Sodexo Catering at West Liberty University is committed to making your event a success. Our team of catering professionals is available to assist you with planning every aspect of your event. Our culinary team has designed a variety of menus to fit a wide range of budgets and tastes, including regional ingredients, West liberty University favorites, and specialty items. Should you desire a customized menu for your event, we will be happy to meet with you to create a special menu for your specific needs. Our goal is to provide you with the freshest selections of food items, beautifully displayed and served professionally by our highly trained staff as we strive to exceed the expectations of every single guest.

Our culinary professionals take great pride in using sustainable and local foods to create fresh, healthy and delicious menus. We are committed to sustainable practices. We seek out the best possible seasonal ingredients. Budget permitting, most menu items can be organic and/or sustainable. We make ocean-friendly choices and are committed to sourcing 100% Marine Stewardship Council or Best Aquaculture Practice certified seafood by 2015.

This brochure will guide you through the planning process for a catered event. Should you require a customized menu, we will be happy to meet with you. Contact us at 304-336-8444, email us at debra.dunker@sodexo.com, or visit our website: www.westliberty.edu/dining.
MORNING FARE

Selections from these menus are presented buffet style. Services include linen-draped service tables, set up and clean up. High quality plastic serviceware is included; china is also available, upon request. Freshly Brewed Fair Trade Asprettto Coffee, Asprettto Decaffeinated Coffee and Numi Herbal and Non-Herbal Teas to include Decaffeinated Numi Tea with Hot Water are included. These menus are available for groups of 15 or more.

THE CLASSIC CONTINENTAL
Seasonal Cubed Fresh Fruit Tray
**Baker’s Choice of Two:** Assorted Breakfast Breads, Coffee Cake, Mini Scones, Danish, or Cinnamon Rolls
Butter and Assorted Jellies
Chilled Bottled Orange Juice, Apple Juice and Cranberry Juice

THE HEALTHY START
Seasonal Cubed Fresh Fruit Tray
Low-Fat Yogurt Parfaits Made with Berries and Low-Fat Granola
Well Balanced Breakfast Cookies
Plain Bagels, Low-Fat Cream Cheese and Assorted Jellies
Chilled Bottled Orange Juice, Apple Juice and Cranberry Juice

WEST LIBERTY BREAKFAST BUFFET
Seasonal Cubed Fresh Fruit Tray
**Baker’s Choice of Two:** Mini Croissants, Muffins, Breakfast Breads, Coffee Cake or Mini Scones
Butter and Assorted Jellies
Hashbrowns or Home Fries
Choose Two: Crispy Bacon, Pork Sausage Links, Turkey Link Sausage or Country Ham
Choose One: Fluffy Scrambled Eggs, Garden Vegetable Quiche or Broccoli Cheddar Quiche
Choose One: Pancakes or Traditional French Toast with Warm Maple Syrup and Melted Butter
Chilled Bottled Orange Juice, Apple Juice and Cranberry Juice

OMELET STATION
Upon request, the following items can be added to any of the Morning Fare breakfast menus.
These menus are available for groups of 15 or more.

Fluffy Eggs and Egg Whites, Smoked Ham, Bacon, Pork Sausage Links, Shredded Cheddar, Diced Tomatoes, Sweet Peppers and Scallions. All will be prepared by one of our talented culinarians.
A La Carte Selections
À LA CARTE SELECTIONS
Selections from these menus are presented buffet style. Services include linen-draped service tables, set up and clean up. High quality plastic service ware is included; china is also available, upon request. There is a minimum of $75 or a delivery and set-up fee will be charged.

