

# BON APPÉTIT CATERING AT WHEATON COLLEGE

Thank you so much for considering Bon Appétit to manage your special event. We take great pride in delivering the highest quality food and service. It is our goal to make the experience for you and your guests memorable. At the end of this menu are some guidelines and frequently asked questions we hope you'll find helpful. Please contact our catering director, Samantha Bauman, should you have any additional questions:

Samantha Bauman

O: 630.752.5839

C: 630.423.1806

E: samantha.bauman@cafebonappetit.com

We look forward to serving you!

# **BREAKFAST**

**Breakfast buffets require a minimum of 15 people**—groups under 15 people are required to order from the a la carte breakfast menu on page 3. Continental breakfasts and hot breakfast buffets includes coffee and hot tea. Per person price does not include delivery or labor costs.

## continental breakfast

#### just a little something

assortment of freshly baked muffins, fruit breads, coffee and tea \$5.00 per person add hot oatmeal with brown sugar and raisins for \$1.50 per person

#### the wheaton continental

assortment of freshly baked muffins, croissants, danish, chilled orange juice, coffee and tea \$7.30 per person add hot oatmeal with brown sugar and raisins for \$1.50 per person

#### the alumni continental

assortment of freshly baked muffins, donuts, bagels and cream cheese, seasonal fruit tray, chilled orange juice, cranberry juice, coffee and tea \$8.70 per person

add hot oatmeal with brown sugar and raisins for \$1.50 per person

## breakfast buffets

### build-your-own yogurt parfait bar

vanilla yogurt, homemade granola, assorted berries, toasted coconut, cranberries, and mini chocolate chips served with a seasonal fruit tray and mini muffins, chilled orange juice, cranberry juice, coffee and tea \$10.45 per person

## breakfast taco bar

fluffy scrambled eggs, picadillo, spanish veggie mix, southwest potatoes, house made salsa, shredded cheese, sour cream and warm flour tortillas, chilled orange juice, coffee and tea \$10.15 per person

#### how about a little quiche

quiche lorraine with bacon, swiss cheese, caramelized onions and scallions mediterranean quiche with spinach, fresh tomatoes and feta cheese freshly baked pastries, chilled orange juice, cranberry juice, coffee and tea \$12.00 per person / UPGRADE to individual quiches for an additional \$3.00 per person

# **BREAKFAST**

### create your own breakfast buffet

Includes an assortment of baked pastries, regular & decaffeinated coffee, tazo tea and juices \$11.40 per person

choice of two entrées:

brioche french toast served with maple syrup buttermilk pancakes served with maple syrup fluffy scrambled cage free eggs with cheddar cheese

biscuits and sausage gravy

breakfast burrito with salsa ++

seasonal pancakes +

seasonal stuffed french toast ++

baked cage free egg & cheese croissant ++

frittata with spinach, onion, swiss & parmesan ++

choice of two sides:

sausage patties

sausage links

grilled ham

turkey sausage links

apple wood smoked bacon

+ \$1.00 upgrade per person

++ \$2.00 upgrade per person

shredded Idaho potato hash browns

potatoes o'brien

oatmeal

grilled marinated tomatoes

#### breakfast items a la carte

fruit tray | assortment of fresh fruits and berries \$2.95 per person | minimum of 10 people

fruit kabobs | assortment of fresh fruits and berries \$2.50 each | minimum of 10 pieces

whole fruit | apples, oranges or bananas \$1.25 each

breakfast sandwich | scrambled eggs, sliced ham, colby jack cheese on a croissant \$3.25 each

egg white sandwich | egg whites, spinach, tomato, provolone cheese on a whole wheat english muffin \$3.50 each

breakfast burrito | scrambled eggs with chorizo, green & red peppers, onion, cilantro, cheddar cheese and salsa on the side

\$3.00 each

breakfast parfaits | vanilla yogurt, granola and chef's choice of seasonal toppings \$3.25 each

house made granola bars

\$1.50 each

yogurt cups | strawberry, raspberry or blueberry \$1.95 each

baked goodies | muffins, danish, croissants, donuts, scones, breakfast breads OR cinnamon rolls \$11.75 per dozen (minimum of 1 dozen per type)

# **BREAKFAST**

# donut holes \$5.25 per dozen

bagels/ assorted bagels served with regular and flavored cream cheese \$14.50 per dozen

# morning beverages

Coffee service comes with cream, sugar and stirrers Ordering tip... 1 gallon serves approximately 15-20 people Just want coffee to go? Pick up your airpot of coffee at the Bon Appétit office and save on delivery.

