



GATEWAY[™]
C E N T E R



CATERING MENU





TABLE OF CONTENTS

A LA CARTE	3
ALL DAY BREAK	4
COMPLETE MEETING PACKAGES	5-6
SNACK BREAK PACKAGES	7
CONTINENTAL BREAKFASTS	8
BREAKFAST BUFFETS	9
PLATED BREAKFASTS	10
BOXED LUNCHES	11
LIGHTER PLATED LUNCHES	12
PLATED LUNCH & DINNER ENTREES	13-15
LUNCH AND DINNER BUFFETS	16-17
IN-HOUSE CAKE SHOP	18
CARVING STATIONS	19
ACTION STATIONS	20
BUILD-YOUR-OWN RECEPTION STATIONS	20
RECEPTION DISPLAYS	21
HORS D'OEUVRES	22
BAR SERVICES	23
CATERING POLICIES	24-25

 GATEWAY GREATS - GREAT VALUES AND CUSTOMER FAVORITES

 SPECTRA SPECIALS - UNIQUE, ORIGINAL & SPECTACULAR

 **SPECTRA**
BY COMCAST SPECTACOR

A LA CARTE

BEVERAGES

Freshly Brewed Premium House Blend Coffee (Regular or Decaf)	\$30.00 PER GALLON
House Made Hot Chocolate	\$28.00 PER GALLON
Hot Water with Assorted Herbal Teas	\$25.00 PER GALLON
Freshly Brewed Iced Tea	\$25.00 PER GALLON
Chilled Juice: Orange, Apple, or Cranberry	\$30.00 PER GALLON
Fruit Punch or Lemonade	\$24.00 PER GALLON
½ Pint of Milk: 2%, Skim, or Chocolate	\$2.25 EACH
Infused Water (Fruit & Herb)	\$25.00 PER GALLON

BREAKFAST ITEMS

Breakfast Casserole	\$3.65 PER SERVING (10 Serving Minimum)
French Toast	\$2.95 PER SERVING
Warm Cinnamon Rolls	\$24.00 PER DOZEN
Belgian Waffles with Preserves, Syrup and Whipped Cream	\$5.75 PER SERVING
Homemade Sausage Gravy with Warm Biscuits	\$3.75 PER SERVING
Breakfast Sandwiches or Wraps (Sausage or Bacon)	\$5.75 EACH
Breakfast Frittata with Spinach, Tomatoes, Artichokes and Bacon	\$4.75 PER SERVING (10 Serving Minimum)
Breakfast Scramble with Sausage, Chives and Cheese	\$4.75 PER SERVING (10 Serving Minimum)
Crepes with Whipped Cream and Berries	\$5.75 PER SERVING
Crepes with Bacon and Boursin Cheese	\$6.00 PER SERVING
Cinnamon Roll French Toast, with Warm Maple Syrup and Whipped Cream	\$7.75 PER SERVING
Whole Fruit	\$1.75 EACH
Individual Yogurt Cup	\$2.50 EACH
House Made Fruit and Yogurt Parfait	\$4.00 EACH
Assorted Cereals with Milk	\$4.25 EACH
Granola Bars	\$2.50 EACH
Hard Boiled Eggs	\$24.00 PER DOZEN
Assorted Danish	\$28.00 PER DOZEN
Assorted Bagels and Cream Cheese	\$27.00 PER DOZEN
Homemade Muffins	\$18.00 PER DOZEN
Freshly Baked Scones	\$30.00 PER DOZEN
House Made Breakfast Breads	\$34.00 PER DOZEN
Assorted Donuts	\$20.00 PER DOZEN

SNACKS

Assorted Cookies	\$26.00 PER DOZEN
Brownies	\$32.00 PER DOZEN
Blondies	\$30.00 PER DOZEN
Assorted Dessert Bars	\$32.00 PER DOZEN
Assorted Individual Bags of Chips	\$2.50 EACH
Individual Trail Mix	\$3.00 EACH
Assorted Candy Bars	\$3.00 EACH
Assorted Ice Cream Novelties	\$3.50 EACH
Mixed Nuts	\$22.00 PER POUND
House Made Snack Mix	\$14.00 PER POUND
Mini Pretzel Twists	\$10.00 PER POUND
House Made Trail Mix	\$16.00 PER POUND
Hummus with Cut Carrots, Celery and Red Pepper Strips	\$5.25 PER SERVING



ALL DAY BREAKS

All Day Break Packages Include a Morning Service, a Mid-Morning Beverage Refresh, and a Mid-Afternoon Break. For all All Day Break Packages, a 25 Guest Order Minimum Will Apply. Morning Services Will be Replenished for a Total of 60 Minutes for the Guaranteed Number of Guests. Mid-Morning and Mid-Afternoon Breaks Will Be Replenished Up to 30 Minutes for the Guaranteed Number of Guests.

