

TCU CATERING

BREAKFAST

BUFFETS

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ENTRÉES

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HORS D'OEUVRES

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TCU Catering

WELCOME



Successful events take careful planning and attention to detail, from a basic coffee service to an elegant formal dinner, or anything in between. Having the right catering company is one of the most important factors in the plan. Imagine having an experienced, professional catering staff at your disposal when planning your next event.

Our menus contain fresh, contemporary offerings that are sure to delight your guests. In addition to these choices, we are more than happy to create a custom menu for your group to meet any dietary or budgetary needs.

Our professional and fully trained staff takes pride in delivering the highest level of catering services; this impeccable service coupled with beautifully presented food creates a celebration of taste that is sure to earn compliments and accolades from guests. Beautiful memories and delicious food go together – let us help you create them.



BREAKFAST

TCU Catering



SUNRISE BREAKFAST

The menus below are presented buffet style. However, if a served breakfast is desired, an appropriate menu can be customized to fit your needs.

Sunrise Start Continental

\$13.99

Assorted Breakfast Pastries
Bagels with Cream Cheese, Butter and Preserves
Fresh Seasonal Sliced Fruit
Yogurt
Granola
Chilled Orange, Apple and Cranberry Juices
Regular and Decaffeinated Coffee
Hot Water with Assorted Tea Bags
Half & Half, Sugar, Sweet-n-Low, Equal and Splenda

Eye Opener Continental

\$11.49

Assorted Breakfast Pastries
Fresh Seasonal Sliced Fruit
Chilled Orange, Apple and Cranberry Juices
Regular and Decaffeinated Coffee
Hot Water with Assorted Tea Bags
Half & Half, Sugar, Sweet-n-Low, Equal and Splenda

Early Riser Continental

\$8.99

Assorted Breakfast Pastries
Chilled Orange, Apple and Cranberry Juices
Regular and Decaffeinated Coffee
Hot Water with Assorted Tea Bags
Half & Half, Sugar, Sweet-n-Low, Equal and Splenda

All American Breakfast Buffet

\$18.49

Crisp Bacon or Sausage
Scrambled Eggs
Breakfast Potatoes
Biscuits and Gravy
Chilled Orange, Apple and Cranberry Juices
Regular and Decaffeinated Coffee
Hot Water with Assorted Tea Bags
Half & Half, Sugar, Sweet-n-Low, Equal and Splenda

TCU Waffle Buffet

\$19.99

Crisp Bacon or Sausage
Scrambled Eggs
Breakfast Potatoes
Waffle Station with Maple Syrup, Butter, Whipped Cream and Strawberries**
Chilled Orange, Apple and Cranberry Juices
Regular and Decaffeinated Coffee
Hot Water with Assorted Tea Bags
Half & Half, Sugar, Sweet-n-Low, Equal and Splenda
**Comes Alive with an Attendant in Uniform - \$50.00 per attendant

Morning Jump Start

\$5.99

Chilled Orange, Apple and Cranberry Juices
Regular and Decaffeinated Coffee
Hot Water with Assorted Tea Bags
Half & Half, Sugar, Sweet-n-Low, Equal and Splenda

BREAKFAST

TCU Catering

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 ENHANCEMENTS

All charged per person

- Mushroom Cheese Strata \$2.75
- Ham and Potato Frittata \$2.50
- Quiche Lorraine \$3.00
- Individual Cereals with Milk \$2.50
- Yogurt and Granola Parfaits \$2.50
- Fruit, Yogurt and Granola Parfaits \$3.25
- Fresh Seasonal Sliced Fruit \$2.25
- Scrambled Eggs \$2.00
- Bacon (2 pieces) \$2.25
- Sausage (2 pieces) \$2.00
- Ham Steak (4oz) \$2.50
- Turkey Sausage (2 pieces) \$2.00
- Lox, Chopped Hard Boiled Eggs, Black Olives, Purple Onions \$3.75
- French Toast with Maple Syrup and Butter \$2.50
- Waffles with Maple Syrup, Butter, Whipped Cream and Strawberries \$3.00
- Pancakes with Maple Syrup, Butter, Whipped Cream and Strawberries \$3.00
- Biscuits and Gravy \$2.00
- Home-Fried Potatoes \$1.25
- Hash Browns \$1.25
- Grits \$1.25
- Pigs-in-a-Blanket \$2.75
- Sausage and Egg Breakfast Burritos with Salsa \$3.00
- Bacon and Egg Breakfast Burritos with Salsa \$3.00
- Potato and Egg Breakfast Burritos with Salsa \$2.00