FROM THE SUNRISE BAKERY

ASSORTED FRESHLY BAKED MUFFINS
Blueberry, Black & White, Banana Nut, Apple Cinnamon

ASSORTED BREAKFAST BREADS and COFFEE CAKES
Banana Bread, Zucchini Bread, or Pumpkin Bread

ASSORTED DANISH

CINNAMON BUNS

ASSORTED DOUGHNUTS

MORNING STARTERS
INDIVIDUAL ASSORTED YOGURTS

INDIVIDUAL FRUIT YOGURT PARFAITS with LOW-FAT GRANOLA

SEASONAL CUBED FRESH FRUIT TRAY
SMALL 15 MEDIUM 30 LARGE 50
Beverage Service
BEVERAGE SERVICE
High quality plastic service ware is included; china is also available, upon request. Services include linen-draped service tables, set up and clean up. Appropriate accoutrements provided.

HOT BEVERAGES
16 servings per gallon
Freshly Brewed Fair Trade Asprettto Coffee and Decaffeinated Coffee
Freshly Brewed Fair Trade Flavoured Asprettto Coffee
Numi Herbal and Non Herbal Teas to include Decaffeinated Numi Tea with Hot Water

COLD BEVERAGES
16 servings per gallon
Orange Juice
Cranberry Juice
Apple Juice
Freshly Brewed Iced Tea
Lemonade
Fruit Punch
Sparkling Cranberry Punch
Sparkling Citrus Punch

CANNED AND BOTTLED BEVERAGES
Bottled Fruit Juice: Apple, Orange, and Cranberry
Bottled Water
Assorted Canned Coca-Cola Soft Drinks, Regular and Diet
Grab-And-Go
Boxed Salads
GRAB - AND - GO BOXED SALADS

SIGNATURE SALADS
All Salads are served with a Roll and Butter, Fresh Fruit, Large Cookie, and a Canned Coca Cola Soft Drink (Regular or Diet) or Bottled Water. Five Guest Minimum per Menu Selection.

CAESAR SALAD
Fresh Romaine Lettuce topped with Grated Parmesan Cheese, Homemade Croutons and served with traditional Caesar Dressing
Add Grilled Breast of Chicken
Add Grilled Marinated Steak

CHEF’S SALAD
Julienne Buffet Ham, Breast of Turkey, Swiss and Cheddar Cheeses served on a bed of Mixed Greens with Tomato Wedges, Hard Boiled Egg Slices and Ripe Olives, with choice of Ranch, Balsamic Vinaigrette or Low-Fat Dressing

GARDEN SALAD WITH GRILLED CHICKEN
Crispy Mixed Greens Tossed with Carrots, Cucumber, Mushrooms, Red Onion, Raisins, Almonds with choice of Ranch, Balsamic Vinaigrette or Low-Fat Dressing
Grab-And-Go

Boxed Sandwiches
GRAB - AND - GO BOXED SANDWICHES
All Box Lunches include choice of Seasonal Fresh Fruit Salad, Potato Salad, Cole Slaw or Pasta Salad, Bag of Chips, Large Cookie, and a Canned Coca Cola Soft Drink (Regular or Diet) or Bottled Water. Five Guest Minimum per Menu Selection.

SIGNATURE SANDWICHES

THE DELI
Deli Sandwich with choice of White or Whole Wheat Bread or Croissant, choice of Provolone, American or Swiss cheese, Leaf Lettuce and Sliced Tomato, Stacked High with choice of Oven Roasted Turkey Breast, Roast Beef, Buffet Ham, Tuna Salad or Grilled Vegetables on a Croissant

SPICY ITALIAN BAGUETTE
Sliced Ham, Salami, Provolone Cheese and Roasted Red Peppers on a French Roll with Garlic Mayonnaise Spread

TURKEY and SHARP CHEDDAR
Oven Roasted Turkey Breast, Sharp Cheddar Cheese, Leaf Lettuce, Sliced Tomato on a Kaiser Roll

ROAST BEEF AND CHEDDAR
Roast Beef and Cheddar on a Ciabatta Roll with Horseradish Cream Spread

GRILLED TUSCAN CHICKEN BREAST
Grilled Chicken Breast, Provolone, Leaf Lettuce, sliced Tomato and Pesto Mayonnaise on Focaccia Bread