The Lighter Side

\$17.75 PER GUEST

Morning

Fresh Sliced Seasonal Fruit with Yogurt Dipping Sauce
Assorted Freshly Baked Muffins
Assorted Chilled Juices & Iced Water
Freshly Brewed Premium House Blend Coffee and a Selection of Herbal Teas

Mid-Morning Refresh

Refresh of Coffee, Herbal Tea, and Iced Water

Mid-Afternoon

Freshly Baked Cookies and Chocolate Brownies
Assorted 20 oz Sodas (Pepsi Brand Products)
Refresh of Coffee, Herbal Tea and Iced Water

Eastport Energy

\$26.75 PER GUEST

Morning

Assorted Whole Fruit
Assorted Freshly Baked Muffins
Sausage, Egg & Cheese Biscuits (Vegetarian Options Available)
Assorted Chilled Juices & Iced Water
Freshly Brewed Premium House Blend Coffee and a Selection of Herbal Teas

Mid-Morning Refresh

House Made Trail Mix
Refresh of Coffee, Herbal Tea, and Iced Water

Mid-Afternoon

Warm Apple Strudel and Freshly Baked Cookies
Assorted Domestic Cheese and Crudité Display with Dips
Assorted 20 oz Sodas (Pepsi Brand Products)
Refresh of Coffee, Herbal Tea and Iced Water



COMPLETE MEETING PACKAGES

Complete Meeting Packages Include a Morning Service, a Mid-Morning Beverage Refresh, a Lunch, and a Mid-Afternoon Break. For all Complete Meeting Packages, a 50 Guest Order Minimum Will Apply. Morning Services and Lunch Services Will be Replenished for a Total of 60 Minutes for the Guaranteed Number of Guests. Mid-Morning and Mid-Afternoon Breaks Will Be Replenished Up to 30 Minutes for the Guaranteed Number of Guests.

On the Go

\$31.75 PER GUEST

Morning

Fresh Sliced Seasonal Fruit with Yogurt Dipping Sauce
Assorted Freshly Baked Muffins
Assorted Chilled Juices & Iced Water
Freshly Brewed Premium House Blend Coffee and a Selection of Herbal Teas

Mid-Morning Refresh

Refresh of Coffee, Herbal Tea, and Iced Water

Lunch

Soulard Market Deli Boxed Lunch Including an Individual Bag of Chips, a Piece of Fruit and a Freshly Baked Cookie, Appropriate Condiments, and Iced Tea and Iced Water
Sandwich Choices: Freshly Roasted Beef with Cheddar, Turkey with Swiss, Ham with Provolone, or Vegetarian

Mid-Afternoon

Freshly Chocolate Brownies and Blondies
Assorted 20 oz Sodas (Pepsi Brand Products)
Refresh of Coffee, Herbal Tea and Iced Water

Back to Basics

\$36.75 PER GUEST

Morning

Fresh Sliced Seasonal Fruit with Yogurt Dipping Sauce
Assorted Freshly Baked Muffins
Assorted Chilled Juices & Iced Water
Freshly Brewed Premium House Blend Coffee and a Selection of Herbal Teas

Mid-Morning Refresh

Refresh of Coffee, Herbal Tea, and Iced Water

Lunch

Deli Lunch Buffet Including:
House Salad with Choice of Two Dressings
House Made Tuna Salad
Sliced Roast Beef, Virginia Ham, and Slow Roasted Turkey,
Lettuce, Tomato, Onion, Pickles, Mayonnaise,
Horseradish Sauce, and Deli Spicy Mustard
Swiss, Cheddar, and Provolone Cheeses
Local Fresh Bread Display
House Made Potato Chips
Assorted Dessert Bars
Iced Water and Freshly Brewed Iced Tea

Mid-Afternoon

Freshly Baked Cookies and Chocolate Brownies
Assorted 20 oz Sodas (Pepsi Brand Products)
Refresh of Coffee, Herbal Tea and Iced Water