Breakfast Bakery Items

All charged per dozen

- Bagels with Cream Cheese, Butter & Preserves \$26.99
- Assorted Doughnuts \$11.49
- Doughnut Holes \$6.99
- Mini Croissants with Butter and Preserves \$24.99
- Assorted Breakfast Pastries \$23.99
- Cream Cheese Roll-Ups \$23.99
- Assorted Mini Muffins \$10.49
- Assorted Gourmet Muffins \$26.49



BUFFETS

TCU Catering



SPECIALTY BUFFETS (20 guest minimum)

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or dinner.

All American Buffet

\$17.49 for 1 Entrée, \$19.49 for 2 Entrées

Green Salad or Chicken Noodle Soup

Coleslaw or Potato Salad

Your Choice of Main Entrée:

Hamburgers

Hot Dogs

Veggie Burgers

Bratwurst with Sauerkraut

Grilled Chicken Breasts

Buttermilk Fried Chicken

Appropriate Rolls, Cheese, Toppings and Condiments

Potato Chips

Cookies or Brownies

Iced Tea and Water

Texas-Style BBQ Buffet

\$18.49 for 1 Entrée, \$20.49 for 2 Entrées

Coleslaw or Potato Salad

Your Choice of Main Entrée:

Sliced BBQ Brisket

BBQ Chicken

Pulled Pork

Smoked Sausage

Baby Back Ribs (for \$2.50 per person)

Appropriate Rolls, Toppings and Condiments

Baked Beans or Macaroni and Cheese

Fruit Cobbler (add a la mode for \$1.00) or

Banana Pudding

Iced Tea and Water

Mexican Buffet

\$18.99 for 1 Entrée, \$21.25 for 2 Entrées

Black Bean and Corn Salad or Spiced Fruit Salad

or Tortilla Soup

Your Choice of Main Entrée:

Cheese Enchiladas with Chili con Carne

Chicken Enchiladas

Sour Cream Enchiladas

Chicken Fajitas

Beef Fajitas

Vegetable Fajitas

Appropriate Toppings and Condiments

Spanish Rice

Black Beans or Refried Beans

Tortilla Chips and Salsa

Warm Churros with Cinnamon-Sugar and Honey or Flan

Iced Tea and Water

Italian Buffet

\$19.49 for 1 Entrée, \$21.49 for 2 Entrées

Minestrone Soup or Caesar Salad or Antipasto Salad

Your Choice of Entrée:

Meat Lasagna

Vegetable Lasagna

Ricotta and Spinach Stuffed Shells

Cannelloni

Penne Pasta with Marinara Sauce or Meat Sauce or

Alfredo Sauce; (Add chicken for \$1.75 per person)

Grilled Vegetables

Garlic Bread or Breadsticks

Italian Cream Cake or Cannolis

Iced Tea and Water



SPECIALTY BUFFETS (20 guest minimum)

The following buffets have been created with distinctive themes for your event planning convenience.

All are available at lunch or dinner.

Caesar Buffet

\$15.25 per person

- Romaine Lettuce
- Shredded Parmesan Cheese
- Garlic Croutons
- Caesar Dressing
- Rolls and Butter
- Dessert Bars
- Iced Tea and Water

Deli Buffet

\$17.49 per person

- Sliced Roast Beef, Ham and Turkey
- Sliced American, Swiss and Provolone Cheeses
- Assorted Breads
- Relish Tray of Lettuce, Tomato, Pickles and Onions
- Mayonnaise
- Mustard
- Potato Chips or Pasta Salad
- Cookies or Brownies
- Iced Tea and Water

Salad Buffet

\$17.99 per person

- Field Greens
- Your Choice of 5 toppings:
 - Diced Tomatoes
 - Sliced Cucumbers
 - Sliced Red Onions
 - Sunflower Seeds
 - Dried Cranberries
 - Sliced Boiled Eggs
 - Sliced Mushrooms
 - Shredded Carrots
 - Sliced Bell Peppers
 - Croutons
 - Shredded Cheese

Additional Items

\$.25 each

- Pasta Salad or Fruit Salad
- Rolls and Butter
- Cookies and Brownies
- Iced Tea and Water

