



# *Catering Menu*

MANAGED BY



Scheman Building, Suite 102 | 1805 Center Dr. | Ames, IA 50011

t. 515-294-3347 | [www.center.iastate.edu](http://www.center.iastate.edu)

# Beverages & A-La-Carte Breakfast/Bakery

## *Featured Beverages*

*By the gallon unless noted otherwise. Minimum order of one gallon.*

Premium Coffee	\$26.50	Hot or Cold Cider	\$31.00
Premium Decaf Coffee	\$26.50	Bottled Water (each)	\$3.00
Assorted Hot Tea and Hot Chocolate	\$26.50	Assorted Canned Soda (each)	\$2.00
Assorted Juices	\$26.00	Bottled Juices (each)	\$3.00
<i>Orange, Apple, Cranberry, Tomato</i>		<i>Orange, Apple, Cranberry</i>	
Iced Tea	\$22.00	Milk (each)	\$2.00
Lemonade	\$21.00	<i>Skim, 2%, Chocolate</i>	
Infused Water	\$21.00		

## *Morning A La Carte*

*Priced Individually*

Smoked Salmon Platter with Cream Cheese & Bagels	\$10.00
Sausage, Egg, and Cheese on Croissant	\$7.50
Bacon, Egg, and Cheese on Biscuit	\$7.50
Instant Oatmeal Cups with Brown Sugar*	\$4.00
Cereal Cups with Milk	\$4.00
Mini Quiche Lorraine	\$2.75
Mini Quiche Spinach	\$2.75
Fresh Cut Mixed Fruit*	\$2.75
Individual Yogurts*	\$2.50
Breakfast Bars	\$2.00
Whole Apples and Bananas*	\$2.00
*ask about substituting local apples	
Assorted Cheese Sticks*	\$1.50

## *The Bakery*

*Priced per Dozen*

Breakfast Breads	\$33.00
Mini Scones	\$31.00
Gourmet Muffins	\$29.00
Gourmet Bars	\$27.00
Cookies	\$15.50
Donuts	\$26.50
Danishes	\$26.00
Jumbo Rolls (Cinnamon or Sticky)	\$25.00
Bagels with Cream Cheese	\$23.00
Mini Muffins	\$19.75
Frosted Brownies	\$18.00
Rice Krispy Treats*	\$17.00
Cinnamon Bites	\$13.00
Pecan Maple Bites	\$13.00
Mini Sugared Donuts	\$12.75
Savory Cheese Bread Bites	\$12.75



## *Rise and Shine*

*Priced per Person. Minimum order of 25.*

### *The Sunrise*

\$8.25 per Person

Includes fresh cut fruit\*, sliced cheese\*, Chef's choice assorted pastries, coffee, juice, and ice water.

### *Waffles or Pancakes Bar*

\$8.25 per Person

Your choice of either waffles or buttermilk pancakes; includes assorted fruit toppings\*, assorted syrups\*, and whipped topping\*.

### *Yogurt Parfait Bar*

\$7.50 per Person

Vanilla yogurt\*, assorted fruit fillings\*, fresh cut fruit\*, granola\*, and whipped topping\*.

### *Smoothie Bar*

\$9.75 per Person

Choose between either strawberry\* or mixed berry\* smoothie; includes whipped topping\*, granola\*, chopped nuts\*, and strawberry or raspberry sauce\*.

PROUDLY MANAGED BY



# Breakfast Buffets

*All breakfast buffets are served with Chef's choice of assorted pastries, juice, coffee, and water.*

*Priced per Person; Minimum of order 25.*

## *Create Your Own Breakfast Burrito*

\$12.00

Scrambled eggs\*, flour tortillas, crumbled bacon\*, diced ham\*, crumbled sausage\*, and assorted fillings\*; served with seasoned hash browns\* and fresh cut fruit\*.

## *Deconstructed Breakfast Skillet*

\$12.75

Scrambled eggs\*, seasoned hash browns\*, assorted toppings\*, sausage gravy\* and biscuits, and fresh cut fruit\*.