Collinsville Classic

\$42.50 PER GUEST

Morning

Fresh Sliced Seasonal Fruit with Yogurt Dipping Sauce
Assorted Freshly Baked Muffins
Assorted Sliced Bagels with Whipped Cream Cheese,
Butter and Preserves Assorted Chilled Juices & Iced Water
Freshly Brewed Premium House Blend Coffee and a Selection of Herbal Teas

Mid-Morning Refresh

Refresh of Coffee, Herbal Tea, and Iced Water

Lunch

Italian Lunch Buffet Including:

Italian Salad (Pepperoncini Peppers, Olives, Tomatoes, Cucumbers and Parmesan
Cheese on a Bed of Romaine Lettuce) with Ranch and Italian Dressings
Chicken Scaloppini with Lemon Caper Sauce
Baked Mostaccioli with Ground Beef and Italian Sausage
Vegetarian Lasagna
Marinated Seasonal Roasted Vegetables
Assorted Italian Cream Cakes
Iced Water, Freshly Brewed Iced Tea, and Freshly Brewed Premium House Blend
Coffee

Mid-Afternoon

Freshly Baked Cookies and Chocolate Brownies
Assorted 20 oz Sodas (Pepsi Brand Products)
Refresh of Coffee, Herbal Tea and Iced Water

Gateway Executive

\$53.75 PER GUEST

Morning

Assorted Whole Fruit
Assorted Freshly Baked Muffins
Sausage, Egg & Cheese Biscuits (Vegetarian Options Available)
Assorted Chilled Juices & Iced Water
Freshly Brewed Premium House Blend Coffee and a Selection of Herbal Teas

Mid-Morning Refresh

House Made Trail Mix
Refresh of Coffee, Herbal Tea, and Iced Water

Lunch

Gateway Classics Lunch Buffet Featuring:

Mixed Garden Salad with Carrot Ribbons, Cucumbers, Tomatoes, and Croutons
Served with Ranch and Balsamic Vinaigrette Dressings
Horseradish and Herb Encrusted Chicken, Topped with a Creamy Horseradish Sauce
Roasted Top Round of Beef Served with a Mushroom Demi-Glace
Buttery Mashed Potatoes
Roasted Corn Garnished with Red Peppers and Onions
Freshly Baked Rolls with Butter
Freshly Baked Assorted Cakes and Pies
Iced Water, Iced Tea and Freshly Brewed Premium House Blend Coffee

Mid-Afternoon

Warm Apple Strudel and Freshly Baked Cookies
Assorted Domestic Cheese and Crudité Display with Dips
Assorted 20 oz Sodas (Pepsi Brand Products)
Refresh of Coffee, Herbal Tea and Iced Water



SNACK BREAK PACKAGES

For all Break Packages, a 25 Guest Minimum Will Apply. Breaks Will Be Replenished Up To 30 Minutes for Guaranteed Number of Guests. All Break Packages Include Lemonade and Iced Water. All Prices are Per Guest.

Fruit Frenzy **\$9.75**

Sliced Fresh Fruit Accompanied by an Amaretto Fruit Dip and Yogurt Covered Pretzels

Sweet Energy **\$8.25**

Assorted House Made Cereal Treats, Build Your Own Trail Mix

Snack Attack **\$9.50**

Tri-Colored Tortilla Chips with House Made Seasonal Salsa, Roasted Red Pepper Hummus and Pita Chips, Vegetable Crudité with Lite Ranch Dip

Cinema Break **\$11.50**

Freshly Popped Popcorn with Flavor Shakers, Candy Station with Assorted Candies

Stadium Break **\$13.00**

Mini Corndogs with Ketchup and Mustard, Warm Soft Pretzel Bites with Spicy Brown Mustard, Freshly Popped White Cheddar Popcorn

Sweet and Salty **\$9.75**

House Made Jumbo Chocolate Chip Cookies, Chocolate Dipped Pretzels, Sea Salt Roasted Nuts

We all Scream for Ice Cream! **\$14.75**


A Freshly Baked Brownie With Your Choice of a Scoop of Chocolate or Vanilla Ice Cream, Chocolate Sauce, Caramel Sauce, Whipped Cream and a Maraschino Cherry

Station Has a Maximum Time Limit of 30 Minutes and Requires 1 Attendant Per Each 50 Guests. Attendant Fee is \$25.00 Per Hour, Per Attendant with a 1 Hour Minimum.



