



C A T E R I N G



AT KING'S
COLLEGE



Our Menu



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PLANNING YOUR EVENT

This section will help you plan your event. It contains helpful suggestions as well as the procedures associated with planning your next catering event.



Welcome

Thank you for choosing King's College Dining Services to cater your event! Our Catering Manager will work closely with you to customize your program, providing the highest level of food quality and service to assure the success of your event. Our team is committed to providing personalized service and menu flexibility that will allow for a unique dining experience.



Please keep in mind that the menu items and services included in this brochure are a sampling of what we can offer you. Should your event require special services or dietary considerations, we can tailor our offerings to meet your specifications. The catering guide has designated selections that are gluten free and vegetarian.



We appreciate your business and are committed to making your event memorable from start to finish. If you have any questions regarding our services, please call your Catering Manager at 570-208-5833 or email us at catering@kings.edu.

We look forward to serving you!





A GREAT START

BREAKFAST BUFFETS (10 GUEST MINIMUM)

The menus below are all presented buffet style. However, if a served breakfast is desired, or if your expected number of guests is below 15, an appropriate menu can be customized to fit your needs. All setups include freshly brewed coffee, decaf and hot tea.

EARLY RISER

An assorted pastry basket of mini danish, donuts, or mini muffins, carafes of orange, apple or cranberry juice.

EYE OPENER

An assorted pastry basket of mini danish, donuts, or mini muffins, carafes of orange, apple or cranberry juice and fresh seasonal sliced fruit.

SUNRISE START

An assortment of bagels and scones with accompaniments yogurt with granola, a carafe assortment of orange, apple and cranberry juice and fresh seasonal sliced fruit.

NORTH OF THE BORDER

Fluffy scrambled eggs, crispy bacon, country biscuits and gravy, an assortment of breakfast breads and muffins, with butter and preserves, sliced fresh fruit, and carafes of orange, apple or cranberry juice.

SOUTH OF THE BORDER

Build your own breakfast burrito: warm flour tortillas, fluffy scrambled eggs, sausage, breakfast potatoes, Pico de Gallo, Monterey jack cheese, and homemade salsa, sliced fresh fruit, and carafes of orange, apple or cranberry juice.

Please see your Catering Director about our Famous Cooked to Order Omelet Bar or Create a Breakfast Buffet

B R E A K F A S T



G R E A T A D D I T I O N S

BREAKFAST ADDITIONS (10 GUEST MINIMUM)

The following items can be added to any of the sunrise breakfasts to create a custom menu for any occasion.

BREAKFAST ADDITIONS

- Fruit crepes
- Broccoli & cheese frittata
- Breakfast quiche
- Cinnamon French toast
- Pancakes
- Cereal with milk
- Yogurt with granola
- Ham steak
- Sausage links
- Turkey sausage

OMELET STATION

Eggs and omelets made to order with your choice of the included toppings:

Diced ham, bacon, jack cheese, diced onions, sliced mushrooms, and diced tomatoes.

BELGIAN WAFFLE STATION

Delicious Belgian waffles made to order with assorted toppings:

- Strawberry sauce
- Blueberry sauce
- Sweet whipped cream
- Powdered sugar
- Roasted pecans
- Honey
- Butter
- Maple syrup

BAKERY A LA CARTE

- Assorted bagels with condiments
- Assorted donuts
- Croissants
- Miniature pastries
- Sticky buns
- Assorted scones
- Tea breads/pound cake
- Biscuits
- Biscotti
- Assorted muffins

BEVERAGES, 10 SERVINGS PER GALLON

- Carafes of juice
- Fresh brewed coffee
- Fresh brewed decaffeinated coffee
- Hot water and assorted teas
- Hot chocolate

BEVERAGES, INDIVIDUAL

- Bottled water
- Soft drinks – Pepsi products
- Fruit juice (15 oz bottle)

B R E A K F A S T



LUNCH TIME

EXPRESS LUNCHESES: Our signature specialty sandwiches are prepared to suit your event and are expertly served to your guests. However, if a buffet luncheon is desired, a minimum of 10 guests is required. An appropriate menu can be customized to fit your needs that can include 2 choices for a buffet. Selections are served on artisan bread and include deli salad of the day, potato chips, appropriate condiments, cookies or brownies, and an assortment of soft drinks and bottled water.