Salad Buffet Add-Ons

- Grilled Chicken *\$3.49 per person*
- Grilled Steak *\$5.49 per person*
- Grilled Shrimp *\$6.99 per person*
- Grilled Salmon *\$9.49 per person*

LUNCHEONS

TCU Catering

Specialty Boxed Lunches for Pick-Up

Turkey and Cheddar with Horseradish Cream Cheese wrapped in a Flour Tortilla *\$10.99*

Grilled Zucchini, Red and Green Peppers, Red Onions and Mushrooms with Fontina Cheese wrapped in a Spinach Tortilla *\$11.49*

Sliced Grilled Chicken, Green Chiles and Monterey Jack Cheese wrapped in a Sun-Dried Tomato Tortilla *\$12.49*

Grilled Portobello Sandwich with Roma Tomatoes, Red Onions and Roasted Red Pepper on 12-Grain Bread *\$13.49*

Roast Beef, Gouda, Lettuce, Tomato and Horseradish Cream on Sourdough *\$13.99*

Turkey, Provolone, Arugula and Cherry Aioli on Focaccia *\$13.99*

Blackened Chicken and Avocado with Swiss, Bacon, Lettuce, Tomato and Honey Mustard on Wheat Bread *\$14.99*

Black Forest Ham and Brie with Grilled Asparagus, Grapes and Spicy Dijon Mustard on Dark Rye *\$15.49*

All Boxes include Mustard and Mayonnaise Packets, Potato Chips or Pasta Salad, Cookies and a Bottled Water or Canned Soda



LUNCHEONS

TCU Catering

Boxed Luncheon Salads for Pick-Up

Taco Salad \$15.99

A crisp Tortilla Shell filled with Spicy Chicken or Beef, topped with Shredded Lettuce, Diced Tomatoes, Sliced Olives, Shredded Cheese, Guacamole, Sour Cream and Salsa

Cobb Salad \$12.49

A bed of Mixed Greens with Smoked Turkey, Avocado, Egg, Bacon and Bleu Cheese Crumbles, served with Bleu Cheese Dressing

Oriental Chicken Salad \$11.99

Crispy Chicken atop a bed of Mixed Greens with Orange Segments and Fried Wonton Strips, served with Oriental Dressing

Chef Salad \$10.99

A bed of Mixed Greens with Julienned Ham and Turkey, Cheddar Cheese and Hard Boiled Egg, served with Honey Mustard Dressing

Caesar Salad \$10.49

Fresh-Cut Romaine Lettuce with Shredded Parmesan Cheese and Focaccia Croutons, served with Caesar Dressing

With Balsamic Chicken \$3.49

With Beef Strips \$5.49

All Salads include a Dinner Roll with Butter, Cookies and Canned Soda or a Bottled Water





For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of salad with dressing, fresh baked rolls and butter, fresh brewed coffee, decaffeinated coffee, hot tea, iced tea and choice of dessert. The selections below may also be served as a buffet for an additional \$5.00 per person, or a mandatory attendance count.

Vegan/Vegetarian 🌱

Grilled Vegan Steak \$13.49

Served with a Sweet Potato and Hummus Mash and Grilled Vegetables

Vegan Loaf \$16.99

Mushrooms and Vegetables dressed with a Sweet Tomato Sauce

Eggplant Rollard \$17.99

Fresh Eggplant stuffed with Wild Mushrooms and Tofu, served over Polenta and topped with Roasted Plum Tomato Sauce

Tofu Curry \$18.49

Tofu and Fresh Vegetables Sautéed then braised with Coconut Milk and Curry, served over Basmati Rice

Chile Relleno \$18.99

Stuffed Charred Poblano Pepper, Cilantro and Lime Zest Infused Rice and Black Bean Puree, topped with Warm Sweet Tomato Salsa

Tossed Tofu Stir-Fry \$18.99

Tossed with Vibrant Mixed Vegetables over Sweet Garlic Sticky Rice and dressed with a Roasted Red Bell Pepper Coulis

Ratatouille Roulade \$18.99

A Combination of the Freshest Vegetables wrapped in Eggplant with Wilted Spinach and Cannellini Beans, topped with Tomato Sauce

Vegan Wrap \$23.99

Whole Wheat Tortilla stuffed with Sweet Potatoes, Hummus and Grilled Vegetables. This can be served either hot or cold