# hot beverages

starbucks coffee / \$17.95 per gallon / \$10.95 per airport freshly brewed organic regular coffee / \$15.95 per gallon / \$8.95 per airpot freshly brewed organic decaf coffee / \$15.95 per gallon / \$8.95 per airpot hot water and tazo tea / \$14.95 per gallon / \$8.95 per airpot

# cold beverages

iced coffee / hint of sugar and cream / \$16.95 per gallon ice water / \$3.00 per gallon aqua fresca / orange, lemon or cucumber / \$6.00 per gallon chilled juice / \$8.00 per carafe pitchers of ice water / \$1.25 per pitcher individual bottled water / \$1.75 each individual bottled fruit juice / \$2.00 each

# **BOX MEALS**

Box meals are available for pick up or delivery (delivery fees vary based on number of meals, time and location).

Select up to 3 choices to serve at your next lunch event.

Sandwiches can be altered to meet dietary needs (i.e. gluten free or dairy free).

# premium box lunches | \$11.95 per person

Includes apple, chips, jumbo cookie, napkin, wrapped utensils, condiments and bottled water

**smoked turkey sandwich** | turkey breast, colby jack cheese, sliced cucumbers, mixed greens and boursin cheese spread, served on a telera roll

monterey chicken sandwich | grilled chicken breast, provolone cheese, sliced avocado, sliced tomato, applewood smoked bacon, mixed greens and cholula mayo, served on a sesame baguette

**smoked ham sandwich** | ham, sharp cheddar cheese, mixed greens, tomato, and maple mustard spread, served on a ciabatta roll

roast beef sandwich | sliced roasted beef, caramelized red onion, shredded romaine heart, roasted red peppers, local cheddar cheese, served on a telera roll

**chicken caesar salad wrap** | grilled chicken breast with romaine lettuce, tomatoes, and shredded parmesan cheese with caesar dressing, wrapped in a flour tortilla

caprese ciabatta | sliced buffalo mozzarella cheese, sliced tomato, and fresh basil pesto, served on a tomato focaccia roll

**southwest veggie wrap** | black bean, corn and tomato relish, shredded iceberg lettuce, sliced avocado, and light chipotle mayo, wrapped in a tortilla

## sack lunches | \$7.65 each

lunch packed in a brown bag and includes chips, cookie, napkin, condiments and bottled water roasted turkey breast with local cheddar cheese smoked lean ham with domestic swiss cheese house roast beef with provolone cheese grilled marinated vegetable wrap served on sliced wheat or white bread

# **BOX MEALS**

# premium box salads | \$12.95 per person

Includes dinner roll, butter, jumbo cookie, apple, dressing on the side, wrapped utensils, and bottled water. Salads can be altered to meet dietary needs (i.e. gluten free or dairy free).

cobb / romaine lettuce topped with diced tomatoes, blue cheese, hard boiled egg, bacon, diced chicken and avocado, served with honey mustard vinaigrette

**classic chopped salad** / chopped iceberg and romaine lettuce with gorgonzola cheese, green onions, bacon crumbles, diced tomato, ditalini pasta, and croutons, served with red pepper vinaigrette

asian kale salad / mixed kale, teriyaki grilled chicken, julienne peppers, shredded carrots, sunflower seeds, bacon crumbles, edamame, and crispy rice noodles, served with sesame soy vinaigrette

grilled chicken caesar / chopped romaine lettuce, grated parmesan cheese and croutons, served with our house made caesar dressing

traditional chef's salad / iceberg lettuce, shaved turkey, honey baked ham, tomatoes, hard boiled egg, swiss and cheddar cheese, served with thousand island dressing

