

CATERING ON *Cullen*

CASUAL CATERING GUIDE

CATERING GUIDELINES

Catering On Cullen
Office: 713-743-5248
E-mail: catering@uh.edu
Website: www.uh.edu/dining

General Information

We're committed to providing you and your guests with the highest quality in food, beverage and service. The success of your event is very important to us. We've developed the following guidelines to assist you in planning your event. Please review our guidelines and explore our exciting menu options. In addition to a variety of cuisines, we can also provide floral arrangements, ice sculptures, linen and china services to add that special touch to your event.

Contact our Catering staff to place your order. Our office is located in the University Center, Room 267, or you can contact us at 713-743-5248 between the hours of 8:00 AM and 5:00 PM, Monday thru Friday. Please visit our website at www.uh.edu/dining for further information.

Event Planning

Food and Beverage: You can make arrangements for food and beverage service by contacting our Catering staff at 713-743-5248, or by visiting our website at www.uh.edu/dining. Please have your department procurement card number, credit card number or other payment information available when you reserve your event. Clients are responsible for reserving meeting space, set-up and equipment needs, such as tables and chairs including those utilized by the Catering Department.

Special Menu Requests: The menu items listed in the catering guide are only suggestions; you are not limited to these selections. Our Catering staff is ready to consult with you on any special gourmet, themed, or ethnic menu. We're happy to customize a menu to fit your specific needs and budget. Our Executive Chef and/or Catering Director will assist you with the necessary arrangements. Adjustments to the menu can also be made to accommodate special dietary needs. Please allow a minimum of three weeks to ensure the availability of specialty ordered products.

Menu Pricing: The prices in our catering guide are based upon market conditions and are subject to change without notice. We reserve the right to adjust pricing based upon these conditions and will

notify the client prior to the event for approval. Smaller groups may require special price quotes and adjustments to menu offerings.

Catering Deliveries: Standard deliveries within the University of Houston campus will not incur delivery charges. Events occurring off campus or with unique circumstances will be quoted at the time of booking.

Additional Services: Themed decorations, special linens, china, fresh flowers, candles, balloons, ice carvings, and other related items may be arranged. Please contact our Catering staff for suggestions and price quotes.

Linen and China Rental: China, flatware and glassware for hot buffets or served meals are available for an additional charge. Standard linen will be provided for all catering tables, buffets and served meal seating. Additional linen can be provided for an additional charge.
Standard Tablecloth \$5.00/each
Standard Skirting \$25.00/each
Standard Napkins \$0.50/each
China Place Setting 5 pc \$1.75/pp

Colored tablecloths, skirting and napkins are also available upon request for an additional charge. Please contact our Catering staff for a price quote.

Service-Ware: All service-ware should remain at the original location of the event. Service-ware removed from the catering event will be charged accordingly.

Guest Count Guarantees: To ensure your event is successful it is essential that we have an accurate guest count. An estimated guest count is required at the time your order is placed. A final guarantee count must be provided to the Catering Department a minimum of three business days prior to the event. The Catering Department will bill for the guaranteed number or the actual guest count, whichever is greater. Refunds will not be provided for unused food or beverage portions.

Order Cancellations: A cancellation fee will be charged for orders cancelled within three business days of an event, based on food and labor costs incurred at the time of cancellation.

Payment for Services: University of Houston departments and student organizations with an approved university account number will need to provide the following billing information at the time of reservation: department name, procurement card, speed type or credit card number and contact person. Charges will be assessed at the time your order is confirmed. Any adjustments to your bill will be assessed after the conclusion of the event.

A 50% deposit is required at the time of reservation for all individuals or community groups without a university approved account. The remaining balance for your order is due three business days prior to the event. Visa and MasterCard are accepted for deposits and payments. Sales taxes will be added to each order unless we're provided with a copy of the tax exemption certificate prior to the event.

Service Charge: All catering orders will be assessed an additional 18.5% service charge added to the final bill. A late reservation fee of 15% will be assessed for any orders placed less than three business days before the event. Catering orders placed without sufficient notification will be subject to a limited menu and service availability.

Labor Charges: Standard catered events require service for approximately 1-1/2 hours; additional charges will be assessed on events and programs delayed 30 minutes or more and/or ending beyond the planned time. For events that require additional staff, labor is assessed by the hour, and per server.

Attendants: Services that require additional attendants will be assessed a fee at the rate of \$20.00 per hour, per attendant for a minimum of 4 hours.

Bartenders: Services that require bartenders will be assessed a fee at the rate of \$25.00 per hour, per bartender for a minimum 4 hours.

Alcoholic Beverage Service: Catering On Cullen is responsible for providing all alcohol-related services within the University Center and the UC Satellite. Alcoholic beverages may not be sold without a liquor license. A liquor license is required for all events offering "cash" bar(s) or events requiring the

pre-purchase of a ticket (or the purchase of a ticket at the door), to provide alcoholic beverages once entry is made into an event.