Pork

Roasted Pork Loin \$23.99

Topped with Apple Chutney; served with Crispy Grilled Potato Wedges and Fresh Vegetables

Panko-Breaded Pork Cutlet \$25.49

Topped with Tonkatsu Sauce; served with White Sticky Rice and Fresh Vegetables

Pork Tenderloin \$26.49

Topped with a Savory Dijon Sauce; served with Sweet Potato Mash and Fresh Vegetables

Seafood

Honey Mustard Grilled Salmon \$18.99

With a Honey Mustard Glaze served on a bed of Basmati Rice and Fresh Grilled Vegetables

Tortilla-Crusted Tilapia \$22.99

With Cilantro Cream Sauce, Monterey-Jack and Roasted Poblano Polenta and Fresh Grilled Vegetables

Miso-Glazed Grilled Salmon \$24.49

With Wasabi Mashed Potatoes and Stir-Fried Vegetables

Sweet Jalapeño Sea Bass \$28.99

Topped with Fried Carrots and Citrus Hollandaise Sauce, Truffle-Infused Risotto and Roasted Asparagus

Citrus Mahi-Mahi \$31.29

With Tahini Basil Brown Rice and Fresh Vegetables

SALADS

for Plated Functions

Tossed Garden Salad

A fresh mix of Lettuce with Tomatoes, Cucumbers, Red Onion and croutons and your choice of Dressing

Caesar Salad

Romaine Lettuce with Parmesan Cheese, Garlic Croutons and Creamy Caesar Dressing

Spinach Salad

Baby Spinach, Purple Onions, Tomatoes, Parmesan Cheese, Croutons and a Smokey Bacon Dressing



TCU Catering

ENTREES



BEEF

- Flat Iron Steak** \$25.59
10-ounce Flat Iron Steak topped with Demi Glace;
served with Roasted New Potatoes
and Roasted Vegetables
- Southwestern Strip** \$27.99
10-ounce New York Strip with a Southwestern
Citrus Rub and Sweet Corn Puree; served with
Sabroso Mashed Potatoes and Fresh Grilled
Vegetables
- Filet Mignon** \$31.69
8-ounce cut of Tenderloin; served with Roasted Garlic
Mashed Potatoes and Lemon-Grilled Asparagus
topped with Béarnaise Sauce
- Steak Au Poivres** \$33.59
8-ounce New York Strip topped with a
Cognac-Mushroom Cream Sauce; served with
New Potatoes and Grilled Vegetables
- Rib Eye Steak** \$35.79
12-ounce Ribeye topped with Shoe String Potatoes;
served with Fresh Vegetables

CHICKEN

- Southwest Chicken** \$17.99
Boneless Breast of Chicken dressed with
a warm Tomato Bacon Cream Sauce; served
with Cilantro Rice and Grilled Vegetables
- Chicken Rollard** \$18.99
Boneless Breast of Chicken stuffed with Tomato,
Artichokes and Mozzarella; served with a
Mushroom Risotto and Fresh Vegetables
- Asian Chicken Breast** \$19.99
Boneless Breast of Chicken stuffed then dressed
with a Sweet and Sour Sauce; served with
Lo Mein and Stir-Fried Vegetables
- Cheese Stuffed Chicken** \$20.99
Boneless Breast of Chicken stuffed with
Three Cheeses and wrapped in Bacon;
served with Capellini a la Carbonara
and Wilted Spinach
- Pecan-Crusted Chicken** \$20.99
Boneless Breast of Chicken with a Pecan Crust
and Honey Mustard Cream Sauce; served
with Mashed Red-Skinned Potatoes and Fresh
Vegetables
- Chicken Florentine** \$21.49
Boneless Breast of Chicken stuffed with
Spinach and Asiago Cheese and topped with
a Chardonnay Vin Blanc; served with Creamy
Risotto and Fresh Vegetables

DESSERTS

TCU Catering

Desserts for Plated Functions

- Assorted Fruit Pies
- Chocolate Cake
Either of the above served a la mode
add \$1.00 per person
- White Chocolate Mousse
- Pumpkin Pie
- Turtle Cake
- Bread Pudding with Lemon Glaze
- Cheesecake with Strawberries
- Italian Cream Cake
- Key Lime Pie
- Lemon Meringue Pie
- Strawberry Shortcake

Ice Cream Bar

20 person minimum \$12.00 per person

One Choice of Ice Cream:

Vanilla, Chocolate, Strawberry
(Additional Flavors \$1.00 per person)

Two Choices of Sauce:

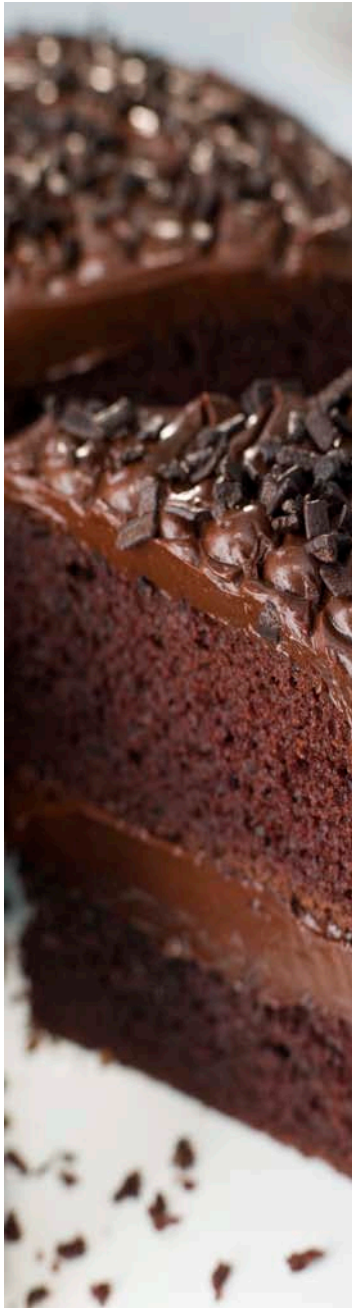
Chocolate, Hot Fudge, Butterscotch, Caramel
(Additional Sauces \$1.25 per person)

Three Choices of Toppings:

Crushed Oreos, Sprinkles, Granola, Cherries,
Gummy Bears, Whipped Cream, M&M's, Cashews,
Fresh Sliced Strawberries
(Additional Toppings \$.50 per person)

Desserts a la Carte

- Quarter-Sheet Cake (serves 15-20) \$28.00 each
- Half-Sheet Cake (serves 35-40) \$50.00 each
- Full-Sheet Cake (serves 70-80) \$90.00 each
- Whole 8" Round Cake (serves 10-12) \$20.00 each
- Whole 10" Pie (serves 8-12) \$24.00 each
- Assorted Cookies \$13.50 per dozen
- Chocolate Chip Cookies \$13.50 per dozen
- Oatmeal Raisin Cookies \$13.50 per dozen
- Peanut Butter Cookies \$13.50 per dozen
- Sugar Cookies \$13.50 per dozen
- White Chocolate Macadamia
Nut Cookies \$13.50 per dozen
- Macaroons \$18.00 per dozen
- Decorated Butter Cookies
(please specify theme desired) \$24.00 per dozen
- Brownies \$16.00 per dozen
- Blondies \$18.50 per dozen
- Marble Brownies \$18.50 per dozen
- Lemon Bars \$18.50 per dozen
- 7-Layer Bars \$20.00 per dozen
- Marshmallow Krispy Bars \$17.00 per dozen
- Raspberry Ribbon Brownies \$20.00 per dozen
- Oreo Dream Bars \$20.00 per dozen
- Carrot Cake Bars \$18.50 per dozen
- Turtle Brownies \$18.50 per dozen
- Assorted Petit Fours \$24.00 per dozen





HORS D'OEUVRES

TCU Catering

(Sold by the piece, minimum order of 12)



HOT

- Bacon-Wrapped Scallops \$3.75 each
- Beef Empanada \$3.00 each
- Crab-Stuffed Mushrooms \$4.00 each
- Honey Ginger Chicken Satay \$3.50 each
- Mini Beef Wellington \$4.00 each
- Mini Chicken Cordon Bleu \$2.50 each
- Mini Quiche \$3.00 each
- Spinach-Stuffed Mushrooms \$2.75 each
- Swedish Meatballs \$2.25 each
- Vegetables in Phyllo \$3.25 each
- Chicken & Mushroom Quesadillas with Salsa (Buffet-Style Only) \$3.25 each
- Coconut Shrimp with Spiced Orange Marmalade (Buffet-Style Only) \$4.00 each
- Fried Chicken Tenders with Honey Mustard (Buffet-Style Only) \$2.50 each
- Roasted Red Pepper and Gouda Quesadillas with Salsa (Buffet-Style Only) \$3.25 each
- Vegetable Spring Rolls with Plum Sauce (Buffet-Style Only) \$2.75 each