VEGETARIAN SANDWICHES

GRILLED PORTOBELLOS with PROVOLONE
Grilled Marinated Portobello Mushrooms on Focaccia with Provolone, Leaf Lettuce, Tomato and Pesto

ROASTED VEGGIE CLUB
Roasted Eggplant, Zucchini and Red Pepper with fresh Mozzarella and Artichoke Tapenade on a Ciabatta Roll
Served Luncheons and Dinners
SERVED LUNCHEONS AND DINNERS

All Served Luncheons and Dinners include a choice of Salad or Starter, Two Accompaniments, Freshly Baked Dinner Rolls and Butter and choice of Dessert, Freshly Brewed Fair Trade Asprettio Coffee, Decaffeinated Coffee, Herbal and Non-Herbal Numi Teas with Hot Water and Freshly Brewed Iced Tea. China service is also available. These menus are available for groups of 15 or more. Services include linen on guest tables, set up and clean up.

POULTRY

TRADITIONAL CHICKEN PICCATA
Seared Breast of Chicken in a Lemon Caper White Wine Sauce

ROASTED CHICKEN FLORENTINE
Crispy Sautéed Breast of Chicken topped with a creamy Spinach mixture and Mozzarella

APRICOT and GOAT CHEESE CHICKEN BREAST
Lightly breaded Breast of Chicken rolled with dried Apricots and Goat Cheese served with a Brown Sauce

ZIA’S NUTTY CHICKEN
Boneless Breast of Panko Encrusted Chicken, Pistachios and topped with Apple Compote

BEEF AND PORK

BRAISED SHORT RIBS
Beef Short Ribs braised in a Tarragon and Red Wine Reduction

FLANK STEAK
Grilled Flank Steak with a Cabernet Sauvignon Demi-Glace Sauce

PAN-SEARED PORK TENDERLOIN with APPLES & ONIONS
Pan-Seared Pork Tenderloin with Granny Smith Apples, Diced Red Onions and Orange Marmalade

ROASTED PORK TENDERLOIN with SWEETENED RASPBERRY VINEGAR SAUCE
Slow-Roasted Pork Tenderloin served with a Sweetened Raspberry, Horseradish, Garlic and Red Wine Vinegar Sauce

continued on next page >
SERVED LUNCHEONS AND DINNERS (continued)

COMBINATION PLATE

BEEF and SALMON FILETS
Tenderloin Medallion & Salmon Filet on Carmelized Onion Mashed Potatoes and Demi-Glace Sauce

SEAFOOD

SALMON with LEEKS and CAPER SAUCE
Grilled Salmon Filet topped with Fried Leeks and Caper Sauce

BROILED SALMON with TWO SALSAS
Broiled Salmon with Lemony Zucchini with Mint and Pine Nuts, and Fresh Red and Yellow Cherry Tomato Salsa

SHRIMP SCAMPI
Light Shrimp Entrée with a Caribbean Flare

PARMESAN-CRUSTED TILAPIA WITH CHIVE BUTTER SAUCE
Sautéed Tilapia with Crusted Parmesan and Chive Butter Sauce

VEGETARIAN

SPAGHETTI SQUASH
Spaghetti Squash with Sofrito and Vegan Pinto Beans

PORTOBELLO MUSHROOM NAPOLEON
Portobello Mushroom layered with Zucchini, Spinach, Roasted Red and Yellow Peppers, Polenta and Mozzarella on Roasted Tomato Coulis

SMOKED GOUDA FARFALLE
Bow Tie Pasta baked with Smoked Gouda Cheese and Fresh Spinach
Entrée Accompaniments
ENTRÉE ACCOMPANIMENTS

SALADS AND STARTERS
Market House Salad with Homemade Croutons and Balsamic Vinaigrette
Iceberg Wedge with Maytag Blue Cheese
Caesar Salad with Homemade Croutons
Fresh Mozzarella and Tomato Stack with Fresh Basil
Pear and Fresh Spinach Salad with Cranberry Dressing
Greek Salad with Feta Cheese and Balsamic Vinaigrette