## *Build Your Own Breakfast Buffet*

Option 1 – Choice of one egg, one meat, one starch – \$14.75

Option 2 – Choice of one egg, two meats, one starch – \$16.75

Option 3 – Choice of two eggs, two meats, two starches – \$19.50

*\*Ask about using these options to create a served breakfast*

### **Egg Choices**

Scrambled Eggs\* (with or without cheese)  
Southwest Scrambled Eggs\*  
Ham and Cheese Frittata  
Sundried Tomato, Mozzarella, & Spinach Frittata  
Seasonal Garden Vegetable Frittata

### **Starches**

Seasoned Hash Brown Potatoes\*  
Potatoes O'Brien\*  
Potatoes Lyonnaise\*  
Cinnamon Swirled French Toast  
Buttermilk Pancakes

### **Meat Choices**

Two Crispy Bacon Strips\*  
Thick Sliced Ham\*  
Two Sausage Links\*  
Sausage Gravy\* and Biscuits

PROUDLY MANAGED BY



4

\* denotes gluten free options



## Lunch Buffets

*All lunch buffets include iced tea, water, and coffee. Priced per Person.*

### **American Deli \$14.50**

Assorted sliced deli meats\* and cheeses\*, sandwich toppings\*, buns (GF available upon request) and sliced breads, potato salad\*, coleslaw\*, kettle potato chips\*, and assorted cookies.

### **Baked Potato \$15.50**

Choose two: chili\*, broccoli cheese\*, or chicken alfredo sauces\*; includes seasoned baked potatoes\*, tossed salad\* with assorted dressings\*, assorted toppings\*, artisan rolls, and assorted bars and brownies.

### **South American \$16.50**

Ground taco beef\*, seasoned fajita chicken meat\*, rice, black beans\* or refried beans, seared peppers\* and onions, tortilla chips\* and soft shell tacos, assorted toppings\*, cilantro lime coleslaw\*, and churros with caramel dipping sauce.

### **Italian Pasta \$15.00**

Choice of two entrees: meat lasagna, chicken alfredo (add broccoli)\*, vegetable lasagna, chicken alfredo lasagna, baked cavatina, manicotti (beef or cheese), Penne pasta with your choice of sauce (meat sauce\*, marinara\*, vegetable alfredo\*, garden vegetable marinara\*, sundried tomato cream\*, or carbonara\*).

Served with steamed green beans\*, kale and tomato salad\* or mixed green salad\*, garlic breadsticks, and assorted cookies.

### **Mediterranean \$18.00**

Choose one: grilled chicken kabobs\*, or kofta\* (ground lamb – add \$3.00)

Served with falafel with tzatziki sauce\*, garlic basil pasta, Mediterranean veggies\*, hummus\*, tahini\*, and pita bread, and baklava.

### **Asian \$22.50**

Choice of two entrees: sweet and sour chicken, beef with broccoli, orange chicken, mongolian beef

Served with steamed white rice\*, stir fry veggies, vegetable egg rolls or crab rangoon, and fortune cookies.

### **Southern Homestyle \$18.00**

Fried chicken, mashed potatoes\* and gravy\*, steamed corn\*, spring pasta salad, artisan rolls, and apple crisp\*.



## Smokehouse Grill

*Served with baked beans\*, coleslaw\*, sandwich toppings\*, cookies, iced tea, ice water, and coffee.*

**Selection One** – (2) Entrees from Simply Grilled - \$17.00

**Selection Two** – (2) Entrees from Sauced & Seasoned - \$20.00

**Selection Three** – (2) Entrees from Southern Favorites - \$25.00

\*Ask about mixing & matching items from each group for a custom buffet

### Simply Grilled

1/3lb Hamburger\*  
\*\*includes cheese on the side  
1/4lb Hot dog\*  
1/4lb Bratwurst\*  
\*\*includes sauerkraut  
Grilled Chicken Breast\*

