



**THE UNIVERSITY OF MAINE AT**

**MACHIAS**

*Naturally!*

# **Meetings, Conferences, and Camps Planning Handbook**

**Office of Community Services  
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**Rates Effective January 2010**

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## I. GENERAL GUIDELINES

### 1. FACILITIES USE POLICY

- Those activities within the broad definitions of education, research, and public service, initiated by the University, have priority over all other uses of the institution's physical facilities.
- The use of University facilities by external groups shall not interfere with or prevent the use of the facilities for University instructional programs or for scheduled student activities.
- When space is available, an external group may be granted the use of University facilities, provided the group agrees to observe the policies, procedures, and applicable fees governing the use of University facilities.
- The University may refuse the use of its facilities to off-campus groups that otherwise would be eligible in cases where 1) there is a question concerning the safety of the participants or University property, 2) the proposed activity interferes with the normal activities of the institution, or 3) the purpose of the activity is not aligned with the mission of the University.

### 2. PRICING AND BILLING

- The Office of Community Services will bill external groups within one month after their events. Invoices will include the facility use fees for the rooms used, food service, residence hall accommodation charges, and AV/computer equipment rental. Other services that may be on the invoice include Reynolds Center facilities use, technician or security guard wages, etc.
- A standard 5% administrative fee will be applied to all food service and residence hall charges.

### 3. GUARANTEED GUEST NUMBERS

- UMM does not require deposits or assess cancellation fees. However, event planners must provide in advance, to the Office of Community Services, a guaranteed number of guests for meals, catering, and housing. Groups will be billed for either the guaranteed number or the actual number of guests served, whichever is higher.
- Guaranteed guest numbers must be provided at least two weeks in advance for June, July, and August events. From September through May, guaranteed numbers must be provided one week in advance.

### 4. CERTIFICATION OF INSURANCE

- External groups using campus facilities are required to provide proof of comprehensive general liability insurance. This insurance must cover damages to both real and personal property, and bodily injury and death, in a form and with an insurance company acceptable to the University and for an amount not less than \$1,000,000 per occurrence. All comprehensive liability policies shall include the University as an additional named insured.
- Groups that are not required to show proof include Federal agencies, State agencies, municipalities (including school systems), University of Maine departments, Washington County Community College, and the Washington County Consortium.

### 5. RESTRICTIONS

- University regulations prevent the selling, peddling, or solicitation for sale of goods or services or contributions on University property by people not associated with the University, unless they are by or under the sponsorship of a University or registered student organization.
- The University will not rent its facilities to organizations that do not assure the University that they do not discriminate against any person because of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability, or veterans status.

- The University will not permit use of facilities to groups using such space to make a profit, or for-profit companies conducting business with their customers or potential customers.
- Religious and political groups may be permitted use of University facilities for distributing free material so long as such distribution does not interfere with the normal activities of the institution; interaction is at the students' initiative; and the groups do not impose except through their literature, signs, and presence. Fund raising by these groups is absolutely forbidden.
- U.S. Armed Services are not permitted on campus for recruitment purposes except for college fairs or similar events specifically held for high school juniors and seniors.

## **6. MARQUEE**

- Priority for marquee messages is given to UMM-sponsored events. Involvement of a UMM student, faculty member, or staff member in an off-campus or community organization does not constitute co-sponsorship by the University of that organization or its events.
- Events taking place on the UMM campus, but sponsored by off-campus or community organizations, will be posted on the marquee only if space allows and no UMM message needs to be displayed.
- As a state-supported institution, the University of Maine at Machias does not engage in activities that support the nomination of any person for political office or that influence a vote in any election or referendum. UMM will not advertise events sponsored by political individuals, groups, or organizations on our public marquee.
- Messages on the marquee will not include anything that is detrimental to the image or the best interests of the University, or that does not comply with the policies and procedures of the University of Maine at Machias and the University of Maine System.
- The UMM Director of Marketing and Public Relations will approve all messages to be posted on the marquee.

## **7. TEMPORARY CAMPUS SIGNAGE**

- Banners and directional signs for events held on the UMM campus can be provided by the Office of Community Services, with at least one week's prior notice.
- Groups wishing to post their own signage must have them approved at least one week in advance by UMM.
- Handwritten signs are not permitted.
- Signs and posters attached to buildings, fences, trees, etc. are not permitted.
- Temporary signage must not hinder or influence traffic flow on walkways or roads.
- Signs improperly constructed or placed, in a state of disrepair, or non-compliant with this policy will be removed immediately by UMM staff.

## **8. PARKING**

- The University shall assume no responsibility for the care and/or protection of any vehicle or its contents at any time while it is operated or parked on campus. Valuables should not be left in unoccupied vehicles, and vehicles should be locked when not in use. Thefts or damages that occur should be reported to the University Security Department for investigation or other action.
- Most roads on campus are one-way, and the speed limit is 15 miles per hour. However, everyone is expected to operate vehicles in a safe manner commensurate with road and weather conditions. All local traffic laws, including stop signs, apply and must be strictly adhered to on campus.
- Parking is permitted only in designated areas. Parking is prohibited (whether posted or not) in roadways, loading zones, service and delivery areas, fire lanes, building exits, sidewalks, and on the grass. Driveways and entryways to all parking lots are fire lanes. Any parked vehicle blocking traffic, obstructing access to parking areas, or located in a fire lane or any other marked tow-away area is subject to fees and/or being towed away at the owner's risk and expense.
- All drivers without permanent UMM parking stickers are required to obtain and display a Visitor Parking Permit in the front windows of their vehicles. The Office of Community Services will include a sufficient

number of Visitor Parking Permits in the packet of information that is sent to the external group after confirmation of facilities rental.

- Because of limited available parking on campus, coordinators scheduling events during campus office hours (8 a.m.–5 p.m., Monday–Friday), and anticipating audiences of 100 or more, should consider alternative parking or carpooling arrangements.

## **9. CLEAN AIR POLICY**

- UMM is smoke-free inside all campus buildings.
- An outdoor smoke-free zone extends from Powers Hall to the Reynolds Center. This zone includes most parking areas, sidewalks in front of buildings, and areas around the Science Building, Merrill Library, Torrey Hall, and the Flaherty Center. Within this zone, smoking is permitted only in the designated smoking gazebo on the mall, or in personal vehicles.
- Smoking on the rest of campus is prohibited within 25 feet of all doorways, windows, and building exteriors.
- External event coordinators are responsible for informing and enforcing this policy with their event participants.

## **10. SECURITY FOR SPECIAL EVENTS**

- If an event requires University Security outside the hours of normally scheduled staff, or off-campus police, the costs will be met by the user and billed accordingly.
- Security is required at concerts and other entertainments, whether alcohol is served or not. Security is required for all events with open cash bars, except for dinners where the bar is open before dinner only.
- When alcohol is served at an event that is sponsored by an external group and open to the general public, a town or county police officer will be hired at \$35 per hour, which is paid for by the host. UMM will arrange the hiring of police officers.
- When alcohol is served at an event that is sponsored by an external group, but is not open to the general public, UMM Security will be hired and paid for by the host at the rate of \$35 per hour.
- When alcohol is served at an event sponsored by a campus-based group and open to the campus community only, UMM Security must be present and their salary of \$35 per hour paid for by the campus group.

## II. RATE CHARTS

### January through August 2012

#### 1. GENERAL GUIDELINES

- Schedule A applies to private individuals and for-profit organizations. Schedule B includes a 25% discount and applies to nonprofit organizations; State of Maine departments, offices, and committees; and University of Maine System affiliated organizations.
- Other campus spaces, equipment, and services may be available at negotiated rates.
- All food and beverages must be provided by Aramark unless otherwise negotiated in advance.
- Additional charges will be assessed for damages or necessary excessive cleaning.
- Additional fees may be applicable, depending on required facility supervision.
- A standard 5% administrative fee will be applied to all residence hall and food service charges.

#### 2. MEETING SPACE RATES

Room / Facility	Capacity	4 Hours or Less		Full Day	
		Schedule A	Schedule B	Schedule A	Schedule B
Classroom	25-45	\$50	\$38	\$75	\$56
Conference room	12-20	\$50	\$38	\$75	\$56
Science 102 (lecture hall)	104	\$100	\$75	\$150	\$113
Lobbies (with one display table)		\$20	\$15	\$30	\$23
Mall (or other grounds area)		\$100	\$75	\$150	\$113
Performing Arts Center	364	\$300	\$225	\$450	\$338
Computer labs	25	\$175	\$131	\$263	\$197
Kilburn Main Dining Room	210	\$250	\$188	\$375	\$281
Kilburn Faculty Dining Room	20	\$50	\$38	\$75	\$56
Portside	100	\$100	\$75	\$150	\$113
Clipper Lounge	50	\$100	\$75	\$150	\$113

#### 3. CAMPUS HOUSING RATES

Traditional Room	Single	\$25 per night
	Double per person	\$16 per night
Suite	Single	\$35 per night
	Double per person	\$25 per night
Linen packet rental	Pillow, blanket, sheets, pillowcase, towel, face cloth	\$8
Linen change	For groups staying longer than a week.	\$5
Swipe card replacement		\$20
Lowering beds	Per floor	\$50

#### 4. RECREATION FACILITIES RATES

Pool rates apply to exclusive use for up to 15 swimmers. Additional fees apply for more than 15 swimmers. Additional fees may apply, depending upon staffing requirements. The 3-hour block rate is triple the hourly rate, minus a 10% discount.

