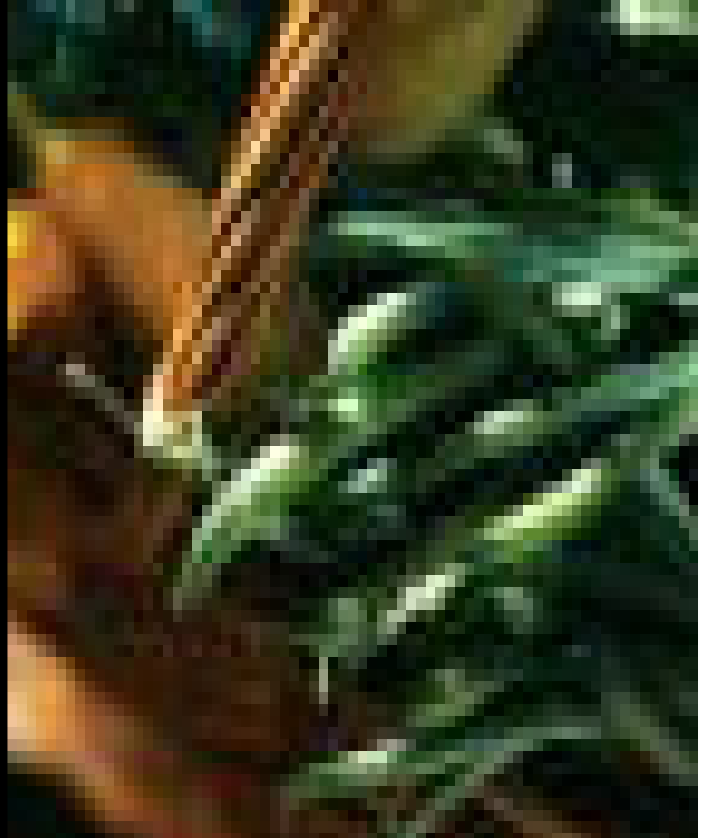




C A T E



R I N G



**FRIENDS  
UNIVERSITY  
2011-2012**



# Our Menu



**WELCOME LETTER**

**MENU CHAPTERS:**

**A GREAT START**

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**FINISHING TOUCHES**

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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.



## Welcome

Sodexo Dining Services is committed to making your event a success. Our team of catering professionals is available to assist you with planning every aspect of your event. Our culinary team has designed a variety of menus to fit a wide range of tastes and budgets, including regional ingredients, Friends University favorites, and specialty items. Our goal is to provide you with the freshest selection of food items, beautifully displayed and professionally served by our highly trained staff, as we strive to exceed the expectations of every single guest.



This brochure will guide you through the planning process for a catered event. In the event that you require a customized menu for your event, we'll be happy to meet with you to do so. Contact us at 316.295.5510, e-mail us at [pezzola@friends.edu](mailto:pezzola@friends.edu), or visit our website: [www.friendsudining.com](http://www.friendsudining.com). We look forward to serving you.



Tony Pezzola  
Sodexo Dining Services, GM





## A GREAT START

### SUNRISE BREAKFAST SERVICE

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 (regular and decaf). Other items are available for an additional amount.

#### CONTINENTAL BREAKFAST

An assorted pastry basket, whole fresh fruit, and chilled orange juice

**\$5.95 pp**

#### CONTINENTAL DELIGHT

An assorted pastry basket, bagels with flavored cream cheese, juice, and an assortment of fresh seasonal fruit

**\$6.50 pp**

#### FALCON BREAKFAST

Scrambled eggs, choice of meat (bacon, sausage patties, or ham steak), biscuits and gravy, hashbrowns, an assortment of seasonal fresh fruit, and juice

**\$7.50 pp**

#### TRADITIONAL ALL THE WAY

An assortment of seasonal fresh fruit, fluffy scrambled eggs, choice of meat (bacon or sausage patties), sautéed breakfast potatoes, and an assortment of pastries and breakfast breads