COLD

- Asparagus in Phyllo \$3.25 each
- Brie on Toast with Black Grape \$2.75 each
- Bruschetta with Fresh Tomato Basil Salsa \$2.50 each
- Sugar Snap Peas with Herbed Goat Cheese \$2.00 each
- Herbed Cheese Stuffed Cherry Tomatoes \$2.75 each
- Crostini with Chipotle Beef \$3.00 each
- Mini Croissant Sandwiches (Egg Salad, Chicken Salad, Tuna Salad or Pimento) \$3.25 each
- Pinwheel Sandwiches \$2.25 each (Ham and Swiss or Turkey and Cheddar)
- Tomato, Basil and Mozzarella Crostini \$2.75 each
- Shrimp Cocktail (Buffet-Style Only) \$3.50 each
- Skewered Fruit with Yogurt Dressing (Buffet-Style Only) \$2.50 each

RECEPTIONS

TCU Catering



Displays and Dips

- Fresh Vegetables with Garden Dip and Chipotle Ranch \$3.75 per person
- Domestic Cheese and Cracker Tray \$5.00 per person
- Imported Cheese and Cracker Tray \$7.50 per person
- Fresh Seasonal Fruit with Yogurt Dip \$4.25 per person
- Smoked Salmon with Condiments \$7.25 per person
- Hot Spinach and Artichoke Dip with Soft Pita Triangles \$5.00 per person
- Garden Vegetable Dip with Crackers \$3.75 per person
- Seven Layer Dip with Tortilla Chips \$6.00 per person

Snacks

- Fresh-Popped Popcorn \$2.00 per person
- Potato Chips in Bowls \$2.00 per person
- Jumbo Pretzels with Cheese \$3.00 per person
- Chips and Salsa \$2.75 per person
- Pita Chips with Hummus \$3.50 per person
- Mixed Nuts \$3.00 per person
- Pretzels in Bowls \$2.00 per person
- Individual Bags of Chips and Pretzels \$2.50 each
- Individually Wrapped Candy Bars \$2.75 each
- Individual Bags of Trail Mix \$2.50 each

Carving Station

"Guests Served" figures are intended as guide - lines for supplementing existing food orders

- Roast Turkey Breast with Giblet Gravy and Orange Cranberry Sauce (serves 40) \$200.00
- Honey-Baked Glazed Ham with Dijon Mustard (serves 40) \$180.00
- Roast Pork Loin with Caramelized Onion Demi Glaze and Pommery Mustard (serves 30) \$180.00
- Roast Top Round of Beef with Au Jus and Creamed Horseradish (serves 25) \$200.00
- Roast Tenderloin of Beef with Cabernet Demi Glaze and Whole Grain Mustard (serves 35) \$420.00

All stations include Silver Dollar Rolls and require one chef per 75 guests at \$75 each

BEVERAGES

TCU Catering

Beverages

- Regular Coffee \$17.00 per gallon
- Decaffeinated Coffee \$17.00 per gallon
- Lipton Hot Tea Bags \$17.00 per gallon
- Starbucks Regular Coffee \$26.00 per gallon
- Starbucks Decaffeinated Coffee \$26.00 per gallon
- Assorted Specialty Hot Tea Bags \$26.00 per gallon
- Lipton Iced Tea \$17.00 per gallon
- Fresh Fruit-Marinated Water \$10.00 per gallon
- Orange, Apple or Cranberry Juice \$20.00 per gallon
- Lemonade \$17.00 per gallon
- Tropical Fruit Punch \$17.00 per gallon
- Sparkling Punch \$21.00 per gallon
- Canned Soft Drinks \$2.50 each
- Bottled Ozarka Water \$2.50 each

Cash Bar (same brands as Hosted Bar):

- Assorted Soft Drinks, Bottled Water \$3.00 each
- Domestic Beer \$4.25 per bottle
- Import and Micro-Brew Beer \$4.75 per bottle
- Wine \$5.25 per glass
- Mixed Drinks \$6.00 per drink

*TCU Catering provides professional bar service for two hours and a fee of \$85.00 per bartender and \$50.00 per cashier; one bartender and one cashier is required for every 100 attendees. A \$150.00 set up charge per bar will apply if the \$300 minimum is not achieved. *