ACCOMPANIMENTS

Choice of One:
Glazed Carrots
Fresh Green Beans and Carrot Medley
Grilled Balsamic Zucchini
Herb Crusted Broiled Tomato
Roasted Root Vegetables
Fresh Spinach and Garlic Saute
Julienne of Carrots and Fennel with Pearl Onion
Roasted Fresh Seasonal Asparagus
Roasted Butternut Squash
Roasted Caramelized Brussels Sprouts and Fennel
Braised Red Cabbage
Sautéed Zucchini
Chef’s Choice of Seasonal Vegetables

Choice of One:
Country Creamy Potatoes
Horseradish Mashed Potatoes
Caramelized Onion Mashed Potatoes
Mashed Sweet Potatoes
Oven Roasted Sweet Potatoes
Oven-Herbed Roasted Potatoes
Roasted Fingerling Potatoes
Israeli Couscous
Basil Orzo
Black Beans and Rice
Chef’s Choice of Side Pairing

DESSERT
Cora’s Red Velvet Cake
Assorted Pies: Dutch Apple, Blueberry, Designer Key Lime
Old Fashioned Chocolate Layer Cake
Fudge Chocolate Cake
Poundcakes or Angel Food Cake with Seasonal Berries

Additional Options:
NY Style Cheesecake
Chocolate Mousse
White Chocolate Raspberry Crème Brûlée
Specialty Buffets
SPECIALTY BUFFETS
Selections from these menus are presented buffet style. Services include linen on guest tables, set up and cleanup. High quality plastic service ware is included; china is also available, upon request. These menus are available for groups of 15 or more.

DELI BUFFET
Choice of Two Salads: Creamy Cole Slaw, Seasonal Fresh Fruit Salad, Potato Salad, Market House Salad with Homemade Croutons and a Balsamic Vinaigrette and Ranch Dressing
Assorted Breads and Rolls
Sliced Roasted Turkey, Buffet Ham, Roast Beef, Salami
Sliced Swiss, Provolone and American Cheeses
Leaf Lettuce, Sliced Tomatoes, Sliced Onions, Dill Pickles, Mayonnaise, Dijon Mustard
Assorted Individual Bags of Chips
Assorted Cookies, Bars or Brownies
Freshly Brewed Iced Tea
*Add Soup du jour with Crackers

OLD FASHIONED BBQ
Seasonal Fresh Fruit Salad
Roasted Vegetable Bow Tie Pasta Salad
Country Potato Salad
Cornbread, Rolls and Butter
Ranch-Style Baked Beans
Barbecued Chicken
Barbecued Beef Brisket
Hot Apple Crisp, Peach Cobbler or Assorted Cookies and Bars
Freshly Brewed Iced Tea and Lemonade
* Add a chef for BBQ's held outside, weather permitting

BACKYARD COOK OUT
Country Potato Salad
Cole Slaw
Potato Chips
Ranch Style Baked Beans
Hamburger and Hot Dog Buns to include Whole Wheat
Grilled Hamburgers
Grilled Hotdogs
Vegegie Burgers
Leaf Lettuce, Sliced Tomatoes, Dill Pickles, Relish and Onions
Ketchup, Mustard and Mayonnaise
Assorted Cookies and Brownies
Assorted Canned Coca Cola Soft Drinks, Regular and Diet, or Freshly Brewed Iced Tea
Build Your Own Buffet
BUILD YOUR OWN BUFFET

Selections from these menus are presented buffet style. Services include linen on service tables and guest tables, set up and clean up. High quality plastic serviceware is included; china is also available, upon request. Build Your Own Buffet by selecting: Two Salads, Two Entrées, Two Accompaniments, Two Desserts and Two Beverages. These menus are available for groups of 20 or more.