Catering On Cullen is the only licensed service provider permitted to sell and serve alcohol and 3.2 beer within the University Center and the UC Satellite. In accordance with the State of Texas liquor license requirements, alcoholic beverages may not be brought into the University Center and the UC Satellite.

The Catering Department can also provide alcoholic beverages and related services on and off campus. Only guests of legal drinking age may possess, be served or be permitted to consume alcoholic beverages (this includes 3.2 beers). Events where alcoholic beverages are served or sold may not be open to the public. When alcohol is served non-alcoholic beverages and food must be made available to all guests for the duration of the event. Alcoholic beverages are not allowed outside of the designated room(s) of the event.

Catering On Cullen, the University Center and Associated Facilities reserve the right to limit the time and length of an event in which alcohol is served. A last call will be provided 30 minutes prior to the scheduled ending time. Catering On Cullen further reserves the right to deny service to individuals and discontinue the service of alcoholic beverages prior to the ending time of an event should the conduct and/or decorum of the guest be in violation of these guidelines or state laws.

Food Removal Policy: For the health and safety of our guests it is our strict policy that all food must remain with the Catering Department at the end of the event for proper disposal. Our policy prohibits us from allowing guests to remove any remaining food or beverages. If food is removed from an event the Catering Department isn't responsible or liable for the quality or safety of these items.

*Thank you for choosing
Catering On Cullen!*



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MORNING & AFTERNOON SPECIALTIES

Served on disposable ware unless otherwise requested.

BEVERAGES

Assorted 12oz Canned Soft Drinks	\$1.25/each
Assorted Bottled Soft Drinks to include Regular, Diet, and Decaffeinated	\$2/bottle
Bottled Juice (Orange, Apple, Grapefruit, CranApple, CranGrape)	\$2/each
Bottled Water	\$2/each
Fruit Punch	\$15/gallon
Gourmet Tea Service	\$2/per person
Hot Chocolate	\$14/gallon
Iced Tea	\$12/gallon
Java City Coffee	\$13/gallon
Juices (Orange, Apple)	\$15/gallon
Lemonade	\$12/gallon

FRESHLY BAKED ITEMS

Assorted Coffee Cake	\$14/dozen
Assorted Cookies	\$12/dozen
Assorted Muffins	\$11/dozen
Assorted Petite Dessert Bars	\$15/dozen
Biscotti (Cioccolati, Decadence)	\$15/dozen
Blondies or Brownies	\$11/dozen
Cinnamon Rolls	\$9/dozen
Danish Pastries	\$12/dozen
Petite Croissants (served with Butter and Fruit Spread)	\$11/dozen

MORNING & AFTERNOON SPECIALTIES CONT.

OTHER SELECTIONS

Assorted Dips (served with Tri-Color Tortilla Chips)	\$16/quart
Assorted Individual Bag Chips	\$1.25/each
Assorted Miniature Cereals	\$0.75/each
Assorted Whole Fruit	\$1.50/each
Fruit Tray	\$3/person
Granola Bars	\$2.25/each
Peanuts (serves 15)	\$20/bowl
Popcorn	\$1.50/pound
Trail Bar Mix (serves 12-15)	\$8/bowl
Yogurt, Individually Fruit Flavored	\$1.75each

SWEET TREATS

Chocolate Dipped Strawberries served with Fresh Whipped Cream	Market Price
Assorted Petit Fours	\$15/dozen
Chocolate Thimbles	\$14/dozen
Miniature Cheesecakes	\$14/dozen

NATIONAL EXPRESS BRANDS

Prices quoted are for pickup only. Delivery service is available for an additional charge.

AFC SUSHI®



Starlight Party Tray

Giant Spicy Shrimp Roll,
Giant California Roll,
Giant California
Salad Roll, Orange Roll,
Spicy Roll, Rainbow Roll,
Nigiri
(52 pieces)
\$45

Sunny Delight Party Tray

California Roll, Tuna Roll,
Cucumber Roll,
Nigiri
(48 pieces)
\$40

Moonlight Party Tray

California Roll, Tuna Roll,
Cucumber Roll,
Nigiri
(24 pieces)
\$28

Shooting Star Party Tray

Giant California Roll,
California Salad Roll,
California Roll, Inari, Carrot Roll,
Cucumber Roll, Avocado Roll
(46 pieces)
\$25

Sunset Platter

California Roll, Spicy Roll,
Rainbow Roll, Nigiri
(23 pieces)
\$22

Sunrise Platter

Giant California Roll, Spicy Roll,
Rainbow Roll, Nigiri
(20 pieces)
\$18

Sunshine Platter

Carrot Roll, Cucumber Roll,
Vegetable Combo, Inari
(25 pieces)
\$12

NATIONAL EXPRESS BRANDS CONT.



