



CATERING MENU



GOOD MORNING

BREAKFAST

Prices listed are per guest. Minimum order of twenty-five (25) guests, with a maximum 90-minute service timeframe. Additional charge for extended service. *For Gluten Free and Vegan options, there will be a 5% surcharge.

Continental 23

- Danishes, muffins
- Bagels and cream cheese
- Orange juice, coffee and teas

Executive Continental 28

- Fresh seasonal fruit with berries
- Tea breads
- Danishes, muffins
- Bagels and cream cheese
- Orange juice, coffee and teas

Pasadena Sunrise 37

- Scrambled eggs, cheddar cheese
- *Choice of two (2):* Applewood smoked bacon or chicken apple sausage or vegetarian sausage
- Country potatoes
- Fresh fruit with berries
- Assortment of breakfast pastries
- Butter, preserves, hot sauce, fresh salsa, ketchup
- Orange juice, coffee and teas

Healthy Boost 28

- Sliced fresh seasonal fruit
- House-made oatmeal with brown sugar, raisins, milk, butter
- Assorted yogurts with granola
- Assorted muffins, bagels and cream cheese, butter and jam
- Orange juice, coffee and teas

PLATED MEALS

Accompanied by orange juice, coffee, decaf, hot tea and assorted muffins with jam and butter.

Marengo Sunrise 33

- Brioche French toast
- Scrambled eggs
- *Choice of one (1):* Applewood smoked bacon, chicken apple sausage or vegetarian sausage

Paseo 35

- Fluffy scrambled eggs topped with cheese
- *Choice of two (2):* Applewood smoked bacon, chicken apple sausage or vegetarian sausage
- Crispy potatoes

Breakfast Bowl 33

- Poblano pepper, bell pepper
- Black beans, brown rice
- Scrambled or hard-boiled eggs
- Topped with queso fresco

Keto Bowl 34

- Fluffy scrambled eggs, cauliflower rice, bacon bits and bell peppers
- *Choice of one (1):* Carnitas or ground beef





A LA CARTE

BREAKFAST

SANDWICHES

Prices listed are per guest.

Breakfast Burrito	10
Flour tortilla with country potatoes, scrambled eggs and cheddar cheese with choice of filling. Bacon, sausage or grilled vegetables, hot sauce, salsa and ketchup	
Flaky Croissant Sandwich	10
Scrambled eggs, cheddar cheese and smoked ham, hot sauce, fresh salsa and ketchup	
English Muffin Sandwich	9
Scrambled eggs, Canadian bacon and cheese, hot sauce, fresh salsa and ketchup	
Super Food Egg Sandwich	10
Whole wheat English muffin, scrambled eggs, kale, smoked gouda, hot sauce, salsa and ketchup	

SNACKS

Prices listed are per guest, or as noted.

House-made Fruit & Yogurt Parfaits	8
Seasonal Sliced Fruit Platter	8
Whole Fruit (dozen)	26
Quinoa Berry Bowl	9
Coconut Chia Parfait (GF, VG)	8
Individual Yogurt	4
Cheese Sticks	3
Hard Boiled Eggs (dozen)	32

BAKERY BY THE DOZEN

Minimum order of three (3) dozen.

Assorted Mini Muffins (dozen)	50
Gluten Free Mini Muffins (GF)(dozen)	56
Assorted Fresh Baked Danishes (dozen)	50
Assorted Tea Breads (dozen)	52
Lemon poppyseed, banana walnut, cranberry orange	
Assorted Bagels (dozen)	50
Cream cheese	
Assorted Croissants (dozen)	52
Plain, almond, chocolate	

COLD PRESSED JUICE (serves 30) 225

- **Detox Green Juice** (10 - 6 oz. servings)
Spinach, kale, parsley, apple, cucumber, ginger and lemon
- **Immune Boost** (10 - 6 oz. servings)
Orange, carrot and ginger
- **Brainiac Boost** (10 - 6 oz. servings)
Beets, seasonal berries