**steak salad** / romaine lettuce, grilled marinated steak, bleu cheese crumbles, caramelized red onion, and roasted peppers, served with honey chipotle dressing

**quinoa salad** / baby spinach, dried cranberries, shredded carrots, celery, red peppers, toasted almonds and sliced mango, served with strawberry white balsamic vinaigrette

# **CASUAL BUFFETS**

All buffets require a minimum of 15 people. Buffet price includes table linen for buffet and beverages (regular/decaffeinated coffee, tazo tea, ice tea and water). Additional labor charges will apply.

# the sandwich board | \$15.50 per person | add soup \$1.50 per person

3 pre-made gourmet sandwiches, displayed on a platter and accompanied by chef's choice of side salad, our homemade potato chips, and dessert (cookies, dessert bars OR brownies)

roast beef on telera roll with grilled red onion, roasted peppers, balsamic mushrooms, and provolone cheese grilled chicken sandwich on ciabatta bread with avocado, sliced tomatoes, cilantro mayo, and pepper jack cheese balsamic grilled portabella mushroom on focaccia bun with roasted red peppers, mozzarella cheese, and pesto

# build your own sandwich | \$13.50 per person | add soup \$1.50 per person

choice of two proteins, assorted breads and rolls, cheddar and swiss cheese, lettuce, tomatoes, pickles, grilled marinated vegetables, mayo, and mustard, accompanied by chef's choice of side salad, our homemade potato chips, and dessert (cookies, dessert bars, OR brownies)

house roasted beef smoked turkey smoked ham hard salami chicken salad classic tuna salad

# farmer's market – make your own salad | \$12.00 per person

Soup du jour, romaine and baby field greens, homemade chicken salad, with toppings to include: tomatoes, cucumbers, shredded cheese, croutons, hardboiled eggs, diced ham, balsamic and ranch dressing, assorted rolls with butter and fresh baked cookies

## the sub way | \$12.50 per person

chef's choice of assorted sub sandwiches garden salad with ranch and balsamic dressing house made potato chips, and assorted cookies

#### chili bar | \$12.00 per person

house made chili and baked potatoes with toppings to include sour cream, shredded cheddar cheese, green onion, crackers, and butter served with corn bread and assorted cookies

# pasta bar | \$14.00 per person

includes 2 pastas, traditional caesar salad, garlic bread sticks, assorted cookies and brownies pick 1 pasta – penne, rigatoni or farfalle pick 1 stuffed pasta – cheese ravioli, beef ravioli or cheese tortellini pick 1 sauce – marinara, garlic olive oil or primavera pick 1 cream sauce – four cheese, pesto, broccoli alfredo or creamy tomato gluten-free pasta available for \$2.00 extra per person

## china town | \$15.50 per person

canton noodle salad with sesame ginger dressing grilled five spice chicken with hoisin sauce fried rice stir-fried vegetables fortune cookies and almond cookies

# THEMED BUFFETS

# the italian feast | \$16.95 per person

traditional caesar salad & garlic breadsticks

antipasto salad with salami, pepperoni, provolone cheese, pepperoncini, tomatoes, and sliced red onions tossed in an italian dressing

tuscan grilled chicken with artichokes and sundried tomatoes with a saffron sauce gnocchi mixed with spinach, roasted red peppers and asparagus with a garlic cream sauce green beans with parmesan and tomato petite cannolis and cappuccino cheesecake bars

# greek station | 15.50 per person

classic greek salad with tomato, cucumber, red onion, feta cheese and creamy greek dressing marinated mediterranean grilled chicken strips warm pita bread, tomato and cucumber relish with dill, tzatziki sauce and hummus toasted orzo with cracked black pepper and lemon mediterranean vegetable medley orange pistachio cookies and baklava