**\$6.95 pp**

#### BREAKFAST BURRITO

A soft tortilla filled with fluffy scrambled eggs, diced peppers, onions, cheddar cheese, salsa, sour cream, and crumbled sausage. Served with hash browns, and a seasonal fruit medley

**\$7.95 pp**

#### FALCON EARLY START

Your choice of main entrée (French toast, pancakes, or biscuits and gravy) and meat (bacon, sausage patties, or ham steak), fluffy scrambled eggs, hash browns, an assortment of breakfast pastries, and a seasonal fruit tray

**\$8.96 pp**



# A GREAT START

## SUNRISE BREAKFAST

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

### BREAKFAST A LA CARTE, PER PERSON, FOR AN ADDITIONAL FEE

- Cereal with milk
- Yogurt
- Assorted seasonal sliced fruit
- Scrambled eggs
- Bacon
- Sausage links
- French toast
- Waffles
- Pancakes
- Home-fried potatoes
- Hash browns
- Grits

### BAKERY A LA CARTE, BY THE DOZEN

- Assorted bagels with cream cheese **\$9.35/doz**
- Assorted Danish **\$8.75/doz**
- Assorted Mini-Danish **\$6.00/doz**
- Assorted Muffins **\$6.75/doz**
- Assorted Mini-Muffins **\$5.89/doz**
- Assorted Donuts **\$9.75/doz**
- Cinnamon Rolls **\$6.50/doz**

### BEVERAGES, 16 SERVINGS PER GALLON

- Assorted juice **\$12.25 (\$1.50/bottle)**
- Fresh brewed coffee **\$9.50**
- Fresh brewed decaffeinated coffee **\$9.50**
- Hot water for tea  
Tea bags **\$0.50 ea**

**EXPRESS LUNCHES**

Our signature specialty sandwiches and salads can be prepared to suit your event and are presented with beverages (iced tea, coffee, and water) and dessert (selections on page 14) to keep your program on time.

**GRILLED CHICKEN CAESAR SALAD**

Crisp romaine lettuce, marinated chicken breast, red onion, grated parmesan cheese, and tangy Caesar dressing

**\$7.95 pp****GRILLED TURKEY SANDWICH**

Turkey breast grilled with onions and a blend of Asia go, parmesan, and mozzarella chesses on a Kaiser bun, with sliced tomatoes and lettuce, served along side pasta salad

**\$8.25 pp****LITTLE FALCON WRAP**

Herbed tortilla stuffed with marinated chicken breast, roma tomatoes, roasted red peppers, spinach, feta cheese, and warm bacon vinaigrette, served with pasta salad

**\$8.25 pp**

**BOXED LUNCHES** (Beverages can be added for an additional fee. Selections on page 16.)

**TRADITIONAL BOXED LUNCH**

Your choice of deli-sliced turkey breast, chicken salad, roast beef, ham, or salami with lettuce, tomato, and cheese on a white or wheat hoagie bun, served with a bag of potato chips, whole fruit, and your choice of either two cookies or a brownie

**\$6.00 pp****EXECUTIVE BOXED LUNCH**

A croissant stuffed with ham, turkey, Swiss cheese, bacon, lettuce, and tomato, served with your choice of pasta or potato salad and a gourmet cookie

**\$6.95 pp****SMOKED TURKEY WRAP**

Smoked turkey breast, guacamole, leaf lettuce, and roma tomatoes wrapped in an herb-floured tortilla, served with multi-colored corn chips and salsa

**\$8.25 pp****TRADITIONAL CHEF SALAD**

Crisp salad greens topped with sliced turkey and ham, cheddar and Swiss cheeses, sliced egg, and tomato wedges, served with your choice of French, Italian, or ranch dressing

**\$7.95 pp****DELUXE BOXED LUNCH**

Our traditional boxed lunch with your choice of a Kaiser roll or butter croissant, served with a vegetable crudité and fresh fruit salad

**\$6.50 pp**



## LUNCH TIME

### EXPRESS LUNCHES

Our specialty salads and soups can be prepared to suit your event and are packaged to-go for your convenience. Beverages (selections on page 16) and desserts (selections on page 14) may be added for an additional fee.