BEVERAGES

BY THE GALLON

Freshly Brewed Coffee Regular or Decaffeinated (per gallon)	82
Hot Tea (per gallon)	70
Spa Water (3 gallons) • Cucumber & mint infused water • Citrus infused water • Berry infused water	55
Each Additional Gallon	+10
Assorted Fruit Juices (gallon) Orange, Apple, Cranberry	55
Lemonade or Strawberry Lemonade (gallon)	55
Freshly Brewed Iced Tea (gallon)	55
Water bubbler (5 gallon jug) Daily charge	65
Each Additional 5 Gallon Jug	+35

INDIVIDUAL

Canned Water (16 oz. each)	6.50
Canned Sparkling Mineral Water (each)	6
Assorted Bottled Fruit Juices (10 oz. each)	6
Assorted Canned Pepsi Sodas (each)	5
Bottled Water (each)	5
Energy Drink (each)	8
Individual Milk Cartons (each) Whole Milk, 2% Milk, Chocolate Milk	2.50
Ice Bag (10 lbs)	15





SNACKS & MORE

A LA CARTE SNACKS

Minimum Order of 3 Dozen or 25 person order.

Signature House-made Chips (per person) Corn tortilla chips with salsa (GF)	6
Add Guacamole	+3
Potato Chips Sea salt, BBQ or chipotle spiced	6
Individual Snack Bags (each) Frito Lay assorted flavors, trail mix, pretzels	4
Soft Pretzels (dozen) Served with mustard and nacho cheese	48
Fresh Popcorn with Cart (100 pp minimum) Additional \$150** fee for attendant and rental	375
Individual Popcorn Boxes (25 pp minimum)	5
Assorted Ice Cream Novelties (dozen)	60
Häagen Dazs (dozen)	80
Freshly Baked Cookies (dozen) Chocolate chip, oatmeal raisin, peanut butter	50
Gluten Free Cookies (dozen)	55
Assorted Brownies (dozen) Chocolate, blondies	50
Churros (dozen) Chocolate and dulce du leche sauces	50
Assorted Chocolate Dipped Biscotti (dozen)	50
Lemon Bars (dozen)	50

THEMED BREAKS

Minimum Order of 25 person with 30 minute service time frame.

Movie Break (per person)	18
<ul style="list-style-type: none"> • Freshly popped popcorn • Soft pretzels with mustard • Movie theater candy bars • Assortment of canned soda or bottled water 	
Ball Park Break (per person)	19
<ul style="list-style-type: none"> • Soft pretzels with mustard • Mini hot dogs • Dry roasted peanut bags and Cracker Jacks® • Lemonade 	
Nacho Bar (per person)	16
<ul style="list-style-type: none"> • House-made chili (V) • Tri-colored tortilla chips • Sour cream, guacamole, house salsa, chopped green onions, tomatoes, jalapeños and nacho cheese • Agua fresca 	
Add Chicken or Beef (per person)	+4
Healthy Break (per person)	18
<ul style="list-style-type: none"> • String cheese • Yogurt • Hard-boiled eggs • Granola bars • Assortment of fresh whole fruit • Cucumber mint spa water 	



LUNCH

GOURMET BOXED LUNCHES

Prices listed are per guest. Minimum order of twenty-five (25) guests.

Individual Boxed Lunch 32

Sandwich or Wrap. *Choose up to three (3) varieties:*

All boxes come with assorted bags of chips, chocolate chip cookie, bottled water

- Smoked turkey sandwich, brie cheese, cranberry aioli on baguette
- Roast beef and Swiss cheese on baguette
- Tuna salad sandwich, celery, tomato, onions, lettuce on multi-grain bread
- Chicken Caesar salad wrap
- Quinoa and hummus wrap, mixed greens, piquillo peppers and tomatoes (VG)

Add A Side Salad (per person) +3

Choose one (1):

- Mixed green salad, shredded carrots, cucumbers, ranch dressing
- Mixed greens, quinoa and tomatoes, peppers, lemon vinaigrette
- Pesto pasta salad
- Orzo pasta and arugula, feta, olives, red wine vinaigrette

PIZZA & SANDWICHES

Prices listed are per package or platter.

Pizza Delivery 325

Serves 15 people, price includes disposable utensils, plates and napkins.