## barbecue buffet | \$16.75 per person

pulled pork and barbeque chicken coleslaw macaroni and cheese corn o'brien slider rolls cowboy cookies and M&M brownies

#### the taqueria | \$15.50 per person

homemade chips and salsa

southwestern salad with romaine lettuce, black beans, diced tomatoes, corn, and crispy tortilla strips, served with chipotle ranch dressing on the side

marinated chicken fajitas with sautéed green peppers and onions spanish rice and refried beans

shredded cheese, sour cream, pico de gallo and warm flour tortillas

tres leches dessert shooters mexican wedding cookies

ADD: guacamole for \$1.50 per person

# **BUILD YOUR OWN BUFFET**

Customize your very own buffet! Pick 1 salad, 1 starch and your choice of entrée (choose 1 or 2). Your buffet will also come with seasonal vegetables and a dessert station with chocolate dipped macaroons, cheesecake bars and shortbread cookies.

# salad / pick one

caesar salad / chopped romaine lettuce, grated parmesan cheese, croutons with caesar dressing field greens salad / mixed greens, cranberries, grape tomatoes, crumbled feta cheese with balsamic and sweet red pepper vinaigrette

# entrée / \$16.95 for 1 entrée & \$20.95 for 2 entrées

#### chicken entrées

lemon thyme grilled chicken breast with a shallot and shitake mushroom ragout garlic basil chicken breast with a tomato nage chicken laredo: pan seared chili dusted chicken breast with spinach, and poblano pepper cream sauce

#### pork entrée

herb crusted pork loin with a dijon sauce cranberry apple pork loin with a wild cherry sauce

#### vegetarian entrées

stuffed portobello mushroom with spinach, roasted peppers, and gorgonzola cream sauce butternut squash ravioli with leeks and shitake mushrooms, and charred tomato coulis

#### seafood entrées (\$1.50 upgrade)

pesto and panko crusted tilapia with a red pepper cream sauce lemon and garlic grilled shrimp

# beef entrées (\$2.50 upgrade)

adobo crusted flank steak with forest mushroom demi glace grilled sirloin of beef with red pepper chimchurri sauce

#### starch / choice of one

crushed yukon gold potatoes herb roasted red potatoes cranberry wild rice pilaf potatoes au gratin

#### dessert

chocolate dipped macaroons, cheesecake bars and shortbread cookies

# PLATED MEALS

Plated meals are great for lunch or dinner and don't require a minimum number of guests. A three course meal will range from \$25-\$35 per person and includes a salad course, bread and butter, dessert course, beverages (ice tea, water, coffee service and tazo teas), along with house linen. Please contact the catering director to customize your meal and for pricing. Additional labor pricing will apply.

### salad course | pick one

house salad / iceberg lettuce, cucumbers, tomatoes and shaved carrots with balsamic vinaigrette field greens salad / mixed greens, cranberries, grape tomatoes, and crumbled feta cheese, with sweet red pepper vinaigrette

## salad upgrades

**cucumber wrapped micro greens** / pickled red onions, tear drop tomatoes and a panko crusted goat cheese cake, served with a white balsamic syrup

classic wedge salad / bacon, tomato, black olives and a blue cheese dressing

**baby frisee and mixed green salad** / strawberries, crumbled goat cheese and almonds served with a balsamic vinaigrette

# entrée course | pick one

#### chicken entrées

caprese chicken/ with fresh mozzarella and balsamic braised tomatoes, served with a leek and mushroom risotto

spinach & artichoke stuffed chicken breast / with fresh boursin cheese and a lemon saffron sauce, served with herb gnocchi

### vegetarian entrées

grilled vegetable polenta tower / zucchini, squash, eggplant and a herb tomato sauce

eggplant parmesan cheese / pesto, ricotta cheese and fire roasted tomato sauce

#### seafood entrées

pan seared salmon / with a citrus nage, served with cous cous

blackened tilapia / with a red pepper coulis, served with wild rice pilaf

#### pork entrées

roasted pork loin / with a roasted garlic au jus, served with a sweet potato mash

