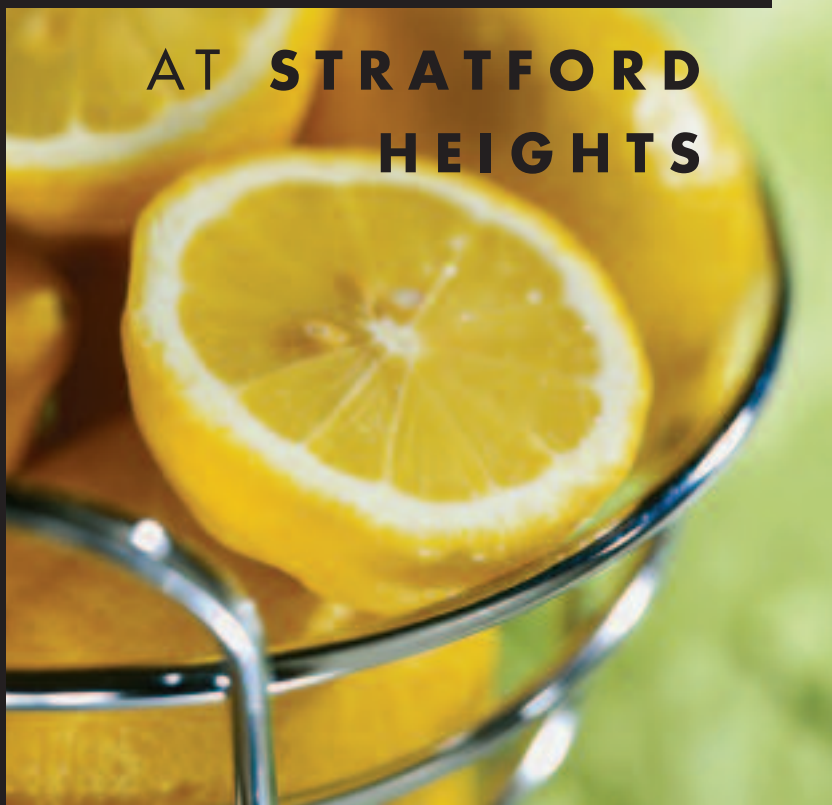




C A T E

R I N G



AT STRATFORD  
HEIGHTS





# Our Menu

WELCOME LETTER

MENU CHAPTERS:

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LUNCHEON SALADS

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PLANNING YOUR EVENT

This section will help you plan your event. It contains helpful suggestions as well as the procedures associated with planning your next catering event.





# Stratford Heights Catering Services

Enjoy the elegance and ease of a professional caterer, located within the community of Stratford Heights.



Whether it is a formal banquet or a casual department luncheon, Stratford Heights Catering Services can make you and your event a success.

Our Catering Director is ready to assist you in the planning of your event. Discover the wonderful menu selection with our catering guide.



Examine the event planning and procedures information for booking events. Begin your Stratford Heights Catering Services experience.





## A GREAT START

### SUNRISE BREAKFAST

The menus below are all presented buffet style. However, if a served breakfast is desired, an appropriate menu can be customized to fit your needs. All set ups include freshly brewed coffee, decaf and hot tea.

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### EARLY RISER

An assorted pastry basket of mini danish, donuts, or mini muffins, and a bottled juice assortment of orange, apple and cranberry.

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### EYE OPENER

An assorted pastry basket of mini danish, donuts, or mini muffins, a bottled juice assortment of orange, apple and cranberry and an assortment of sliced fresh seasonal fruit.

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### SUNRISE START

An assortment of bagels and scones with accompaniments, fruit yogurt with granola, a bottled juice assortment of orange, apple and cranberry and an assortment of sliced fresh seasonal fruit.

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### MORNING BREAKS A LA CARTE

Cereal with milk  
Seasonal fresh fruit salad  
Seasonal whole fresh fruit

Please see your Catering Director about our Famous Cooked to Order Omelet Bar or Create a Breakfast Buffet

B R E A K F A S T



# A GREAT START

## SUNRISE BREAKFAST

The following items can be added to any of the sunrise breakfast menus to create a custom menu for any occasion.