ALBUQUERQUE CHICKEN

Cilantro grilled chicken breast with salsa, olives, lettuce and tomato

PANINI FORNO FLORENTINO

Roast beef, fresh spinach and mozzarella cheese layered on Italian loaf with balsamic vinaigrette

BISTRO GRILL

Grilled herb chicken breast with melted mozzarella and pesto mayonnaise

ITALIAN PANINI

Salami, ham, provolone, roasted red peppers, with garlic mayonnaise,

GRILLED VEGETABLE PRETZEL SANDWICH

Grilled vegetables, roasted garlic Dijon mayonnaise with romaine lettuce and plum tomatoes on a pretzel roll

CAP COD CLUB WRAP

Turkey with baby spinach, crisp bacon, Cheddar cheese and cranberry mayonnaise, wrapped in a whole wheat tortilla

GRILLED PORTOBELLO ON FOCACCIA

Grilled portobello mushroom sandwich with provolone cheese

CHICKEN CAESAR WRAP

Grilled chicken breast on a bed of romaine lettuce with parmesan cheese, Caesar dressing in a spinach tortilla

GRILLED TUSCAN CHICKEN SANDWICH

Grilled chicken, provolone, lettuce, tomato and pesto mayonnaise

DILLED TUNA SALAD

Tuna salad with dill, cucumber, field greens and mayonnaise

CRANBERRY MANGO TURKEY SANDWICH

Roasted turkey, cranberry mango chutney and mixed greens

BISTRO CHICKEN SALAD

White meat chicken salad made with dried cranberries and walnuts

ROAST BEEF TAHINI SANDWICH

Roast beef, spinach, and feta cheese with a red pepper hummus spread.

EGG SALAD AND BACON CROISSANT

Egg salad, crisp bacon, lettuce and tomato

EXPRESS LUNCHESES



LUNCHEON SALADS BUFFETS

LUNCHEON SALADS: Our signature specialty salads are prepared to suit your event and are served by our friendly staff to your guests. May be presented "Build-Your-Own" style with a 10 guest minimum. All luncheon salads include bread sticks, cookies or brownies, and an assortment of soft drinks and bottled water.

CHEF SALAD

A bed of mixed greens with julienne ham and turkey, cheddar cheese, hard boiled egg and honey mustard dressing.

COBB SALAD

A bed of mixed greens with oven roasted turkey, avocado, egg, bacon and crumbled blue cheese and served with blue cheese dressing.

STRAWBERRY FIELDS FOREVER

Spring mix lettuce with strawberries, red onion, gorgonzola cheese, toasted walnuts and honey poppy seed balsamic dressing.

VEGETARIAN HUMMUS PLATE

A traditional, pesto or roasted red pepper hummus served with julienne carrots, cucumbers and celery sticks with soft pita wedges.

THAI BEEF AND NOODLE JAZZ SALAD

Lime marinated beef tossed with Lo Mein noodles, Chinese cabbage, fresh spinach, basil, and peanuts served over a bed of baby greens and with a Thai dressing.

ORANGE CASHEW SPINACH SALAD

Fresh spinach with mandarin oranges, mushrooms, red onion, cashews and lite ranch dressing.

WALDORF SALAD WITH CRANBERRIES & WALNUTS

Diced apples, celery, radish, dried cranberries, onion, watercress and toasted walnuts on a bed of mixed greens with a creamy waldorf dressing.

TACO SALAD

A crisp tortilla shell filled with grilled chicken, beef or refried beans. All are topped with shredded lettuce, diced tomatoes, sliced olives, shredded cheddar cheese, guacamole, sour cream and salsa on the side.

PEAR SALAD

Sliced pears, candied pecans, and Asiago cheese on Italian blend of lettuces. Best served with red wine vinaigrette.

TUNA NICOISE SALAD

Tuna, new potato, red onion, tomato, green beans, hard cooked egg, and Nicoise olives on a bed of greens.