### Sauced & Seasoned

Lemon Pepper Chicken Breast\*  
BBQ Chicken Breast\*  
Garlic Herb Chicken Breast\*  
Black Bean Burger\*  
BBQ Pulled Pork\*, Beef\*, or  
Chicken\*

### Southern Favorites

BBQ Pork Ribs\*  
Smoked Brisket\*  
Fried Chicken

*Ask your coordinator about enhancements such as cheeses, bacon, grilled peppers and onions, mushrooms, and specialty condiments!*

## Meal Add-Ons

### *Soup*

*Add a cup of soup to your meal for \$2.75 per person*

Choices Include: Chili\*, Loaded Vegetable\*, Chicken Noodle, Cream of Potato\*, Wisconsin Cheese\*, Broccoli Cheese\*

### *Tossed House Salad*

*Add a tossed house salad\* to your meal for \$2.00 per person*

PROUDLY MANAGED BY



## Boxed Meals To-Go

*All boxed meals include a bottled water, potato chips, and cookie. Priced per Person. Max of three different choices per event (vegetarian option included in selection). GF Buns available upon request.*

**Brioche Bun Sandwiches** **\$10.25**

A fresh brioche bun with your choice of ham and swiss, turkey and provolone, or roast beef and cheddar. All sandwiches topped with leaf lettuce, tomato, and onion.

**Veggie Wrap** **\$10.25**

A flour tortilla filled with seasonal roasted vegetables and red pepper hummus.

**Italian Club** **\$14.50**

Pepperoni, genoa salami, ham, provolone, sliced tomatoes, lettuce, and boursin cream spread on herbed focaccia bun.

**Turkey Bacon Avocado** **\$14.50**

Sliced turkey, provolone, sliced tomatoes, lettuce, and avocado cream spread on whole grain bread.

**Rueben** **\$14.50**

Thinly sliced corned beef, swiss cheese, and lettuce, with a creamy sauerkraut dressing on rye bread.

**ISC Club** **\$15.50**

Turkey, roast beef, bacon, and provolone on whole grain bread, with leaf lettuce, tomato, and onion.

**Peppered Steak** **\$15.50**

Chilled seared pepper steak with lettuce, sliced tomatoes, onions, and horseradish sauce on whole grain bread.

**Chicken Salad** **\$15.50**

Chicken, celery, sliced grapes, toasted walnuts, lettuce, and tomatoes on whole grain bread.

**Strawberry Chicken Salad\*** **\$15.50**

Fresh strawberries and grilled chicken on a bed of crisp romaine and spring mix blend lettuce, with candied walnuts and strawberry vinaigrette dressing.

**Southwest Grilled Chicken Salad\*** **\$15.50**

Grilled chicken breast, roasted corn, peppers, and jalapenos, and shredded cheese, on a bed of crisp romaine and spring mix blend lettuce, with spicy ranch dressing.

**Roasted Pork Blueberry Salad\*** **\$15.50**

Chilled seared pork tender loin, caramelized onions, and blue cheese crumbles on a bed of crisp romaine and spring mix blend lettuce, with blueberry vinaigrette.

PROUDLY MANAGED BY



## *Specialty Snack and Sweets Selections*

*Priced per Person.*

- |   |                |
|---|----------------|
| <b>Chocolate Overdrive</b>  | <b>\$12.25</b> |
| Assorted miniature candy bars*, peanut and plain M&M's*, chocolate brownies, and fresh strawberries* with chocolate whipped cream*.                     |                |
| <b>Sweet and Savory</b>   | <b>\$10.50</b> |
| Baked soft pretzel bites with beer cheese sauce, and cinnamon sugar sprinkled pretzel bites with warm vanilla frosting.                                 |                |
| <b>Caramel Apple Nacho Bar</b>  | <b>\$10.50</b> |
| Sliced apples*, warm caramel sauce*, white chocolate* and chocolate chips*, toasted walnuts*, M&M's*, raisins*, chocolate sauce*, and whipped topping*. |                |
| <b>Chip It</b>  | <b>\$10.50</b> |
| Tortilla chips* with spinach artichoke dip, nacho cheese sauce*, and salsa*.  |                |
| <b>Healthy Selections</b>   | <b>\$10.50</b> |
| Red pepper* and plain hummus*, pita chips, baby carrots*, celery sticks*, trail mix*, and fresh cut fruit*.   |                |