### ENTRÉES, SOLD PER PERSON, 20 PERSON MINIMUM

- Omelet Bar-Made to order omelets with flair and style for an impressive breakfast treat for your guest to enjoy!
- Cereal with milk
- Individual yogurts
- Assorted sliced seasonal fruit
- Scrambled eggs
- Bacon
- Ham
- Sausage patties
- Turkey bacon
- Breakfast sandwiches
- French toast
- Waffles
- Hash browns
- Home fried potatoes

### BEVERAGES

- Assorted canned soft drinks
- Assorted bottle juice
- Bottled water
- Fresh brewed coffee
- Fresh brewed decaffeinated coffee
- Hot water with assorted teas (includes decaffeinated)
- Hot chocolate

### BAKERY A LA CARTE, SOLD BY THE DOZEN,

- Assorted bagels with condiments
- Assorted donuts
- Fresh croissants with butter & jelly
- Assorted danish
- Mini cinnamon rolls
- Apple fritters
- Buttermilk biscuits
- Assorted mini muffins
- Coffee cake slices

# B R E A K F A S T



## LUNCH TIME

### EXPRESS LUNCHES: 15 GUEST MINIMUM

Our signature specialty sandwiches can be prepared to suit your event. We package these to go with you. Limited time for a lunch? They can be preset along with beverages to keep your program on time.

#### PICNIC LUNCH

Choice of ham, roast beef or turkey served with Swiss cheese on your choice of bread with two sides.

#### BISTRO GRILL

Grilled chicken breast with melted provolone cheese and pesto on your choice of bread and two sides.

#### VEGGIE DELIGHT

Grilled Portobello mushrooms, roasted peppers, mesclun greens and melted mozzarella cheese on a baguette with two sides.

#### CHOOSE FROM THESE SIDES:

Pasta salad, whole piece of seasonal fruit, bag of potato chips or pretzels, cookies.

#### SWEET BEEF

Shaved roast beef with sauteed onions and dijon mayonnaise on your choice of bread with two sides.

#### ITALIAN LOVER'S

Salami, ham, provolone and roasted red peppers drizzled with Italian dressing on a sub roll with your choice of bread with two sides.

#### CHICKEN CAESAR WRAP

Romaine lettuce, sliced chicken breast, Caesar dressing and parmesan cheese wrapped in a flour tortilla with two sides.

#### BREAD CHOICES:

Flaky Croissants, White or Wheat Bread, White or Wheat Sub Roll, White Flour Tortilla.

# EXPRESS LUNCHES



## LUNCHEON SALADS

### LUNCHEON SALADS: 15 GUEST MINIMUM

Our signature specialty salads can be prepared to suit your event. These can be set up buffet style or we can package these to go with you. Limited time for a luncheon? They can be pre-set along with beverages to keep your program on time. If you're planning a more formal luncheon, let us serve you in style. All luncheon salads include freshly brewed iced tea service.

#### CHEF SALAD

A bed of mixed greens with julienne ham and turkey, cheddar cheese, hard boiled egg and honey mustard dressing.

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#### COBB SALAD

A bed of mixed greens with smoked turkey, avocado, egg, bacon and crumbled bleu cheese served with your choice of dressing.

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#### CAESAR SALAD

Fresh cut romaine lettuce with shredded parmesan cheese, croutons and Caesar dressing.

\* Add grilled chicken breast

\* Add grilled salmon

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#### FRUIT AND COTTAGE CHEESE

Red seedless grapes, wedge of apples and oranges, sliced melon served with cottage cheese.

#### SALAD COMBO

A special mixture of fresh greens topped with a choice of two salads; chicken salad, egg salad, tuna salad or seafood salad.

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#### CHICKEN FAJITA SALAD

Fresh mixed greens, marinated sliced chicken breast, onions, tomatoes, shredded cheddar cheese and tortilla chips served with ranch dressing.

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#### BLT SALAD

Crisp lettuce tossed with fresh tomatoes, crunchy bacon and ranch dressing then topped with croutons.

## LUNCHEON SALADS



# B O U N T I F U L B U F F E T S

## SPECIALTY BUFFETS: 20 GUEST MINIMUM

The following buffets have been created with distinctive themes for your event planning convenience. All buffets include your choice of freshly brewed iced tea, lemonade or iced water.