LUNCHEON SALADS



B O U N T I F U L B U F F E T S

SPECIALTY BUFFETS: (10 GUEST MINIMUM)

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening. All buffets are served with carafes of lemonade or iced tea and water.

MEXICAN BUFFET

Tri-colored nacho chips and homemade salsa, fiesta salad with cilantro vinaigrette, cheese enchiladas with jalapeno sour cream sauce, flour tortillas, served with grated cheese, diced tomatoes, sour cream, guacamole, pico de gallo and homemade salsa, Spanish rice with roasted corn relish, refried beans with jalapeno jack cheese. churros or apple taquitos and Mexican flan.

CHOICE OF TWO ENTREES:

Seared tilapia with salsa verde
Pork carnitas, or chicken and beef fajitas

TEXAS BUFFET

Lone star salad with Texas ranch dressing, Texas potato salad, jalapeno pineapple coleslaw, butter country corn, maple green beans with bacon and onion, hickory smoked sliced brisket with bourbon BBQ sauce, BBQ chicken breast, jalapeno corn muffins with honey whipped butter and Texas peach cobbler and pecan pie.

ITALIAN BUFFET

Caesar salad with shredded parmesan cheese homemade garlic croutons and creamy Caesar dressing, tomato and basil with fresh mozzarella cheese, bowtie pasta with sun-dried tomatoes, mushrooms and spinach in a creamy Alfredo sauce, roasted vegetables, chicken piccata, meat lasagna, freshly baked garlic sticks, tiramisu and cannoli.

AMERICAN BUFFET

Soup du jour, field greens & spinach salad with balsamic vinaigrette garnished with caramelized almonds, tomato and cucumber salad, tortellini pasta salad, pecan crusted chicken with port wine Demi glace, herb crusted salmon with horseradish Beurre blanc sauce, mashed potatoes, fresh grilled vegetables, freshly baked dinner rolls with butter, apple pie with vanilla ice cream.



B O U N T I F U L B U F F E T S

SPECIALTY BUFFETS: (10 GUEST MINIMUM)

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening. All buffets are served with carafes of lemonade and water.

SLICERS DELI BUFFET

Sliced roast beef, ham, turkey, American, Swiss and provolone accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, onion, condiments, potato chips, cookies, brownies.

SALAD BUFFET

Seafood salad, chicken salad, tuna salad, egg salad and tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with a choice of two salad dressings assorted bread and rolls presented with potato chips, cookies, brownies.

BASIC BBQ

Hamburgers, hot dogs, veggie burgers, sliced cheese, choice of potato salad, macaroni salad or coleslaw. Includes relish tray with lettuce, tomato, pickles and onions, condiments, potato chips, cookies, brownies.

- Add grilled barbeque chicken breast
- Add sausage and peppers

CAESAR BAR

Romaine lettuce tossed with parmesan cheese, croutons, and Caesar dressing served with grilled chicken breast, Portobello mushrooms, garlic bread sticks and dessert bars.

OPTIONS:

- Add steak, shrimp, or salmon

ROMA ITALIAN

Mixed green salad with Italian dressing and antipasto. Choice of two: penne, tri-color rotini or rigatoni with alfredo, blush or pesto sauce. Served with breadsticks, butter, shredded parmesan cheese, Italian cookies.

OPTIONS

- 12 oz. canned soda or bottled water
- Pasta salad, potato salad, garden salad, Caesar salad and tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons



MOVABLE FEASTS

MOVABLE FEASTS: (25 GUEST MINIMUM)

The following feasts have been created with distinctive themes for your event planning convenience. All featured buffets include rolls & butter, coffee service, homemade miniature desserts and carafes of lemonade and water.

KING'S SPECIAL

Choice of fresh garden or Caesar salad, fresh cut fruit, baked stuffed shells, and a choice of chicken cordon bleu or marinated flank steak. Includes fresh vegetable of the day potato or rice dujour.

FROM THE SEA

Choice of fresh garden or Caesar salad, fresh cut fruit, choice of two: lemon pepper tilapia, ahi tuna with fresh fruit salsa or sole Florentine, Orange Roughy or shrimp scampi on a bed of rice, presented with vegetable and starch dujour.