### *Munchies*

*All Items Priced to Serve 20*

Trail Mix*	\$37.00
Mixed Nuts*	\$36.00
Tortilla Chips* and Nacho Cheese*	\$35.00
Tortilla Chips* and Salsa*	\$30.00
Chips and Dip	\$28.00
Goldfish	\$22.00
Garden of Eatin'	\$21.00
Chex Mix	\$20.00
Popcorn*	\$20.00
Pretzels	\$20.00
M&Ms*	\$19.00

### *Display Trays*

*All Items Priced to Serve 25*

Smoked Salmon Display	\$250.00
Premium Cheese Board*	\$185.00
Meat and Cheese Tray* with Crackers	\$90.00
Grilled Vegetable Platter with Dip*	\$80.00
Fresh Fruit Platter with Dip*	\$75.00
Cheese Tray* with Crackers	\$75.00
Vegetable Platter with Dip*	\$70.00

PROUDLY MANAGED BY





## *L'ors d'Oeuvres*

*Priced per 25 Servings. Serving Size Varies By Item. Max of 7 Options for Any Event.*

### *Hot Appetizers*

Mini Beef Wellingtons	\$125.00	Bacon Wrapped Scallops*	\$130.00
Mini Chicken Wellingtons	\$105.00	Crab Cakes with Remoulade Sauce	\$90.00
Chimichurri Skewers*	\$100.00	Chicken Satay*	\$80.00
Hot Seafood Dip* with Baguette Coins	\$93.00	Sweet Chili Chicken Skewer*	\$80.00
Coconut Crusted Chicken Tenders	\$90.00	Mozzarella Sticks	\$74.00
Sesame Chicken Tenders with Garlic Mayonnaise	\$90.00	Breaded Cheese Nuggets with Ranch	\$74.00
Pork & Vegetable Potstickers	\$68.00	Mini Quiche	\$69.00
Vegetable Egg Rolls	\$68.00	Stuffed Mushrooms*	\$40.00
Crab Rangoon	\$68.00	BBQ Meatballs	\$53.00
BBQ Pork Ban Mi	\$63.00	Mini Spanikopita	\$50.00
Bacon Wrapped Chestnuts	\$96.00	Spinach Dip* with Tortilla Chips*	\$65.00

### *Cold Appetizers*

Salmon Mousse Dip with Crackers	\$135.00	Cocktail Shrimp*	\$115.00
Thai Shrimp Roll	\$120.00	Bleu Cheese Steak Crostini	\$105.00
Bacon Wrapped Almond Dates*	\$95.00	Goat Cheese and Balsamic Strawberry Crostini	\$65.00
Brie with Raspberries en Croute	\$87.00	Caprese Salad Skewer*	\$55.00
Red Pepper Hummus* with Pita Points	\$65.00	Tomato Basil Bruschetta	\$50.00
Fruit Kabobs*	\$60.00		
Silver Dollar Sandwiches - Roast Beef, Turkey & Ham	\$49.75		
Lettuce, Onion & Tomato Platter	\$37.75		
Assorted Cheese Platter	\$42.75		

### *Action/Carving Stations*

Available and priced upon request.