Hosted Bar:

Assorted Soft Drinks and Bottled Water \$2.50 each

Domestic Beer \$3.50 per bottle

- Bud
- Bud Light
- Coors Light
- Miller Lite

Import and Micro-Brew Beer \$4.00 per bottle

- Heineken
- Corona
- Shiner Bock

Wine \$4.50 per glass

- Silver Stone Cabernet Sauvignon
- Silver Stone Chardonnay

Specialty Wines available, please ask your Catering Manager for more details

Mixed Drinks \$5.00 per drink

- Absolut Vodka
- Tanqueray Gin
- Bacardi Silver Rum
- Johnny Walker Red Scotch
- Jose Cuervo Gold Tequila
- Jack Daniels Bourbon

*TCU Catering provides professional bar service for two for a fee of \$85.00 per bartender; one bartender is required for every 75 attendees.



PLANNING

TCU Catering

Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs; our printed menus are for general reference and our catering staff will be happy to propose customized menus to meet your specific needs. The following policies and procedures will help you through the process of organizing your special function.

Reserving a Location

Whether the event is to take place on-campus or off-campus, the location reservation needs to be confirmed with appropriate back-up space for outdoor functions. Third party groups can contact Conference Services at 817-257-7641; TCU groups can contact the venue directly. The client is responsible for arranging the tables, chairs, and other equipment needed; for on-campus events please contact Facility Services at 817-257-7957.

Contact the Catering Office

Even if the date of the event is only tentative, TCU Catering can begin making arrangements so please contact us as soon as possible via phone (817-257-5239), via the web (www.diningservices.tcu.edu), via email (catering@tcu.edu), or stop by our office located on the 3rd floor of the Brown-Lupton University Union (behind the elevators on the north side). Most arrangements can be made by phone or email while others require an appointment with a catering manager; a catering manager can help you with all the necessary decisions to best fit your needs. Our office hours are Monday through Friday, 8:00a.m. - 5:00p.m., closed on holidays. After we have finalized all the details of your special event, you will receive a contract for review.

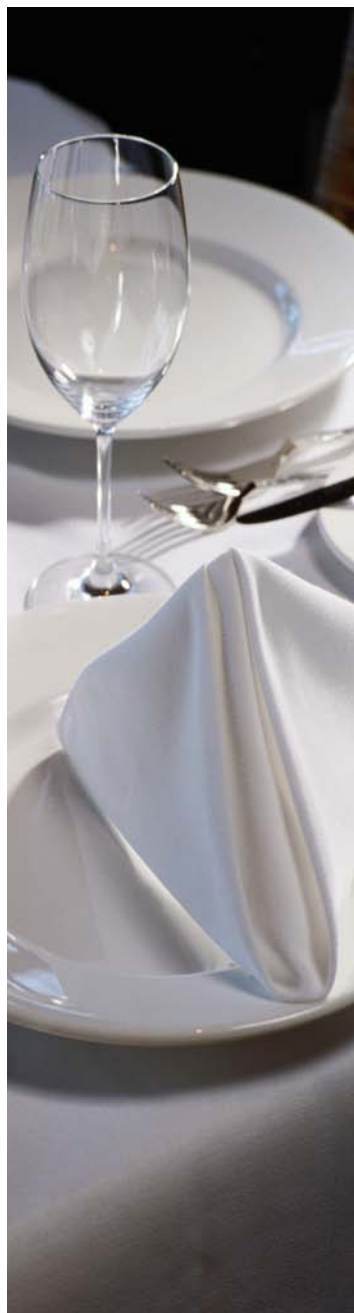
Return fax confirmation of the contract requires a signature and payment information (either department budget account codes or credit card authorization). All cancellations and final changes must take place three working business days prior to your function. Any late changes to the contract within three working business days of the event are subject to additional charges.

Special Meal Requests

Please notify TCU Catering of any special meals needed (allergies, gluten-free, vegan, vegetarian, etc.) when placing your catering request; your catering manager will work with you and our culinary team to accommodate any dietary restrictions.

Service Charge and Sales Tax

TCU events charged to TCU budget accounts will receive a service charge of 18% to all food and beverage. All other clients and payment methods, a 22% service charge and current state sales tax will be added to all food and beverage. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their deposit due date.