#### duet entrées

petit filet & shrimp / 4oz filet with green peppercorn demi glace paired with four herb marinated gulf shrimp and served with crusted red bliss potatoes with dill

duet of beef & chicken medallions / tenderloin of beef with sauce forestiere paired with a chicken medallion with a citrus beurre blanc sauce, served with garlic mashed potatoes

filet of salmon & chicken medallion / sesame seed crusted salmon with a ponzu sauce paired with a chicken medallion with a roasted shallot herb butter sauce, served with roasted fingerling potatoes

# **PLATED MEALS**

## beef entrées

beef tenderloin / with a wild mushroom demi glace, served with yukon gold mashed potatoes

london broil / with caramelized red onion confit and horseradish sauce, served with roasted red potatoes

flank steak / with a demi glace, served with lyonnaise potatoes

# dessert course | pick one

banana fosters cheesecake lemon curd mousse cake raspberry white chocolate bread pudding pear tart with creme anglaise chocolate brownie entremet

We are always happy to customize a menu for you, just ask the catering department! And please let us know of any dietary restrictions so we can accommodate them.

# MEETINGS/BREAKS/RECEPTIONS

Hors d'oeuvres are great additions to your lunch/dinner or for a meeting/break.

#### a la carte hors d'oeuvres

Display or passed (additional labor charges will apply for passed hors d'oeuvres) Minimum of 30 pieces per order

#### cold

red grape and pistachio-crusted goat cheese lollipop / \$1.75 each greek salad kabobs with iceberg lettuce, tomato, olive, cucumber and feta cheese / \$1.50 each antipasto skewers with salami, fresh mozzarella cheese, tomato, artichoke hearts and kalamata olives / \$1.75 each goat cheese crostini with artichokes and lemon zest / \$1.75 each blackened shrimp with red pepper cream crostini / \$2.00 each seared beef tenderloin crostini with onion marmalade and blue cheese / \$2.25 each

#### hot

chicken satay marinated in our house-made peanut sauce / \$1.75 each argentinian steak skewer with chimichurri sauce / \$2.00 each artichoke fritters with lemon basil aioli / \$1.75 each cranberry and brie en croute / \$1.75 each bacon wrapped dates with chorizo sausage / \$2.00 mini potato cup / red potato with sour cream, chives, cheddar and bacon crumbles / \$1.75 roasted vegetable quesadilla with house made salsa / \$1.55 each mini quiches / \$2.25 each mini teriyaki meatballs / \$1.75 each mini beef wellingtons / \$1.95 each

#### hors d'oeuvre platters

All platters require a minimum order for 10 people.

#### fresh garden vegetable platter

fresh and colorful array of seasonal garden vegetables served with ranch dipping sauce \$2.00 per person / add hummus for \$1.00 per person

#### fresh seasonal fruit display

variety of sliced seasonal north American fruits and berries \$2.95 per person

#### domestic cheese platter

sliced cheddar, swiss, pepperjack, and colby cheese with grapes and crackers on the side \$3.50 per person

antipasto platter / salami, capicola, olives, pepperoncini, roasted vegetables, fresh mozzarella cheese and flat bread \$3.95 per person

baked spinach and artichoke dip / served with pita bread \$3.00 per person

**brie en croute** / warm brie in puff pastry served with seasonal fruit and crackers \$85.00 each

# **MEETINGS/BREAKS/RECEPTIONS**

hors d'oeuvres platters, continued

baked goat cheese / with tomato sauce and fresh basil, served with toast rounds \$2.50 per person (minimum of 20 people)

roasted garlic hummus dip / served with toasted pita chips \$2.00 per person (minimum of 20 people)

build your own bruschetta / roma tomatoes, garlic, olive oil, basil, parmesan shavings with crispy toast rounds \$2.00 per person (minimum of 20 people)

**assorted tea sandwiches** / cucumber and dill, egg salad with watercress OR waldorf chicken salad \$12.95 per dozen (minimum of 1 dozen per type)

