



## Catering Guide 2009-2010

### General Information Policies & Procedures

This Guide has been set up to assist you in planning your catered event at Chippewa Valley Technical College. The contents are in a general guide and are in no way to be considered fixed. Menus can be changed and we will be happy to discuss variations and special requests of ideas. We hope that such attention will assure a pleasant dining experience for your event and/or organization.

If you have any questions or would like to place an order, please contact us @ 715-833-6235 or 715-858-1828. You can also email us @ [rmarkwell@cvtc.edu](mailto:rmarkwell@cvtc.edu) or place an order by using the Order Form provided beneath the Catering Guide link.

Guests are welcome to dine in the Valley Café, located on the lower level of the Business Education Center. Food Vouchers are available upon request and are given to the Cashiers when going through the line on the day of your event. Three (3) working days advance notice is required when Food Vouchers are requested.

***“The contract between CVTC and Chartwells prohibits bringing outside food or beverage to meetings, catered events or fund raisers. Exceptions may be granted only by the Director of Dining Services prior to the event.”***

### Guidelines

- . Orders placed seven (7) working days prior to the event will receive a 5% discount.
- . We will be happy to fill all orders; however, with less than a three (3) working day notice on food requests and less than a 24 hour beverage request may be subject to a “Late Request Charge” and added to your invoice.
- . A Guaranteed number is required three (3) business days prior to your event. This number can be raised at any time, but lowering the number will not be allowed since food orders and preparation may already have been started. Again, you will be billed on the guaranteed number. No tipping allowed.
- . If notice of cancellation is received less than 24 hours prior to the event you may be charged the full amount.

## **Costs**

. There will be Delivery & Pick Up charges on all orders delivered outside of the Business Education Center. The charge per delivery to the Health Education Center is \$10.00 and pick up \$10.00. To ESEC, Grudem Transportation Center, Gateway Manufacturing and NanoRite Technology Centers is \$15.00 per delivery and \$15.00 per pick up. The delivery charge to the Menomonie, Chippewa Falls and River Falls campuses is \$25.00 plus \$.50 per mile. All orders are available for pick up at NO charge.

Extra Charges will be added when the following are requested.

- . A \$15.00 labor charge, per hour, per person may be added for caterings scheduled for delivery outside of the cafeteria hours of operation or when wait staff is requested to remain on site during the catered event.
- . Linen Tablecloths - \$5.00 each
- . Linen Table Skirting - \$5.00 each
- . Linen Napkins - \$.50 each
- . China – there will be an additional charge of \$1.50 per place setting for the use of china outside of the Business Education Center.

## **Safe Food Handling**

Safe Food Handling is a high priority for caterings provided by Chartwells. For your safety, and that of your guests, we reserve the right to remove leftover, perishable food that has been on display for over two (2) hours. Non-perishable food and beverage items maybe left during the entire event.



**Beverages**

By The Gallon Yields

16-18 Cups

<b>Coffee – Regular or Decaf</b> (gallon) . . . . .	\$ 10.75
<b>Coffee</b> (air pot serves 7-8 cups) . . . . .	\$ 8.00
<b>Coffee</b> (white pot serves 4-5 cups) . . . . .	\$ 5.50
<b>Orange Juice</b> (gallon) . . . . .	\$ 10.50
<b>Apple Cider</b> (hot or cold) (gallon) . . . . .	\$ 10.50
<b>Lemonade</b> (gallon) . . . . .	\$ 10.50
<b>Iced Tea</b> (gallon) . . . . .	\$ 10.50
<b>Citrus Punch</b> (gallon) (OJ, Pineapple & Lemonade) . . . . .	\$ 11.50
<b>Water</b> (per set up) . . . . .	\$ 5.75
<b>Water</b> (set up if NO food order is placed) . . . . .	\$ 10.50
<b>Milk</b> (1/2 pint) . . . . .	\$ .90
<b>Tea</b> (packet) . . . . .	\$ .90
<b>Tea</b> (20oz bottle) . . . . .	\$ 1.75
<b>Juice</b> (16oz bottle) . . . . .	\$ 1.75
<b>Soda</b> (20oz bottle) . . . . .	\$ 1.75
<b>Water</b> (20oz bottle) . . . . .	\$ 1.75



**Breakfast**

Per Person

**Brunches**

Minimum Number  
Of Guests - 10

<b>Yogurt Parfaits</b> . . . . .	\$ 5.00
Coffee, Juice, Water Yogurt Parfaits topped with Granola & Fresh Berries	
<b>Continental Self-Serve</b> . . . . .	\$ 4.50
Coffee, Juice, Pastries w/Fresh Fruit . . . . . \$ 5.75 w/Bagels . . . . . \$ 6.50 w/Fresh Fruit & Bagels . . . . . \$ 7.75	
<b>Breakfast Brunch # 1</b> . . . . .	\$ 8.00
Coffee, Orange Juice, Scrambled Eggs, Bacon or Sausage, Hashbrowns, Fresh Fruit, Muffins	
<b>Breakfast Brunch #2</b> . . . . .	\$ 8.00
Coffee, Orange Juice, Egg Bake Casserole, Fresh Fruit, Muffins (Egg Bake Casserole consists of Hashbrowns, Eggs, Bacon or Ham, Cheese)	
<b>Breakfast Brunch #3</b> . . . . .	\$ 8.00
Coffee, Orange Juice, Bacon or Sausage, Brunch Bake, Fresh Fruit (Brunch Bake consists of Bread, Cream Cheese, Yogurt, Sour Cream, Eggs)	