PLANNING

TCU Catering



Event Confirmation and Guarantees

Guarantees are required for all events; final attendance must be confirmed by 10:00a.m. a minimum of three working business days prior to the event. This number will be considered a guarantee not subject to reduction; however increases in guarantees may be accepted up to twenty-four hours prior to the function, subject to product availability. Guarantees for Sunday and Monday are due the previous Thursday; guarantees for Tuesday are due the previous Friday. If a guarantee is not given by 10:00a.m. on the date it is due, the planned numbers indicated on the contract will become the guarantee. We will set 3% over the guarantee up to a maximum of fifty covers; the set for all continental breakfasts, coffee breaks and receptions will be the same as the guarantee.

Cancellations

If your event is cancelled, you are responsible for contacting TCU Catering and cancelling the event in writing. You will be responsible for 75% of the contracted cost for any event that is not cancelled within three working business days by written notification. If Texas Christian University is closed due to inclement weather, all catering events will be automatically cancelled and fully refunded.

Payment

Any client not paying via a departmental account or foundation account will be required to complete a credit card authorization form to secure their event; you may opt to pay for your event by check, but an authorization form will still be required. Non-University entities are required to place a deposit in the amount of 75% of your event total one week in advance with the balance due the day of the event.

Delivery Fees

Events for delivery require a minimum purchase as follows: \$200.00 for food and beverage orders, \$150.00 for food-only orders, \$50.00 for beverage-only orders and \$200.00 for linen and/or equipment orders. If minimums are not met, a delivery fee of \$50.00 will be applied to the order.

Alcohol Service/Policy

Fusion Catering follows all laws governed by the Texas Alcohol and Beverage Commission. Management and service staff are trained and certified by TABC. If you are a student organization, you are required to gain approval from the Vice Chancellor of Student Affairs office to serve alcohol at your event; please call 817-257-7820 for the appropriate form. Once approval for the request is secured, contact TCU Catering to place your event order. TCU Catering is fully licensed in the Kelly Center and the Brown-Lupton University Union. For all other event venues, TCU Catering must file for alcohol permits ten working business days before the day of the event, in compliance with TABC. TCU Catering will provide TABC certified staff to serve alcohol at these events. All alcohol must be purchased through TCU Catering for on-campus events. TCU Catering provides professional bar service for a fee of \$85.00 per bartender for up to two hours, additional hours at \$25.00 per hour. Cash bars require a Cashier for \$50.00 per bar for up to two hours, additional hours at \$15.00 per hour. A \$150.00 set up charge per bar will apply if the \$300.00 minimum is not achieved. Please contact TCU Catering if you have any questions related to alcohol service.

PLANNING

TCU Catering



Weather Policy

For the safety of our guests and associates, if any of the following weather conditions are forecasted locally TCU Catering can require the relocation of an outdoor event to the indoor back-up location: 30% or higher chance of precipitation and wind gusts in excess of 15mph. Decisions will be made no less than four hours prior to the scheduled start time. A client-requested delay resulting in a double set-up will be assessed a service charge of \$200.00.

Labor Charges

To ensure that your event is a success, catering staff will be provided for all served meals and buffets during the first two hours of service. Uniformed chefs for carving and action stations are available at a minimum fee of \$75.00 per attendant for each two hour period; additional food and cocktail servers are \$50.00 for each two hour period. We recommend that you have an attendant for every twenty-five guests at all receptions and breaks.

Catering Equipment

As the host of the catered event, the client is responsible for the equipment we provide for the catered event. Any missing or damaged catering equipment or supplies will be charged to your account at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented by the client.

Linens and Skirting

We will provide linens and skirting for food and beverage tables at no additional charge. If you would like linen to be placed on guest tables for receptions, breaks, meeting tables or boxed lunches there will be a

\$10.00 fee for each tablecloth. Other tables (i.e. registration tables, name tag, head tables, or any other table not directly used for food or beverage) may be clothed and skirted at \$10.00 per tablecloth and \$20.00 per skirt; skirting can be done on any table not exceeding one inch in thickness. Our house linen choices are white, black and ivory; specialty linens are available upon request for an additional charge.

Late and Minimum Charges

New catering orders placed without three working business days notice are subject to availability and will be charged a pop-up fee of \$50.00. Any late changes to the contract within three working business days of the event are subject to additional charges.

Food Removal Policy

Due to health regulations, it is the policy of TCU Catering that excess food items from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed.