

City College of San Francisco

Culinary Arts and Hospitality Studies Department (CAHS)

Catering Policy

I. Booking and Menu Arrangements

- All events must be scheduled and approved by the CAHS Department
- If approved, the function should be reserved through Stella Kwan at the CAHS department at ext. 3153.
- This must be done at least 2 weeks prior to the event.
- The group, organization, or sponsor must authorize one person to be responsible for working with the CAHS department in planning the event in order to avoid confusion or delays.
- A confirmation form will be sent to the meeting planner.

II. Responsibilities of the Meeting Planner

- It is the responsibility of the Meeting Planner to contact the following departments for permits and needed services:
  - Building and Grounds (custodial, moving furniture)
  - Audio Visual (microphones etc.)
  - Broadcasting (video tape)
  - Horticulture (floral arrangements)
  - Music
  - CCSF Police Department (security, parking permits, opening and closing buildings)
- If you need to set-up or decorate the **Chef's Table**, please allow the time needed. The dining room class is dismissed at 2pm each day.
- Please be aware that you will be liable for any damages such as breakage, damaged supplies or artwork, and any misuse during the time of the event. You will also be liable for any damage or vandalism that occurs after the event because equipment was not turned off, or doors and windows were not properly secured.

III. Guarantee/Cancellations

- For parties of less than 50, the client must notify the CAHS Department no later than 48 hours before the event of the guaranteed number of persons attending the function.

- For parties of 50 or more, the client must notify the CAHS Department no later than 5 working days before the event of the guaranteed number of persons attending the function.
- Cancelled functions are subject to a 30% fee if cancelled fewer than 24 hours prior to the events start time.

#### IV. Billing Procedure

- A formal billing will be sent to the client immediately following the event. Payment due within 30 days.
- Labor must be made at the Job/Event site. Separate checks must be written for Student labor and Instructor labor. (current non-instructional rates apply)
- Staffing Requirements are as follows:
  - *Functions under 75 persons*
    - One Management Instructor
    - Preparation Instructor when applicable
    - Student servers
  - *Functions over 75 persons*
    - One Management Instructor
    - One Chef Instructor
    - Preparation Instructor when applicable
    - Student servers
    - One dishwasher

#### V. Menus

- The following menus are for your reference. Should you have other ideas, please contact our Executive Chef for suggestions and prices.
- Prices are subject to change.

Continental Breakfast

\*Prices are for food only

*\$12.00 per person*

Chef's Selection of Fresh Baked Pastries to include:

Croissants, Muffins, Danish, Quick Breads

Butter and Jam

Fresh Fruit

Oatmeal

Selection of Chilled Fruit Juices

Coffee and Tea

Enhancements

*\*Add \$5.00 per person, per item*

Quiche Lorraine or Florentine

Fresh Scrambled Eggs

Selection of Breakfast Meats

Breakfast Potatoes

Breaks/Beverages/Snacks

\*Prices are for food only

Fresh Baked Pastries to include:

Croissants, Muffins, Danish, Quick Breads

Mix and Match

*\$30.00 per dozen*

Fresh Fruit

*\$5.00 per person*

Granola/Yogurt/Fresh Fruit Parfaits

\$5.50 each

Brownies, Pecan Bars, Lemon Bars

Mix and Match

\$30.00 per dozen

Jumbo Cookies

Oatmeal Raisin, Chocolate Chip, Peanut Butter

Mix and Match

\$30.00 per dozen

Popcorn, Chips, Pretzels, Trail Mix, Granola Bars

Mix and Match

\$6.00 per person

Coffee/Tea

\$2.00 per person

Soft Drinks/Still and Sparkling Water

\$2.50 per person

**Reception/Hors D'oeuvre**

\*Prices are for food only

\$3.50 per piece

**Cold Hors D'oeuvre**

Smoked Salmon Mousse on Cucumber with Chives

Sliced Smoked Salmon on Rye with Fennel and Orange

Shrimp Cocktail

Cucumber Cup with Roasted Corn and Black Bean Salsa

Vietnamese Summer Rolls with Shrimp, Nuoc Cham Dipping Sauce

Tuna Poki on Won Ton Chip

White Bean Crostini with Arugula

Cajun Pickled Shrimp

Deviled Eggs

Cherry Tomato, Basil, Fresh Mozzarella Skewers with Balsamic

**Hot Hors D'oeuvre**

Filo Cups with Spinach and Feta Cheese

Curry Lemongrass Lamb Skewer with Peanut Sauce

Pot Stickers

Egg Rolls

Coconut Cumin Chicken Skewers

Potato and Pea Samosa with Mint Chutney

Wild Mushroom and Blue Cheese Crostini

Asiago Potatoes

Mushroom and Havarti Tarts

Pork and Shrimp Siu Mai

Won Tons

Stuffed Mushrooms

Box Lunch

\*Prices are for food only

Napkins, Utensils Included

\$15.00 per person

Choice of Sandwich on an Artisan Roll

Roast Beef and Cheddar

Lettuce and Lightly Pickled Cucumbers

Chipotle Mayo

Turkey and Provolone

Lettuce and Roasted Peppers

Herbed Mayo

Ham and Monterey Jack

Lettuce and Seasonal Pickled Veggies (such as mild pickled peppers, onions, cauliflower)

Dijon and Mayo

Veggie Sandwich - (vegan)

Tamarind Roasted Carrots with Hummus

Baby Spinach and Pickled Red Onion

Seasonal Fruit

Seasonal Side Salad (such as Pasta with Roasted Veggies, Lemony Coleslaw, etc.)\*

One Jumbo Chocolate Chip Cookie\*

Bottle of Water

Napkins and Utensils

\*Vegan versions included with veggie option

## Buffet Selections

\*Prices are for food only

### Salads

*Each salad is \$6.00 per person*

Quinoa with Spice-Roasted Cauliflower, Red peppers, , Feta, Pepitas, Herbs, and Harissa Vinaigrette  
Wild Rice and Farro with Dried Fruits, Toasted Pecans, Scallions, and Vinaigrette (Vegan)

Shaved Fennel and Arugula with Toasted Hazelnuts, Parmesan, and Meyer Lemon Vinaigrette

Baby Kale with Roasted Squash, Pickled Shallots, Almonds, Shaved Dry Jack Cheese, and Pear Vinaigrette

### Entrees with Sides

*Each entrée with sides is \$12.00 per person*

Roast Beef Tri tip with Broccoli Rabe and Mushrooms, Roasted Potatoes

Grilled Salmon with Pineapple Jicama Salsa, Sautéed Zucchini, Rice and Lentil Pilaf

Rockfish Dore, Lemon and Capers, Green Beans with Toasted Walnuts, Red onions, Middle Eastern Couscous

BBQ Baby Back Pork Ribs, Cole Slaw with Apples, Mac n' cheese

Roast Pork Loin with Sherry vinegar and Rosemary Demi-glace, Sweet Potato Gratin, Fresh Vegetable Medley

Sautéed Chicken with Fennel, Olives and Tomatoes, Orzo with oregano, sundried tomatoes and garlic, Swiss Chard with Pine Nuts and Raisins

Beef Curry with Steamed Rice, Baby Bok Choy

Dessert Selection

\*Prices are for food only

*\$5.00 per person per dessert selection*

Fresh Fruit Tarts

Lemon Tarts with Meringue

Chocolate Tarts

Apple Tart

Bread Pudding

Napoleons

Flourless Chocolate Cake

Opera Cake

Cookies/Brownies/Bars

Cheesecake

Custom Cakes are also available. Check with the Pastry Chef Instructor for selection.

Plated Lunches/Dinners

\*Selections can be made from the **Chef's Table** Lunch Menu when dining in the **Chef's Table** during lunch hours

*Check with the Dining Room Management Instructor*

\*Prices are for food only

\$25.00 per person

Service is based on Three Courses and includes Dessert, Freshly Baked Breads, Coffee and Tea

Starters

*Select one:*

Tomato Fennel Soup

Minestrone Soup

Spring Mix Salad with Cherry Tomatoes, Cucumbers, Shaved Carrots, Vinaigrette  
Spinach and Frisée Salad with Cucumbers, Radishes, Feta Cheese, Lemon Champagne Vinaigrette

Entrees

*Select one:*

Grilled NY Steak with Red Wine Demi-glace, Potato Gratin, Sautéed Vegetables with leeks

Roasted Boneless Pork Chop with Sherry vinegar, rosemary Cream Sauce, Yukon Gold Potatoes, Broccoli Rabe

Grilled Salmon with Herb Beurre Blanc, Wild Rice and Wheat Berry Pilaf, Sautéed Blue Lake Beans

Pan Seared Chicken Breast with Thyme Pan Sauce, Soft Polenta, Asparagus