SALADS
Choose Two from the Following:
Market House Salad with a choice of two dressings: Ranch, Italian, Balsamic Vinaigrette and Low-Fat Ranch Dressing
Greek Salad
Caesar Salad
Includes Assorted Dinner Rolls with Butter

ENTRÉES

POULTRY
Chicken Marsala
Lemon Parmesan Chicken with White Wine
    Chive Sauce
Roasted Chicken

BEEF
Braised Beef Sicilian
Caramelized Onion Meatloaf
Beef Stroganoff

PORK
Pork Picatta
Asian Marinated Pork Loin with Honey
    and Soy Glaze

SEAFOOD
Broiled Salmon with Dill Butter
    Cornmeal Tilapia with Cilantro Cream Sauce

VEGETARIAN
Vegetarian Lasagna
Stuffed Peppers with Herbed Tomato Sauce
    *Vegetarian Pad Thai* *contains peanuts*

ACCOMPANIMENTS
Choose One from the Following:
Oven-Roasted Herb Potatoes
Garlic-Mashed New Potatoes
Rice Pilaf
White Rice
Olive Oil and Garlic Spaghetti

Choose One from the Following:
Fresh Roasted Vegetable Medley
Lemon Garlic Broccoli
Sautéed Zucchini
    Glazed Carrots
    Fresh Green Beans
    Variety of Seasonal Vegetables

DESSERTS
Choose Two from the Following:
Chocolate Layer Cake
Chocolate Mousse
Cora's Red Velvet Cake
Apple Crisp
Assorted Cookies and Brownies
Assorted Pies

BEVERAGES
Freshly Brewed Fair Trade Aspretti Coffee,
Decaffeinated Coffee and Numi Herbal
and Non-Herbal Teas to include
Decaffeinated
Numi Tea with Hot Water

Choose Two from the Following:
Iced Water Station, Lemonade or
Freshly Brewed Iced Tea
HOT HORS D’OEUVRES
From Platters to Passed
High quality plastic service ware is included; china is also available, upon request. There is a minimum of $75 or a delivery and set-up fee will be charged. Services include linen-draped service tables, set up and clean up. Minimum order of 4 doz. Of Each Item

<table>
<thead>
<tr>
<th>CHICKEN</th>
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<tr>
<td>CHIPOTLE MAPLE BACON wrapped CHICKEN</td>
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<td>COCONUT CHICKEN with ORANGE DIPPING SAUCE</td>
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<td>CHICKEN TENDERS</td>
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<td>ORANGE GINGER CHICKEN (by the pound)</td>
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<th>PORK</th>
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<tr>
<td>PORK POT STICKERS with GARLIC SOY SAUCE</td>
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<td>SAUSAGE BITES with WHITE WINE and DIJON MUSTARD</td>
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<td>MAPLE-GLAZED APPLE RUMAKI</td>
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<td>PORK SLIDERS</td>
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<td>SAUSAGE-STUFFED MUSHROOMS</td>
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<th>SEAFOOD</th>
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<td>BACON-WRAPPED SCALLOPS</td>
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<td>MINI CRAB CAKES with CAJUN RÉMOULADE SAUCE</td>
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<th>BEEF</th>
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<tr>
<td>CHIPOTLE BEEF on TORTILLAS with AVOCADO CRÈME</td>
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<td>MINI COCKTAIL MEATBALLS:</td>
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<td><strong>Choice of Swedish, Barbecue or Sweet &amp; Sour (by the pound)</strong></td>
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<td>CHEESEBURGER SLIDERS</td>
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<th>VEGETARIAN</th>
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<td>SPANAKOPITA</td>
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<td>MINI VEGETABLE SAMOSAS</td>
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<td>VEGETABLE SPRING ROLLS</td>
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<tr>
<td>JALAPENO POPPERS W/ SAUCE</td>
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Cold Hors D’Oeuvres
COLD HORS D’OEUVRES
High quality plastic service ware is included; china is also available, upon request. Waited or butlered service is available upon request. Services include linen-draped service tables, set up and clean up. Minimum of 4 doz. Each.