Room / Facility	Hourly Rate		3-Hour Block Rate	
	Schedule A	Schedule B	Schedule A	Schedule B
Main gym (both sides)	\$150	\$112	\$400	\$300
Main gym (one side)	\$60	\$45	\$162	\$122
Small gym / fitness room	\$40	\$30	\$108	\$80
Pool	\$75	\$56		

The following pool party rates include one hour of shared pool use, during regular business hours, plus one hour in a classroom for a party gathering.

Up to 15 swimmers	\$50
16 to 20 swimmers	\$55
21 to 25 swimmers	\$60
26 to 30 swimmers	\$65

#### 5. MISCELLANEOUS EQUIPMENT AND SERVICES RATES

Portable screen	\$10 per day	
Flip chart / easel / pad with markers	\$10 per day	
Podium / microphone	\$20 per day	
DVD / VCR / TV	\$25 per day	
Overhead projector	\$10 per day	
Slide projector	\$10 per day	
PC (LCD) projector	\$30 per day	
Laptop computer	\$20 per day	
Printing – black and white	10 cents per page	Limited availability
Printing – color	75 cents per page	Limited availability
Computer technician assistance	\$20 per hour	\$20 minimum
Gym floor matting	\$150	When necessary
UMM Security	\$35 per hour	Major Events such as concerts; where alcohol is served but the event is not open to the public
Machias P.D. or Sheriff's Dept. Officer	\$35 per hour	At events where alcohol is served and the event is open to the general public

## 6. MEAL RATES FOR SUMMER 2011

Rates for fewer than twenty guests must be negotiated in advance.

Rates listed here apply to standard meals served in Kilburn Commons during the summer months. For catering and reception rates, see Catering Menus and Rates, p.16.

<b>Summer Camps</b>	<b>Daily Rate</b>	<b>Breakfast (1/6)</b>	<b>Lunch (1/3)</b>	<b>Dinner (1/2)</b>
20-30 guests	\$27.72	\$4.71	\$9.15	\$13.86
31-40 guests	\$24.29	\$4.13	\$8.02	\$12.15
41-50 guests	\$22.22	\$3.78	\$7.33	\$11.11
51-60 guests	\$21.27	\$3.62	\$7.02	\$10.63
61-70 guests	\$20.67	\$3.51	\$6.82	\$10.34
71-80 guests	\$20.26	\$3.44	\$6.69	\$10.13
81-90 guests	\$19.94	\$3.39	\$6.58	\$9.97
91-100 guests	\$19.70	\$3.35	\$6.50	\$9.85
101 or more guests	\$19.50	\$3.31	\$6.43	\$9.75

<b>Adult Conferences</b>	<b>Daily Rate</b>	<b>Breakfast (1/6)</b>	<b>Lunch (1/3)</b>	<b>Dinner (1/2)</b>
20-30 guests	\$30.23	\$5.14	\$9.97	\$15.11
31-40 guests	\$26.54	\$4.51	\$8.76	\$13.27
41-50 guests	\$25.09	\$4.27	\$8.28	\$12.55
51-60 guests	\$24.20	\$4.11	\$7.99	\$12.10
61-70 guests	\$23.65	\$4.02	\$7.80	\$11.82
71-80 guests	\$23.17	\$3.94	\$7.64	\$11.58
81-90 guests	\$22.92	\$3.90	\$7.56	\$11.46
91-100 guests	\$22.43	\$3.81	\$7.40	\$11.21
101 or more guests	\$22.42	\$3.81	\$7.40	\$11.21

### III. RESERVING MEETING SPACE

#### 1. GENERAL INFORMATION

- Certain non-academic facilities may be reserved and confirmed up to one year in advance.
- Facilities designed primarily for academic use can be tentatively scheduled one year in advance. However, those reservations cannot be confirmed until the UMM Registrar has finalized the scheduling of classrooms for the applicable semester.
- UMM personnel must be on duty when external groups are using certain specialized facilities, such as the Performing Arts Center, the Reynolds Center, and computer labs. Charges for this service will be billed to the user.
- When classes are in session, certain rooms and spaces on campus, such as Portside and Clipper Lounge, are available for use by external groups only with special permission.
- Additional policies regarding the use of any campus facilities may apply.

#### 2. EXTERNAL GROUPS

- External groups using University facilities must compensate UMM for the rental of space and for all expenses resulting from the activities, including custodial service (for non-routine, excessive cleaning or setup), security, food service, setup arrangements, technical support, audiovisual equipment, and other related costs.
- External groups will be informed of the total estimated costs related to the activity at the time of the request for use of the facilities. Actual costs will be provided in writing to the external group upon confirmation of space/services (except for food service, which may vary from the time of confirmation and the actual event).
- In special circumstances, the University reserves the right to adjust or eliminate any or all fees where a compelling public need or interest is served. Requests for fee waivers must be submitted in writing to the Office of Community Services at the time space availability is confirmed. All waiver requests must be approved by the Coordinator of Community Services and the UMM President.
- Charges begin when a facility is entered for any purpose, such as decorating, catering, or setup.
- Following an event, if additional maintenance is required other than what is considered normal and/or UMM equipment has been damaged, the user will be charged accordingly.

#### 3. CAMPUS-BASED GROUPS

- UMM students, faculty, and staff conducting University business will be provided use of facilities at no charge, except in instances when extra personnel or add-ons such as gym matting are necessary.
- Faculty, staff, or students using facilities to conduct outside activities or as a representative of a non-UMM organization not associated with their role as an agent of the University will be charged at the nonprofit rate (Schedule B).
- “Fronting” is defined as permitting an external person or group to use University facilities and services under the guise that the activity is a University-sponsored program in order to avoid payment. The following guidelines are used for determining whether an event is to be considered University-sponsored:
  - Attendance consists of primarily campus-related individuals.
  - Presenter fees are paid by the University.
  - Primary advertising is directed toward University organizations and constituents.
  - Planning/production is handled by the University-sponsoring group.
  - The event is within the scope of the University mission.

#### 4. CANCELLATION AND FACILITY SUBSTITUTION

- The University reserves the right to substitute an alternative space for any facility reserved by an external group if it is deemed necessary to conduct official University business or a special program.

- In extremely rare situations caused by factors beyond the control of the University, such as weather conditions, unavailability of facilities caused by physical damage, or mechanical breakdown of support systems, the University may cancel an event scheduled by an external group. In the event of a weather emergency in which the University is closed, facilities reservations and catered events will be canceled.
- If the University cancels an event, the Office of Community Services will notify the primary contact listed on the facility use form.
- University facilities maintenance and renovation are considered top scheduling priorities, and these projects are difficult to schedule far in advance. Every effort will be made to complete maintenance and renovation at times throughout the calendar year that will not conflict with University events. If the room or space assigned to an external group is undergoing maintenance or renovation at the time of the event, every effort will be made to substitute an appropriate campus space.

## **5. SETUP, DECORATIONS, AND CLEANUP**

- Any special setup requirements should be submitted at the time space is reserved through the Office of Community Services. This includes any change to the standard room setup, extra tables and chairs required, etc. If no specific setup is requested in advance, the room will be set in the standard format for the room requested.
- Certain setup arrangements (quick facility turnarounds, changes to a room's regular setup, floor matting, telephone connections, electrical wiring, extra tables and/or seating, etc.) are assessed at a per-hour setup fee based on the needs of the group.
- Setup requests may be denied if (1) they require extensive setup and tear-down time when University support staff is not available, (2) setup requires the removal of all furniture or equipment in the room, or (3) the setup request does not follow fire and safety regulations.
- No alterations may be made to University property unless otherwise authorized by the Office of Community Services. The Office of Community Services must approve decorations used in or on any University facility. The use of nails, screws, or thumbtacks on walls is prohibited. Tape used must be of the type that will not harm walls or remove paint. All decorations must be flame retardant treated.
- No burning candles, lanterns, incense, or open flames are allowed in any building or enclosure.
- Groups must leave the facility free of litter, such as paper, food or drink, and decorations. Upon leaving the facility, each group must ensure that trash is placed in appropriate receptacles, restrooms and parking lots used by participants of the group are free of litter and unwanted debris, and the facility is returned to its original condition. Tables must be cleared and decorations removed.
- If after an event, additional non-routine cleanup and maintenance by the University is required other than what is considered normal, and/or equipment has been damaged, the user will be charged accordingly.

