



# Catering Guide

**Lehman College Dining Services**



# Breakfast

*Minimum of 10 guests - Priced per guest*

## **The Manhattan Skyline Breakfast**

Coffee and Tea with your choice of... Bagels with cream cheese, butter & preserves, Danish Pastries, Homemade Muffins, Donuts, Cookies or a Combination of any two choices  
\$ 4.50

## **The Central Park Breakfast**

Coffee, Tea & Juice served with a combination of Bagels with Cream Cheese, Butter, Preserves & Danish Pastries plus a tray of Fresh Sliced Fruits  
\$ 8.50

## **Spa Flirtation**

Fresh seasonal Fruit Salad served with assorted Yogurts, Cottage Cheese, Fruit Nut & Granola Mix, Low Fat Muffins, and Fresh Squeezed Juice  
\$ 9.50

## **Platter of Norwegian Smoked Salmon**

*Minimum of 15 guests*  
Hard Boiled Eggs, Tomato, Capers and Bermuda Onions  
Served with Assorted Bagels and Plain Cream Cheese  
Coffee & Tea  
\$ 10.50

## **Mini Breakfast Express**

Fresh Brewed Coffee, served with an assortment of Mini Bagels with Cream Cheese and Butter, Mini Pastries, and Mini Muffins  
\$ 5.45

## **Starbucks Coffee Service**

Fresh Brewed Starbucks Coffee & an assortment of Tazo Herbal Teas.  
\$ 3.00



# Hot Breakfast Buffet

*Minimum of 20 guests - Priced per guest*

## **The Sunrise Buffet**

Scrambled Eggs served with Bacon, Sausage, or Turkey Sausage, & Seasoned Home Fries accompanied by a basket of Freshly Baked Homemade Muffins, Bagels with Cream Cheese, Butter & Preserves and Freshly Brewed Coffee, Tea, and Juice  
\$ 9.95

## **The Uptown Brunch**

Choose any two of our delicious brunch specialties:  
Fresh Spinach & Cheese Quiche, Garden Vegetable Frittata, Scrambled Eggs, or French Toast

Accompanied by any two of the following side dishes:  
Bacon, Sausage, Turkey Sausage, Ham, Roasted Red Potatoes.  
Fresh Seasonal Sliced Fruit, International Cheese Platter, Basket of Homemade Muffins, Danish Pastries or Bagels with Cream Cheese, Butter & Preserves.

Served with Freshly Brewed Coffee, Tea, and Juice  
\$ 15.00

For a special treat... Ask about having Omelets or Crepes cooked-to-order for your breakfast or brunch guests.

Fresh Squeezed Orange Juice is available for \$1.25 additional per guest

All services include paper supplies, delivery, and set-up.  
China, Silverware, Linen and Wait Staff are all available upon request for an additional fee.







## **Fresh Mozzarella Platter**

With sliced Tomatoes, Fresh Basils, Extra Virgin Olive Oil & Balsamic Vinegar on a bed of Mesculin, Served with Baguette slices.

Small for 10 people \$55.00

Large for 20 people \$100.00

## **Antipasto Platter**

Salami, Pepperoni, Provolone, Olives, Peppers, Grilled Eggplant, Garlic Toasts

Small for 10 people \$55.00

Large for 20 people \$100.00

## **Asparagus Platter**

Marinated Asparagus with Roasted Peppers

Small for 10 people \$33.00

Large for 20 people \$59.00

## **Fillet Of Beef Platter**

Sliced Fillet of Beef with Gourmet Dinner Rolls & Horseradish Cream, served with Marinated Fresh Green Beans

Platter for 10 people \$130.00

## **Cold Poached Salmon Fillet**

Served on a bed of Mesculin with Dill Sauce and Cucumber Dill Salad

Platter for 10 people \$150.00

## **Grilled Seasonal Vegetable Platter**

Grilled Eggplant, Zucchini, Squash, Portabella Mushrooms, Roasted Red Peppers, and Grilled Asparagus, Drizzled with Aged Balsamic Vinaigrette and served with a side of Roasted Red Potato Salad and Sliced Foccacia Bread.

Small for 10 people \$67.50

Large for 20 people \$125.00



# Gourmet Sandwich Baskets

*Minimum of 10 guests - Priced per guest*

An incredible assortment of delicious gourmet ingredients combined with the finest artisan baked breads, and the freshest market produce available

These are just a few of our signature creations

Chicken Salad with Grapes and Walnuts, Romaine Hearts  
Dill Shrimp Salad with Mesculin Lettuce and Tomato  
Grilled Chicken, Bacon, Monterey Jack Cheese, Green Leaf Lettuce, Tomato  
Smoked Turkey with Brie, Red Leaf Lettuce & Honey Mustard  
Marinated Grilled Chicken Breast with, Roasted Red Peppers, & Fresh Spinach  
Roast Beef, Blue Cheese with Horseradish Dressing  
Virginia Ham, Havarti Cheese, Baby Spinach with Honey Dijon  
Marinated Grilled Seasonal Vegetables with Mesculin Lettuce  
Mediterranean Tuna Salad with Red Leaf Lettuce  
Fresh Grilled Lemon Salmon with Leaf Spinach and Dill Mayonnaise  
Grilled Balsamic Marinated Portabella Mushrooms with Sweet Peppers  
Vegan Wrap: Sundried Tomato Hummus, Roasted Red Peppers & Grilled Vegetables  
Curry Chicken Salad with Mesculin Greens  
\$ 8.25 per guest

To compliment your Gourmet Sandwiches, choose from any of the following culinary creations

Asian Style Cole Slaw  
Caesar Salad  
Wild Rice Salad  
Cous Cous Salad

Gourmet Pasta Salad  
Dried Cranberry Quinoa Salad  
Mesculin Mix Salad  
Roasted Red Potato Salad

\$1.95 per guest, per item



# It's A Wrap

*Minimum of 10 guests - Priced per guest*

A variety of our Flavored Gourmet Wraps filled with an assortment of our delicious Sliced Meats, Cheeses, or Freshly Prepared Salads.

Accompanied by any 2 of the following side dishes: Tossed Garden Salad, Caesar Salad, Gourmet Pasta Salad, Red Potato Salad, Cole Slaw, or Cold Sesame Noodles. Served with all the condiments, plus one of our delicious desserts: Fresh Sliced Fruits, Home Baked Cookies, or Home Baked Brownies

Coffee & Tea, or Sodas & Water, or Fruit Punch, or Iced Tea or Lemonade  
\$ 11.95 per guest

## Lunch

*Minimum of 10 guests - Priced per guest*

### Salad Platter Luncheon

Choose from any 2 of our freshly prepared Salads: Tuna Salad, Chicken Salad, Seafood Salad, Egg Salad, Curried Chicken Salad, or Mediterranean Tuna Salad.

Accompanied by any 2 of the following side dishes: Tossed Garden Salad, Caesar Salad, Gourmet Pasta Salad, Red Potato Salad, Cole Slaw, or Cold Sesame Noodles. Served with Assorted Rolls and all the condiments, plus one of our delicious desserts: Fresh Sliced Fruits, Home Baked Cookies, or Home Baked Brownies

Coffee & Tea, or Sodas & Water, or Fruit Punch, or Iced Tea or Lemonade  
\$ 11.95 per guest





## Deli Platter Luncheon

Our deli platter luncheon starts with a beautiful tray of our freshly prepared meats and cheeses including Sliced Roast Beef, Smoked Turkey, Honey Baked Ham, Sliced American Cheese, Swiss Cheese & Muenster Cheese.

Accompanied by any 2 of the following side dishes: Tossed Garden Salad, Caesar Salad, Gourmet Pasta Salad, Red Potato Salad, Cole Slaw, or Cold Sesame Noodles.

Served with Assorted Rolls and all the condiments, plus one of our delicious desserts: Fresh Sliced Fruits, Home Baked Cookies, or Home Baked Brownies

Coffee & Tea, or Sodas & Water, or Fruit Punch, or Iced Tea or Lemonade  
\$ 10.75 per guest

## Sandwich Luncheon

Choose from an assortment of our freshly prepared Deli Meats or Salads served on your choice of White, Rye, Whole Wheat or Kaiser Rolls

Accompanied by any 2 of the following side dishes: Tossed Garden Salad, Caesar Salad, Gourmet Pasta Salad, Red Potato Salad, Cole Slaw, or Cold Sesame

Noodles. Served with all the condiments, plus one of our delicious desserts: Fresh Sliced Fruits, Home Baked Cookies, or Home Baked Brownies

Coffee & Tea, or Sodas & Water, or Fruit Punch, or Iced Tea or Lemonade  
\$ 13.95 per guest

## Super Heroes

Choose from any of our delicious "Super Hero" 3 foot and 6 foot heroes.  
Our 3 foot hero serves 9-12 people and our 6 foot hero serves 18-24 people.

### THE ALL AMERICAN

Roast Beef, Turkey, Ham, American, Swiss,  
Lettuce & Tomato

### LA TORINA

Genoa Salami, Capicola, Pepperoni,  
Provolone, Lettuce & Tomato,  
Hot Peppers & Italian Dressing

### TURKEY CLUB

Smoked Turkey, Crisp Bacon,  
Swiss Cheese, Lettuce & Tomato

### CHICKEN OF THE SEA

Fresh Tuna Salad, American Cheese,  
Lettuce & Tomato

### THE GRILLER

Grilled Marinated Chicken Breast,  
Roasted Red Peppers,  
Mesculin Salad, & Sliced Tomato

### THE ROASTER

Roasted Seasonal Vegetables, Green Leaf  
Lettuce, Italian Dressing

### CURRY

Curried Chunky Chicken Salad,  
Lettuce & Tomato

Each 3 Foot Hero \$ 55.00

Each 6 Foot Hero \$ 100.00

Add Potato Chips & Your Choice of 2  
Salads for \$3.50 per guest



# Salad Creations

*Minimum of 10 guests - Priced per guest*

## **Greek Salad**

Lettuce, Tomatoes, Cucumbers, Red Onions, Feta Cheese, with Greek Olives and a Vinaigrette Dressing and Pita Bread Points

## **Asian Salad**

Teriyaki Marinated Steak or Chicken, with Scallions, Cold Sesame Noodles, Crisp Julienne Vegetables on a bed of Fresh Greens

## **Chef's Select**

Smoked Turkey, Roast Beef, Cheeses, Grilled Chicken Breast, and Garden Fresh Vegetables on a bed of Mesculin Lettuce

## **Grilled Chicken Caesar**

Marinated Grilled Sliced Chicken Breast on Romaine Lettuce lightly tossed with Caesar Dressing, with Tomato Wedges, Cucumber, and Homemade Croutons

## **Vegetable Misto Salad**

Marinated Grilled Seasonal Vegetables served with Sesame Tofu & Thai Sesame Vinaigrette on Mesculin Lettuce

## **Cobb Salad**

Diced Marinated Grilled Chicken, Diced Smoked Turkey, Chopped Egg, Diced Tomato, Crumbled Bleu Cheese, Diced Cucumbers, and Homemade Crouton on a bed of Field Greens

\$ 9.95 per guest

Salad Creations are all served with Dinner Rolls & Butter





# Buffet Packages

*Minimum of 20 guests - Priced per guests*

## ATTENDANT REQUIRED

All entrée selections are served with our mixed greens with house vinaigrette, fresh baked rolls and butter, side vegetable, side starch.  
Beverage and dessert.

## The Great Hall Buffet

Choice of Two Entrees

Cornish Hen with Ginger Teriyaki Sauce  
Fresh Basa Filet with Roasted Julienne Vegetables  
Grilled Skirt Steak with Mushroom Demi  
Grilled Salmon with Tomato Vermouth  
Sliced Flank Steak with a Red Wine Marsala Sauce  
Shrimp and Vegetable Kebab with Pesto Infusion  
\$26.95 per person

## The Gillet Buffet

Choice of Two Entrees

Petit Filet Mignon with Wild Mushrooms Ragout  
Lamb Chops with Rosemary and Garlic Shrimp and  
Scallop Brochettes with Garlic Butter  
Fresh Grilled Tuna with Wasabi Quenelles  
Chicken Breast Oscar with Crabmeat, Béarnaise Sauce and Asparagus Spears  
Oven Roasted Cod with Red Pepper Coulis  
\$33.95 per person

Labor, Linen Tablecloths, China service charges are additional



# Theme Buffets

*Minimum of 20 guests - Priced per guests*

## **Italian**

Caesar Salad, Herb Croutons  
Chicken Francaise or Chicken Marsala  
Baked Ziti or Penne Alla Vodka,  
Vegetable Rice Pilaf & Basil Marinated Vegetables  
Fresh Garlic Bread and Focaccia Squares  
Assorted Sodas, Cookies and Brownies and Full Fruit Salad  
\$16.95 per guest

## **Pacific Rim**

Steamed Vegetable Dumplings  
Chicken Stir Fry with Vegetables  
Sautéed Gingered Beef with Snow Peas  
Steamed White Rice, Vegetable Lo Mein Crisp  
Chow Mein Noodles and Fortune Cookies  
Assorted Sodas, Fruit Salad  
\$23.95 per guest

## **Left Bank**

Fresh Field Greens with Balsamic Vinaigrette  
Grilled Salmon with Champagne Beurre Blanc  
Chicken Breast Stuffed with Wild Rice and Herbs  
Fresh Asparagus with Baby Carrots  
Potatoes Lyonnaise, Assorted Rolls and Butter  
Mini Cream Puffs and Coffee  
\$25.95 per guest

## **Yucatan**

Chips and Salsa  
Chicken & Beef Fajitas with Sautéed Peppers and Onions  
Yellow Rice and Refried Beans  
Lettuce, Chopped Tomatoes, Shredded Cheddar Cheese  
Sour Cream, Chopped Avocado and Tomato Salsa  
Flour Tortillas  
Assorted Sodas, Churros and Tropical Fruit Salad  
\$21.95 per guest

Labor, Linen Tablecloths, China service charges are additional



# Hot Buffets

Let Metropolitan Food Service create an event that will exceed your highest expectations.

Below you will find some of our suggestions for your dinner buffet - Priced per Guest

Hot Buffets include your choice of one entrée served with a choice of Rice Pilaf, Roasted Red Potatoes, Baked Potatoes or Penne Pasta, Fresh Seasonal Vegetables, a Tossed Garden Salad, Fresh Rolls with Butter, Dessert and Beverages.

Hot Buffets include one entrée per guest. You may add additional entrée's for \$5.00 each per guest. Labor, Linen, and China charges are additional.

## From The Farm

Sliced Flank Steak with Mushroom Wine Sauce - \$ 19.50

Beef Filet Tips with Wild Mushrooms and Port Demi - \$ 20.50

Pot Roast Jardinière - \$ 19.50

Roast Loin of Pork with Rosemary - \$ 18.50

Boneless Breast of Chicken served in your choice of style: Marsala, Francese, Chasseur, Tarragon, Tomato & Fresh Herbs, Parmigiana, or Teriyaki - \$19.50

Stuffed Chicken Breast served in your choice of style: Herb Stuffing, Cordon Bleu, Sun dried Tomato & Basil, Spinach-Feta-Pine Nuts - \$20.50

Chicken Quarters served Roasted, BBQ, or Jerked - \$13.50

Southern Fried Chicken or Smothered Chicken - \$ 13.50

Roast Turkey Breast with Cornbread Stuffing & Giblet Gravy - \$ 17.50

## From The Sea

Tilapia Filet –Mediterranean Style, Florentine, or with Coconut Sauce - \$19.50

Baked Scrod Filet with a Citrus Reduction - \$19.50

Filet of Sole with Crabmeat Stuffing - \$ 22.50

Fried Filet of Flounder or Margarita Fried Tilapia - \$ 19.50

Salmon Filet served Grilled or Poached w/ Teriyaki, Beurre Blanc \$19.50

Pan Seared Honey-Teriyaki Tuna with Fresh Lime - \$ 24.50

Asian Spiced Mahi Mahi with Ginger Lime Marinade - \$ 23.50

Red Snapper Vera Cruz - \$ 24.50

## Vegetarian and Vegan

Seasonal Vegetable Lasagna – \$ 13.50

Baked Ziti, Pasta Primavera, Penne a la Vodka

Or Bowties with Sun dried Tomato Pesto - \$ 13.50

Tofu and Japanese Vegetables over Sobu Noodles with Sesame Ginger Sauce \$ 15.50

Fresh Vegetable Cous Cous with Chick Peas and Lentils \$ 13.50





# Cocktail Reception

Listed below are a few of our suggestions for passed Hot and Cold Hors D'ouvres.

## Hot Hors D'ouvres

Sesame Chicken  
Swedish Meatballs  
Franks in Blankets  
Mini Quiche  
Fried Shrimp  
Cheese Puffs  
Cold Fish Nuggets  
Boneless Buffalo Wings

Beef Sate  
Mini Sausage Brochette  
Jalapeno Poppers  
Mini Egg rolls  
Chicken Tenders  
Potato Puffs  
Mini Empanadas  
Mini Crab cakes

## Cold Hors D'ouvres

Crudités with Dip  
Fresh Sliced Fruits  
Cheese & Crackers  
Devilled Eggs  
Tortilla Wrap Pinwheels  
Tomato Brochette  
Fresh Mozzarella on Garlic Toast  
with Roasted Red Pepper

Cucumber Canapés  
Roasted Red Peppers Hummus  
w/ Pita Chips  
Honeydew w/ Prosciutto  
Asparagus Rollups with Smoked Ham or  
Smoked Turkey or Roast Beef  
Assorted Puffs

Choose any 3 Hot and 3 Cold - \$17.00

Shrimp Cocktail - \$24.00 per lb.

Prices reflect a one-hour Cocktail Reception

Labor charges are additional, and depend on the specific needs of each individual event.

## Sushi

We offer a wide variety of Freshly Prepared Sushi Platters  
priced accordingly

## Kosher Meals

Our Catering Director will be happy to discuss all of our Kosher options.



## **Wines** (where available)

Chardonnay – Cabernet Sauvignon – White Zinfandel – Pinot Grigio – Merlot

\$22.00 per Bottle

We will be happy to provide you with a wide variety of wines that will help compliment your event and meet your specific needs

## **Beer** (where available)

Domestic Bottled Beers \$ 4.00 each/ Imported Bottled Beers \$ 5.00 each

We also offer a Wine and Beer open bar at \$14.95 per guest per hour.

## **A LA CARTE SELECTIONS**

Prices are per guest

Fresh Brewed Coffee, Tea and Decaf Coffee	\$ 2.25
Fresh Brewed Starbucks Coffee and Starbucks Decaf Coffee	\$ 3.00
Cans of Pepsi	\$ 1.35
Bottles of Pepsi	\$ 1.95
Lemonade/ Punch/ Iced Tea	\$ 1.50
Bottled Water	\$ 1.75
Tropicana Juice (6 oz.)	\$ 1.40
Fresh Squeezed Orange Juice Sliced	\$ 1.95
2 Liter Bottled Beverages	\$ 2.95

### **Appetizers**

Fresh Seasonal Fruits Fresh Vegetable Crudités with Dip	\$ 3.95
Assorted Cheese and Cracker Platter	\$ 3.75
Roasted Seasonal Vegetable Platter	\$ 4.95
Antipasto Platter	\$ 4.25

### **Lunch Break**

Assortment of Delicious Tea Sandwiches Assortment of Wraps	\$ 5.25
Assortment of Sandwiches	\$ 6.25
Assortment of Chips, Pretzels, and Nachos with Salsa	\$1.85

### **Desserts**

Homemade Cookies	\$ 2.25
Homemade Brownies	\$ 2.25
Layer Cake	\$ 32.00
Cheese Cake	\$ 30.00
Double Layer Sheet ½ Sheet Cake	\$ 90.00
Double Layer Full Sheet Cake	\$140.00



**For more informal get together when a fully catered meal is not required, please consider....**

- All items sold by the pan. May serve 15-20 people each.
- Includes paper plates, napkins, and plastic cutlery.
- Extra paper products will be charged accordingly.
- Chafing racks and sternos available – additional charge may apply.  
(Sternos \$1.00 each, Racks \$5.00 returnable deposit for each)
- Evening and weekends may require additional labor charge.

## **Party Platters**

### **Appetizers**

Fresh Fruit Platter	Sm. \$25.00	Med. \$45.00	Lg. \$90.00
Fresh Fruit Salad	Sm. \$20.00	Med. \$35.00	Lg. \$70.00
Crudit� Platter	Sm. \$30.00	Med. \$60.00	Lg. \$100.00
Grilled Vegetable Platter	Sm. \$45.00	Med. \$75.00	Lg. \$100.00
Cubed Cheese Platter	Sm. \$45.00	Med. \$65.00	Lg. \$100.00
Mini Breakfast Pastries	Sm. \$40.00	Med. \$65.00	Lg. \$100.00
Mini Bagel Platter	Sm. \$20.00	Med. \$40.00	Lg. \$80.00

### **Classic House Made Salads**

Classic Caesar	Sm. \$15.00	Med. \$22.00	Lg. \$40.00
Chicken Caesar	Sm. \$18.00	Med. \$30.00	Lg. \$50.00
Mixed Greens	Sm. \$15.00	Med. \$22.00	Lg. \$40.00
Classic Greek	Sm. \$18.00	Med. \$30.00	Lg. \$50.00

### **Hot Family Style Entrees**

Eggplant Parmesan	½ Tray- \$45.00	Full Tray- \$80.00
Eggplant Florentine	½ Tray- \$45.00	Full Tray- \$80.00
Chicken Parmesan	½ Tray- \$50.00	Full Tray- \$95.00
Chicken Marsala	½ Tray- \$50.00	Full Tray- \$95.00
Chicken Francese	½ Tray- \$50.00	Full Tray- \$95.00
Italian Sausage and Peppers	½ Tray- \$40.00	Full Tray- \$75.00
Chicken Teryiyaki	½ Tray- \$45.00	Full Tray- \$80.00
Roasted Chicken (Plain, Lemon Garlic or Carribean jerk)		Full Tray- \$80.00
Slow Roasted Turkey Breast	½ Tray- \$50.00	Full Tray- \$100.00





### Pasta Dishes

Macaroni & Cheese	½ Tray- \$35.00	Full Tray \$70.00
Baked Ziti	½ Tray- \$45.00	Full Tray \$80.00
Penne a la Vodka	½ Tray- \$45.00	Full Tray \$80.00
Roasted Garlic Tomato Penne	½ Tray- \$45.00	Full Tray \$80.00
Lasagna (Meat or Vegetable)	½ Tray- \$50.00	Full Tray \$90.00
Fettucine Alfredo	½ Tray- \$45.00	Full Tray \$80.00
Pasta Primavera	½ Tray- \$45.00	Full Tray \$80.00
Spaghetti Carbonara	½ Tray- \$45.00	Full Tray \$80.00
Penne Al' Pomodoro	½ Tray- \$45.00	Full Tray \$80.00



# Don't see what you like?

Our talented chefs are delighted to create special menus for any event that accommodates your cuisine, preference and budget. Please contact our Catering Manager at 718-960-2234 to arrange a personal consultation.



At Metropolitan Food Service, Inc. we are committed to making your catered event or party a success. We are very proud to be an integral part of the Lehman College community. Please use this Catering Menu as a guide to help you select a menu for your event. As always, our catering staff is on hand to help you create an event that will meet or exceed your expectations. If you don't see what you're looking for in this menu, we will be happy to work with you to customize your event.

718-960-2234

Dining Services Director:  
Jonathan Morillo  
[Jonathan.Morillo@lehman.cuny.edu](mailto:Jonathan.Morillo@lehman.cuny.edu)

Executive Chef  
Hector Morales  
[Catering.Services@lehman.cuny.edu](mailto:Catering.Services@lehman.cuny.edu)

## Catering Guidelines to help make your event a success

**Customize Your Event:** This is designed as a guide to assist you in planning your menu. Bring us your ideas and let us assist you in turning them into an event to remember. Our Director of Catered Affairs will be pleased to work with you in customizing any menu to suit your particular tastes and budget. Our resources allow us to provide special services to all of our clients and customers.

**Successful Event Information:** Metropolitan Foodservice welcomes the opportunity to help you plan your next catered event. This planning guide has been prepared especially for our guests. In order to ensure the most efficient service, please follow these procedures when making your arrangements.

**1. Pricing** - The pricing in this catering guide is applicable to Faculty, Staff, Administrators, and Students. Pricing for Outside Groups will be slightly higher and can be finalized with our Catering Manager or Food Service Director. Prices for events that take place on weekends, holidays or in the evening will be slightly higher.

**2. Advance Notice** - Successful events begin with proper planning. Please be sure to allow enough time so that you will receive exactly what you need. Events should be planned as early as possible with the Catering Department.

**3. Cancellations** – Catered events cancelled within three days of the event will incur a surcharge. Surcharges will be assessed as follows: 25% of the total invoice for events cancelled within 72 hours of the start time, 50% of the total invoice for events cancelled within 48 hours of the event start time, 100% of the total invoice for events cancelled within 24 hours of the event start time.

**3. Guest Count and Guarantees** – Please be prepared to have your final guest count submitted 48 hours prior to your event. We will do our best to accommodate any increases in guest counts prior to your event. In the event that you exceed your guest count guarantee, you will be charged for the actual guests served at your event.

**4. Billing** - All catering invoices must be signed and dated in our catering office. A copy will be given to you as your invoice to be paid from. An appropriate purchase order number is required for any student organization who would like catering. Invoices incurred for catering events are due within 30 days of receipt of the invoice. Groups from outside of the college will be required to pay for their event at the time of booking. We accept Visa and Mastercard for all catering events. Metropolitan Food Service Inc. reserves the right to deny catering to any group or department that has an outstanding catering balance of over 60 days.

**5. Lost Equipment** – Equipment used to cater an event will become the responsibility of the person, organization or department booking the event. If, for any reason, the equipment is not returned or available for pick-up at the commencement of your event you will be charged for the missing equipment.

**6. Late Fees** – Catering invoices that are 60 days past due will incur a \$25 late fee. Please avoid this late fee and promptly submit your invoices for payment.

**7. Sustainability** - As part of the Sustainability Initiative at CCNY, Metropolitan is committed to using more environmentally friendly supplies at all of our catering events. These items include, but are not limited to, ecotainer cups, sugar cane based plates, and PLA/cornstarch based cutlery. These items are considerably more expensive than traditional paper supplies. Therefore we must limit the quantity of each to cover the actual number of people the order is for. If extra paper supplies are requested, there will be an additional charge added to the invoice to cover the cost.

**8. Additional Charges** - In addition to the prices in this catering guide, there may be some additional charges for your function. These charges include labor charges for wait staff, set-up/clean-up staff, culinary staff, management staff, linen and china. The Catering Manager will finalize all these charges with you at the time of booking.