**gourmet pinwheels** / smoked turkey and apricot cream cheese, ham and boursin cheese OR balsamic roasted vegetables with herb cream cheese \$12.95 per dozen (minimum of 1 dozen per type)

#### snacks

house-made potato chips / homemade ranch dipping sauce \$1.00 per person (minimum of 10 people per order)

tortilla chips / house made salsa \$1.50 per person / add guacamole for additional \$2.00 per person (minimum of 10 people per order)

#### mixed nuts

\$10.00 per pound (minimum of 2 lbs. per order)

mastodon mix / m&ms, raisins and assorted mixed nuts \$11.00 per pound (minimum of 2 lbs. per order)

thunder mix / candied walnuts, craisins, white chocolate chips and dried apricots \$12.50 per pound (minimum of 2 lbs. per order)

candy bars / assorted candy bars \$1.00 each

fresh whole fruit / apples, oranges, or bananas \$1.25 per piece

**granola bars** / nature valley, kashi and nutri-grain bars *\$1.45 each* 

individual yogurt cups / assorted
\$1.95 each

# **MEETINGS/BREAKS/RECEPTIONS**

# bakery snacks

assorted cookies or dessert bars / just ask the catering department for the flavors of the month! \$13.50 per dozen (minimum of 1 dozen per type)

home style brownies / fudge, mocha, mint oreo or turtle \$13.50 per dozen (minimum of 1 dozen per type)

mini tarts / pecan, chocolate, fruit, pumpkin, lemon, key lime or salted caramel \$15.95 per dozen (minimum of 1 dozen per type)

mini cupcakes / chocolate, vanilla, carrot or red velvet \$15.95 per dozen

donut holes

\$5.25 per dozen

alumni platter / the favorites of our beloved staff... chocolate dipped shortbread cookies, seven layer dessert bars and chocolate dipped strawberries

\$16.75 per dozen (one platter comes with four of each dessert item)

dessert dip / cheesecake or brownie dessert dip with graham crackers, pretzels or strawberries for dipping \$2.00 per person (minimum order of 20)

dessert shooters / carrot cake, turtle cheesecake, oreo peanut butter, tiramisu, chocolate raspberry, banana cream pie, salted caramel brownie, bananas foster... the bakery is always coming up with new dessert shooters, just ask!

\$1.50 each (minimum order of 20)

**chocolate covered strawberries** / original, sprinkles, or nuts \$2.00 each

chocolate covered pretzel rods \$15.00 per dozen

puppy chow / cereal, peanut butter and chocolate
\$1.00 per person (minimum of 20 people per order)

**full sheet cakes** / chocolate, vanilla, red velvet or carrot cake start at \$50.00 per cake

half sheet cakes / chocolate, vanilla, red velvet or carrot cake start at \$30.00 per cake

# **BEVERAGES**

### hot beverages

starbucks coffee / \$17.95 per gallon / \$10.95 per airpot freshly brewed organic regular coffee / \$15.95 per gallon / \$8.95 per airpot freshly brewed organic decaf coffee / \$15.95 per gallon / \$8.95 per airpot hot water and tazo tea / \$14.95 per gallon / \$8.95 per airpot hot or chilled apple cider / \$14.95 per gallon hot chocolate / \$14.95 per gallon

## cold beverages

ice water / \$3.00 per gallon
aqua fresca / orange, lemon or lime / \$6.00 per gallon
chilled juice / \$16.00 per gallon / \$8.00 per carafe
iced tea / \$12.75 per gallon
iced coffee / hint of sugar and cream / \$16.95 per gallon
lemonade / \$12.75 per gallon
strawberry lemonade / \$15.75 per gallon
pitchers of ice water / \$1.25 per pitcher
individual bottled water / \$1.75 each
assorted canned soda / pepsi products / \$1.65 each
individual bottled fruit juice / \$2.00 each
bottled iced tea / \$2.00 each

# punch bowls

Minimum order is 2 gallons to fill 1 punch bowl. Ordering tip... 1 punch bowl serves approximately 30-40 people depending how thirsty your group is!