- 3 Large, prepared-to-order pizzas, your choice of cheese or pepperoni
- *Choose one (1):*
Mixed green salad or Classic Caesar
- 15 Chocolate chip cookies
- 15 Cans of soda or bottled water

Add A Sandwich Platter:

Caprese (per platter) 55

Fresh mozzarella, tomato, basil balsamic glaze

Italian Hoagie (per platter) 65

Salami, ham, provolone, lettuce and Italian vinaigrette

All-American (per platter) 65

Roasted turkey, provolone, lettuce, tomato with mayo or mustard





LUNCH & DINNER

STATIONS

Prices listed are per guest. Minimum order of twenty-five (25) guests, with a 90-minute service timeframe. Additional charge for extended service. *For Gluten Free and Vegan options, there will be a 5% surcharge.

The Deli *(Lunch Only)* 46

Includes: mixed green salad with balsamic and ranch dressing, assorted pre-made sandwiches, house potato chips, assorted condiments, assorted cookies, seasonal fresh fruit platter

Assorted pre-made sandwiches:

- Roasted turkey and provolone
- Black forest ham and cheddar
- Roast beef and Swiss
- Tuna salad
- Grilled roasted vegetables and white bean hummus wrap

Tour of Italy 53/63

Includes: tomato and mozzarella caprese salad, charred broccolini, bread sticks, tiramisu and mini cannolis

Choice of two (2):

- Chicken marsala with mushrooms
- Bolognese with penne pasta (classic meat sauce)
- Roasted vegetable baked ziti (VG)

The Arroyo Fiesta 53/63

Includes: charred corn and black bean salad with queso fresco, tomatoes and avocado dressing, oregano roasted cauliflower, chicken al pastor with charred pineapples and cilantro, carne asada skirt steak with salsa verde, Spanish rice, black beans, warm tortillas and tres leches cake

The Santa Barbara 52/62

Includes: mixed greens with avocado, pink grapefruit, pistachio nuts and champagne vinaigrette, herb grilled chicken breast, roasted salmon, roasted fingerling potatoes, seasonal vegetables, fresh rolls and butter and strawberry shortcake

Pacific Rim 54/64

Includes: Kumara salad with sweet potato, romaine, watercress, cherry tomato, pine nuts and orange vinaigrette, Pork bao buns with sesame ginger coleslaw, vegetable potstickers, chicken lemongrass potstickers, soy ginger chicken lollipop, pineapple fried rice, classic stir fry and assorted cookies

Mediterranean 52/62

Includes: Greek salad with chickpeas, tomatoes, olives and feta cheese. Moroccan meatballs, spiced chicken breast, roasted seasonal vegetables, toasted pita chips with fresh hummus and baklava

Taste of the Far East 54/56

Includes: Soba noodles with mixed raw vegetables and spicy honey dressing, stir-fry beef with broccoli, orange chicken, classic stir fry, steamed jasmine rice and assorted cake bites





LUNCH & DINNER

3-COURSE PLATED SELECTIONS

Prices listed are per guest. Minimum of twenty-five (25) guests.
Accompanied by freshly brewed coffee and hot tea, rolls and butter.

SALAD

Choice of one (1):

- **Citrus Butter Lettuce Salad**
Sliced breakfast radish, cara-cara orange, red grapefruit, toasted pistachio, champagne vinaigrette
- **Little Gem Caesar Salad**
Chopped romaine lettuce, aged parmesan, herb croutons with Caesar dressing
- **Endive and Frisee Salad**
Orange segments, goat cheese, candied walnuts and balsamic vinaigrette
- **Baby Wild Arugula Salad**
Baby arugula, sliced button mushrooms, shaved parmesan with rosemary-lemon vinaigrette
- **Grilled Asparagus Salad**
Farro, kale, fennel, kumquats, feta and dressing
- **Local Tomatoes and Mozzarella**
Served on watercress with pistachios and balsamic vinaigrette

ACCOMPANIMENTS

Choice of one (1):

- Creamy mashed potatoes
- Roasted potato medley
- Wild rice pilaf
- Harissa cous-cous
- Yukon mashed sweet potatoes
- Jasmine rice