CONTINENTAL BREAKFASTS

All Continental Breakfasts Include Assorted Chilled Juices, Iced Water, Freshly Brewed Premium House Blend Coffee and Assorted Herbal Teas. All Prices are Per Guest.

 **Gateway Continental** **\$12.95**
Freshly Sliced Seasonal Fruit
Freshly Baked Pastries, Danish, Muffins and Bagels
Fruit Preserves, Whipped Cream Cheese, and Sweet Butter

Executive Continental Breakfast **\$15.95**
Sausage Breakfast Casserole
Freshly Sliced Seasonal Fruit with Yogurt Dip
Assorted Freshly Baked Pastries, Danish, Muffins, Scones and Breakfast Breads
Fruit Preserves and Sweet Butter

Healthy Continental **\$14.95**
Freshly Sliced Seasonal Fruit with Yogurt Dip
Assorted Bagels with Flavored and Low-Fat Cream Cheese Low-Fat Yogurt
Hard Boiled Eggs
Granola Bars

Old World Continental **\$10.95**
Assorted Whole Fruit
Freshly Baked Scones, Muffins and Croissants
Marmalades, Jams and Sweet Butter
Assorted Cereals and Milk



BREAKFAST BUFFETS

All Breakfast Buffets Include Assorted Chilled Juices, Iced Water, Freshly Brewed Premium House Blend Coffee, and Assorted Herbal Teas. For All Breakfast Buffets, a 25 Guest Minimum Will Apply. Buffets Will Remain Available for a Maximum of 2 Hours. Prices Are Per Guest.

The Illini

\$15.95

Assorted Danish and Muffins
Fresh Sliced Seasonal Fruit
Lightly Scrambled Eggs
Breakfast Potatoes
Sausage Links and Crisp Applewood Smoked Bacon
French Toast with Warm Maple Syrup

The Mighty Mississippi

\$17.95

Assorted Freshly Baked Pastries and Bakery Goods
Served with Preserves and Whipped Butter Fresh Sliced Seasonal Fruit
Homemade Sausage Gravy with Warm Biscuits
Lightly Scrambled Eggs
Golden Hash Browns
Sausage Patties and Crisp Applewood Smoked Bacon

The Illinois Sunrise

\$16.95

Sausage, Egg and Cheese Croissant Sandwiches
Egg and Cheese Biscuits
Hash Brown Potato Casserole
Fresh Sliced Seasonal Fruit
Warm Cinnamon Rolls



PLATED BREAKFASTS

All Plated Breakfasts Include Orange Juice, Iced Water, Freshly Brewed Premium House Blend Coffee and Assorted Herbal Teas. Prices Are Per Guest.

The Standard

Fresh Scrambled Eggs with Locally Grown Chives and Aged Cheddar, Paired with Smokehouse Sausage and Potatoes O'Brien, Accompanied by Freshly Baked Biscuits with Butter and Preserves

\$15.95

The Mademoiselle

Thick-Cut Vanilla Bean French Toast with Warm Maple Syrup, Garnished with a Berry Compote, Paired with Applewood Smoke Bacon and Lightly Scrambled Eggs

\$13.95

The Noble

House Made Creamy Ham and Cheese Quiche, Paired with Savory Sausage and Tomato Provence, Accompanied by Fresh Croissants and Butter

\$15.95

The Wave Runner

Lump Crab Meat Frittata with a Chive Cream Sauce, Paired with Applewood Smoked Bacon and a Roasted Tomato and Garlic Relish, Accompanied by Freshly Baked Biscuits with Butter and Seasonal Preserves

\$17.95

The Benedict

Scrambled Eggs Benedict en Croute, With a Spinach Garlic Cream Sauce, Paired with Applewood Smoked Bacon and Poached Asparagus

\$17.95



BOXED LUNCHES

All Boxed Lunches Are Served with Appropriate Condiments, Iced Water and Freshly Brewed Iced Tea.
All Prices Are Per Guest.