## **6. COMPUTER AND AUDIOVISUAL EQUIPMENT**

- The Office of Community Services will coordinate audiovisual and other equipment for external groups. Such equipment must be reserved at least 2 business days in advance. Audiovisual/computer equipment may not be rented for off-campus use.
- Campus-based groups must reserve and transport audiovisual equipment themselves through the Information Technology (IT) department.
- Presenters using their own or University AV and computer equipment are expected to know how to operate such equipment. If assistance is requested for the operation of equipment, a minimum \$20/hour charge will be applied. It should be understood that last-minute requests for technological assistance might not be accommodated.

## **7. PERFORMING ARTS CENTER**

- When an external group uses this auditorium and special lighting and sound are requested or required, the University will arrange for a technician to operate the lights and sound. Payment for this service will be billed to the user.

## **8. REYNOLDS CENTER (CLL)**

- Arrangements for use of facilities at the Reynolds Center—main gym, small gym, and swimming pool—are subject to final approval by the Director of Fitness and Recreation.
- When an external group uses the main gym, protective matting of the floor may be required. Payment for this service (\$150) will be billed to the user.

## **9. KILBURN COMMONS**

- The main dining hall in Kilburn Commons may be used for external groups for Aramark-catered banquets and receptions. When classes are not in session, meals for conferences and camps are also available.
- The Commons is not available for use as a classroom or general meeting space.

## **10. OUTDOOR AREAS**

- The University must approve any use of outdoor areas on campus in advance.
- Amplified sound may be used at outdoor events only with prior written permission of the University. The privilege may be withdrawn if the amplified sound interferes with classes, other scheduled events, the normal business of the University, or the general public.
- Use of University facilities for overnight camping is prohibited unless specifically approved. Camping includes staying overnight in a vehicle.

## **IV. RESERVING CAMPUS HOUSING**

### **1. AVAILABILITY**

- Residence hall accommodations are available to participants of external groups using the campus during the summer months.
- Arrangements for overnight accommodations should be made through the Office of Community Services at the time the event is scheduled.

### **2. PRICING AND BILLING**

- Unless otherwise noted, all prices apply at per person rates.
- A standard 5% administration fee will be applied to all housing charges.

### **3. RESTRICTIONS**

- Groups using residence halls must also contract for food service with Aramark.
- Groups using residence halls must have a minimum of twelve guests.
- Event coordinators are asked to supply a roster, two weeks in advance of the event, of all participants staying in residence halls, along with roommate requests/assignments.
- At least one chaperone is required for every ten children housed in the residence halls.
- Smoking is not allowed in any area of the residence halls, including individual rooms.
- Alcohol is not allowed in the public areas of the residence halls.
- Children are allowed to sleep on the floor in sleeping bags, although a Memorandum of Understanding must be completed before arrival. An additional fee of \$5 is charged, or \$8 if a mattress on the floor is requested. No more than two children are allowed to sleep on the floor in any room. (Copies of the required Memorandum of Understanding are available from the Office of Community Services.)

### **4. FURNISHINGS**

- Rooms are furnished with twin-size beds, mattresses, bureaus, desks, and chairs.
- Each residence hall has a small kitchenette, located in a common area, with a stove, sink, microwave oven, and refrigerator.
- The University issues swipe cards, rather than keys, to guests staying in the residence halls. Guests who fail to return their swipe card when leaving campus will be charged a \$20 replacement fee.

## **V. RESERVING MEALS and CATERING**

### **1. GUIDELINES AND RESTRICTIONS**

- All food served on the UMM campus must be provided by Aramark, the University's food service provider. The Office of Community Services will coordinate all catering and food service requests for events held on campus by external groups.
- Food service may include, but is not limited to, continental or full breakfasts, light luncheons, bag lunches, light refreshments, dinners and banquets (served or buffet), receptions, and hors d'oeuvres. Full bar service also is available in some campus facilities. Menus included in this price list reflect our most popular items. Other menus may be arranged in advance with the Office of Community Services.

### **2. SCHEDULING**

- All catering and food service requests must be scheduled at least two (2) weeks in advance.

### **3. GUARANTEE DATE**

- UMM does not require deposits or assess cancellation fees. However, event planners must provide in advance, to the Office of Community Services, a guaranteed number of guests for meals and catering.
- Guaranteed numbers must be provided at least two weeks in advance for June, July, and August events. September through May, guaranteed numbers must be provided one week in advance.
- Any increase in numbers after the guarantee date may or may not be accommodated, at the discretion of UMM's Aramark director.

### **4. PRICING AND BILLING**

- Unless otherwise noted, all prices apply at per person rates.
- Prices are subject to change. Contact the Office of Community Services to confirm current rates.
- A standard 5% administration fee will be applied to all food service charges.
- Your final invoice will be based on your final guaranteed guest count provided or the number of guests in attendance, whichever is greater.
- If an event is cancelled and UMM is not notified at least one week in advance, the group will be billed for the original number, or a guaranteed number if the original number was increased.

### **5. TAX-EXEMPT STATUS**

- Tax-exempt organizations must mail or fax a copy of their tax-exempt certificate to Aramark at least one day before the event. Please mail or fax the certificate to Nate Picard, Aramark Director, 116 O'Brien Avenue, Machias, ME 04654, fax 207-255-8124.

### **6. CAMPUS-BASED GROUPS**

- UMM groups and individuals will make their own catering requests directly through Aramark. The Office of Community Services has menus and order forms available. Copies of tax-exempt certificates are not required for UMM groups.

## VI. ALCOHOL POLICY

### 1. REGULATION

- The sale and service of alcoholic beverages is regulated by the Maine State Liquor Authority, UMM, and its caterer, Aramark. As a licensee, Aramark is responsible for the administration of these regulations.
- It is Aramark's hope that groups hosting events, the University of Maine at Machias, and UMM's Security will all work together to ensure a safe and successful event.

### 2. SITE RESTRICTIONS

- The only licensed area for the sale and service of alcoholic beverages is Kilburn Commons. An off-premise license is required for all other locations. Please allow two weeks for the application and approval of a special \$40 day license.
- No alcoholic beverages may be brought in or taken from a licensed room.

### 3. AGE RESTRICTIONS

- Alcoholic beverages will be served only to people who are at least twenty-one years of age. The bartender has the right to refuse service to anyone who cannot produce proper identification or is not conducting themselves in an orderly fashion.

### 4. MINIMUM BAR SALES REQUIREMENT

- \$100 for the first hour of service per bartender, \$50 per hour per bartender for each subsequent hour. If the sales are not met, the difference will be charged to the group. For example, three hours of service with one bartender will require a minimum of \$200 in sales. If sales total only \$130, an additional charge of \$70 would be assigned. If sales exceed \$200, no fee would be charged.
- The host pays for an open bar. A cash bar will be charged on an individual basis to each requesting service. However, the \$40 license fee, as well as bar sales minimums, remain the responsibility of the host.

### 5. EXTERNAL GROUPS

- When alcohol is served at an event sponsored by an external group, open to the general public, a town or county police officer will be hired at \$35 per hour, which is paid for by the host. UMM will arrange the hiring of police officers.
- When alcohol is served at an event sponsored by an external group but not open to the general public, UMM Security will be hired and paid for per hour by the host at the rate of \$35.

### 6. CAMPUS-BASED GROUPS

- When alcohol is served at an event sponsored by a campus-based group and open to the campus community only, UMM Security must be present and their salary paid for by the campus group at the rate of \$35 per hour.



## Aramark Catering Menus

### Breakfast

#### ▶ **Rise and Shine**

These selections are packaged and ready to go first thing in the morning. Each selection is specially priced and sold by the dozen or per loaf.

- Danish - per dozen - \$10.59
- Muffins - per dozen - \$10.59 (Assorted: Blueberry, Cranberry, Chocolate or Pumpkin w/chocolate chips)
- Donuts – per dozen - \$10.59
- Breakfast Breads - per loaf - \$8.49
- Bagels and Cream Cheese - per dozen - \$12.65

#### ▶ **Breakfast A La Carte**

(minimum quantity is 10)

A variety of items to complement your breakfast, priced per person.

- Assorted Bagels with Butter, Cream Cheese & Preserves - \$1.59
- Coffee Cake - \$1.49
- Fresh Seasonal Sliced Fruit - \$2.49

#### ▶ **Breakfast Beverages** (see also page 3)

(minimum quantity is 10)

- Regular and Decaffeinated Coffee & Tea Service - \$1.59/person
  - Fresh Assorted Juices - \$1.69/person
  - Carafe of Coffee - \$14.39/gal
  - Carafe of Tea - \$13.59/gal
- (One gallon equals 20 6-oz servings)

[5 gal. Coffee Urns are \$71.95 and serve 20% more people]

#### ▶ **Quick Start**

\$5.79 Per Person

(minimum quantity is 10)

Assorted Muffins, Danish and Scones with Fresh Seasonal Sliced Fruit, Fresh Assorted Juices, and Gourmet Coffee, Decaffeinated Coffee and Hot Tea.