Choice of one (1):

- Roasted carrots
- Sautéed bok choy
- Sautéed green beans
- Grilled asparagus
- Charred broccolini
- Garlic roasted squash
- Seasonal vegetables

ENTRÉES*

Choice of one (1):

- **Airline Chicken Breast** 52/62
Herb roasted with au jus
- **Pan-seared Atlantic Salmon** 60/70
Moroccan chermoula sauce
- **Butter Poached Halibut** 68/78
With roasted cherry tomatoes
- **Miso Striped Sea Bass** 62/72
With green onions and charred lemon
- **10-Hour Braised Short Rib** 58/68
Red wine reduction
- **Grilled Center Cut Filet** 68/78
With demi glaze and crispy shallots

*Ask your Catering Manager about Duo Entrées or Chef's recommendations.





LUNCH & DINNER

3-COURSE PLATED SELECTIONS continued

Vegetarian and gluten free meals will be charged at the same price as the selected menu. We traditionally prepare 5% (no more than 25 meals) of your guaranteed guest count for vegetarians unless otherwise notified.

VEGETARIAN ENTRÉES

Choice of one (1) entrée continued:

- **Crispy Polenta** (GF)
Blistered broccolini, roasted baby squash, fresh tomato sauce with garlic and basil
- **Cauliflower Steak** (GF)
Roasted tomato cous-cous, sauteed mushrooms and charred lemon in Moroccan chermoula sauce
- **Ancient Grain Pilaf** (GF)
Farro, wild rice, charred broccolini, roasted Campari tomato on the vine with citrus herb sauce
- **3-Cheese Ravioli**
Served with your choice of marinara or basil pesto
- **Wild Mushroom Risotto** (GF)
Arborio rice, wild mushrooms, wine, shallots, parmesan and butter

DESSERT*

Choice of one (1):

- Carrot cake
- Strawberry short cake
- NY cheesecake with fresh strawberries
- Chocolate mousse cake
- Chocolate flourless cake
- Tiramisu
- Chocolate mousse with fresh strawberries

***Dessert upgrade available** (ask your catering manager)





RECEPTION

CHEF LIVE STATIONS

Minimum order of 25 guests. All receptions are 60 minutes.
 Uniformed chef is required for all live stations. \$175 for every 50 guests.

CARVING BOARDS

Herb-Crusted Turkey Breast (serves 25)	350
Soft rolls, butter, cranberry orange relish, herb aioli, whole grain mustard	
Herb-Crusted Beef Tenderloin (serves 25)	695
Served with horseradish cream, whole grain mustard and au jus	
Chef's Spice Rub Marinated Prime Rib (serves 30)	730
Seasoned with sea salt and cracked black pepper, served with horseradish aioli	

STATIONS

Mac and Cheese Bar (per person)	23
Parmesan cheese, bacon bits, crumbled sausage, peas, grilled chicken and fresh herbs	
<i>Choose one (1):</i>	
<ul style="list-style-type: none"> • Classic cheddar with parmesan herb crust • White cheddar and mushroom with tomato • Spinach and confit artichokes in Gruyère cream 	
Deluxe Dessert Bar (per person)	28
<ul style="list-style-type: none"> • Assorted mini deluxe desserts/mousse cups • Assorted mini cake bites 	
<i>Choice of one (1) action dessert station:</i>	
<ul style="list-style-type: none"> • Ice cream sundae station • Mud pie station • S'mores 	

Pasta Station (per person) 26

Breadsticks, parmesan cheese and chili flakes

Choice of two (2) pastas:

- Cheese ravioli
- Penne rigate
- Gnocchi with sage butter
- Tri-colored cheese tortellini

Choice of two (2) sauces:

- Carbonara
- Beef bolognese
- Pesto cream
- Marinara

Add Garden Salad OR Caesar Salad +5

Street Taco Station (per person) 24

- Chicken, asada and potato
- Corn tortillas
- Onions, cilantro, red and green salsa
- Chips, salsa and guacamole

Mashed Potato Bar (per person) 21

- Garlic whipped potatoes
- Toppings: butter, sour cream, chives, cheddar cheese, sauté mushrooms, crispy bacon