### SLICERS DELI BUFFET

Sliced roast beef, ham, turkey, American, Swiss and provolone accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickle, onion, condiments. This buffet also includes your choice of potato chips, pasta salad or potato salad.

#### OPTIONS

- Canned sodas or Bottled water
- Treat your group to a dessert of cookies, brownies or cheesecake
- Additional sides of pasta salad, potato salad or add a caesar salad and tossed garden salad with lettuce, tomatoes, cucumbers, red onion and croutons

### SALAD BUFFET

Choose two of our homemade salads: Seafood salad, chicken salad, tuna salad or egg salad. Your salad choices will be accompanied by either tossed garden salad with lettuce, tomatoes, cucumbers, red onion and croutons with a choice of two salad dressings or accompanied by assorted bread and rolls, relish tray, condiments, and potato chips.

### ROMA ITALIAN

Mixed green salad tossed with Italian dressing and croutons. Then you can toss together penne pasta and marinara sauce. Served with breadsticks and parmesan cheese.

#### OPTIONS

- Add grilled chicken or a meat sauce

Don't forget about dessert!

### SOUTH OF THE BORDER

Choose from hard shell tacos or flour tortillas to make your dinner! We'll give you seasoned ground beef, refried beans, mexican rice and a complete topping bar to fill up your shells. Enjoy chips and salsa on the side as well.

# B U F F E T S



## MOVABLE FEASTS

### MOVABLE FEASTS: 20 GUEST MINIMUM

The following feasts have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening and include your choice of freshly brewed iced tea, lemonade or iced water.

#### LET'S GRILL OUT!

Hamburgers, hot dogs, sliced cheese, potato chips, relish tray with lettuce, tomato, pickles and onions along with condiments. Your choice of potato salad, macaroni salad, or coleslaw. A tray of cookies and brownies round out this meal.

#### SOUTHERN STYLE BBQ

Pulled pork BBQ, or fried chicken, compliment with your choice of two: baked beans, potato salad or cole slaw. Enjoy our freshly baked cookies or decadent chocolate brownies for dessert!

#### OPTIONS

- Canned Sodas or Bottled Waters
- Add a tossed salad to any buffet

#### PASTAPALOOZA

Tossed salad with assorted dressings begin your meal. Then pick your choice of pasta: penne, bowtie or fettuccini and your choice of sauce: alfredo, marinara or meat sauce. We'll add garlic breadsticks for a hearty buffet.

Add chicken breast or chicken parmesan for \$3.00 per person

#### FAJITA BAR

Choice of chicken, beef or vegetable fajitas and warm flour tortillas accompanied by spanish rice and traditional fajita toppings. Get sizzling...

#### LITTLE ITALY

Caesar salad accompanies your choice of vegetable lasagna or traditional meat lasagna. Enjoy garlic breadsticks with your dinner and a tray of freshly baked cookies when you're finished!

## CLASSICS



## CULINARY CLASSICS

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of salad, two accompaniments and fresh baked rolls and butter. We will also provide fresh brewed iced tea with your meal and set up coffee service with your choice of dessert.

### BEEF

#### FILET MIGNON

Beef tenderloin filet with Bearnaise sauce

#### ROAST TOP ROUND OF BEEF

Sliced roast top sirloin of beef carved and served with au jus

#### NEW YORK STRIP STEAK

Tenderloin of beef served with a madeira red wine sauce

### VEGETARIAN NAPOLEON

A plump portobello mushroom, eggplant, peppers, and zucchini topped with melted mozzarella cheese

#### CHEESE RAVIOLI

Cheese ravioli with a summer vegetable medley and light sauce

#### VEGETARIAN LASAGNA

Lasagna noodles layered with fresh ricotta, mozzarella, and parmesan cheeses then topped with marinara sauce

### POULTRY

#### ROSEMARY CHICKEN

Chicken breast with rosemary and garlic. Our house specialty!