▶ **Healthy Choice**

\$6.99 Per Person  
(minimum quantity is 10)

Whether in combination with one of our other breakfast packages or alone, a healthy way to start your day. Includes Individual Cereal Cups, Milk, Ripe Bananas, assorted Individual Yogurt Cups, and Gourmet Coffee, Decaffeinated Coffee and Hot Tea.

▶ **American Breakfast**

\$8.19 Per Person  
(minimum quantity is 10)

Assorted Pastries, Scrambled Eggs, Breakfast Potatoes, Crisp Bacon, Sausage Links or Sausage Patties, and Gourmet Coffee, Decaffeinated Coffee and Hot Tea.

Sausage Choice

- Sausage Links
- Sausage Patties

▶ **Ultimate Breakfast**

\$11.99 Per Person  
(minimum quantity is 10)

Assorted Pastries, Scrambled Eggs, Eggbeaters Strata, Crisp Bacon, choice of Sausage Links or Sausage Patties, Pancakes, Fresh Seasonal Sliced Fruit, Breakfast Potatoes, Assorted Juices, and Gourmet Coffee, Decaffeinated Coffee and Hot Tea.

Sausage Choice

- Sausage Links
- Sausage Patties

▶ **Latin Breakfast**

\$9.99 Per Person  
(minimum quantity is 12)

- Fresh Strawberry Honey Melon Salad
- Potato and Spicy Black Bean Cakes with Sliced Chorizo and Fresh Pico
- Spicy Cheddar Grits with Green Chiles and Roasted Red Peppers
- Latin Scrambled Eggs with Diced Peppers (or Poached Eggs for an additional cost)
- Fiesta Corn Bread (or Churros for an additional cost)
- Coffee, Ice Water and one Winter Beverage

### Scrambled or Poached Eggs

- Latin Scrambled Eggs with Diced Peppers
- Poached Eggs with Salsa - \$1.99

### Corn Bread or Churros

- Fiesta Corn Bread
- Guava Honey Churros - \$0.99

### Breakfast Taco Bar Option

- Add Breakfast Taco Bar - \$3.99

### Winter Beverage Choice (Choose 1)

- Caramel Vanilla Cider
- Pumpkin Cider
- Ginger Cider
- Spiced Cider with Lemon
- Hot Cocoa

- Add: French Toast Sticks  
\$2.99 Per Person

Choice of 2 types of French Toast Sticks.  
(minimum quantity is 12)

- Almond Biscotti French Toast Sticks
- Cinnamon Vanilla French Toast Sticks
- Gingersnap French Toast Sticks
- Oreo Cookie French Toast Sticks

### ► **Mediterranean Breakfast**

\$10.99 Per Person

(minimum quantity is 12)

- Pita with Curried Yogurt, Almonds and Fresh Fruit
- Mediterranean Frittata with Prosciutto, Fresh Vegetables and Mozzarella (or Quiche or Strata for an additional cost)
- Traditional Matzo Meal Pancakes
- Savory Turkey Sausage
- Italian Muffins with Eggs, Sausage and Mozzarella
- Coffee, Ice Water and one Winter Beverage

### Frittata, Quiche or Strata

- Mediterranean Frittata with Prosciutto, Fresh Vegetables and Mozzarella
- Roasted Tomato Leek Quiche - \$2.79
- Herbed Vegetable and Cheddar Strata with Cumin Aioli - \$1.49

### Fruit Salad Option

- Add Sage Honey Fruit Salad - \$1.79

## Coffee, Ice Water and Winter Beverage

### Winter Beverage Choice (Choose 1)

- Caramel Vanilla Cider
- Pumpkin Cider
- Ginger Cider
- Spiced Cider with Lemon
- Hot Cocoa
  
- Add: French Toast Sticks  
\$2.99 Per Person

Choice of 2 types of French Toast Sticks.  
(minimum quantity is 12)

- Almond Biscotti French Toast Sticks
- Cinnamon Vanilla French Toast Sticks
- Gingersnap French Toast Sticks
- Oreo Cookie French Toast Sticks

### ▶ **French Toast Buffet**

\$8.99 Per Person  
(minimum quantity is 10)

Orange Cinnamon French Toast served with Breakfast Potatoes, Crisp Bacon, Sausage Links or Sausage Patties, Condiments and Gourmet Coffee, Decaffeinated Coffee and Tea Service.

#### Sausage Choice

- Sausage Links
- Sausage Patties

### ▶ **Cereal Bar**

\$3.99 Per Person  
(minimum quantity is 10)

Fresh assorted Cereals, Milk and Fruit Toppings. A great way to start the day!

### ▶ **Oatmeal Bar**

\$3.19 Per Person  
(minimum quantity is 10)

Hot Oatmeal, Cinnamon Sugar and Apple Maple Pecan Compote served with Raisins, Cranberries, Low Fat Granola, and Butter.

## ▶ **Yogurt Parfait Bar**

\$2.59 Per Person  
(minimum quantity is 10)

Your choice of Two Low Fat Yogurts, Granola, Three Seasonal Fruits, and Two Toppings served with Banana Bread Croutons to build your ideal Parfait.

## ▶ **Beverages**

- Fresh Coffee- per gallon - \$14.39
- Hot Tea Selection - per gallon - \$13.59
- Fruit Juices - per gallon - \$11.89
- Lemonade - per 2 gallons - \$18.99
- Iced Tea - per 2 gallons - \$18.99
- Canned Soda - each - \$0.89
- Bottled Water - each - \$1.25
- Hot Chocolate - per gallon - \$19.99
- Apple Cider - per gallon - \$19.99
- Punch - per 2 gallons - \$25.29
- Pitchers of Ice Water - no charge

## ▶ **Winter Beverages**

\$1.99 Per Person  
(minimum quantity is 12)

### **Winter Beverages(Choice of 1)**

- Caramel Vanilla Cider
- Pumpkin Cider
- Ginger Cider
- Spiced Cider with Lemon
- Hot Cocoa

## Lunch

### ▶ Deli Express

\$8.99 Per Person

- \* Sliced Oven Roasted Turkey, Roast Beef, Black Forest Ham and Genoa Salami
- \* Swiss, American and Muenster Cheeses
- \* Leaf Lettuce, Sliced Tomatoes and Pickles
- \* Assorted Baked Breads and Rolls
- \* Choice of 2 Salads
- \* Assorted Beverages

Lunch Salad choices (2)(Choice of 2)

- Traditional Garden Salad with Fresh Seasonal Vegetables and Assorted Dressings
- Greek Penne Salad tossed with Tomatoes, Cucumbers, Red Onions, Peppers, Fresh Baby Spinach, Feta Cheese, and Black Olives
- Toasted Cranberry Apple Couscous with Apricots, Granny Smith Apples, Almonds, Red Onions, Fresh Spinach and Scallions
- Roasted Sweet Potato Salad with Green Chiles, Scallions, Celery, Red Peppers and Fresh Cilantro Tossed in Spicy Caribbean Jerk Seasoning
- Sweet Chili Cucumber Salad with Red Onion, Fresh Cilantro and a Sweet & Spicy Chili Sauce
- Grilled Vegetable Rotini Pasta Salad with a Balsamic Dressing
- Red Skinned Potato Salad with Egg, Celery, and Spanish Onion in a Seasoned Mayonnaise Dressing
- Finely Shredded Traditional Coleslaw with carrots in a Mayonnaise and Celery Seed Dressing

### ▶ Sandwich Buffet 1

\$11.39 Per Person

- \* Choice of 3 Sandwiches
- \* Choice of 1 Salad
- \* Potato Chips
- \* Pickles
- \* Condiments
- \* Cookies
- \* Assorted Beverages

Sandwich Buffet 1(Choice of 3)

- Chunky Dijon Chicken Salad on 12 Grain Bread
- Thin Sliced Ham and Swiss on Whole Wheat Bread
- Tuna on Multigrain Roll
- Traditional Turkey Club with Bacon, Lettuce and Tomato on 12 Grain Bread

- Greek Salad Wrap with Crumbled Feta, Black Olives, Fresh Cucumbers, Plum Tomatoes and Red Onions