Slider Bar (per person) 26

Served with house potato chips

Choice of three (3) sliders:

- **Angus Beef** – Applewood bacon, Swiss cheese, brioche bun
- **Teriyaki Chicken** – Grilled pineapple, tangy sauce, sweet roll
- **Pulled Pork** – House BBQ sauce, creamy coleslaw, pickle, brioche bun
- **Patty Melt** – Smoked gouda, caramelized onions
- **Garden Burger** – Lettuce, tomato, onion, sweet roll



RECEPTION

A LA CARTE

Tray pass attendants (\$175) for every 75 guests. Priced by the dozen and based on three (3) dozen minimum order. For gluten free and vegan options there will be a 5% surcharge.

COLD HORS D'OEUVRE

- Fruit skewers with spicy mango glaze (GF, VG) 48
- Asparagus wrapped in prosciutto (GF) 48
- Caprese skewers with tomato, ciliegine mozzarella, fresh basil, aged balsamic (GF, VG) 48
- Shrimp cocktail (GF) 50
- Antipasto skewers with artichoke, tomato kalamata olives, and mozzarella (GF, VG) 48
- Golden beet ceviche with avocado puree (GF, V) 46
- Sun-dried tomato and basil crostini (VG) 52
- Tuna tartar on cucumber with ginger soy glaze 58
- Endive spear with blue cheese, pecans and orange supreme (GF, VG) 44
- Red pepper hummus with pickled onions served on bouche (VG) 44
- Snapper ceviche with onions, tomato and cilantro (GF) 49
- Beef crostini with thinly sliced beef, triple creme and herb aioli 58

HOT HORS D'OEUVRE

- Mozzarella arancini with tomato jam (VG) 50
- Potato taco (GF, VG) 52
- Vegetable spring roll with chili sauce (VG) 48
- Crispy polenta cake with marinara (GF, VG) 48
- Stuffed mushrooms with smoked gouda (VG) 52
- Potato latke with mint creme fraiche (GF, VG) 42
- Mini grilled cheese with tomato bisque shooters (VG) 60
- Chicken potstickers with unagi sauce 50
- Coconut shrimp with sweet & sour aioli (GF) 54
- Beef empanadas with soffrito crema 52
- Chicken satay with Thai peanut sauce 54
- Lump crab cake with spicy remoulade (GF) 60
- Bacon wrapped dates stuffed with cheese (GF) 52
- Beef meatballs with marinara 48
- Grilled shrimp & pineapple skewers with teriyaki sauce (GF) 55
- Chicken empanadas with chipotle crema 54
- Beef short rib and mashed potato spoons (GF) 60
- Lamb meatballs with tzatziki 52





RECEPTION

GOURMET DISPLAYS

Prices listed are per guest. Minimum order of twenty-five (25) guests.

<p>Local Vegetable Crudité with Assorted Dips 12</p> <p>Served in individual cups with assorted dips: Green Goddess, red pepper hummus and ranch dressing</p>	<p>Sliced Seasonal Fruit Display 10</p> <p>Melons and berries</p>
<p>Artisan Cheese Board 17</p> <p>An array of international and domestic cheeses selected by the chef. Served with assorted dried fruit, artisan breads and crackers</p>	<p>Grilled Local Vegetables Antipasto 24</p> <p>Herb marinated olives and roasted peppers, roasted Portobello mushrooms and asparagus, gourmet cheese board with regional favorites, toasted specialty flat breads and lavosh crackers along with warm spinach and artichoke dip</p>
<p>Deluxe Cheese and Charcuterie Station 20</p> <p>An array of international and domestic cheeses and assorted meats selected by the chef. Served with assorted dried fruit, Marcona almonds, sliced baguettes, grilled ciabatta, crackers, marinated olives, cornichons, fig jam, artichoke spread</p>	<p>Baked Brie en Croute (serves 25) 210</p> <p>Sweet or savory served with sliced baguettes, lavosh and water crackers</p>
	<p>House-Made Hummus and Pita Chips 12</p> <p>Classic, cilantro-lime, red pepper hummus, toasted pita bread and spicy olive blend</p>





BEVERAGES

BAR SERVICE

HOSTED BAR PRICING

Prices listed are per guest.

