.50 pp/\$12.00 lb
Mints	\$0.30 pp/\$4.80 lb

### SUNDAE BAR

Vanilla Ice Cream, Assorted Toppings and Disposables	\$1.75 pp
--	-----------

### ICE CREAM TRUCK

Various frozen novelty treats-Items must be ordered in cases

Bomp Pops	\$30 Case/144
Fudge Bars	\$14 Case/48
Chocolate Sundae Bar	\$18 Case/48
Ice Cream Sandwich	\$18 Case/48

## PARTY TRAYS & APPETIZERS

### PARTY TRAYS

	Sm	Med	Lrg
	Serves 8-12	25-30	40-50
Seasonal Vegetable Tray w/Dip	\$12	\$30	\$50
Domestic Cheese & Cracker Display	\$20	\$50	\$80
Imported and Domestic Cheese & Cracker Display	\$30	\$75	\$125
Sliced Deli Meat & Cheese Display	\$20	\$50	\$80
with Breads or Rolls, Condiments	\$24	\$60	\$100
Seasonal Fruit Display	\$18	\$45	\$75
Chef's Selection Cookie Display	\$6	\$15	\$25

Disposables (6-inch clear plates, forks, napkins) are included with party trays.

### CHOOSE YOUR OWN COMBINATION OF APPETIZERS

Fresh Vegetable Crudite with Chef's Choice Dip	\$1.00pp
Seasonal Fruit Platter	\$1.50 pp
Boursin Cheese Tartlets	\$1.50 pp
Maple Port Wine Cheese Ball Display w/ Crackers	\$1.50 pp
Assorted Petite Quiches	\$1.75 pp
Domestic Cheese Display w/Crackers	\$1.75 pp
Imported Cheese Display w/Crackers	\$2.50 pp
Grilled Vegetable Antipasto	\$2.00 pp
Crab Salad in Phyllo Cups	\$2.00 pp
Spanakopita (Spinach and Feta strudel)	\$2.00 pp
Artichoke Dip with Crostini	\$2.00 pp
Baked Brie with Marmalade and Pecans	\$2.00 pp
Deli Meat and Cheese Display w/Rolls, Condiments	\$2.00 pp
Assorted Tea Sandwiches	\$2.00 pp
Chicken and Apple Salad Tartlets	\$2.00 pp
Shrimp Cocktail	\$2.50 pp
Crab Stuffed Mushrooms	\$2.50 pp
Bacon Wrapped Scallops	\$2.50 pp
Baklava	\$1.50 pp
Petit Fors	\$1.50 pp
Mini Cream Puffs or Eclairs	\$1.50 pp
Chocolate Dipped Strawberries	\$2.00pp

Disposables (clear plates, clear forks and napkins) are included in appetizer packages.

## BREAKFAST AND LIGHT LUNCH MENUS

All buffets include disposable service ware.

### BREAKFAST BUFFETS

**Continental:** **\$2.50 pp**

Chef's assortment of breakfast breads, coffee and Juice

**Health Nut:** **\$3.75 pp**

Seasonal whole fruit, flavored yogurts, coffee and juice

**Deluxe Continental:** **\$4.50 pp**

Chef's assortment of breakfast breads, seasonal fruit platter, coffee and juice

**Hearty Breakfast:** **\$7.00 pp**

Warm Ham & Swiss croissants, sliced fruit and berries, Chef's assortment of breakfast breads, coffee and juice

### BOXED LUNCHES

**Deluxe Boxed Lunch:** **\$7.50 pp**

Grilled Chicken Wrap with Ranch Mayo **OR** Turkey & Swiss Croissant Sandwich;  
Gourmet Chips, Fruit Salad, Gourmet Finger Dessert and Bottled Water

**Sack Lunch:** **\$4.75 pp**

2 sandwiches (Ham and Swiss, Turkey and American on White & Wheat breads) Whole Fruit, Chips, Cookies, Condiments and Bottled Water

### LIGHT LUNCH BUFFETS

**Deli Sandwich Buffet:** **\$7.25 pp**

Assortment of Sliced Deli Meats, Cheeses, Relishes and Condiments, Bread or Rolls, Chips, Chef's Choice Salad, Cookies, Assorted Pop and Water

**Wrap Sandwich Buffet:** **\$8.25 pp**

2 kinds of wraps (Signature Chicken Salad, Smoky Turkey and Jack), Chef's Choice Salad, Chips, Cookies, Assorted Pop and Water

**Chicken Caesar Salad:** **\$7.25 pp**

Marinated Grilled Chicken, Fresh Romaine, Parmesan Cheese, Creamy Caesar Dressing, Garlic Breadsticks, Cookies or Bar Cookies, Assorted Pop and Water

\* Add grilled shrimp **\$2.00 pp**

## Catering Guide

**Loaded Potato and Salad Bar:** **\$7.50 pp**  
Idaho and Sweet Potatoes, Beef Chili, Cheddar Cheese, Sour Cream, Butter, Bacon Bits, Fresh Mixed Greens, Salad Toppings & Dressings, Cookies, Assorted Pop and Water

**Build-Your-Own Tacos or Taco Salad Bar:** **\$7.50 pp**  
Select Hard & Soft Taco Shells **OR** Fresh Tortilla Bowls; Fajita Chicken, Seasoned Ground Beef, Sour Cream, Shredded Cheese & Lettuce, Tomatoes, Salsa, Jalapenos, Chef's Choice Cookies, Assorted Pop and Water

## PICNIC MENUS

All buffets include disposable service ware.