#### Lunch Salad choice

- Pesto Orzo and Red Pepper Salad with Plum Tomatoes, and Fresh Basil
- Greek Penne Salad tossed with Tomatoes, Cucumbers, Red Onions, Peppers, Fresh Baby Spinach, Feta Cheese, and Black Olives
- Roasted Sweet Potato Salad with Green Chiles, Scallions, Celery, Red Peppers, and Fresh Cilantro tossed in spicy Caribbean Jerk Seasoning
- White Bean Herb Salad with Cannellini Beans, Red Peppers, Celery, Scallions, Fresh Basil and Parsley, in a Balsamic Dressing
- Sweet Chili Cucumber Salad with Red Onion, Fresh Cilantro and a Sweet & Spicy Chili Sauce
- Grilled Vegetable Rotini Pasta Salad with a Balsamic Dressing
- Red Skinned Potato Salad with Egg, Celery, and Spanish Onion in a Seasoned Mayonnaise Dressing
- Traditional Garden Salad with Fresh Vegetables
- Mesclun Salad with Balsamic Vinaigrette
- Pear, Walnut and Goat Cheese Salad - \$3.79
- Lump Crab Salad - \$3.79

#### ► Sandwich Buffet 2

\$12.49 Per Person

- \* Choice of 3 Sandwiches
- \* Choice of 2 Salads
- \* Potato Chips
- \* Pickles
- \* Condiments
- \* Cookies
- \* Assorted Beverages

#### Sandwich Buffet 2(Choice of 3)

- Turkey Breast with Mesclun Green and Sage Cream Cheese on Ciabatta Bread
- Classic Italian Sub with Ham, Pepperoni, Salami, Oil and Vinegar on a Whole Wheat Sub
- Roast Beef with Fontina, Chipotle Mayonnaise, Sun-Dried Tomatoes and Grilled Spanish Onions on a Baguette
- Thin Sliced Corned Beef with Slaw and Thousand Island Dressing on Rye Bread
- Avocado Shrimp Salad with Plum Tomatoes and Green Leaf Lettuce on a Buttered Croissant
- Balsamic Marinated Vegetable Wrap with Fresh Mozzarella and Arugula

#### Lunch Salad choices (2)(Choice of 2)

- Traditional Garden Salad with Fresh Seasonal Vegetables and Assorted Dressings
- Greek Penne Salad tossed with Tomatoes, Cucumbers, Red Onions, Peppers, Fresh Baby Spinach, Feta Cheese, and Black Olives
- Toasted Cranberry Apple Couscous with Apricots, Granny Smith Apples, Almonds, Red Onions, Fresh Spinach and Scallions

- Roasted Sweet Potato Salad with Green Chiles, Scallions, Celery, Red Peppers and Fresh Cilantro Tossed in Spicy Caribbean Jerk Seasoning
- Sweet Chili Cucumber Salad with Red Onion, Fresh Cilantro and a Sweet & Spicy Chili Sauce
- Grilled Vegetable Rotini Pasta Salad with a Balsamic Dressing
- Red Skinned Potato Salad with Egg, Celery, and Spanish Onion in a Seasoned Mayonnaise Dressing
- Finely Shredded Traditional Coleslaw with carrots in a Mayonnaise and Celery Seed Dressing

## ▶ **The Executive Luncheon**

\$16.99 Per Person

- \* Choice of 3 Sandwiches
- \* Choice of 2 Salads
- \* Potato Chips
- \* Pickles
- \* Condiments
- \* Cookies
- \* Assorted Beverages

Executive Luncheon choices(Choice of 3)

- Sliced Turkey Breast and Ham with Swiss Cheese, Red Onions, romaine, Tomato and Green Olive Pesto Spread on Ciabatta
- Roasted Onion and Apricot Pork with Chive Cream Cheese Spread and Mesclun Greens on Ciabatta
- Roast Beef with Fontina, chipotle Mayonnaise, Sun-Dried Tomatoes, and Grilled Spanish Onions on a Baguette
- Ham and Brie, with Fresh Pear, Spinach and Caramelized Onions on Wheatberry Bread
- Granny Smith Apples and Brie with Fresh Baby Spinach on a French Baguette
- Sliced Portobella Mushroom with Arugula and Sun-Dried Tomato Olive Pesto Spread on a French Baguette

Lunch Salad choices (2)(Choice of 2)

- Traditional Garden Salad with Fresh Seasonal Vegetables and Assorted Dressings
- Greek Penne Salad tossed with Tomatoes, Cucumbers, Red Onions, Peppers, Fresh Baby Spinach, Feta Cheese, and Black Olives
- Toasted Cranberry Apple Couscous with Apricots, Granny Smith Apples, Almonds, Red Onions, Fresh Spinach and Scallions
- Roasted Sweet Potato Salad with Green Chiles, Scallions, Celery, Red Peppers and Fresh Cilantro Tossed in Spicy Caribbean Jerk Seasoning
- Sweet Chili Cucumber Salad with Red Onion, Fresh Cilantro and a Sweet & Spicy Chili Sauce
- Grilled Vegetable Rotini Pasta Salad with a Balsamic Dressing
- Red Skinned Potato Salad with Egg, Celery, and Spanish Onion in a Seasoned Mayonnaise Dressing
- Finely Shredded Traditional Coleslaw with carrots in a Mayonnaise and Celery Seed Dressing

## ▶ Picnic Baskets

\$15.99 Per Person

- \* Mini Sandwiches: Turkey with Mayonnaise, Fresh Mozzarella and Tomato, Grilled Chicken and Pear,  
Ham with Honey Mustard Spread
- \* Choice of 2 Salads
- \* Potato Chips
- \* Pickles
- \* Condiments
- \* Cookies
- \* Assorted Beverages

Picnic Basket choices(Choice of 3)

- Turkey with Mayonnaise Mini Sandwiches
- Ham with Honey Mustard Spread Mini Sandwiches
- Roast Beef and Cheddar Mini Sandwiches
- Fresh Mozzarella and Tomato Mini Sandwiches
- Grilled Chicken and Pear Mini Sandwiches
- Roast Beef and Brie Mini Sandwiches

Lunch Salad choices (2)(Choice of 2)

- Traditional Garden Salad with Fresh Seasonal Vegetables and Assorted Dressings
- Greek Penne Salad tossed with Tomatoes, Cucumbers, Red Onions, Peppers, Fresh Baby Spinach, Feta Cheese, and Black Olives
- Toasted Cranberry Apple Couscous with Apricots, Granny Smith Apples, Almonds, Red Onions, Fresh Spinach and Scallions
- Roasted Sweet Potato Salad with Green Chiles, Scallions, Celery, Red Peppers and Fresh Cilantro Tossed in Spicy Caribbean Jerk Seasoning
- Sweet Chili Cucumber Salad with Red Onion, Fresh Cilantro and a Sweet & Spicy Chili Sauce
- Grilled Vegetable Rotini Pasta Salad with a Balsamic Dressing
- Red Skinned Potato Salad with Egg, Celery, and Spanish Onion in a Seasoned Mayonnaise Dressing
- Finely Shredded Traditional Coleslaw with carrots in a Mayonnaise and Celery Seed Dressing

## ▶ Wrap Baskets

\$15.99 Per Person

- \* Gourmet Wraps: Turkey Ranch, Grilled Chicken Caesar, Grilled Chicken Pesto, Roasted Vegetables and Cheese
- \* Choice of 2 Salads
- \* Potato Chips
- \* Pickles
- \* Condiments
- \* Cookies

\* Assorted Beverages

Wrap Basket choices(Choice of 3)

- Grilled Chicken with Tarragon Spread Wrap
- Turkey Club with Bacon Wrap
- BBQ Chicken Wrap
- Tuna, Vegetable and Pesto Wrap
- Grilled Chicken Caesar Wrap
- Buffalo Bistro Chicken Wrap
- Squash Slaw and Hummus Wrap
- Teriyaki Chicken Wrap
- Grilled Chicken Pesto Wrap
- Vegan Tofu and Asian Slaw Wrap
- Turkey Ranch Wrap
- Ham, Apple and Honey Mustard Wrap
- Roasted Vegetables and Cheese Wrap
- Greek Salad with Crumbled Feta Wrap

Lunch Salad choices (2)(Choice of 2)

- Traditional Garden Salad with Fresh Seasonal Vegetables and Assorted Dressings
- Greek Penne Salad tossed with Tomatoes, Cucumbers, Red Onions, Peppers, Fresh Baby Spinach, Feta Cheese, and Black Olives
- Toasted Cranberry Apple Couscous with Apricots, Granny Smith Apples, Almonds, Red Onions, Fresh Spinach and Scallions
- Roasted Sweet Potato Salad with Green Chiles, Scallions, Celery, Red Peppers and Fresh Cilantro Tossed in Spicy Caribbean Jerk Seasoning
- Sweet Chili Cucumber Salad with Red Onion, Fresh Cilantro and a Sweet & Spicy Chili Sauce
- Grilled Vegetable Rotini Pasta Salad with a Balsamic Dressing
- Red Skinned Potato Salad with Egg, Celery, and Spanish Onion in a Seasoned Mayonnaise Dressing
- Finely Shredded Traditional Coleslaw with carrots in a Mayonnaise and Celery Seed Dressing

► **The Deli Bag**

\$6.39 Per Person  
(minimum quantity is 5)

Ham and Swiss, Roast Beef and Cheddar, or Turkey and Cheddar on a Deli Roll with Chips, Fruit and Soda or Bottled Water.

Deli Sandwich Choice

- Ham and Swiss on a Deli Roll
- Roast Beef and Cheddar on a Deli Roll
- Turkey and Cheddar on a Deli Roll

Cold Beverage Choice

- Canned Soda

- Bottled Water

### ▶ **European Harvest Market**

\$11.99 Per Person

(minimum quantity is 12)

- Choice of 2 European Baguettes
- Choice of 2 Market Sides
- Ice Water and one Winter Beverage

European Baguettes(Choice of 2)

- Andalusia: Marinated Tuna, Artichoke Hearts, Fresh Cucumbers and Toasted Almonds
- Basil Roman: Pepper-Crusted Prosciutto, Fresh Basil, Provolone and Roasted Garlic Lemon Spread
- Cordon: Herbed Chicken, Ham and Swiss Cheese with Horseradish Mustard Coleslaw
- Fontina: Grilled Portobello Mushrooms with Sun-Dried Tomato Pesto, Arugula, Fontina and Italian Olive Salad
- Londoner: Roasted Turkey with Apple Ginger Chutney, Cucumber and Fresh Watercress
- Normandy: Herbed Chicken, Boursin, Fresh Apples, Onions and Arugula with Dijon Mustard
- Provencal: Mustard-soaked Flank Steak with Herbed Tomatoes, Horseradish Goat Cheese and Watercress
- Tuscany: Grilled Eggplant and Zucchini with Red Peppers, Roasted Garlic Olive Spread, Endive and Balsamic

Market Sides(Choice of 2)

- Roasted Winter Vegetable Platter with Chimichurri
- Fresh Winter Fruit Salad
- Cranberry Apple Couscous
- Beet, Orange and Arugula Salad
- Honey Yogurt Apple Walnut Salad

Ice Water and Winter Beverage

Winter Beverage Choice(Choice of 1)

- Caramel Vanilla Cider
- Pumpkin Cider
- Ginger Cider
- Spiced Cider with Lemon
- Hot Cocoa

### ▶ **The Simple Sack**

\$7.49 Per Person

(minimum quantity is 5)

Tuna or Chicken Salad on a Deli Roll with a Bag of Chips, Fruit and Soda or Bottled Water.

Simple Sack Sandwich Choice

- Tuna Salad on a Deli Roll

- Chicken Salad on a Deli Roll

Cold Beverage Choice

- Canned Soda
- Bottled Water

▶ **The Sub Club**

\$7.29 Per Person

(minimum quantity is 5)

Ham, Turkey, and Bacon with American Cheese on a Hoagie Roll with a Bag of Chips, Fruit and a canned Soda or Bottled Water.

Cold Beverage Choice

- Canned Soda
- Bottled Water

## ► **Everybody Loves Pizza**

### **\$9.99 One-Topping Pizza**

Fresh, hot, and delicious pizza made from scratch. Choose from the following toppings: Sausage, Pepperoni, Ground Beef, Bacon, Mushrooms, Black Olives, Green Peppers, Onions, Fresh Tomatoes, or Jalapenos.

You may add extra Toppings for \$ .79 each.

### **Takeaways Pizza Topping(Choice of 1)**

- Just Cheese
- Sausage
- Pepperoni
- Ground Beef
- Bacon
- Mushrooms
- Black Olives
- Green Peppers
- Onion
- Fresh Tomatoes
- Jalapenos

### **Takeaways Additional**

- Sausage - \$0.79
- Pepperoni - \$0.79
- Ground Beef - \$0.79
- Bacon - \$0.79
- Mushrooms - \$0.79
- Black Olives - \$0.79
- Green Peppers - \$0.79
- Onion - \$0.79
- Fresh Tomatoes - \$0.79
- Jalapenos - \$0.79

## Desserts

### ▶ **Cookies and Brownies**

#### Baked Goods

- Assorted Gourmet Cookies - per dozen - \$6.39
- Brownies - per dozen - \$6.79
- Rice Krispie Treats - per dozen - \$10.99

### ▶ **Assorted Cookies and Brownies**

\$1.79 Per Person

minimum quantity is 10

#### Add: Cold Beverages

- Canned Soda - each - \$0.89
- Bottled Water - each - \$1.25
- Ice Water in Pitchers - no charge

### ▶ **Assorted Dessert Bars**

\$1.99 Per Person

minimum quantity is 10

#### Add: Cold Beverages

- Canned Soda - each - \$0.89
- Bottled Water - each - \$1.25
- Ice Water in Pitchers - no charge

### ▶ **Cakes**

Choice of a Half or Full Sheet Cake. Specify details in the Special Instructions box.

#### Cake Size

- Half Sheet Cake (serves 30 - 40) - \$23.99
- Full Sheet Cake (serves 60 - 80) - \$47.99

### ▶ **Ice Cream Social**

\$59.99 Each

One 3-gallon tub of Vanilla Ice Cream served with five delicious toppings! Serves 30-40 people.

▶ **Chef's Desserts**

(minimum quantity is 12)

Choice of Desserts, each priced per person.

- Cinnamon Sugar Sopaipilla - \$1.29
- Cinnamon Vanilla Bread Pudding - \$1.49
- Apple Cinnamon Wontons - \$1.79
- Traditional American Apple Pie - \$1.79
- Harvest Pumpkin Cheesecake - \$1.79
- European Petit Fours - \$2.49
- Italian Cannoli with Fresh Berries - \$2.49

▶ **European Coffee Break Bar**

\$6.49 Per Person

(minimum quantity is 12)

- Angel Food Coconut Macaroon Cookies
- Cranberry Walnut Biscotti
- Vanilla Almond Biscotti
- Honey Cream Cinnamon Scones
- Gourmet Regular and Decaffeinated Coffee with Cinnamon and Honey
- Gourmet Coffee and Specialty Teas

## Receptions

### ▶ **Nacho Bar**

\$39.99 Per Order

Chips, Nacho Cheese, Salsa, Jalapenos, and Refried Beans.

### ▶ **Go Grande! Nacho Bar**

\$49.99 Per Order

Add Guacamole, Sour Cream, and your choice of Chicken or Spicy Taco Beef to the Nacho Bar (Chips, Nacho Cheese, Salsa, Jalapenos, and Refried Beans).

Go Grande! Choice

- Chicken
- Spicy Taco Beef

### ▶ **Chicken Fingers**

\$47.99 per 50 pieces

Served with your choice of Honey Mustard or BBQ Dipping Sauce.

Chicken Fingers

- Chicken Fingers with Honey Mustard Sauce - per 50 - \$47.99
- Chicken Fingers with BBQ Sauce - per 50 - \$47.99

### ▶ **Chicken Wings**

\$59.99 per 100 pieces

Served with Asian BBQ or Buffalo-style Red-hot Glaze.

Chicken Wings

- Chicken Wings with Asian BBQ - per 100 - \$59.99
- Chicken Wings with Buffalo-style Red-Hot Glaze - per 100 - \$59.99

### ▶ **Fried Mozzarella Sticks with Marinara**

\$29.99 Per Tray

One order serves 10.

### ▶ **Meatballs**

Choice of Italian or BBQ, \$23.99 per order. One order serves 10.

- Italian Meatballs - per order (serves 10) - \$23.99
- BBQ Meatballs - per order (serves 10) - \$23.99

### ▶ **Chips and Dips**

A variety of Chips (priced per pound) and Dips (priced per pint).

- Potato Chips - per pound - \$3.49
- Tortilla Chips - per pound - \$3.99
- Mini Pretzels - per pound - \$3.29
- Savory Snack Mix - per pound - \$3.99
- Salsa - per pint - \$3.99
- Ranch Dip - per pint - \$2.99
- Onion Dip - per pint - \$2.99

### ▶ **Cheese and Crackers Tray**

\$19.99 Per Tray

An assortment of Domestic Cheeses served with Crackers. One order serves 10.

### ▶ **International and Domestic Cheeses**

\$3.99 Per Person

Served with crackers, Grissini Breadsticks and Flatbreads.

Add: Cold Beverages

- Canned Soda - each - \$0.89
- Bottled Water - each - \$1.25
- Ice Water in Pitchers - no charge

### ▶ **Fresh Garden Crudités**

\$2.99 Per Person

Served with Ranch Hummus and/or Artichoke Lemon Dip and Grilled Pita Triangles.

Add: Cold Beverages

- Canned Soda - each - \$0.89
- Bottled Water - each - \$1.25
- Ice Water in Pitchers - no charge

Dip Choice(s)

- Ranch Hummus
- Artichoke Lemon Dip
- Both Ranch Hummus and Artichoke Lemon Dip

▶ **Antipasto Platter**

\$3.99 Per Person

Served with Marinated Vegetables, Assorted Italian Meats and Gourmet Chees

▶ **Seasonal Fruit Tray**

\$19.99 Per Tray

The season`s best fruit served with Yogurt Dipping Sauce. One order serves 10.