Standard Tier

Spirits	11
Wine	11
Domestic Beer	10
Import/Craft Beer	11

Premium Tier

Spirits	13
Wine	13
Domestic Beer	10
Import/Craft Beer	11
Soda (12 oz)	5
Water (16 oz)	5
Juice (8 oz)	6

CASH BAR PRICING

Prices listed are per guest.

Standard Tier

Spirits	12
Wine	12
Domestic Beer	10
Import/Craft Beer	11

Premium Tier

Spirits	14
Wine	14
Domestic Beer	10
Import/Craft Beer	11
Soda (12 oz)	5
Water (16 oz)	5
Juice (8 oz)	6

WINES BY THE BOTTLE

Chardonnay

Columbia Crest, WA	42
Hahn, CA	48
Mer Soliel, Monterey County, CA	56
La Crema, Sonoma, CA	62
Hartford, Sonoma, CA	86

Sauvignon Blanc

La Crema, Sonoma, CA	45
Bernier, Loire Valley, FR	48
Emmolo, Napa, CA	56

Rose

Perrin, Cotes du Rhone, FR	42
Decoy, Sonoma, CA	46
Fabre, Provence, FR	56

Pinot Noir

Bernier, Loire Valley, FR	48
Cambria, Santa Maria, CA	56
Hartford, Sonoma, CA	76

Cabernet Sauvignon

Columbia Crest, WA	42
Justin, Paso Robles, CA	56
Hess Select, North County, CA	58
Arrowood, Sonoma, CA	79
Freemark Abbey, Napa, CA	98

DRAFT BEER PRICING

Domestic Beer Full Keg 700

Import/Craft Beer Full Keg 800

(each keg serves 90-100 cups)

*Bartender Fees to Apply

Bartender Fees

Bartender fee of \$200 will apply for the first four (4) hours of service. \$75 per hour per bartender for each additional hour. One bartender required per 75 guests. Double bars are counted as two bars.

Hosted Drink Tickets

All hosted drink tickets are guaranteed and anything above the guaranteed amount will be charged on consumption. Drink tickets will be supplied by Sodexo.

Beverages on Consumption

All beverages are considered guaranteed unless requested to be charged on consumption. The client is responsible for 80% of the original estimated amount.



BEVERAGES

BAR PACKAGES

Bar Packages include assorted sodas, still and sparkling water. Bars will close one hour prior to the event end time.

BEER & WINE PACKAGES

Standard Beer & Wine Service

1 hour (per guest)	22
2 hours (per guest)	32
3 hours (per guest)	42

Premium Beer & Wine Service

1 hour (per guest)	28
2 hours (per guest)	38
3 hours (per guest)	48

SPIRITS, BEER & WINE PACKAGES

Standard Bar & Wine Service

1 hour (per guest)	29
2 hours (per guest)	38
3 hours (per guest)	47
3 hours + (per guest)*	52

*Includes tableside wine during dinner

Premium Bar & Wine Service

1 hour (per guest)	37
2 hours (per guest)	46
3 hours (per guest)	55
3 hours + (per guest)*	60

*Includes tableside wine during dinner

Sparkling wines are available and are additional and charged on consumption per bottle.

Standard Spirits

Tito's Vodka
 Tanqueray Gin
 Bacardi Superior Rum
 Captain Morgan Rum
 Camarena Silver Tequila
 Dewar's White Label Scotch

Bulleit Bourbon
 Jack Daniel's Whiskey

Includes: 1st Tier Wine Varietals,
 Domestic, Imported & Craft Beer

Premium Spirits

Grey Goose Vodka
 Belvedere Vodka
 Hendricks Gin
 Bombay Sapphire Gin
 Bacardi 8 Rum
 Herradura Silver Tequila
 Herradura Reposado
 Johnnie Walker Black Scotch
 Woodford Reserve Bourbon
 Crown Royal Whiskey
 Grand Marnier Liqueur

Includes: 2nd Tier Wine Varietals,
 Domestic, Imported & Craft Beer

Standard Tier 1 Wine

Choice of one red, one white:

Columbia Crest Chardonnay
 Cavit Pinot Grigio
 Columbia Crest Cabernet Sauvignon
 Perrin Rosé

Premium Tier 2 Wine

Bernier Sauvignon Blanc
 Mer Soliel Chardonnay
 Fabre Rosé
 Cambria Pinot Noir
 Justin Cabernet Sauvignon

Tier 3 Wine

Premium Wine list available by the bottle. By the bottle wine will be charged on consumption.