#### STUFFED CHICKEN BREAST

Specially cut boneless chicken rolled with your choice of stuffings then coated with light breading

#### LEMON CHICKEN

Boneless breast of chicken lightly breaded with lemon pepper for a fresh take on chicken

### SEAFOOD

#### SHRIMP SCAMPI

Shrimp sautéed with fresh herbs and garlic served over basil orzo

#### CHILEAN SEA BASS WITH SALSA

Tender and sweet sea bass grilled and topped with fresh tomato salsa

#### BROILED SALMON WITH DILL BUTTER

Salmon fillet broiled to perfection served with dill butter

### PORK

#### SOUTHWEST GLAZED PORK LOIN

Carved and served with a zesty chipotle sauce

#### PORK TENDERLOIN

Sliced tenderloins of pork dressed with a savory Dijon sauce

C L A S S I C S



## MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner.

All meals include one house salad, two accompaniments and one dessert.

### HOUSE SALADS

#### TOSSSED GARDEN SALAD

A fresh mix of lettuce with tomatoes, cucumbers, red onion and croutons and your choice of dressing

#### CAESAR SALAD

Romaine lettuce with parmesan cheese, garlic croutons and creamy caesar dressing

OR YOU CAN UPGRADE TO A CUSTOM SALAD...

#### BUFFALO MOZZARELLA

Tomato and fresh basil with garlic vinaigrette

#### PEAR AND TOASTED WALNUT SALAD

#### SPINACH SALAD WITH WARM BACON DRESSING

#### ICEBERG WEDGE WITH BLEU CHEESE AND TOMATOES



## MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner. All meals include one salad, two accompaniments and one dessert. Below is a list of the accompaniments to the entree.

### ON THE SIDE - SELECT TWO

- Baked potato with butter sour cream
- Garlic mashed potatoes
- Baked sweet potatoes
- Potatoes Anna
- Herb roasted potatoes
- Rice pilaf
- Wild rice
- Fresh broccoli spears
- Zucchini with garlic and basil
- Olive couscous
- Green beans with almonds
- Baby carrots
- Fresh seasonal vegetable medley
- Asparagus spears (seasonal)

### DESSERTS

- Dutch Apple Pie
- Tiramisu
- Double Chocolate Cake
- Pumpkin Pie
- Seasonal Berry Cobbler
- Vanilla Bean Cheesecake
- Chocolate Mousse with Raspberry sauce and whipped cream
- Angel food cake with seasonal berries
- Cheesecake with strawberries
- Carrot cake with cream cheese frosting

Other seasonal varieties, just ask!



## FINISHING TOUCHES

### DESSERT BARS, PER DOZEN

Mix and match with our cookies for a custom dessert party platter

- Chocolate brownies
- Cheesecake bars
- Lemon bars
- Petit fours
- Marshmallow krispies
- Peanut brownies

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### COOKIES, PER DOZEN

- Chocolate chip
- Oatmeal raisin
- Strawberry shortcake
- Sugar
- Peanut butter

### ICE CREAM SUNDAE BAR, 25 GUEST MINIMUM

Includes one 3 gallon tub of ice cream with your choice of vanilla, chocolate or strawberry

Select two sauces from the following:

- Chocolate
- Hot fudge
- Caramel

Select 3 from the following toppings:

- Cashew nuts
- Sprinkles
- Crushed oreos
- Cherries
- Granola
- Whipped topping
- Gummy bears
- M & M's

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### SNACKS, PER POUND

- Popcorn
- Potato chips
- Pretzels
- Chips and salsa
- Pita chips with hummus
- Mixed nuts

FINISHING TOUCHES



## GOURMET DIPS/TRAYS AND DISPLAYS

### ASSORTED DIPS, BY THE POUND Served with chips

- Spinach dip
- French onion dip
- Garden vegetable dip
- Ranch dip

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### TRAYS AND DISPLAYS, PER PERSON

- Crudités and dip
- Cheese and crackers
- Imported/specialty cheese and gourmet crackers
- Fresh seasonal fruit and cheese
- Tea sandwiches
- Fresh seasonal fruit

GOURMET DIPS  
TRAYS AND DISPLAYS



# H O R S D ' O E U V R E S

PRICED PER 50'S

The following hors d'oeuvres can be served passed on trays or set up as stationary buffets depending on the style of your event.