#### SPECIALTY SALADS, AS MEALS

##### HOUSE SALAD

A romaine blend with cherry tomatoes, carrots, onions, shredded cheddar cheese, and croutons, drizzled with your choice of Ranch, Italian, French, or Balsamic dressing

**\$5.25 pp**

Chicken

**Add \$2.00 pp**

##### CAESAR SALAD

Romaine lettuce, parmesan cheese, red onions, and croutons tossed with Caesar salad dressing

**\$5.25 pp**

Chicken

**Add \$2.00 pp**

#### SOUPS

##### SOUP du JOUR

Bowl

**\$3.25 pp**

Breadbowl

**\$4.25 pp**

##### SOUP du JOUR & SIDE SALAD

The soup of the day paired with a smaller portion of our classic house salad

**\$6.25 pp**

#### PREMIUM SIDE SALADS

**ADD \$1.75 pp**

##### STRAWBERRY POPPYSEED

Field greens with strawberries, toasted almonds, and feta cheese drizzled with poppyseed dressing

##### TRIPLE BERRY

Field greens with strawberries, raspberries, blueberries, toasted almonds, and feta cheese drizzled with poppyseed dressing

##### MANDARIN ORANGE & FETA

Field greens, walnuts, red onions, mandarin oranges, and feta cheese drizzled with balsamic dressing

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

## SPECIALTY BUFFETS

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening, based on a 15 person minimum and include tea, coffee, and water.

(Smaller groups will be assessed an additional fee of \$2.00 per person.)

### FAJITA FIESTA

Flour tortillas, grilled beef and chicken fajitas, refried beans, Spanish rice, shredded lettuce, diced tomatoes, shredded cheese, sour cream, Pico de Gallo, and cinnamon chips

**\$10.25 pp**

### WORK-A-HOLIC EXPRESS

Deli-sliced roast beef, ham, and turkey, sliced cheeses, sliced tomatoes, lettuce, onion, dill pickle slices, potato salad, cole slaw, white/wheat/rye bread, cookies, and brownies

**\$9.25 pp**

### MIDWESTERN BBQ

Your choice of two sides and two entrees, with dinner rolls or biscuits, butter, and cookies or brownies

**\$10.95 pp**

## OPTIONS

### Sides:

Fresh Green Salad (with two dressings)  
Classic Caesar Salad  
Potato Salad  
Pasta Salad  
Cole Slaw  
Ranch Beans (chili style)  
BBQ Beans  
Oven-Roasted Potatoes  
Sautéed, Fresh Green Beans

### Entrees:

Garlic & Herb-Marinated or BBQ-Grilled  
Chicken Quarters  
BBQ Brisket Marinated with Tangy BBQ  
Sauce  
Fried chicken



## MOVABLE FEASTS

The following feasts have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

(Buffets are based on a 15 person minimum. Smaller groups will be assessed an additional fee of \$2.00 per person. Premium dessert upgrades are available for an additional fee.)

### **LITTLE ITALY**

Your choice of one salad, one side, two entrees, one dessert, iced tea, coffee, and water, accompanied by garlic breadsticks or French bread

**\$10.50 pp**

#### **SALADS**

Fresh Greens (with your choice of two dressings)

Classic Caesar

Greek

#### **SIDES**

Fresh Green Beans Sautéed with Garlic and Onions

Fresh Squash Medley

Steamed Broccoli

#### **ENTREES**

##### **Chicken Fettuccini Alfredo**

A fresh parmesan cheese and garlic cream sauce served over fettuccini pasta

##### **Spaghetti with Marinara Sauce**

Fresh herbs, garlic, onions, and tomatoes make up a delicious marinara sauce, served over spaghetti noodles

##### **Cheese Tortellini with Basil Cream Sauce**

A rich basil and garlic cream sauce, served over cheese tortellini pasta

##### **Cheese or Beef Ravioli**

A delicious three-cheese or beef ravioli, served with our special marinara sauce, topped with fresh parmesan cheese

##### **Vegetarian Lasagna**

Your choice of spinach, cheese, and a béchamel cream sauce or traditional lasagna with garden vegetables, cheese, and marinara sauce

##### **Meat Lasagna**

Flavorful Italian ground pork and beef, mozzarella and parmesan cheese, along with our classic marinara sauce

##### **Chicken Parmesan**

Sautéed chicken breast layered with fresh pasta, marinara sauce, mozzarella and parmesan cheese, baked to a golden brown



## MOVABLE FEASTS

The following feasts have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

(Buffets are based on a 15 person minimum. Smaller groups will be assessed an additional fee of \$2.00 per person. Premium dessert upgrades are available for an additional fee.)

### **SOUTH OF THE BORDER BUFFET**

Your choice of one salad, two sides, two entrees, tri-colored tortilla chips and salsa, iced tea, coffee, iced water, accompanied by crispitos or sopapillas

**\$10.75 pp**

#### **SALADS**

Mixed Greens with Cilantro and Lime Dressing

Classic Caesar

Tomato Salad with Red Onions and Cilantro in Light Vinaigrette

#### **SIDES**

Spanish Rice

Vegetarian Refried Beans

Black Beans with Cilantro and Onions

#### **ENTREES**

##### **Chicken Enchiladas**

Roasted chicken and cheese enchiladas baked in a zesty Mexican sauce

##### **Cheese Enchiladas**

Three-cheese enchiladas baked in a zesty Mexican sauce

##### **Chicken Chimichangas**

Roasted chicken, beans, and Mexican spices deep-fried in a flour tortilla, topped with shredded cheese

##### **Bean & Cheese Burritos**

Refried beans, Monterey jack and cheddar cheeses, and Mexican spices baked in a flour tortilla, topped with shredded cheese

##### **Beef Burritos**

Beef, cheddar cheese, and green chili baked in a flour tortilla, topped with shredded cheese

##### **Taco Bar**

Grilled chicken, taco beef, and corn tortillas with shredded cheese and lettuce, chopped tomatoes, black olives, red onions, sour cream, and salsa



# MOVABLE FEASTS

The following feasts have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

(Buffets are based on a 15 person minimum. Smaller groups will be assessed an additional fee of \$2.00 per person. Premium dessert upgrades are available for an additional fee.)

## EXECUTIVE DELI BUFFET

Roast beef, ham, turkey, sliced tomatoes, lettuce, onions, pickles, iced tea and water, along with your choice of cookies or brownies and two sides

**\$10.50 pp**

### SIDES

- Soup du Jour
- Potato Salad
- Pasta Salad
- Traditional Green Salad
- Caesar Salad
- Cole Slaw
- Seasonal Fruit

## THE ALL-AMERICAN

Hot-off-the grill hamburgers and hot dogs accompanied with coordinating condiments, your choice of two sides, cookies or brownies, iced tea, coffee, and water

**\$7.75 pp**

## THE CHUCKWAGON

Tangy barbequed beef sandwich, served with your choice of two sides, cookies or brownies, iced tea, coffee, and water

**\$8.25 pp**

## COUNTRY CLASSIC

Tempting chicken – barbequed or fried – served with your choice of two sides, cookies or brownies, iced tea, coffee, and water

**\$8.50 pp**

### SIDES

- Potato Chips
- Pasta Salad
- Baby Red Potato Salad
- Corn-on-the-Cob
- Baked Beans

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of salad with dressing, choice of two accompaniments, fresh baked rolls and butter, fresh brewed coffee, decaffeinated coffee, iced tea, and your choice of dessert (complete selection on page 14).