PROUDLY MANAGED BY



# Build Your Own Dinner Buffet

*All buffet options include artisan rolls with butter, iced tea, coffee, and ice water. Minimum of 25 guests.  
All prices per person.*

## Fisher Theatre

1 Salad  
1 Entrée with Sauce  
1 Starch  
1 Vegetable

**\$22.50**

## CY Stephens

1 Salad  
2 Entrées with Sauce  
1 Starch  
1 Vegetable

**\$28.25**

## Scheman

1 Salad  
3 Entrées with Sauce  
1 Starch  
1 Vegetable

**\$33.95**

### Salad Options

Coleslaw*	Tomato Herb Quinoa*	Lemon Cucumber Couscous
Oriental Coleslaw	Mediterranean Chop*	Fresh Cut Fruit Salad*
Spring Pasta	Classic Chop*	Potato*
BLT Pasta	Greek Orzo	Tossed Mixed Greens *

*If selecting the Fisher Theatre Buffet, a tossed mixed greens salad will be placed on the buffet line. A CY Stephens/Scheman Buffet selection will come with the tossed mixed greens salad preset at each place setting.*

### Entrée Options

Roasted Pork Loin*	Grilled Chicken*	Roast Beef*
Pork Loin Chop*	Parmesan Crusted Chicken	Beef Shoulder Tenderloin*
Lemon Pepper Tilapia*	Breaded Chicken Parmesan	

### Pork Sauces

Fruit Salsa\*  
Creamy Marsala\*  
Bourbon Apple Cream\*  
Au Jus\*  
Honey Dijon Cream\*  
Cranberry Apple Chutney\*

### Chicken Sauces

Fruit Salsa\*  
Sundried Tomato Cream\*  
Basil Cream\*  
Lemon Pepper\*

### Beef Sauces

Peppercorn Cream\*  
Au Jus\*  
Chimichurri \*  
Blue Cheese Demi\*  
Port Demi\*  
Boursin Demi\*

### Starch Options

Garlic Mashed Red Potatoes*	Wild Rice (GF by request)	Cheesy Hash Brown Casserole*
Roasted Baby Red Potatoes*	Herbed Steamed Rice*	Macaroni and Cheese
Herbed Fingerling Potatoes*	Pasta with Choice of Sauce (Marinara or Alfredo)	Baked Beans*
Baked Sweet Potatoes*		Sweet Potato Mash*
Yukon Gold Potatoes*		

### Vegetable Options

Green Beans*	Buttered Corn*	Summer Squash Medley*
Green Bean Casserole	California Medley*	Steamed Herbed Broccoli*
Honey Baby Carrots*	Roasted Seasonal Veggie Blend*	

PROUDLY MANAGED BY



## Plated and Served

*All meals served with a house garden salad, Chef's pairing of starch and vegetable, artisan rolls with butter, iced tea, coffee, and ice water.*

### Chicken Options

#### **\$20.00 per Person**

Grilled with Fresh Fruit Salsa\*  
Parmesan Crusted with Marinara Sauce  
Grilled with Sundried Tomato Cream Sauce\*

#### **\$20.75 per Person**

Herb Crusted Au Jus  
Walnut Crusted with Honey Dijon Cream Sauce  
Crispy Fried Chicken Breast

### Pork Options

#### **\$21.50 per Person**

Loin Chop with Apricot Cream Sauce\*  
Roasted Loin Chop with Peppercorn Cream Sauce\*  
Roasted Loin with Herbed Au Jus\*  
Roasted Loin with Creamy Mushroom Marsala\*

#### **\$22.50 per Person**

Iowa Chop with Bourbon Apple Cream Sauce\*  
Marinated Tenderloin with Dijon Sauce\*  
Roasted Tenderloin with Warm Peach Slaw\*  
Loin with Cranberry Apple Chutney

### Beef Options

#### **\$22.50 per Person**

Roast Beef with Mushroom Demi-Glace\*  
Panko Crusted Shoulder Tender with Boursin Cream Sauce  
Roast Beef with Peppercorn Cream Sauce\*

#### **\$23.00 per Person**

Grilled Flank Steak with Chimichurri\*  
Seared Shoulder Tender with Port Demi-Glace\*  
Flank Steak with Pepper Blend and BBQ Sauce\*