ELEGANT DINNER PARTY

Choice of fresh garden or Caesar salad, fresh cut fruit with yogurt dressing, and choice of two entrée selections: pork tenderloin with Normandy sauce, herb rubbed beef tenderloin, and poached salmon with dill cream sauce. This menu will also include a vegetarian alternative with fresh vegetables and starch dujour.

HOLIDAY DINNER

Tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with your choice of two dressings.

Roast turkey, with whipped potatoes and gravy, country stuffing, corn and cranberry sauce.

FAJITA BAR

Choice of chicken, beef, shrimp or vegetable fajitas warm flour tortillas accompanied with Spanish rice and traditional toppings.

PIZZA PARLOR

Cheese, pepperoni & vegetable or specialty pizza quantities determined by your count. Also includes tossed green salad with two dressings, garlic breadsticks.

- Add buffalo wings with celery and blue cheese
- Add mozzarella sticks



CULINARY CLASSICS

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of salad with dressing, choice of two accompaniments, freshly baked rolls and butter, freshly brewed coffee, decaffeinated coffee, hot tea, iced tea and choice of dessert.

BEEF

FILET MIGNON

Beef Tenderloin filet with your choice of sauce

EYE ROUND OF BEEF

Sliced roast top sirloin of beef carved and served with home-style gravy

PRIME RIB AU JUS

Slowly roasted beef served with Au Jus

STEAK DIANE

Delicious beef tenderloin served with a classic brandy sauce with green peppercorns

PORK

SOUTHWESTERN GLAZED PORK LOIN

Carved and served with a zesty chipotle pepper glaze

ROAST PORK WITH APPLES

Oven roasted pork stuffed with granny smith apples and red onions

CARIBBEAN SPICED PORK & LIME SAUCE

Garlic, lime and ginger rubbed roasted pork loin, served with a ginger, lime and rum cream sauce

POULTRY

CHICKEN FRANCAISE

Boneless breast of chicken egg dipped and finished with a light lemon sauce

ROAST TURKEY BREAST

Oven roasted turkey breast with bread stuffing and cranberry sauce

CHICKEN COPENHAGEN

Boneless breast of chicken stuffed with Boursin cheese and served in a creamy mushroom wine sauce

CORNISH HEN

Herb roasted Cornish hen served with a long grain wild rice blend

CHICKEN ROMANO

Boneless breast baked with a fresh, house-made marinara sauce topped with mozzarella cheese and Italian seasoning

BOURBON STREET PORK TENDERLOIN

Medallions of pork tenderloin sautéed with bacon and finished with a sweet and savory bourbon glaze.

VEAL and LAMB

VEAL PARMESAN

Breaded veal topped with homemade marinara and provolone cheese.

VEAL ZURICH

Veal cutlet sautéed with shallots and mushrooms, finished with a demiglace, Chablis and cream sauce

LAMB CHOPS

Broiled lamb chops served with mint sauce

ROAST LEG OF LAMB

Boneless roast leg of lamb served with lavender, rosemary and garlic

C L A S S I C S



CULINARY CLASSICS

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of salad with dressing, choice of two accompaniments, freshly baked rolls and butter, freshly brewed coffee, decaffeinated coffee, hot tea, iced tea and choice of dessert.

SEAFOOD

SHRIMP SCAMPI

Shrimp sautéed with fresh herbs and garlic served over basil orzo

OCEAN SEA BASS WITH FRUIT SALSA

Tender and sweet sea bass pan seared and topped with fresh fruit salsa

BROILED SALMON WITH DILL BEURRE BLANC

Salmon fillet broiled to perfection served with dill Beurre blanc

GRILLED AHI TUNA

Black peppercorn and rosemary crusted ahi tuna with fresh tomato salsa

MARYLAND CRAB CAKES

Delicious Maryland lump crab cakes

SOLE FLORENTINE

Sole Filet Baked with Spinach & Cheese Filling. Drizzled with Lemon Beurre Blanc

GARLIC ORANGE CHILI SHRIMP

Shrimp stir-fried with Asian vegetables, ginger, garlic and green onions in garlic orange sauce