Grilled Baby Back Ribs

Baby back pork ribs, double-basted
with BBQ sauce.
\$49

Boneless Buffalo Wings

Breaded chicken breast tossed
in spicy wing sauce. Served with
cool bleu cheese dressing.
\$42

Mushroom Jack Fajitas

Grilled chicken smothered with
Jack cheese, smoky bacon and
fresh sautéed mushrooms, grilled
bell peppers and onions.
Served with warm tortillas, guacamole,
pico de gallo, cheese and sour cream.
\$42

Classic Fajitas

Grilled marinated chicken or beef (or
combination) with grilled chicken or beef
(or combination) with grilled bell peppers
and onions. Served with warm tortillas,
guacamole, pico de gallo, cheese
and sour cream.
\$40

Triple Play

Triple treat of Chicken Crispers, Wings
over Buffalo and Southwestern Egg Rolls
served with honey mustard, ranch
dressing and creamy avocado-ranch
dipping sauce.
\$35

Southwestern Egg Rolls

Smoked chicken, black beans, corn,
jalapeno jack cheese, red peppers
and spinach wrapped inside a crispy
flour tortilla. Served with avocado
ranch dipping sauce.
\$35

Grilled Chicken Caesar Salad Bowl

Fresh Romaine lettuce served with Caesar
dressing and Parmesan cheese and topped
with croutons and grilled chicken.
\$31

House Salad Bowl

A mixture of fresh lettuce, ripe tomato
wedges, crunchy croutons and
shredded cheeses. Served with
your choice of dressing.
\$13

Caesar Salad Bowl

Fresh Romaine lettuce served with
Caesar dressing and Parmesan cheese
and topped with croutons.
\$13

NATIONAL EXPRESS BRANDS CONT.

Prices quoted are for pickup only. Delivery service is available for an additional charge.



EINSTEIN BROS.®

Classic Sandwich Nosh Box

Filled with assorted Einstein Bros Classic Sandwiches:

Roasted Turkey on Artisan Wheat,
Black Forest Ham on Challah,
Tuna Salad on Artisan Wheat,
Tasty Turkey on Asiago Bagel
and Veg Out on Sesame Bagel

Serves 10–12

\$60

Culinary Sandwich Nosh Box

Filled with assorted Einstein Bros
Signature Culinary Sandwiches:
Club Mex on Challah, Cobbie on Challah,
Hummus and Feta on Ciabatta and
Seasonal Chicken Salad on Ciabatta

Serves 10–12

\$60

Sandwich Combo Nosh Box

Filled with a combination of assorted
Classic and Culinary Sandwiches

Serves 10–12

\$60

Bagel & Shmears Nosh Box

24 freshly baked bagels and
4 tubs of our cream cheese shmears.

\$27

NATIONAL EXPRESS BRANDS CONT.

Prices quoted are for pickup only. Delivery service is available for an additional charge.

SUBWAY®

6-Foot Party Sub

1 flavor per foot

Serves 30–40

\$71

Deli Sandwich Tray

Deli round sandwiches in a variety of flavors

*Option not available with less
than 24 hour notice.*

Serves 15–20

\$46

Sandwich Tray

3-inch sandwiches in a variety of flavors

Serves 15–18

\$41

3-Foot Party Sub

Braided white or wheat bread
in a variety of flavors. 1 flavor per foot

Serves 15–20

\$36

NATIONAL EXPRESS BRANDS CONT.

Prices quoted are for pickup only. Delivery service is available for an additional charge.



Nugget Tray Large

(200 Nuggets)

Serves 25

\$59

Nugget Tray Medium

(120 Nuggets)

Serves 15

\$37

Cool Wrap Tray Large

(14 Cool Wrap Halves)

\$35

Cool Wrap Tray Medium

(10 Cool Wrap Halves)

\$27

Nugget Tray Small

(64 Nuggets)

Serves 8

\$20

Cool Wrap Tray Small

(6 Cool Wrap Halves)

\$17

MADE-TO-ORDER BOXED LUNCHES

Boxed lunch includes a sandwich, one side item, one cookie and a beverage.

Prices are quoted for pickup only.

Made-to-order sandwiches include your choice of the following items:

Choose one of the following items:

Breads: Kaiser Roll or White Sub Roll

Meats: Smoked Turkey, Honey Ham, Roast Beef or Vegetarian

Cheeses: American or Swiss

Choose one of the following items:

Sides: Whole Fruit, Potato Chips or Pretzels

Cookies: Chocolate Chip Pecan or Sugar

Choose one of the following items:

Canned Beverages: Coke, Diet Coke or Sprite

\$6.50 per person

(No minimum required)

SPECIALTY PIZZAS

16"

One Topping \$12

Two Toppings \$15

Three Toppings \$15

Specialty Pizzas \$15

Toppings:

Cheese, pepperoni, onions, sausage, green peppers, black olives, mushrooms, tomatoes, jalapenos, ham, pineapple.

Specialty:

Veggie Delight, Meatlovers, Alfredo, and Supreme.

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UNIVERSITY *of* HOUSTON