### Vegetarian Options

#### **\$18.50 per Person**

Garden Vegetable Stuffed Pepper\*  
Penne Pasta with Marinara & Vegetables

#### **\$18.50 per Person**

Mushroom Goat Cheese Vegetable Stack\*  
Eggplant Parmesan

### Fish Options

Grilled Teriyaki Salmon	<b>\$27.00</b>	Citrus Crusted Tilapia	<b>\$21.00</b>
Seared Salmon with Dill Cream Sauce*	<b>\$27.00</b>	Swordfish Puttanesca	<b>\$30.00</b>
Tortilla Crusted Tilapia	<b>\$21.00</b>	Fruit Salsa Topped Swordfish*	<b>\$30.00</b>

*A maximum of two different entrée choices may be ordered for an event, not including a vegetarian/special diet option.*

PROUDLY MANAGED BY



## Gourmet Selections

*All gourmet selections are served with a house salad and assorted dressings, artisan rolls with butter, premium dessert, iced tea, ice water and coffee.*

**Pork Tenderloin** **\$36.00**

Grilled with cherry salsa\*, pecan wild rice, roasted pearl onions\*, baby carrots\* and brussel sprouts\*.

**Beef Tenderloin** **\$42.00**

Roasted beef tenderloin\* with a mushroom duxelle\*, blue cheese cream sauce\*, herbed broccolini\* and garlic mashed potatoes\*.

**Beef Short Rib** **\$40.00**

Slow-cooked Asian-style beef short ribs on a bed of rice with roasted bok choy.

**Veal Osso Bucco** **\$48.00**

Veal shanks slow braised and drizzled with au jus\*, with roasted veggies\* and herbed fingerling potatoes\*.

**Chicken Breast** **\$32.00**

Grilled chicken breast\* with a tarragon cream sauce\*, roasted root vegetable\* and potato blend\*.

**Salmon** **\$41.00**

Grilled salmon fillet\* with balsamic drizzle\*, served with pickled watermelon salad\*.

**Halibut** **\$43.00**

Grilled halibut\* with basil butter\* on a bed of sautéed spinach and lentils\*.

**Prime Rib** **\$42.00**

8 Ounces of seasoned prime rib\* with green beans\* and garlic mashed potatoes\*.

**NY Strip** **\$35.00**

8 Ounces of seasoned NY strip steak\* with green beans\* and garlic mashed potatoes\*.

**Sirloin** **\$32.00**

6 Ounces of seasoned sirloin steak\* with green beans\* and garlic mashed potatoes\*.

**Beef Filet** **\$40.00**

6 Ounces of seasoned beef filet\* with green beans\* and garlic mashed potatoes\*.

*A maximum of two different entrée choices may be ordered for an event, not including a vegetarian/special diet option.*

PROUDLY MANAGED BY

  
**VenuWorks**

11

\* denotes gluten free options



## *Desserts*

### **Tortes - \$5.00/slice**

Chocolate Fudge, Lemon Berry, Carrot, Red Velvet, White Chocolate Raspberry  
Flourless Chocolate Torte\*

### **Fruit Pies - \$2.25/slice**

Cherry and Dutch Apple

### **Crisp - \$2.50/serving**

Apple and Cherry

### **Cupcakes - \$3.25/each**

Assortment of Vanilla Bean, Red Velvet, Lemon Meringue, Chocolate Peanut Butter, Birthday Cake,  
Jelly Roll, and Double Chocolate

### **Single-Layer Sheet Cakes - \$2.05/piece**

White, Chocolate, Red Velvet, Marble

### **Mousse - \$4.00/serving**

Chocolate\*, Raspberry\*, Vanilla Bean\*, Key Lime\*

### **New York Cheesecake - \$3.50/slice**

Drizzle Options: Raspberry, Strawberry, Chocolate, Caramel

### **Specialty Cheesecake - \$4.25/slice**

Pumpkin, Ghirardelli Fudge, Turtle, Oreo, Blackberry, Key Lime, Honey Pistachio, Salted Caramel  
Cheesecake\*

## *Miniature Desserts*

*All Items Priced To Serve 25.*

Petit Fours	\$90.00
Mousse-Filled Chocolate Cups*	\$85.00
Mini Cheesecakes	\$75.00
Cake Truffles	\$65.00
Chocolaterie Stam Truffles*	Priced Upon Request
<i>**Logo Priced Upon Request</i>	