**Fried Chicken Picnic:** **\$7.50 pp**  
Fried Chicken (2 pc per person), Cheesy Potato Casserole, Seasonal Vegetable Tray w/Dip or House Salad, Cookies, Assorted Pop and Water

**U-Cook- it Summer Grill:** **\$6.00 pp**  
Hot Dogs & Hamburgers patties (1 ea per person), Buns, Condiments, and Relish Tray w/American Cheese Slices, Chips, Cookies, Assorted Pop and Water

<b>Add On:</b>	
Black Bean Veggie Burgers	\$1.00 ea
Grilled Chicken Breasts	\$1.00 ea
Cole Slaw	\$0.50 pp
Baked Beans	\$0.50 pp
Potato Salad	\$0.50 pp
Brownies	\$0.75 pp
Charcoal-10 lb bag	\$9.75 ea
Lighter Fluid	\$3.50 ea

## LUNCH & DINNER BUFFETS

Price includes China Buffet Service with Rolls & Butter; Water & Coffee Service; your choice of House Salads; and your choice of House Desserts.

*Plated meal service available for an additional \$2.00pp*

<b>Pasta Primavera w/ White Wine Butter</b>	<b>\$8.75 pp</b>
add Grilled Shrimp	<b>\$2.00 pp</b>
add Grilled Chicken	<b>\$1.00 pp</b>
<b>Grilled or Blackened Chicken w/Cilantro Jack Cream</b>	<b>\$10.00 pp</b>
Chef's Choice of Vegetable and Accompaniment	
<b>Maple Seared Pork Tenderloin w/ Roasted Apples</b>	<b>\$10.00 pp</b>
Chef's Choice of Vegetable and Accompaniment	
<b>Tender Grilled Chicken Supreme w/Citrus Butter</b>	<b>\$12.00 pp</b>
Chef's Choice of Vegetable and Accompaniment	
<b>Smoked Brisket au Jus</b>	<b>\$11.00 pp</b>
Chef's Choice of Vegetable and Accompaniment	
<b>Seared Salmon Filet w/Cucumber Relish, Lemon Butter</b>	<b>\$12.00 pp</b>
Chef's Choice of Vegetable and Accompaniment	
<b>Blackened Mahi Mahi, Creole Mustard Beurre Blanc</b>	<b>\$12.00 pp</b>
Chef's Choice of Vegetable and Accompaniment	
<b>Sliced Filet of Beef Tenderloin w/ Port Wine Demi-Glace</b>	<b>\$15.00 pp</b>
Chef's Choice of Vegetable and Accompaniment	
<b>Grilled Filet of Beef Tenderloin w/Wild Mushroom Sauce</b>	<b>\$16.00 pp</b>
Chef's Choice of Vegetable and Accompaniment	
<b>Herb Crusted Sea Bass w/ Citrus Butter</b>	<b>\$14.75 pp</b>
Chef's Choice Vegetable and Accompaniment	

## SALADS

### HOUSE OPTIONS

**Caesar** salad w/house-made croutons & creamy dressing

**Mixed Greens** w/grape tomatoes & choice of dressing

**Spinach Salad** w/toasted almonds and citrus vinaigrette

### SPECIALTY OPTIONS

**Please Add:**

**Wakarusa Valley Greens**, light mustard vinaigrette, spiced pecans \$.50 pp

**Greek-style** romaine salad with feta, olives, & cucumber \$.75 pp

**Italian** salad with artichokes, olives and parmesan cheese \$.25 pp

**Baby Spinach** w/ ruby red grapefruit, Boursin cheese, toasted almonds & citrus vinaigrette \$.25 pp

## DESSERTS

### HOUSE OPTIONS

**Carrot Cake** with rich cream cheese frosting

**Cheesecake** with your choice turtle, raspberry, or strawberry topping

**Fresh Baked Pie** your choice apple, cherry, pecan, or chocolate cream

**Champagne Cake** light and airy, with white chocolate curls

**Chocolate**

### SPECIALTY OPTIONS

**Please Add:**

**Chocolate Beyond Reason Cake** rich and fudgy! \$.75 pp

**Genuine Strawberry Shortcake** with fresh cream & berries \$.75 pp

**Southern Peach Shortcake** with cinnamon amaretto cream \$.75 pp

**Classic Crème Brulee** (for parties of 50pp or less) \$1.00 pp

**Chocolate OR Raspberry Mousse** garnished with fresh berries \$.75 pp

**Fresh Fruit Tartlet** with rich almond cream \$1.00 pp

**Triple Lemon Torte** with lemon curd and cream cheese frosting \$.75 pp

## BEVERAGES

Price includes disposable hot or cold cups, beverage napkins, and any appropriate ice/sweeteners/creamer/stirrers, etc.

### COLD

Iced Tea (1 gal serves 12pp)	\$5.00/gal or \$.45 pp
Lemonade (1 gal serves 16pp)	\$8.00/gal or \$0.50 pp
Punch (1 gal serves 16pp)	\$12.00/gal or \$.75 pp
Canned Soda/Bottled Water	\$9.00/cs of 24 or \$.40 pp
<b>Baker</b> Bottled Water	\$11.00/cs of 24 or \$.50 pp
Orange/Apple Juice (1 carafe serves 8pp)	\$6.00/carafe or \$.75 pp
Sparkling Grape Juice (1 bottle serves 8pp)	\$6.00/bottle or \$.75 pp

### HOT

Coffee (2.2 liter air pot serves 9 to 10pp)	\$7.00 air pot, \$0.75 pp
Hot Tea (assorted individual bags)	\$0.25 pp
Hot Chocolate (1 gal serves 16pp)	\$16.00/gal or \$1.00 pp
Hot Cider (1 gal serves 16pp)	\$12.00/gal or \$.75 pp
Chai Tea (1 gal serves 16pp) * made w/ milk	\$16.00/gal or \$1.00 pp