**Bakery**  
Sold By The  
Dozen

<b>Cake/Raised Donuts</b> .....	\$ 9.25
<b>Muffins</b> .....	\$ 9.25
<b>Mini Muffins</b> .....	\$ 7.00
<b>Bagels</b> .....	\$ 13.25
<b>Mini Bagels</b> .....	\$ 11.00
<b>Bagels &amp; Cream Cheese</b> (each) .....	\$ 2.10
<b>Cookies</b> .....	\$ 5.75
<b>Cut Out/Specialty Cookies</b> .....	\$ 6.25
<b>Scones</b> .....	\$ 13.25
<b>Pastries</b> .....	\$ 9.25
Cinnamon Rolls, Fruit Danish, Apple Strudel	
<b>Bars</b> .....	\$ 9.25
Brownies, Pumpkin, 7-Layer, Banana, M&M, Lemon	
<b>Bars</b> (Half Sheet) .....	\$ 19.60
<b>Bars</b> (Full Sheet) .....	\$ 37.00
<b>Cake</b> (Decorated Half Sheet) .....	\$ 31.50
<b>Cake</b> (Decorated Full Sheet) .....	\$ 52.50



**PIZZA**

<b>16" Medium Crust</b>	
Cheese and One Topping .....	\$ 12.95
Additional Toppings – 50c each	
<b>Flat Bread Crust</b>	
Cheese and One Topping .....	\$ 8.75
Additional Toppings – 50c each	

**Picnics**

<b>Meal</b> (Includes Cookie) .....	\$ 8.50
. Choose 2: Sloppy Joe, Hamburger w/Toppings, Brats w/Kraut	
. Choose 2: Potato Salad, Macaroni Salad, Cole Slaw, Potato Chips, Baked Beans, Fruit Salad	



**Box Lunches**

**No Frills**

- . **Sub Sandwich** . . . . . \$ **6.75**
- . **Wrap** . . . . . \$ **7.00**
- . **Croissant** . . . . . \$ **7.25**

(Contains Sandwich – Ham or Turkey, Chips, Cookie)

**Premium**

- . **Hoagie Bun** . . . . . \$ **8.50**
- . **Focaccia Bread** . . . . . \$ **8.50**

(Contains Sandwich – Ham or Turkey, Chef's Choice of Pasta, Macaroni or Potato Salad, Dessert)

All Box Lunch Sandwiches are available w/Beef for 25c extra

**Individual Sandwiches on Tray**

- . Deli Sandwiches (each) . . . . . \$ **2.79**
- . 6" Sub Sandwich (each) . . . . . \$ **3.75**



**Salads**

Salads for 10 or Less  
Are Pre-Made

Salads for 10 or More  
Pre-Made Upon Request

- . **Chef** (Greens, Turkey, Ham, Cheese, Egg, Tomato) . . . . . \$ **8.50**
- . **Crab** (Greens, Crab Meat, Cheese, Egg, Tomato) . . . . . \$ **8.50**
- . **Grilled Chicken** (Greens, Chicken, Tomato) . . . . . \$ **8.50**
- . **Cobb** (Greens, Onions, Egg, Bleu Cheese, Ham, Chix, Tomato) . . \$ **8.50**
- . **Chicken BLT** (Greens, Chix, Tomatoes, Bacon, Cheese) . \$ **8.50**
- . **Taco** (Tortilla, Ground Beef, Lettuce, Tomato, Cheese, Salsa) \$ **8.50**

Salads are served w/a Roll & Cracker Basket, Coffee, Lemonade or Ice Tea.

- . **Buffet** (20 People Minimum) . . . . . \$ **9.50**

Choose two (2) from Salad Selection Above

**Meals**

**Combo Lunches  
Buffets  
Lunches  
Dinners**

Each Meal Priced  
Per Person

All Meals Include  
a Beverage Selection  
of Coffee, Lemonade  
or Ice Tea

Dinner Prices  
Effective  
After 3:00pm

In an effort to minimize over production and lessen waste, minimum guest numbers have been added to each entrée choice. Please note that we will be happy to honor any requests; however, with less than the minimum number of guests required we will charge accordingly.

**Soup & Salad** (10 People Minimum) . . . . . \$ **9.25**  
Soup of the Day, Bread Sticks and your choice of Chef, Crab or Chicken Salad.

**Soup & Deli Sandwiches** (10 People Minimum) . . . . \$ **9.25**  
Assorted Pre-Made Deli Sandwiches, Soup of the Day, Veggie Tray, Potato Chips  
Add 50c per person for one choice of Cole Slaw, Potato or Macaroni Salad.