▶ **Fruit and Cheese Platter**

\$3.99 Per Person

Fresh Seasonal Fruit and Domestic and Imported Cheeses, served with assorted Gourmet Crackers.

Add: Cold Beverages

- Canned Soda - each - \$0.89
- Bottled Water - each - \$1.25
- Ice Water in Pitchers - no charge

▶ **Fresh Veggie Tray**

\$19.99 Per Tray

Seasonal Vegetables served with Ranch Dressing for dipping. One order serves 10.

▶ **Vegetables and Cheese Platter**

\$4.99 Per Person

Seasonal Vegetables and Domestic and Imported Cheeses, served with Dip and assorted Gourmet Crackers.

Add: Cold Beverages

- Canned Soda - each - \$0.89
- Bottled Water - each - \$1.25
- Ice Water in Pitchers - no charge

▶ **Traditional Shrimp Cocktail**

\$7.99 Per Person

Served with Cocktail Sauce.

Add: Cold Beverages

- Canned Soda - each - \$0.89
- Bottled Water - each - \$1.25
- Ice Water in Pitchers - no charge

### ▶ **Chocolate Dipped Strawberries**

\$4.99 Per Person

### ▶ **Chocoholic**

\$7.59 Per Person

minimum quantity is 10

Become addicted with an Assortment of Mini Chocolate Bars, Double Chocolate Chip Cookies, Chilled Chocolate Milk, Chocolate Dipped Pretzels, and Chocolate Dipped Strawberries.

### ▶ **Coffee Break**

\$2.99 Per Person

minimum quantity is 10

Gourmet Regular and Decaffeinated Coffee Service with Hot Tea, Coconut Macaroons, Lemon Bars, Brownie Bars, and Raspberry Bars.

### ▶ **Sugar and Spice**

\$3.19 Per Person

minimum quantity is 10

Celebrate with Cinnamon Candy, Cracker Jacks, Cajun Snack Mix, Gummy Bears, Cheddar Popcorn and Spiced Nuts.

Add: Cold Beverages

- Canned Soda - each - \$0.89
- Bottled Water - each - \$1.25
- Ice Water in Pitchers - no charge

### ▶ **The Healthy Alternative**

\$7.69 Per Person

minimum quantity is 10

Get Healthy with an assortment of Apples, Oranges, Bananas and Pears served with Yogurt Cups, Trail Mix and Granola Bars.

Add: Cold Beverages

- Canned Soda - each - \$0.89
- Bottled Water - each - \$1.25
- Ice Water in Pitchers - no charge

▶ **Snack Attack**

\$5.29 Per Person  
minimum quantity is 10

Enjoy Assorted Chips, Honey Peanuts, Trail Mix and Specialty Cookies and Brownies.

Add: Cold Beverages

- Canned Soda - each - \$0.89
- Bottled Water - each - \$1.25
- Ice Water in Pitchers - no charge

▶ **Mediterranean**

\$8.99 Per Person  
Minimum of 10 guests.

Seasonal Roasted Vegetables, Tabbouleh Salad, Marinated Olives, Greek Salad, and Hummus with Pita Chips.

▶ **Dim Sum**

\$10.99 Per Person  
Minimum of 10 guests.

Egg Rolls, Pot Stickers and Sweet and Spicy Boneless Chicken Wings, served with Assorted Dipping Sauces, including Sweet Chili & Cucumber Vinaigrette, and Gourmet Dessert Bars.

▶ **Happy Hour**

\$8.99 Per Person  
Minimum of 10 guests.

Have a "Pub" break with your favorite Happy Hour Finger Foods including Chilled Spinach Dip with Pita Chips, Mini Cheese Cakes, Buffalo Chicken Tenders served with Celery and Blue Cheese Dip, Cookies and Dessert Bars.

▶ **American Tea**

\$7.99 Per Person  
Minimum of 10 guests.

Assorted Gourmet Tea Sandwiches, Scones, served with Jam and Honey Cream Cheese, Assorted Petite Fours and Shortbread Cookies.

▶ **International Hors d`Oeuvres**

\$4.99 Per Person

(minimum quantity is 12)

Choice of 3 Hors d`Oeuvres (Choice of 3)

- Spanakopita
- Korean Dungeness Crab Cakes
- Caribbean Baked Chicken Spring Rolls
- Pork Pot Stickers
- Bruschetta Crostini
- Hummus and Toasted Pita
- Baked Crab Rangoon

▶ **Falafel Dippers**

\$4.49 Per Person

(minimum quantity is 12)

Served with choice of 2 Dips (Choice of 2)

- Creamy Dill Dip
- Roasted Red Pepper Aioli
- Sun-Dried Tomato Pesto Mayo
- Cumin Aioli

▶ **Butlered Hors d`Oeuvres, choice of 6**

\$12.99 Per Person

Based on a One Hour Reception. You may increase the time for an additional cost.

Hors d`Oeuvres (6)(Choice of 6)

- Southwestern Chicken in Phyllo Crisp (cold)
- Smoked Salmon Roll on Cucumber Round (cold)
- Seared Beef Tenderloin with Sweet Onion Marmalade on Ficelle (cold)
- Roasted Vegetables and Curried Hummus on Pita Crisp (cold)
- Spinach Dip with Pita Chips (cold)
- Chili Lime Shrimp with Avocado (cold)
- Goat Cheese and Spinach Stuffed Cremini Mushrooms (hot)
- Thai Chicken Satay with Peanut Sauce (hot)
- Coconut Shrimp with Tropical Salsa (hot)
- Vegetarian Spring Rolls with Ginger Soy Dipping Sauce (hot)
- Spanikopita (hot)
- Skewered Beef with Teriyaki Sauce (hot)
- Tandoori Chicken Skewer with Tamarind Dipping Sauce (hot)
- Baby Portobello with Main Crab Meat (hot)

## ▶ **Stationary Hors d`Oeuvres, choice of 6**

\$10.99 Per Person

Based on a One Hour Reception. You may increase the time for an additional cost. Waiters may be required at an additional charge.

Hors d`Oeuvres (6)(Choice of 6)

- Southwestern Chicken in Phyllo Crisp (cold)
- Smoked Salmon Roll on Cucumber Round (cold)
- Seared Beef Tenderloin with Sweet Onion Marmalade on Ficelle (cold)
- Roasted Vegetables and Curried Hummus on Pita Crisp (cold)
- Spinach Dip with Pita Chips (cold)
- Chili Lime Shrimp with Avocado (cold)
- Goat Cheese and Spinach Stuffed Cremini Mushrooms (hot)
- Thai Chicken Satay with Peanut Sauce (hot)
- Coconut Shrimp with Tropical Salsa (hot)
- Vegetarian Spring Rolls with Ginger Soy Dipping Sauce (hot)
- Spanikopita (hot)
- Skewered Beef with Teriyaki Sauce (hot)
- Tandoori Chicken Skewer with Tamarind Dipping Sauce (hot)
- Baby Portobello with Main Crab Meat (hot)

## **BEVERAGE SERVICE**

Licensing fee \$40.00

Bar service minimum per bartender

First hour of service \$100.00

Each additional hour of service \$50.00

### **▶ House red and white wine**

Bottle \$15.00

Glass \$3.75

### **▶ Beer**

Domestic \$3.25

Microbrewed \$3.50

Imported \$3.75

### **▶ Spirits and mixed drinks**

House brands \$4.00

Premium brands \$4.50

### **▶ Non-alcoholic beverages**

White grape punch \$14.79 gallon

Tropical fruit punch \$12.79 gallon

Fresh apple cider \$11.99 gallon

Sparkling apple cider \$8.99 bottle

Sparkling grape juice \$8.99 bottle

Tropicana fruit juices \$1.49 each

Freshly brewed coffee and tea \$1.49 person

Bottled water \$1.39 each

Soda \$1.39 each

## **Buffet Meals**

### **▶ Latin Flavors**

\$12.99 Per Person  
(minimum quantity is 10)

Mexican Chopped Salad, Cumin Black Beans, Cilantro Lime Rice, Grilled Flatbread, Chipotle Orange Roasted Chicken, Carne Asada con Papas Ranchero, Papas, Sopapillas, Assorted Rolls with Butter, Ice Water and Iced Tea.

### **▶ Asian Accents**

\$14.99 Per Person  
(minimum quantity is 10)

Peanut Lime Ramen Noodles, Egg Rolls with Assorted Dipping Sauces, General Tso's Chicken with Broccoli and Steamed Rice, Teriyaki Salmon with Lemon Green Beans, Raspberry Coconut Dessert Bars, Assorted Rolls with Butter, Ice Water and Iced Tea.

### **▶ Mediterranean Holiday**

\$12.99 Per Person  
(minimum quantity is 12)

- Tuscan White Bean Soup
- Winter Vegetable Ratatouille Salad
- Choice of Moroccan Beef Tagine or Potato Thyme Crusted Salmon
- Italian Herbed Green Beans
- Scallion Risotto
- Gemilli Pasta with Sweet Sausage
- Fresh Grilled Flatbread
- Ice Water and one Winter Beverage

Beef Tagine or Salmon

- Moroccan Beef Tagine
- Potato Thyme Crusted Salmon

Mediterranean Mashed Potatoes(Choice of 1)

- Country Style Mashed Potatoes with Roasted Leek - \$1.79
- Country Style Mashed Potatoes with Bacon and Cheddar - \$1.79
- Country Style Mashed Potatoes with Spicy Wasabi - \$1.79
- Country Style Mashed Potatoes with Fresh Basil Pesto - \$1.79

Ice Water and Winter Beverage

Winter Beverage Choice(Choice of 1)

- Caramel Vanilla Cider

- Pumpkin Cider
- Ginger Cider
- Spiced Cider with Lemon
- Hot Cocoa

### ▶ **American Harvest**

\$12.99 Per Person  
(minimum quantity is 12)

- Spiced Pumpkin Soup
- Fall Vegetable Salad with Red Wine Vinaigrette
- Slow-Cooked Honey and Brown Sugar Ham
- Herb-Roasted Turkey with Fresh Rosemary and Thyme
- Seasonal Green Beans with Almonds
- Sweet Potato and Bacon Hash (or Basil Potatoes for an additional cost)
- Cranberry Orange Relish
- Rolls
- Ice Water and one Winter Beverage

Sweet Potato Hash or Potatoes

- Sweet Potato and Bacon Hash
- Basil Fingerling Potatoes with Sliced prosciutto, Red Pepper Cream Sauce and roasted Garlic Aioli - \$2.49

Ice Water and Winter Beverage

Winter Beverage Choice(Choice of 1)

- Caramel Vanilla Cider
- Pumpkin Cider
- Ginger Cider
- Spiced Cider with Lemon
- Hot Cocoa

### ▶ **Southern BBQ**

\$11.99 Per Person  
(minimum quantity is 10)

BBQ Baked Beans, Cheddar Bacon Mashed Potatoes, Coleslaw, Biscuits with Honey Butter, choice of Oven Roasted Chicken or Honey Stung Chicken, Brownies, Assorted Rolls with Butter, Ice Water and Iced Tea.

Chicken Choice

- Oven Roasted Chicken
- Honey Stung Chicken

### ▶ **Lazy Summer BBQ**

\$10.99 Per Person  
(minimum quantity is 10)

Baked Beans, Coleslaw, Macaroni and Cheese, Cornbread Fiesta Muffins, Lazy Country Chicken, Sliced Brisket, Assorted Cookies and Dessert Bars, Assorted Rolls with Butter, Ice Water and Iced Tea.

### ▶ **Simply Italian**

\$12.99 Per Person  
(minimum quantity is 10)

Caesar Salad, Broccoli with Lemon Zest, Fresh Garlic Bread, choice of Chicken Parmesan or Sausage and Peppers, Rotini Marinara, Biscotti, Assorted Rolls with Butter, Ice Water and Iced Tea.

Italian Choice

- Chicken Parmesan
- Sausage and Peppers

### ▶ **The Scicilian**

\$13.99 Per Person  
(minimum quantity is 10)

Romaine Salad with Parmesan Peppercorn Dressing and Home Made Seasoned Croutons, Roasted Broccoli, Confetti Rice, Grilled Garlic Ciabatta, Chicken Marsala, Rigatoni and Meatballs, Chocolate Dipped Biscotti, Assorted Rolls with Butter, Ice Water and Iced Tea.

The following are sold in increments of 10 servings.

### ▶ **Rotisserie Chicken Dinner**

\$79.99 Per Order

Rotisserie Chicken with Mashed Potatoes, Gravy, and Veggies. Served with Dinner Rolls and Butter, Cookies or Brownies, and canned soda.

Cookies or Brownies

- Cookies
- Brownies

### ▶ **Classic Cheese Lasagna**

\$79.99 Per Order

Classic Cheese Lasagna served with a Garden Salad, Rolls and Butter, Cookies or Brownies, and Soda or Water.

Cookies or Brownies

- Cookies
- Brownies

### ▶ **Classic Cook Out**

\$75.99 Per Order

Juicy Hamburgers with Cheese, Rolls, Lettuce, Tomato, Onion, and Condiments. Served with Potato Chips, Cookies or Brownies, and canned soda.

Cookies or Brownies

- Cookies
- Brownies

### ▶ **Chili Dog Bar**

\$29.99 Per Order

Delicious Beef Hot Dogs served with our own homemade Chili and Assorted Toppings.

### ▶ **The Great Pasta Feast**

\$59.99 Per Order

Pasta tossed with Marinara, Meat, or Alfredo Sauce. Served with a Garden Salad, Garlic Bread, Cookies or Brownies, and Soda or Water.

Sauce Choice

- Marinara
- Meat
- Alfredo Sauce

Cookies or Brownies

- Cookies
- Brownies

## ▶ **Super Soup `N Salad Bar**

\$55.99 Per Order

Garden Fresh Tossed Salad with two Dressings and six Toppings, Rolls and Butter, the Soup du Jour, choice of Cookies or Brownies, and Soda or Water.

Cookies or Brownies

- Cookies
- Brownies

## **Chilled Buffets**

### **▶ Eastern Influences**

\$13.99 Per Person  
(minimum quantity is 10)

Coriander Peanut Ramen Noodles, Szechuan Green Beans, Teriyaki Salmon on Sweet Chili Cucumber, Orange Glazed Chicken with Sesame Spinach, Assorted Desserts, Assorted Rolls with Butter, Ice Water and Iced Tea.

### **▶ Fantastic Frio**

\$12.99 Per Person  
(minimum quantity is 10)

Corn and Black Bean Salsa, Spiced Sweet Potato Salad, Salmon Veracruz with Chile Lime Cucumber Dressing, Mexican Chopped Chicken Salad, Grilled Marinated Flatbread, Flore de Latte, Assorted Rolls with Butter, Ice Water and Iced Tea.

### **▶ Chilled Tuscan**

\$19.99 Per Person  
(minimum quantity is 10)

Panzanella, Spinach with Fennel Orange Salad, Grilled Flatbread, Herb Roasted Beef Tenderloin with Mushrooms, Grilled Chicken with Broccolini and Gremolata, Flore de Latte, Assorted Rolls with Butter, Ice Water and Iced Tea.

### **▶ Sizzling Salad Bar**

\$18.99 Per Person  
(minimum quantity is 10)

Seasonal Salad Bar with Teriyaki Salmon, Freshly Grilled Flatbreads, Assorted Gourmet Cookies, Assorted Rolls with Butter, Ice Water and Iced Tea.

### **▶ A Taste of Italy**

\$19.99 Per Person  
(minimum quantity is 10)

Grilled Rosemary Chicken, Grilled Fennel Tuna, Pesto Tortellini, Italian White Bean Salad, Caesar Salad, Seasonal Vegetables, Mini Ciabattas with Basil Oil, Italian Ices, Assorted Rolls with Butter, Ice Water and Iced Tea.

## **Plated Meals**

Meals include appetizer, entrée and dessert, fresh rolls and butter, and water and coffee service.

### **▶ Rosemary Lamb**

\$24.99 Per Person

Rosemary Lamb with Autumn Vegetables and Cranberry Demi-Glace, served with Pan Seared Scallops and Grilled Strawberry Shortcake. Includes fresh Rolls with Butter and Water and Coffee Service.

### **▶ Jerk Rubbed Pork Tenderloin**

\$19.49 Per Person

With Island Rice and Sauteed Asparagus, served with Achiote Shrimp and Black Bean Cake and Summer Fruit and Berries. Includes fresh Rolls with Butter and Water and Coffee Service.

### **▶ Hoison Mango Ribs**

\$14.99 Per Person

Hoison Mango Ribs with Asian Slaw served with Pot Stickers with Sweet Soy Dipping Sauce and Ginger Crème Brulee. Includes fresh Rolls with Butter and Water and Coffee Service.

### **▶ Chimichurri Flank Steak**

\$17.59 Per Person

Chimichurri Flank Steak with Jasmine Rice, served with Scallop and Spicy Coconut Ceviche and Sopaipilla. Includes fresh Rolls with Butter and Water and Coffee Service.

### **▶ Pistachio Crusted Halibut**

\$18.29 Per Person

Pistachio Crusted Halibut with Spring Mix, served with Mushroom Crepes and Chocolate Molten Cake. Includes fresh Rolls with Butter and Water and Coffee Service.

### **▶ Roasted Vegetable Parmesan Quiche**

\$9.99 Per Person

Served with Mushroom and Gruyere Cheese Polenta Cake and Raspberry Almond Coconut Bar. Includes fresh Rolls with Butter and Water and Coffee Service.