ASSORTED FINGER SANDICHES
Choose up to two from the following:
Ham Salad, Chicken Salad, Tuna Salad and Egg Salad on White or Wheat Rolls

CUCUMBER ROUNDS with FETA and TOMATOES

CROSTINI with SPICY MANGO SHRIMP SALSA

SUNDRIED TOMATO and GORGONZOLA BRUSCHETTA

WHITE BEAN CROSTINI
Gourmet Dips and More
GOURMET DIPS AND MORE
High quality plastic service ware is included; china is also available, upon request. Services include linen-draped service tables, set up and clean up

HOT DIPS
Sold by the pound (Serves 10-12 guests per pound)

Warm Parmesan Artichoke Dip with Chips

Hot Buffalo Dip

Creamy Seafood Dip with Tortilla Chips

COLD DIPS
Sold by the pound (Serves 10-12 guests per pound)

Tzatziki Cucumber Yogurt Dip, Hummus with Pita Chips

Layered Mexican Dip with Tri Color Tortilla Chips

Tortilla Chips with Guacamole and Salsa

WINGS AND THINGS BAR
Choose Two from the Following:

Buffalo, BBQ, Honey or Cajun Style Wings

Celery and Carrot Sticks with Bleu Cheese and Ranch Dressings
Displays and Carving Station
DISPLAYS AND CARVING STATIONS

High quality plastic service ware is included; china is also available, upon request. Services include linendraped service tables, set up and clean up.

COLD DISPLAYS
Small (15), Medium (30) and Large (50)

Farm Fresh Crudités with Ranch Dip
Seasonal Cubed Fresh Fruit Tray
Domestic Cheeses with Crackers
Artisan Cheese with Crackers

CARVING STATIONS
Our Beef, Poultry, and Pork selections are cooked to perfection and carved by an experienced uniformed Chef. Served with wonderful Sauces and Condiments, as well as assorted Mini Rolls and/or Baguettes. Please order your Carving Station selections by the piece.

Roast Breast of Turkey with Cranberry and Orange Compote and Creamy Dijon Mustard
Roasted Beef Tenderloin with Horseradish Aioli and Stone Ground Mustard Sauce
Mustard Apricot Glazed Ham with Honey Mustard Sauce
Roast Prime Rib of Beef with Horseradish Cream and Roasted Garlic Au Jus
Roast Beef with Horseradish Cream and Roasted Garlic Au Jus
Roast Pork Loin with Chipotle Mayonnaise
Sweet And Salty
SWEET AND SALTY

ASSORTED HOME-STYLE COOKIES

Peanut Butter, Chocolate Chip, Sugar, Oatmeal Raisin, M&M's, Snickerdoodle or Double Chocolate with White Chips

BROWNIES

Cream Cheese, Plain, Blondie, Fudge or M&M's

GOURMET DESSERT BARS

Assorted Dessert Bars

MULTI-GRAIN BARS and GRANOLA BARS

INDIVIDUAL BAGS of PRETZELS and POTATO CHIPS

FRESH MADE CHIPPERS

DECORATED SHEET CAKES

Full, Half, 10" Round or Double Layer

ICE CREAM SUNDAE BAR

15 guest minimum

Choice of Ice Cream Flavors: Chocolate, Vanilla, Strawberry and Local Favorite

Choice of Three Sauces: Chocolate, Strawberry, Caramel, Pineapple

Choice of Four Toppings: Sprinkles, Cookie Crumbs, Crushed Peanuts, Heath Bar Pieces, M&M's, Maraschino Cherries and Whipped Topping are included.
Flavours by Sodexo has exceptional culinary skills and extensive capabilities to satisfy a wide range of catering needs. We are passionate about food and dedicated to making sure things are perfect as possible for your special occasion.
PLANNING YOUR SPECIAL EVENT
WITH FLAVOURS BY SODEXO

Flavours by Sodexo has exceptional culinary skills and extensive capabilities to satisfy a wide range of catering needs. We are passionate about food and dedicated to making sure things are as perfect as possible for your special occasion.