**BEEF BBQ BRISKET**

Tender slices of brisket served with our own recipe of spicy barbeque sauce

**\$10.75 pp**

**TENDERLOIN**

Herb-rubbed, marinated tenderloin roasted to perfection and sliced on the bias

**Market Price**

**PETITE FILET**

A bacon-wrapped filet, herb-rubbed and marinated, then grilled perfectly

**Market Price**

**SIRLOIN STRIP STEAK**

A 8oz choice sirloin steak, herbed and marinated, grilled to your specification

**Market Price**

**SURF 'N TURF**

Chef's choice of strip steak, perfectly grilled and served along side three battered coconut shrimp

**Market Price**

**TOP ROUND ROAST**

Roasted beef in our blend of nine spices and seasonings, served with au jus

**\$10.25 pp**

**PORK CENTER-CUT PORK LOIN with CARMEL APPLES**

Slow-roasted pork loin topped with caramelized apples

**\$9.25 pp**

**ORANGE-CRANBERRY PORK CHOPS**

Pork chops marinated in orange and cranberry vinaigrette, roasted and topped with warm cranberry sauce

**\$9.25 pp**

**SWEET 'n SOUR PORK MEDALLIONS**

Medallions of pork tenderloin marinated with our homemade sweet 'n sour sauce, grilled and bedded on steamed white rice

**\$9.25 pp**

**POULTRY ALMOND CRUSTED CHICKEN**

Marinated chicken breast, tossed in bread crumbs and slivered almonds, then pan-seared to a golden brown

**\$9.50 pp**

**CHICKEN PARMESAN**

A breast of herb-marinated chicken, crusted in herbs, bread crumbs, parmesan and Asia go cheeses, then pan-seared and topped with marinara sauce, accented with mozzarella cheese and julienne basil

**\$9.50 pp**

**CILANTRO-LIME GRILLED CHICKEN BREAST**

Marinated grilled chicken breast served with pineapple and roasted pepper relish

**\$9.50 pp**

**CARIBBEAN JERK CHICKEN**

Marinated chicken breast, sprinkled in Caribbean jerk seasoning, then encrusted in toasted coconut and bread crumbs

**\$9.75 pp**

**BALSAMIC MARINATED CHICKEN BREAST**

Chicken breast marinated in balsamic vinaigrette, grilled and accented with fresh basil and parmesan cheese

**\$9.50 pp**

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of salad with dressing, choice of two accompaniments, fresh baked rolls and butter, fresh brewed coffee, decaffeinated coffee, iced tea, and your choice of dessert (complete selection on page 14).

**POULTRY LONDON BROIL TURKEY**

A whole turkey breast, marinated in balsamic vinaigrette, broiled to perfection and served on a bed of sautéed spinach

**\$9.25 pp**

**SESAME CHICKEN**

Chicken breast marinated in sesame oil, encrusted in toasted sesame seeds and baked to a perfect golden brown

**\$9.50 pp**

## FINISHING TOUCHES

### BAKER'S DELIGHT, BY THE DOZEN

- Assorted Cookies **\$6.50**
- Brownies **\$7.25**
- Lemon Bars **\$10.75**
- 7-Layer Bars **\$10.75**

### CAKES & COBLERS

Top your favorite sheet cake with chocolate, white, or peanut butter icing

- Yellow Cake
- White Cake
- Chocolate Cake
- Spice Cake
- Coffee Cake
- Lemon Cake
- Cherry Cake
- Strawberry Cake
- Apple Cobbler
- Cherry Cobbler

### PIES

- Chocolate Cream
- Banana Cream
- Lemon Cream
- Cherry
- Apple
- Peach
- Blueberry

### PREMIUM DESSERTS\*

\*Additional Fee of \$3.75 pp

- Black Forest Cake
- Red Velvet Cake
- Carrot Cake
- Italian Cream Cake
- Chocolate Supreme Cake
- Key Lime Pie with Raspberry Sauce
- German Chocolate Cake
- New York Cheesecake with your choice of Cherry or Strawberry Topping
- Triple Chip Cheesecake
- Turtle Cheesecake
- Strawberry Shortcake