VEGETARIAN VEGETABLE NAPOLEON

Vegan Napoleon with Portobello mushroom, eggplant, peppers, zucchini and yellow squash

WILD MUSHROOM RAVIOLI

Tender pasta filled with mushroom duxelle and a blend of cheeses served on a bed of wilted spinach and drizzled with white truffle oil

CHEVRE, ORZO AND BASIL STUFFED PORTOBELLO

Portobello mushroom caps stuffed with chevre cheese, tri-colored orzo and fresh basil

PARMESAN HERB-SPINACH PORTOBELLO

Roasted Portobello stuffed with creamy spinach filling topped with parmesan herb crust

VEGETARIAN LASAGNA ROLLINTINI

Lasagna noodles layered with fresh ricotta, mozzarella, and parmigiana cheese topped with a creamy tomato sauce



M E N U A C C O M P A N I M E N T S

Menu accompaniments for lunch and dinner. All meals include one salad, one vegetable, one starch and one dessert.

SALADS

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 WITH WARM BACON DRESSING

CLASSIC WEDGE

A wedge of crisp Romaine lettuce, with diced tomatoes, creamy bleu cheese dressing and bleu cheese crumbles



M E N U A C C O M P A N I M E N T S

Menu accompaniments for lunch and dinner. All meals include one salad, one vegetable, one starch and one dessert. Below is a list of the accompaniments to the entree.

ON THE SIDE - SELECT TWO

- Baked potato served with butter sour cream and chives
- Country mashed potatoes
- Baked sweet potatoes
- Potatoes Anna
- Oven roasted garlic potatoes
- Rice pilaf
- Roasted vegetables
- Long grain and wild rice
- Whipped sweet potatoes
- Couscous
- Basil orzo
- Duchess potatoes
- Fresh broccoli florets
- Asparagus spears (seasonal)
- Fresh zucchini with garlic
- Green beans with toasted almonds
- Honey-Dijon Carrots
- Fiesta Corn
- Squash medley

FRESHLY BAKED PIES

- Coconut custard pie
- Cherry pie
- Peanut butter pie
- Apple pie
- Blueberry pie
- Key Lime pie

HOMESTYLE CAKES

- Chocolate cake
- Carrot cake
- Black forest cake
- Strawberry shortcake
- Chocolate Reese's peanut butter cake
- Peanut butter tandy cake
- Angel food cake with seasonal berries
- Cheesecake with strawberries
- Carrot cake with cream cheese frosting
- Bread pudding

SPECIALTY

- Sorbet
- Parfaits
- Tiramisu
- Crème Brûlée
- Baklava
- Key lime cheese cake
- Chocolate torte with raspberry sauce
- Flourless almond cake

A close-up photograph of a white ceramic teapot and a yellow teabag on a white saucer, set against a blue background.

FINISHING TOUCHES

DESSERT BARS, PER PERSON

- Chocolate brownies
- Cheese cake brownies
- Lemon bars
- Seven layer bars
- Marshmallow krispies
- Tandy cakes
- S'mores
- Cup cakes
- Pumpkin bar
- Carrot cake bar
- M&M bar
- Turtle brownie bar
- Éclairs
- Crème puffs

COOKIES, PER PERSON

- Chocolate chip
- Oatmeal raisin
- Peanut butter
- Turtle
- Macaroons
- M & M
- Sugar
- White Chocolate Macadamia Nut

ICE CREAM SUNDAE BAR, PER PERSON

25 GUEST MINIMUM

Includes choice of two ice cream flavors: vanilla, chocolate or strawberry

Select two sauces from the following:

- Chocolate
- Hot fudge
- Butterscotch
- Strawberry Topping
- Pineapple Topping

Select 3 from the following toppings:

- Cashew nuts
- Sprinkles
- Crushed Oreos
- Cherries
- Brownie pieces
- Whipped topping
- Gummy bears
- M & M's

SNACKS, PER PERSON

- Goldfish
- Potato chips
- Pretzels
- Chips and salsa
- Pita chips with hummus
- Mixed nuts
- Granola bars
- Chex mix
- Soft pretzels



GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

ASSORTED DIPS, BY THE POUND

Served with crackers or bagel chips

- Spinach and artichoke dip
- Red pepper hummus dip
- Garden vegetable dip
- Ranch dip
- Crab dip
- Shrimp dip

TRAYS AND DISPLAYS, PER PERSON

- Crudités and dip
- Cheese and crackers
- Imported/specialty cheese and gourmet crackers
- Fresh seasonal fruit
- Smoked salmon with condiments
- Warm brie en croustade
- Tea sandwiches with assorted fillings:
(Select up to 2 types) tuna salad, egg salad,
chicken salad, seafood salad
- Seven layer dip with tortilla chips
- Sliced apples with peanut butter or caramel

CARVING STATION, PER PERSON

Carved selections make a great accompaniment to your buffet or cocktail reception. Each is presented with an assortment of miniature rolls, condiments and sauces. There is an additional charge per station chef.

Carving stations include your choice of:

- Roast turkey with cranberry relish
- Glazed ham with apricot chutney
- Roast pork loin w/ caramelized apples
- Roast top round of beef w/ Dijon mustard
- Roast tenderloin of beef with creamy horseradish sauce

GOURMET DIPS
TRAYS AND DISPLAYS
CARVING STATIONS



H O R S D ' O E U V R E S

The following hors d'oeuvres may be served passed on trays or set up as stationary buffets depending on the style of your event. Maximum five choices are recommended.

HOT

- Spanakopita
- Crispy Chicken Bites with Honey Mustard Sauce
- Mini Chicken Cordon Bleu
- Eggrolls
- Vegetable Spring Rolls
- Stuffed Mushrooms with Sausage
- Crab Rangoon
- Chicken Quesadillas
- Potstickers
- Cocktail Meatballs
- Potato Pancakes
- Chicken Satay with Spicy Peanut Sauce
- Roasted Red Pepper and Gouda Quesadillas
- Chicken Cornucopia
- Mini Quiche
- Mini Franks in a Blanket

COLD

- Smoked Turkey Mousse on Cucumber
- Skewered Fruit with Yogurt Dressing
- Assorted Tea Sandwiches
- Tomato, Mozzarella and Basil Crostini
- Vegetable Pinwheels
- Tuscan Bruschetta
- Hummus & Roasted Vegetable Cups
- Assorted canapés

PREMIUM HORS D'OEUVRES

HOT

- Oysters Rockefeller
- Clams Casino
- Stuffed Mushrooms with Crab
- Coconut Shrimp
- Scallops wrapped in Bacon
- Raspberry Brie in Phyllo
- Mini Crab Cakes
- Balsamic Steak Bites

COLD

- Shrimp Cocktail
- Seared Tuna with Spicy Fruit Salsa
- Smoked Salmon with Boursin Cheese
- Baby Shrimp with Mango Salsa on Crostini

H O R S D ' O E U V R E S



BEVERAGES

HOT

- Brewed regular and decaf coffee
- Hot water with assorted herbal teas
- Hot cocoa (seasonal)

COLD

- Soft drinks (12 ounce can)
- Bottled water
- Fruit juice
- Milk
- Bottled Tea
- Sport drinks

DISPENSER BEVERAGES, SOLD BY THE 12 oz. SERVING

- Brewed regular and decaf coffee
- Hot water with assorted herbal teas
- Hot cocoa (seasonal)
- Lemonade
- Apple juice
- Iced tea
- Cranberry punch
- Orange blossom
- Guava punch
- Cappuccino ice cream punch

BEVERAGES



Planning Your Special Event

The following information will assist you in planning your special event at King's College. Please contact us by phone at 570-208-5833 or email catering@kings.edu for more detailed information.

Arranging and Reserving a Date

Even if the date of your event is tentative, please contact our catering department as early as possible so we may begin the preparation required for your event. Please be aware that all information, such as location, number of guests, time, and menu selection must be finalized at least ten (10) business days before the function.