Please use this guide to understand processes, procedures and expectations as we work together to achieve a smoothly executed and memorable catered event.

Our experienced event planning specialists are very consultative and will be happy to answer all of your questions and concerns and assist you in planning every detail. We look forward to serving you!

How to contact Flavours by Sodexo
When you have a catered event in mind, please contact us as soon as possible. Even if you are not sure of such details as the exact event date, event location and number of guests that will be in attendance, it’s a good idea to touch base with us as early on in the process as possible.

Some catering arrangements through Flavours by Sodexo can be made by phone, email or online, other catering arrangements require an in-person appointment with one of our event planning specialists. It’s easy to get in touch with Flavours by Sodexo about your catering needs. Here are the options:

Visit Our Office: You may visit us in person at Rogers Hall. Our office hours are Monday through Friday, 8am-4pm. Please be aware that we are closed on some holidays.

Visit us on the Web: You may contact us about your catering needs through our online catering Website at www.westliberty.edu/dining. The ultimate in convenience, this site will enable you to easily view our fabulous catering menus.

Give us a Call: You may speak with an event planning specialist by calling 304-336-8444.

Send us an Email: You may email us at debra.dunker@sodexo.com.

Event Location Reservation
You must make arrangements to secure a location for your event. You will need to officially “reserve” the space in order for us to be permitted to serve you in this location. To reserve a room for an event, please contact the appropriate department.

Event Tables, Chairs & Other Equipment
You must make arrangements to secure tables, chairs and other equipment you may need for your event.

Event Confirmation & Guarantees
No less than 1 week from the scheduled catered event, you must sign a Catering Event Order/Banquet Event Order. You will also be asked to provide us with a “final” number of guests that will attend your event; the “estimated” number will be used if you don’t know the “final” number. This document will outline the terms of your agreement with our Catering Office and include all details and requirements, including time, date, location, menu selections, number of attendees, professional services, equipment, and staffing. If you do not provide us with a final number, we use the estimated number.

Event Changes & Cancellations
No less than 3 days from the scheduled catered event, please make us aware of any event changes (including increases or decreases in the number of attendees) or if your event needs to be canceled. Please be advised that if we are notified of your changes or cancellation after this deadline, you will be responsible for expenses already incurred by the Catering Office.

Event Payment
Payment must be received prior to the execution of your catered event. Accepted forms of payment include Visa, Master Card, American Express, cash, check, purchase order, department accounts and foundation accounts.

continued on next page
Event Payment, continued
If your group is not a university, college or school:
• A deposit of 75% of is required two weeks prior to your scheduled event with the balance due on the day of the event.
• Sales tax of 6% will be added to your bill.

If you are a tax-exempt organization:
• You must submit a copy of your tax exemption certificate prior to the date of your scheduled event.

Delivery Fees
On campus deliveries are subject to a $25 delivery charge if event is less than $100.

Service Staff and Attendants
To ensure that your event is a success, catering staff will be provided for all served meals and some buffets. Continental breakfasts, breaks, and receptions are priced for self-service. Buffet style functions are staffed with one attendant for every 25 guest. Served meals are priced on an individual basis. (Optional)

Catering Equipment
As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. The cost to replace any missing or damaged catering equipment or supplies will be charged to your account. For very large events, specialty equipment may need to be rented at an additional charge.

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

Linens and Skirting
We provide linens and skirting for food and beverage tables at no charge. If you would like linens to be placed on guest tables for receptions, breaks, meeting tables and boxed lunches, there will be a $4.25 fee for each tablecloth. The same applies to registration tables, name tags, head tables, and any additional table that will not be directly used for setup. Specialty linens are available upon request for an additional charge.

Food Removal Policy
Due to health regulations, it is the policy of Flavours, West Liberty University, that excess food items 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.