### SNACKS, BY THE POUND

- Tri-Colored Tortilla Chips **\$6.95**
- Peanuts **\$6.50**
- Mixed Nuts **\$10.50**
- Pretzels **\$6.20**
- Potato Chips **\$6.60**
- Gold Fish **\$8.40**
- Tortilla Chips with Guacamole Dip **\$14.00**
- Tortilla Chips with Salsa **\$12.00**
- Potato Chips with Onion Dip **\$11.50**

### PER PERSON

- Chex Mix **\$0.75**
- Big Grab Chips **\$0.75**



# HORS d'OEUVRES

## PRICED PER DOZEN

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

### HOT, BY THE DOZEN

- Meatballs: Swedish, BBQ, Sweet 'n Sour, Pineapple Orange  
**\$9.50**
- Artichoke Dip (quart) with Herbed Pita Chips  
**\$19.20**
- Quesadillas:
  - Steak **\$11.25**
  - Chicken **\$10.85**
  - Cheese **\$8.95**
- Buffalo Wings with Bleu Cheese and Ranch Dressings  
**\$12.00**
- Beef or Chicken Sate with Peanut Sauce  
**\$12.50**
- Water Chestnuts Wrapped in Bacon  
**\$16.75**
- Egg Rolls with Sweet 'n Sour Sauce  
**\$13.00**
- Assorted Mini Quiche  
**\$16.75**

### COLD, BY THE DOZEN

- Tea Sandwiches: Chicken Salad, Tuna Salad, Ham Salad or Turkey, Ham, Roast Beef with your choice of American or Swiss Cheese  
**\$10.50**
- Tomato Basil Bruschetta  
**\$8.50**

### BY PERSON

- Seasonal Fruit Tray with Brown Sugar and Honey Dip  
**\$2.75**
- Fresh Vegetable Crudités with Ranch Dip  
**\$2.00**
- Gourmet Cheese and Cracker Tray  
**\$2.50**
- Sausage, Cheese, and Cracker Tray  
**\$3.00**
- Jumbo Shrimp with Cocktail Sauce  
**Market Price**

**HOT, SOLD BY THE GALLON****16 SERVINGS PER GALLON**

- Brewed Regular and Decaf Coffee **\$9.50**
- Hot Cocoa **\$9.00**
- Hot Mulled Cider **\$10.00**

**COLD, SOLD BY THE GALLON****16 SERVINGS PER GALLON**

- Juice: Orange, Apple, Grapefruit, Cranberry **\$12.25**
- Iced Tea **\$8.00**
- Lemonade **\$9.00**

**PUNCHES, SERVED BY THE GALLON****16 SERVINGS PER GALLON**

- Fruit Punch **\$9.00**
- Sherbet Punch **\$10.75**
- Orange-Cranberry Punch **\$10.00**

**INDIVIDUAL BEVERAGES**

- Assorted Tea Bags **\$0.50**
- Assorted Soft Drinks **\$1.00**
- Bottled Water **\$1.50**
- Assorted Bottled Juices **\$1.50**

# Planning Your Special Event

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

## Event Approval

For reserving, event forms and proper event approval, please contact the appropriate Friends University Senior Administrative Assistant:

Academic Affairs – 295-5881

Administration & Finance – 295-5893

President's Office – 295-5888

Student Affairs – 295-5779

University Relations – 295-5803

## Arranging and Reserving a Date

Please make arrangements with the catering department as soon as your location has been secured (even if your date is only tentative) so that we may note the request on our schedule. Menu selections are required 7 business days prior to your event to ensure that your selections are available. A service fee of 15% or \$25.00 (whichever is greater) will be assessed to all events scheduled with less than 1 week's notice and may be subject to limited menu options. Guarantees for the event must be communicated to Sodexo Dining Services no later than 3 business days before the function. You may contact the catering department by phone (316.295.5510), e-mail ([pezzola@friends.edu](mailto:pezzola@friends.edu)), or via our website ([www.friendsudining.com](http://www.friendsudining.com)).