**ruby punch** / cran-raspberry, fresh raspberries and ginger ale \$16.95 per gallon

**thunder punch** / orange sherbet, orange juice, club soda and a splash of milk \$19.95 per gallon

wheaton punch / blend of orange juice, cranberry juice, guava juice and sierra mist \$13.00 per gallon

**tropical punch** / tropical blend of fruit juices (pineapple, strawberry, mango and banana) \$14.95 per gallon

**black tea punch** / pineapple, lemonade, orange juice, black tea and ginger ale \$15.95 per gallon

paradise punch / blend of apple juice, pineapple juice, earl grey tea, lime juice, simple syrup, raspberry syrup and fresh raspberries \$14.95 per gallon

**sparkling apple cider punch** / apple juice, sierra mist, cinnamon and nutmeg \$13.55 per gallon

holiday punch / cranberry juice, pineapple juice, ginger ale and fresh cranberries \$13.55 per gallon

# BON APPÉTIT CATERING AT WHEATON COLLEGE

#### communication

We ask that you contact the Catering Director, Samantha Bauman, at 630-752-5839 or samantha.bauman@cafebonappetit.com, for all initial catering requests. We make every effort to respond quickly to all requests, questions and messages. Our standard response is no later than 24 hours or the next business day if on a weekend. In the unlikely event the 24 hour deadline is missed, please call or email Raul Delgado who will respond the same day. Contact Raul at 630-903-3140 or at raul.delgado@cafebonappetit.com.

#### event space

The client is responsible for booking event space and staging area needed for the event and should be pre-arranged through 25Live prior to making catering arrangements. Tables and trash bins need to also be arranged by the client in 25Live—please consult with the catering department for the proper number of tables needed for your food/beverage setup. Should you have any questions regarding your reservation in 25Live contact Karen King at karen. king@wheaton.edu or at 630-752-5184.

Bon Appétit will need a minimum of 1 hour to setup (2 hours for china service) prior to the event start time. Please allocate for this time when booking the event space. Events that are booked in classrooms that cannot be granted access 1 hour prior the start time will be limited to a drop off catering only and will require a minimum of 30 minutes to setup.

Bon Appétit does not have access to many buildings and rooms on campus. Please make arrangements with Public Safety to ensure that facilities are unlocked to allow for delivery and clean up.

#### menu prices

Our menu prices are based on current market conditions. We reserve the right to make changes as necessary. Price quotations will be guaranteed 30 days prior to the event. Menu prices do not include labor/delivery or rental items.

#### same day event additions

Bon Appétit will make every effort to accommodate any last minute day-of-event requests by the client outside of the contract parameters to the best of our ability. These verbally authorized change requests will be added to the final invoice.

#### delivery fees

For any drop off catering a delivery fee will be applied. The delivery fee ranges from \$20-\$100 and is determined by the location and the event times. A higher delivery fee will be charged for late night and weekend events; however, if Bon Appétit determines equipment is in a secure area, Bon Appétit will pick up equipment the following business day to minimize a high delivery fee. Client is responsible for any missing equipment.

Looking to save money? You are more than welcome to pick up your catering order from our Bon Appétit office to save on the delivery fee. Please bring a friend and/or cart and we will be more than happy to help you load your food order. All equipment must be returned to the Bon Appétit office 24 hours after the event. In the event that equipment has been lost, stolen or damaged an equipment fee will apply and will be noted on the invoice.

#### service staff

The number of staff required will depend on the number of guests at your event, location and the desired level of service. If set up is required in advance there may be additional labor charges. Staff hours are calculated from event preset through event breakdown and will be charged to the client directly. If your event begins or ends later than anticipated, additional labor charges will apply and noted on the invoice. If your group is meeting in the same room as the event there may be additional labor charges if we have to wait for your meeting to end before cleaning. Please contact the catering department to get an estimate on your staffing.