## Bar Services

### *Cash Bar Options*

Domestic Bottled Beer	\$5.00
Domestic Draught Beer	\$5.00
Specialty/Craft Beer Bottles	\$6.00
House Wine by the glass	\$6.00
Mixed Drinks	\$6.00
Premium Cocktails	\$7.00
Soda	\$2.00
Mocktails	\$3.00
Bottled Water	\$3.00

### *Hosted Bar Options*

Everything from Cash Bar list

Draught Beer Kegs \$295.00  
*Bud Light, Budweiser, Coors Light, Miller Lite, Michelob Ultra*  
Other keg beer options available and priced upon request.

House Wine and Champagne \$23.00/bottle  
*Coastal Vines Chardonnay, White Zinfandel, Merlot and Cabernet*  
*Forestville Riesling and Brownstone Moscato*  
Premium wines are available and priced upon request.

Champagne Toast \$2.50/person

### *All-Inclusive by the Hour/Per Person \**

(Hosted Cocktails, House Wine, Soda, Domestic Beer, and Craft Bottled Beers)

\$11.00 per hour/per person (3-Hour Minimum)

\$14.50 per hour/per person (less than 3 hours)

\* This number is the same as the number of people charged for dinner

#### **Bar Service Notes:**

The bar sales minimum is \$300 for up to four hours of bar service and an additional \$75/hour beyond that. Depending on the size and requirements of your event, an additional bartender charge may also apply. The Iowa State Center holds the right to request identification of any person of a questionable age, refuse service to any person who does not have proper identification, and refuse service to any person who, in the Iowa State Center's judgement, appears intoxicated.

PROUDLY MANAGED BY



# Iowa State Center Catering Policies

The Iowa State Center maintains the exclusive right to provide all food, beverage, and concession services. Any exceptions must be requested and obtained by written approval prior to an event. Food items may not be taken off the premises. Food and beverages prices are locked in six (6) months prior to first event date. A 21% service charge is added to all food and beverage.

## **Guarantees**

Event menus and preliminary customer counts are required no less than twenty-one (21) business days in advance of the event. Clients who submitted menus less than the twenty-one (21) business days, may be subject to availability and/or a limited menu.

A final guarantee count for all scheduled events requiring catering services is due five (5) business days prior to the scheduled event. Final charges will reflect the final guaranteed meal count or actual meals served, whichever is greater. Meals served over the guarantee are subject to availability and an additional upcharge of 10% per meal. Additions made to catering orders after the guarantee is confirmed may be subject to additional fees.

## **Specialty Items**

Do you have something special or unique in mind? The Iowa State Center enjoys the opportunity to create specialty menus and or secure specialty food items for customers. Due to the lead time and unique ordering conditions for some of these products, the guaranteed count of five (5) business days, may be required earlier than the usual. Some examples of specialty items include organic, all-Iowa products or special cuts of meat that are not listed on the menu.

The Iowa State Center uses a variation of three different standard napkin folds, if you would like a specialty fold or you would like our staff to fold your own specialty napkin, there will be \$0.25 charge per napkin.

## **Cancellations**

If the entire event is canceled less than ten (10) business days are subject to a fee equal to 50% of the total meal price including the cost of all non-refundable items purchased on behalf of the customer. Notification must be given in writing, by fax or email.

If the entire event is canceled less than five (5) business days are subject to a fee equal to 100% of the total meal price including the cost of all non-refundable items purchased on behalf of the customer. Notification must be given in writing, by fax or email.

Specialty items will be charged at 100% of the original guarantee.

## **Service Timing & Credits**

Beverages and food associated with meal and break events shall only be served during the period the meal or break is scheduled. This period shall be defined as the service-start and service-end times identified on the Food Service Order sheet. Credit for individual beverages ordered will be issued for unopened containers of canned soda or bottled water only.

PROUDLY MANAGED BY