Reserving a Location

The location of your event is a vital part of its success. Your reservation needs to be confirmed before preparation may begin. Tables, chairs, and other equipment must be coordinated with the Event Assistant at King's College. The Event Assistant is available by phone at 570-208-5900 ext. 5325. When making your reservation, please specify any special accommodations.





Planning Your Special Event

Contacting the Catering Office

Please contact the Catering Office at 570-208-5833 or by email catering@kings.edu. Some arrangements may be made by phone or email, while others require an appointment with the Catering Manager. This is the time for a thorough discussion of all specifics and details for your event including any special dietary concerns that you may have regarding any of your attendees. We can help you to make all of the necessary decisions to determine which of the services that we offer would best meet your needs. After we have verified the specifications of your special event including estimated attendance and menu selections, you will receive an itemized confirmation sheet containing the details of your event to be signed and sent back to us preferably via email. The Catering Office hours are Monday through Friday, 8:00 AM to 4:00 PM. Other times are available by appointment.



All cancellations and final changes, including the estimated customer count and payment information, **MUST** take place at least 48 hours prior to your event. If you do not contact us with a final count within 24 hours, we will prepare for the estimated number and charge accordingly.



In the event of a cancellation, you are responsible for contacting the Catering Office. You will be liable for 25% of your food bill for any event that is not cancelled within three (3) business days. This must be confirmed in writing. If King's College is closed due to inclement weather, all catering events will be automatically cancelled and no cancellation charges will be incurred. Please contact the Catering Office to reschedule.





Planning Your Special Event

Payment

All catered functions must have a secured payment before they occur. Cash, check, budget numbers, and meal plan participant numbers are all valid payment methods. Non-college groups are required to make a 75% deposit one week prior with the balance due at the conclusion of the event. Tax exempt organizations must submit a copy of their exemption certificate prior to their date. Each client must supply the catering manager with the appropriate budget number for billing when placing the order. Once the event is complete, the King's College Business Office will charge each account accordingly. For those groups using meal plan credit as payment, names and ID numbers of participants must be sent electronically in MS Excel format to catering@kings.edu.



Delivery Fees

There is no delivery fee for catering services held within King's College Community. Deliveries outside the area will be subject to a \$10.00 or 10% delivery fee, whichever is greater, not to exceed \$100.00.



Alcohol Policy

All alcoholic beverages must be served by our personnel, and consumed in designated areas. Proof of age will be required. King's College reserves the right to refuse service of alcoholic beverages to any person. All dining service managers have completed the Serve Safe Alcohol Certification.

Alcohol Service/Policy

Should your program include alcoholic beverages, the Catering Manager will be glad to assist you with all arrangements and offer suggestions for the appropriate service for your special event. As there are many variables involved in this particular service, it is vital that you let your catering Manager know immediately so arrangements may be made in a timely manner.



All necessary bar items except the alcohol, are provided by Sodexo Dining Services including nonalcoholic beverages, ice, mixers, napkins and appropriate glassware. We recommend at least one bartender for every 50 guests. The charge for a bartender is \$11.75 per hour with a three hour minimum.



Planning Your Special Event

Catering Equipment

As the host of a catered event you are responsible for that equipment that we have provided for the service of your event. Any missing or severely damaged equipment or supplies will be charged to your account. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.



China Charges

China service is our standard. We also offer specialty china service for any event at an additional charge. Some venues are not conducive to the use of china and may require disposable table ware. Our Catering Manager will be glad to discuss available options with you.

Floral Charges

We will be happy to order, receive and handle specific floral arrangements for you. For decorative requests an additional fee will be determined in accordance with your specific needs.





Planning Your Special Event

Linens

We will provide linens and draping for food and beverage tables. We can also provide napkins to meet your color scheme. Specialty linens are available upon request for an additional charge.



Late and Minimum Charges

A late charge of \$20.00 will be assessed for any event booked with less than 24 hours notice. If your group does not meet the minimum requirements for a buffet meal, you may choose to have it served. This is a policy that is strictly enforced.

Food Removal Policy

Due to health and liability reasons, it is the policy of Sodexo Dining Service at King's College that excess food items, excess beverages and all alcohols from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the host of the event.