All Cash Bars – will incur a \$500 set up fee for each bar. No Cash Accepted. Bars will accept Debit, Credit, Apple and Google Pay only.

Hosted Bars on Consumption – will incur a \$500 set up fee for each bar unless bar minimum is met.

Hosted Drink Tickets – pricing to be charged based upon individual drink selection. Drink tickets will be supplied by Sodexo Catering.

Corkage Fee – for all donated product is \$25 plus service charge and tax, per bottle. Product must be received one day prior to the event. All donated product received by Sodexo Catering will be considered property of Sodexo Catering and will not be returned.

Bartender Fee – will apply for the first 4 hours of service. One bartender required per 75 guests.



POLICIES & GUIDELINES

Sodexo Catering Policies and Guidelines

Credit card payment conditions: Sodexo Live! Catering will require full estimated payment within 5 business days prior to event date. We accept MasterCard, American Express and Visa. Additional charges that may incur at an event will be charged to the credit card on file after the conclusion of the event.

- Credit terms will not be accepted for catering services – without exception.
- A 3% credit card fee will be added for all credit card transactions.
- Check payment conditions: If check payment is preferred and no credit card is available to leave on file, Sodexo Live! Catering will require full payment 5 business days before event date. Checks are to be made payable to Sodexo Live! and sent to: Sodexo Live! c/o Pasadena Convention Center, 300 E. Green St., Pasadena, CA. 91101.
- Returned checks will be charged a fee of \$25, and re-issued payment must fall within the payment guidelines.

Final Deadlines

Menus must be finalized no later than 10 business days prior to event date. Final guaranteed guest count must be received within 10 business days of an event. If guest count falls below the guaranteed number, the client will be charged for the guaranteed number. If attendance exceeds the guaranteed number, the client will be charged according to actual attendance. Charges that incur due to guest count increases on the day of an event will be charged to the credit card on file after the conclusion of the event.

Menus and Pricing

We hope you enjoy the menu selections we have laid out for you in this catering guide, but if you do not see what you are looking for, we are also happy to customize menus especially for your group. Pricing for special menus will be determined based on menu specifics. Final entrée counts must be given (10) days prior to event.

Cancellations

Catering Events must be cancelled within at least (10) full business to avoid cancellation fees. Orders cancelled with less than (10) full business will be charged for all product that cannot be repurposed in normal outlets.

Floral, Specialty Linens and Rentals

We will gladly help coordinate florals, specialty linens and rentals for your event. Please discuss these options with your catering manager.

Responsible Alcohol Service

Sodexo Live! Catering reserves the right to ensure that an appropriate amount of food and non-alcoholic beverage is ordered for all events that offer alcoholic beverages. Sodexo Live! Catering reserves the right to close the bar immediately and/or terminate the function entirely at the customer's expense if Sodexo Live! Catering witnesses any customer or guest bringing any type of alcohol onto the premises, overly intoxicated guests, or allowing any minor to consume alcoholic beverages. In addition, the client will be responsible for all fines, loss of business, assessments and liability of any nature as a result of the above. Bars will close one our prior to the event end time.

Labor

A Catering Manager will recommend the appropriate staffing needs depending on the size and scope of your event. Additional labor charges may incur for special staffing requests not covered within normal service staff standards.

Additional Fees

A 24% Administration Service Fee will be calculated on the subtotal of your event. Administrative charges are charges for the administration of the function and are not purported to be a tip or gratuity and will not be distributed as a tip or gratuity to the employees who provide service to the guest.

Removing Unused Product

Sodexo Live! Catering will not allow any food or beverage to be removed from the property following an event.