Soulard Market Deli Box Lunch

\$15.00

Your Choice of Freshly Roasted Beef with Cheddar, Turkey with Swiss, Ham with Provolone, or a Vegetarian Sandwich on White, Wheat or Rye Bread, With Leafy Lettuce and Tomato

Individual Bag of Chips

Seasonal Whole Fruit

Freshly Baked Cookie

The Hill

\$16.00

Italian Deli Meats and Cheese Layered on Ciabatta Bread with Lettuce, Tomato, Balsamic Aioli and Oregano

Tri-Colored Rotini Pasta Salad

Seasonal Whole Fruit

Freshly Baked Cookie

The Collinsville

\$17.00

Marinated Grilled Chicken Served on a Freshly Baked Pretzel Bun with Lettuce, Tomato and a House Made Horseradish Aioli

Creamy Cole Slaw

Cluster of Grapes

Freshly Baked Cookie

The Gateway Wrap

\$17.00

Grilled and Marinated Flank Steak or Chicken Breast Topped with Cheddar and Monterrey Jack Cheeses and Cilantro Salsa, Lettuce and Tomato

Spicy Corn and Black Bean Salad

Cluster of Grapes

Freshly Baked Cookie



LIGHTER PLATED LUNCHES

All Plated Entrée Salads and Plated Sandwiches are Served During Lunch Only. Salads Include Freshly Baked Rolls and Butter. Sandwiches Include Appropriate Condiments and a Pickle Spear. All Include A Freshly Baked Cookie, Iced Water, Freshly Brewed Iced Tea, and Freshly Brewed Premium House Blend Coffee.

PLATED ENTRÉE SALADS

Caesar Wedge Salad **\$16.00**
A Lightly Grilled Wedge of Crisp Romaine Lettuce, Served with a Grilled Chicken Breast, Tomato Relish, Roasted Red Pepper Strips and a Parmesan Crisp, Dressed with Caesar Dressing

Traditional Cobb Salad **\$19.00**
Diced Grilled Chicken, Crumbled Bleu Cheese, Tomatoes, Diced Hard Boiled Eggs, on a Bed of Crisp Greens, Served with Bacon Ranch Dressing or a Citrus Vinaigrette

Southwestern Salad **\$21.00**
Grilled Chicken Breast Served Atop a Bed of Crisp Greens, Black Beans, Grilled Corn, and Jicama, Garnished with Crispy Tortilla Strips, Served with Avocado Ranch Dressing

Farmhouse Fresh Salad **\$23.00**
Sliced Grilled Flank Steak Served on a Bed of Baby Spinach, Garnished with Heirloom Cherry Tomatoes, Gouda Cheese, Pickled Cucumber and Onions, and a Grilled Crostini, Served with Honey Dijon or Bleu Cheese Dressings

PLATED ENTRÉE SANDWICHES

Colonel Sandwich **\$19.00**
Sliced Fried Chicken Breast on a Sesame Seed Bun, With Lettuce, Tomato, Red Onion and Honey Mustard, Accompanied by Three Bean Salad and Seasoned House Chips

Founders Sandwich **\$20.00**
Sliced Smokehouse Turkey, with Smoked Gouda, Caramelized Onions, Lettuce, Tomato, and Cranberry Aioli on Honey Wheat Bread, Accompanied by Apple Slaw and Sweet Potato Chips

Buffalo Chicken Wrap **\$21.00**
Buffalo Chicken Wrapped in a Traditional Flour Tortilla, Stuffed with Vermont White Cheddar, Lettuce, Tomato and Red Onion, Accompanied by Bleu Cheese and Celery Potato Salad and Pickled Tomato Cucumber Salad

Collinsville Cuban Sandwich **\$21.00**
Slow Roasted, Thinly Sliced Whole Grain Mustard and Horseradish Encrusted Pork Loin, Black Forest Ham, Horseradish Chive Cheddar Cheese, Pickles and Yellow Mustard on a Hoagie Roll, Accompanied by Italian Pasta Salad



PLATED LUNCH & DINNER ENTREES

All Plated Lunch and Dinner Entrees Include a Garden Salad, Caesar Salad, or Upgraded Dinner Salad with a Selection of Two (2) Dressings, Freshly Baked Rolls with Butter, Dessert, Iced Water, Freshly Brewed Iced Tea, and Freshly Brewed Premium House Blend Coffee. Prices are Per Guest.