## HOT

- Spanakopita
- Fried chicken tenders
- Coconut shrimp
- Honey drizzled chicken drumettes
- Buffalo chicken wings
- Sausage bites with spicy mustard dipping sauce
- Eggrolls
- Vegetable spring rolls
- Stuffed mushroom caps
- Scallops wrapped in bacon
- Potstickers
- Mini quiche
- Mini chicken quesadilla
- Honey ginger chicken satay
- Mini crab cakes
- Crab rangoon

## COLD

- Vegetarian sushi roll
- Sushi
- Shrimp cocktail
- Skewered fruit with yogurt dressing
- Tomato, mozzarella and basil crostini
- Tea sandwiches
- Tuscan bruschetta

H O R S D ' O E U V R E S



## B E V E R A G E S

HOT, SOLD BY THE GALLON:  
16 SERVINGS PER GALLON

- Brewed regular and decaf coffee
- Hot Lipton tea
- Herb Tazo - celestial tea
- Hot cocoa (seasonal)

COLD, PER EACH

- Canned soda
- Bottled waters
- Bottled juices
- Milk (pint)
- Sports drinks
- Bottled teas (20 ounce)

PUNCHES, SOLD BY THE GALLON:  
16 SERVINGS PER GALLON

- Lemonade
- Fruit punch
- Iced tea

## B E V E R A G E S



# 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**

Even if the date of the event is only tentative, please make arrangements with the catering department so that we can at least get you on our records. All other information such as location, number of guests, time of the function, and menu selection, need to be decided at least ten business days before the function. You may contact the catering department via phone.



## **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 through Dining Service at 513.558.7636. To reserve a room for an event, please contact 513.558.7636





# Planning Your Special Event


## **Contact the Catering Office**



At least ten days before the event, contact the catering office at 513.558.7636 or stop by our office located at the Community Center. 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. The office hours are Monday through Friday, 8:00am - 4:00pm closed on some holidays. 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 seven 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 seven business days allowed, we will prepare for the estimated number and charge accordingly.



## **Event Confirmation and Guarantees**



A guarantee is required seven 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 75% of your food bill for any event that is not cancelled within seven business days, and confirmed in writing by the customer. If the University is closed due to inclement weather, all catering events will be automatically cancelled.



# Planning Your Special Event

## **Payment**

All catered functions must have a secured payment before they occur. Visa, MasterCard, Cash, or Check, are all valid payment methods. All groups are required to make a deposit of 50% to reserve the date and room with the balance due at the conclusion of the event. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.



## **Delivery Fees**

There is no delivery fee for catering services held within Community Center. Deliveries outside the building will be subject to a \$50.00 delivery fee.

## **Alcohol Policy**

All alcoholic beverages must be served by our personnel, and consumed in designated areas. Proof of age will be required. Sodexo reserves the right to refuse service of alcoholic beverages to any person. All personnel have completed the TIPS Training Program for Service.



## **Alcohol Service/Policy**

We offer two different types of bar set-ups: Cash bar or a Host bar. There is a minimum revenue required for a cash bar of \$145.00 for the first hour and \$90.00 for each additional or part of hour. If the total consumption for the bar event does not meet the above revenues the event will be billed for the difference. For a host bar, one bartender per 75 guest is required and for a cash bar one bartender for each 100 guests. A minimum of one cashier is required for every two bartenders.



Bartender fees are \$20 per bartender per hour this includes one hour of set-up and one hour of teardown with a minimum of three hours.

Cashier fee is \$15 per cashier per hour with a minimum of two hours.



# Planning Your Special Event

## **Attendants**

To ensure that your event is a success, an attendant will be provided for all served meals and buffets during the first three hours of service. If additional time or attendants are needed, a fee of \$15.00 per attendant for a five hour minimum will be applied. We recommend that you have an attendant for all receptions and breaks for every 50 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.





# Planning Your Special Event

## **Linens and Skirting**

We will provide linens and skirting for food and beverage tables at no charge. If you would like linen to be placed on guests 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 or additional charge for skirt. The same applies to registration tables, name tag, 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.



## **Late and Minimum Charges**

A late charge of \$25.00 will be assessed for any event booked with less than 24 hours notice. Any changes made once the event has been confirmed, under 24 hours will be charged \$25.00.



There will be a minimum charge of \$10.00 for beverage orders and \$20.00 for food orders, not including the delivery fees. Arrangements for orders less than the minimum amount can be made if they are picked up during office hours.

## **Food Removal Policy**

Due to health regulations, it is the policy of Stratford Heights Dining 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.





