

Event Date:		
ID Event Name:		
Department:		
Place:		
Time:		
Contact Information:		
Details:		
Beverages Options	Ind. Price	Quantity
Drip Coffee (Serves 10-12 pp), includes cups-lids, sugar, stirrers, creamers	\$35	
Hot Tea (Serves 10-12 pp) includes cups-lids, sugar, creamers	\$30	
Black Iced Tea (Serves 10-12 pp) includes cups-lids	\$35	
Black Iced Tea (Serves 10-12 pp) includes cups-lids with flavored syrups	\$55	
Lemonade (Serves 10-12 pp) includes cups-lids	\$35	
Lemonade (Serves 10-12 pp) includes cups-lids with flavored syrups	\$50	
Orange Juice (Serves 10-12 pp) includes cups-lids	\$25	
Water Station (Serves 10-12 pp), includes cups-lids, straws, napkins	\$25	
Pastry Options		
Bagels (Choice of Cream cheese, Nutella, butter, jam, peanut butter)	\$3.50	
Muffins (Order by the dozen, choice of one flavor)	\$3	
Fudge Brownies	\$3	

Scones (Order by the dozen, choice of one flavor)	\$3	
Coffee Cake	\$3	
Pound Cake (Order by the dozen, choice of one flavor)	\$3	
Cinnamon Rolls	\$3.25	
Cookies (Order by the dozen, choice of one flavor)	\$1.95	
Turnovers	\$3	
Other		
Seasonal Fruit Cups (Order by the dozen, pineapple + grapes + strawberries)	\$3.75	
Yogurt Parfait (Order by the dozen, choice of one flavor)	\$4	

BAKERY SELECTIONS (ordered by the dozen)	
Cinnamon Rolls:	Cinnamon bun topped with icing
Coffee Cake:	Chocolate Almond, Cinnamon Crumb
Muffins:	Chocolate, Blueberry, Banana Nut, Lemon Cranberry
Pound cake:	Lemon, Chocolate Banana
Scones <div> Sweet Scones: Apple Caramel Chip, Birthday Scones, Butterscotch, Chai, Chocolate Cherry Mocha, Chocolate Chunk, Orange, Chocolate Peppermint, Espresso, Lemon Blueberry, Lemon Poppyseed, Oreo, Peach Pie, Pumpkin, Raspberry White Chocolate, S'mores </div> <div> Savory Scones: Sausage Cheese, Sundried Tomato, Ricotta, Bacon </div>	
Cookies:	Almond Sugar, Caramel Chocolate Chip, Chocolate Crinkle, Chocolate Espresso, Chocolate Chunk, Lemon, Molasses, Monster, Oatmeal Butterscotch, Oatmeal Raisin, Peanut Butter Chocolate Chip, Pineapple, Red Velvet Sandwich
Brownies and Bars <ul style="list-style-type: none"> Fudge Brownie, Chocolate Chip Bar, Lemon Bar 	
Turnovers <div> Sweet: Apple, Blueberry, Cherry, Lemon </div> <div> Savory: Ham and Cheddar, Buffalo chicken, Chicken and bacon, Bacon Cheddar, S.W. black bean </div>	

General Catering Policies

➤ BILLING:

All events will be billed through Housing & Dining Services. Billing information must be provided at the time of booking to secure your reservation. Payment is due within 14 days of the event; late payments may incur additional charges. Accepted payment methods include cash, check, American Express, Visa, Master Card, Discover or charge accounts with Housing and Dining Services.

➤ TAXES AND SERVICE FEES:

Prices do not include applicable taxes and are subject to change. We have partnered with JP's Restaurants to provide snacks, lunch boxes, appetizer trays and other catering options. An **18% service fee** will be added to all catering orders fulfilled by JP's Restaurants. This service charge covers operational costs, which may include, but are not limited to repair, and replacement of catering serviceware and equipment, vehicles, and catering displays. The service charge is taxable as defined by federal law.

➤ CANCELLATIONS:

In the event you need to cancel your catered event, please notify us as soon as possible. We require at least 72 hours notice; otherwise, you may be charged for expenses already incurred on your behalf. In cases of extreme weather conditions that may lead to campus closures, our office will contact you with a cancellation deadline. If you cancel within that designated time Orders cancelled within the designated time frame will incur no charges. All other cancellations may be charged at full price.

➤ ALLERGY NOTIFICATION:

Please note that deviations from the menu may incur additional costs and in fact may not be possible. We can offer menu options to work around specific food allergies if requested ahead of time. Any requests will need to be directed to the catering coordinator. Any food provided by Cornerstone café or JP's has been produced in a facility that contains peanuts, tree nuts, soy, milk, eggs, wheat, shellfish and fish.

➤ LINENS:

JP's Catering will provide standard black or white table linens; any size rectangle or round for \$5.00 each. All other colors of tablecloths will be additional for \$6.50. To ensure product and color availability, linen orders must be confirmed 7 business days prior to the event date.

➤ LEFTOVERS:

To protect your health and prevent food illnesses from occurring, the catering staff will remove all perishable foods from the event. Any nonperishable items may be taken at your own risk. JP's Catering does not provide to-go containers, platters, baskets or bags.

➤ ORDERING INFORMATION:

We request that you submit your pick-up orders well in advance of the requested pick up time. When planning large or complex gatherings-or events with service staff-even more time is helpful.