**Sandwich Board Buffet** (10 People Minimum) . . . . . \$ **9.25**  
Meat & Cheese Platter, Bread & Roll Basket, Sandwich Toppings, Condiments.  
Choice of two sides: Potato or Macaroni Salads, Potato Chips, Cole Slaw or Soup.

**Chili Bar** (10 People Minimum) . . . . . \$ **7.00**  
Hearty Beef & Bean Chili served w/Cheese, Onions, Crackers & Corn Bread.  
. w/Tossed Salad . . . . . \$ **8.00**

**Baked Potato Bar** (10 People Minimum) . . . . . \$ **7.00**  
Baked Potatoes served w/Toppings of Cheese, Bacon Bits & Diced Ham.  
. w/Tossed Salad . . . . . \$ **8.00**

**Pasta Bar** (10 People Minimum) . . . . . \$ **7.00**  
Two (2) Types Pasta, Two (2) Kinds of Sauces and Bread Sticks.  
. w/Tossed Salad . . . . . \$ **8.00**

**Oriental Stir Fry** (10 People Minimum) . . . . . \$ **9.00**  
Choice of One (1) Chicken, Shrimp or Beef served w/Vegetables over  
a Bed of Rice, along w/a Tossed Salad and Dinner Roll.

**Pasta Primavera** (10 People Minimum) . . . . . \$ **9.00**  
Primavera Sauce w/Carrots, Cauliflower & Broccoli served over  
a Bed of Pasta along w/a Tossed Salad and Bread Sticks.

**Chicken Breast Sandwich** (10 People Minimum) . . . \$ **8.50**  
Seasoned w/Lemon Pepper or Cajun Spice served on a Kaiser Roll  
along w/a Choice of Potato Salad or French Fries and Cole Slaw.

**Pre-Made Croissant Sandwich** (10 People Minimum) \$ **8.50**  
Choice of Turkey or Ham (or Combo) served on a Buttery Croissant &  
topped w/Lettuce, Tomato & Cheese. Choice of Macaroni Salad,  
Potato Salad or Chips.

**Meals**

**Lunches  
Dinners**

Each Meal Priced  
Per Person

All Meals Include  
a Beverage Selection  
of Coffee, Lemonade  
or Ice Tea

Dinner Prices  
Effective  
After 3:00pm

**Boneless Chicken Breast** (10 People Minimum)

Choice of BBQ Sauce, Orange Glaze, Butter Baked or Parmesan Crumbs.  
Includes Tossed Salad, Potato or Rice, Vegetable and Roll.

**Lunch Price** ..... \$ **8.50**  
**Dinner Price** ..... \$ **10.00**

**Roasted Turkey Breast** (10 People Minimum)

Served w/a Tossed Salad, Mashed Potatoes & Gravy, Vegetable and Roll.

**Lunch Price** ..... \$ **8.50**  
**Dinner Price** ..... \$ **11.00**

**Roast Beef** (10 People Minimum)

Served w/a Tossed Salad, Mashed Potatoes & Gravy, Vegetable and Roll.

**Lunch Price** ..... \$ **9.50**  
**Dinner Price** ..... \$ **11.50**

**Baked Lasagna** (12 People/24 People Minimum)

Served w/a Tossed Salad and Bread Sticks

**Lunch Price** ..... \$ **8.75**  
**Dinner Price** ..... \$ **10.25**

**Mexican Buffet** (10 People Minimum)

Tacos w/Hard or Soft Shells, Spanish Rice, Corn Bread, Shredded Lettuce,  
Shredded Cheese, Diced Tomatoes, Sour Cream and Salsa.

w/our Homemade Enchiladas add \$1.50 more.

**Lunch Price** ..... \$ **7.50**  
**Dinner Price** ..... \$ **9.50**



**Snacks**

Sold By The Pound

**Dips**

Sold By The Quart

**Party Trays**

Serves Approximately  
25 People

**Snacks** ..... \$ 5.50

Potato Chips, Pretzels, Corn Chips, Tortilla Chips

**California Trail Mix** ..... \$ 9.00

**Traditional Chex Mix** ..... \$ 5.50

**Apple Slices** ..... \$ 7.00

**Caramel Dip** ..... \$ 8.00

**Salsa** ..... \$ 8.00

**Chip Dip** ..... \$ 6.25

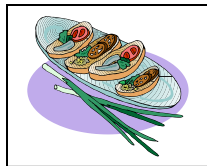
**Fresh Vegetable & Dip Tray** ..... \$ 38.75

**Seasonal Fruit Tray** ..... \$ 46.00

**Cheese & Cracker Tray** ..... \$ 41.00

**Assorted Meat, Cheese & Cracker Tray** ..... \$ 50.00

**Fresh Fruit & Cheese Tray** ..... \$ 46.00



**Hors d'oeuvres**

Sold By the Dozen

**BBQ Cocktail Smokies** ..... \$ 7.50

**Cocktail Meatballs** (BBQ or Swedish) ..... \$ 7.50

**Puff Pastry Shells filled w/Salads** ..... \$ 8.50

**Triple Stacked Finger Sandwiches** ..... \$ 9.50

**Deviled Eggs** ..... \$ 7.00

**Tortilla Wraps** (Choice of Deli, Mexi & Herbed Cheese) .. \$ 9.50