## Contact the Catering Office

All cancellations and final changes, including the customer guarantee count and payment, must take place at least 3 business days prior to your function. Charges will be incurred for cancellations or changes after this time. Failure to contact us with a final count within 3 business days prior will result in food prepared for the estimated number and charge accordingly.

## Event Confirmation and Guarantees

An attendance guarantee is required 3 business days before your catered event. (**NOTE:** The guaranteed attendance number may not be reduced.) If no guarantee is received by this time but all other catering requirements have been met, service and invoicing will be based on the estimated attendance given on the event form at the time of booking. Increases in your guaranteed attendance can typically be accommodated up to 3 business days prior to the event. However, all menu, attendance, or service additions within 3 business days preceding the event will be subject to an additional late fee of 15% or \$25.00, whichever is greater.

## Cancellations

If the event is cancelled, you are responsible for contacting the catering department and canceling the event. Cancellations up to 3 business days prior to the event will be processed at no charge unless expenses have been incurred on your behalf that Sodexo is unable to reverse. Cancellations within the 5 days prior to your function will incur fees of 50%, based on your guaranteed attendance. All cancellations must be confirmed in writing by the customer. If the Casado Campus Center's dining service is closed due to inclement weather, all catering events will be automatically canceled and a service fee incurred.



## Payment

Friends University events must be accompanied by a purchase order number from the booking department no later than the date of final guarantee (3 business days prior to the event). Catering requests will be considered as confirmed and booked with Sodexo Dining Services only with a purchase order provided, which must occur prior to the guarantee deadline date.

Non-University related groups are required to make payment in full on or before the date of the event. Acceptable forms of payment include: cashier's check, money order, business check, and cash. Tax exempt organizations are required to submit a copy of their exemption certificate prior to the date.

## Delivery & Table Service Item Fees

There is no delivery fee for catering services held within the Casado Campus Center. Meals outside of the Casado Campus Center on paper or plastic will incur a service charge of 15%. Refreshment deliveries will incur a \$25.00 fee. Pick-up orders are available at Casado Campus Center and incur no additional fees.

Deliveries served on china outside of the Casado Campus Center will be subject to a fee of \$2.50 per person. Designer disposable and paper/plastic service items are subject to additional costs. Please inquire about your specific needs.

## Alcohol Policy

There is no alcohol service available through the Friends University division of Sodexo Dining Services.

## Attendants

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

## Catering Equipment

Any person may use catering equipment (complimentary) as long as it's available on the requested date and returned in like-condition as when it was checked out. Host of the catered event is responsible for the equipment provided for the service of the catered event. Any missing or damaged catering equipment or supplies will be charged to the host account, at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. Sodexo can provide this for 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**

Sodexo will provide linens for food and beverage tables at no charge, with a variety of colors available for your choosing. (**NOTE:** A minimum of 7 business day’s notice is required on special color or size orders.) If you would like linen placed on guest tables for receptions, breaks, meeting tables and boxed lunches the following additional fees will be assessed.



Linen Napkins. . . . .	\$0.75 each
85 x 85 Square . . . . .	\$7.00 each
54 x 114 for 8’ Table (White) . . . .	\$3.00 each
All other tablecloth sizes and colors . . . . .	\$7.00 each

Skirting may be requested by contacting Casado Campus Center at 295-5822.

**Food Removal Policy**

Due to health regulations, it is the policy of Sodexo 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, then removed and disposed of by the host of the event. (**NOTE:** Pick-up orders will require a signed Declaration of Waiver and Release regarding the removal of food from the Casado Campus Center and consumption at an off-site location.)



**First Right of Refusal**

Sodexo Dining Services at Friends University has exclusive rights to all on-campus catering needs. However, we reserve the right to waive the fulfillment of these needs for events not exceeding \$100.00 to be held within Casado Campus Center. Additionally, we reserve the right of first refusal for all catering events held outside of the Casado Campus Center, whether under or over the \$100.00 threshold. (**NOTE:** Catered events serviced by Sodexo Dining Services held outside of the 32-week period that CBASE classes are in session will be assessed additional fees that will be determined individually, at that time.)