# WELCOME TO CATERING BY BON APPÉTIT

#### cancellations

We require all cancellations to be in writing and received by our office 72 hours prior to the event. Any event that is not cancelled within this period will result in 50% payment of the total amount of the contracted food, plus the full amount on rentals. Events cancelled within a 24-hour time frame will result in 100% payment of the total food and beverage amount, plus the full amount on rentals and staffing. Cancellation exceptions include weather. "Acts of God" will be exempted from this policy.

#### payment

Bon Appétit must have a secured form of payment prior to any event. University Account Number, Checks, Visa, or MasterCard are all valid payment methods. Bon Appétit does not accept AMEX. Non-university clients must provide a 50% event down payment 10 days prior to the catered function and balance paid in full 72 hours prior to event. Non-university clients will be charged sales tax.

#### equipment

All catering equipment supplied for your event must be available for pick up upon event completion. You will be notified of any missing or damaged items and have 24 hours to return the items to the catering office. All items not returned or broken within this time frame will be billed at full replacement cost.

## leftover food and beverage

We try to plan your food quantities carefully, but sometimes there is food left over. Due to state health regulations, leftovers may not be taken from the event and will not be packaged for removal off premises. Bon Appétit will not be held responsible for food items removed without our knowledge.

#### linen

Bon Appétit carries 85" square table cloths in black or white (for dining room tables), 90x156 banquet cloths in black or white (for 8ft tables) and white napkins. These linens are included if client hosts a full service hot breakfast. lunch or dinner.

If you're hosting an event and not providing a full service meal, additional linen costs will be charged to the client.

Linen upgrades, including linen type or colors, are available and will be charged to the client directly. Please contact the catering department for more information.

# FREQUENTLY ASKED QUESTIONS

# Q. How far in advance should I place my catering order?

A. The sooner the better. All events must be contracted no later than 2 weeks before the event date. Any drop off catering orders that are under 50 people and chosen from our printed menu will require a minimum of 72 hours.

## Q. What other information is needed to place a catering order?

A. We will need to know the event date, event start time and end time, location, number of people, and the account number for billing. It's also nice to have the program or agenda as well.

### Q. What if I can't find what I'm looking for on your catering menu?

A. We are happy to customize a menu for you! Just let us know your catering needs, vision and budget and our catering team will be happy to put together something for you. Please give us additional time so that our chefs can have the time to create something special for you.

## Q. What if I have a guest with dietary restrictions (i.e. gluten free, dairy free, vegan, etc.)?

A. We can certainly alter a menu based on guests' dietary restrictions. We just ask that you give us those meal requests in advance so we can successfully accommodate them.

### Q. When is my final guest count due?

A. A preliminary guest count is given when we start working on your contract that way we can quote pricing on food, labor and any rentals. Your final guest count is due 3 business days prior to your event. After you turn in your final guest count, your counts can only increase not decrease. If you have rented china or linens please give us as much time as possible so we can ensure matching linen and china. In the event Classic Party Rentals does not have the equipment, Bon Appétit will do their best to find the equipment from another vendor though we cannot guarantee an exact match.

#### Q. Why do I sometimes get charged for china and glassware?

A. The university only owns so many place settings of china, flatware and glassware. If your count exceeds our current inventory additional rental fees will be charged, along with a delivery fee from Classic Party Rentals.

### Q. What tables does the university own?

A. You can request 8ft tables or 60" rounds in 25Live for your event. Currently the college does not own bistro or high boy tables; however, we are happy to rent them for you. We can also rent specialty chairs for you as well. Please contact the catering department for an updated price list on tables/chairs. If your event is held in North Party Room, custodial requires that you use the square tables for your event.

#### Q. Will I be charged more if my event runs late?

A. Unfortunately, yes you will. Your estimated labor fee on your contract is based on the event times that were given prior to the event. If staff needs to stay later to clean up the client will be charged additional labor fee, which will be reflected on the final invoice.

#### Q. Can I bring any leftover food home?

A. Unfortunately, no. Due to state health regulations, leftovers may not be taken from the event and will not be packaged for removal off premises.