POULTRY

Blackened Chicken Breast **\$25.00 LUNCH | \$29.00 DINNER**

on a Bed of Cajun Creole Alfredo Penne Pasta, Accompanied by French Beans, and a Pineapple and Pepper Chutney

Collinsville Chicken **\$23.00 LUNCH | \$27.00 DINNER**

Panko Breaded Chicken Breast Enrobed in a Creamy Horseradish and Herb Sauce, Accompanied by Roasted Garlic Potatoes and a Seasonal Vegetable Medley

Boursin Stuffed Chicken **\$23.00 LUNCH | \$27.00 DINNER**

Lightly Dusted with Panko Bread Crumbs and Draped with a Sundried Tomato Cream Sauce, Accompanied by Buttery Mashed Potatoes and Garlic Seared Green Beans

Handmade Chicken Cordon Bleu **\$24.00 LUNCH | \$28.00 DINNER**

with a Garlic Cream Sauce, Accompanied by Potatoes Au Gratin and Honey Glazed Roasted Carrots

Herb Roasted Chicken Breast **\$22.00 LUNCH | \$26.00 DINNER**

with a Light Herb Sauce, Accompanied by Steamed Broccoli and Mashed Sweet Potatoes with a Brown Butter and Brown Sugar Crust

Chicken Florentine **\$23.00 LUNCH | \$27.00 DINNER**

Served over a Risotto Cake with a Garlic Cream Sauce, Accompanied by Italian Seasoned Vegetable Medley

PORK

Garlic Seared Pork Chop **\$29.00 LUNCH | \$33.00 DINNER**

Served with a Light Dill Cream Sauce, Accompanied by Balsamic Roasted Brussel Sprouts and Roasted Baby Red Potatoes

Collinsville Pork **\$28.00 LUNCH | \$32.00 DINNER**

Slow Roasted Whole Grain Mustard and Horseradish Encrusted Pork Loin, Draped with a Dijon Cream Sauce, Accompanied by Bacon and Onion Green Beans and Red Pepper Mashed Potatoes

Pepper Encrusted Pork Loin **\$32.00 LUNCH | \$36.00 DINNER**

Served with Brown Butter Poached Apples and a Brandy Demi-Glace, Accompanied by Roasted Root Vegetables and Wild Rice



BEEF

Pepper Encrusted Beef Tenderloin**\$38.00 LUNCH | \$42.00 DINNER**

Served with a Red Wine Demi-Glace, Accompanied by Garlic and Herb Duchess Potatoes and Roasted Asparagus

Braised Short Ribs**\$34.00 LUNCH | \$40.00 DINNER**

Served with Rich Au Jus, Accompanied by Tri-Colored Cauliflower Au Gratin and Roasted Maple Glazed Sweet Potatoes

Garlic Seared Flank Steak**\$32.00 LUNCH | \$36.00 DINNER**

Served with a Caramelized Onion Demi-Glace, Accompanied by Roasted Potato Medley, and Grilled Squash and Zucchini

Sliced Roast Beef**\$31.00 LUNCH | \$35.00 DINNER**

Served with a Horseradish Au Jus, Accompanied by Dauphinoise Potatoes and a Roasted Vegetable Napoleon

SEAFOOD

**Salmon and Boursin Cheese en Croute****\$28.00 LUNCH | \$32.00 DINNER**

Served with a Light Seafood Demi-Glace, Accompanied by Grilled Asparagus and Wild Rice

Lump Crab Meat Stuffed Shrimp Skewer**\$30.00 LUNCH | \$34.00 DINNER**

Served with a Key Lime Cream Sauce, Accompanied by Soy Infused Sugar Snap Peas and Saffron Rice

Garlic Seared Tilapia**\$26.00 LUNCH | \$30.00 DINNER**

with a Dill Cream Sauce, Accompanied by Roasted Baby Red Potatoes and Sautéed Green Beans and Carrots

Wood Plank Grilled Atlantic Salmon**\$30.00 LUNCH | \$34.00 DINNER**

with a Pineapple and Roasted Pepper Chutney, Accompanied by Seasonal Vegetable Medley and Shallot and Pear Couscous

DUET ENTREES

Herb Roasted Chicken paired with a Teriyaki Shrimp Kabob**\$36.00 LUNCH | \$40.00 DINNER**

Served with Shallot Whipped Potatoes and Garlic Seared Green Beans

**Sage, Cranberry and Cornbread Stuffed Chicken paired with Garlic Seared Flank Steak with a Red Wine Reduction****\$37.00 LUNCH | \$41.00 DINNER**

Served with Herbed Duchess Potatoes and a Seasonal Vegetable Medley

Pepper Encrusted Beef Tenderloin paired with a Maryland Style Crab Cake and a Garlic Cream Sauce**\$38.00 LUNCH | \$42.00 DINNER**

Served with Baby Red Potatoes and Sautéed Green Beans



Plated Lunch Salad Options (Included in Plated Lunch Pricing)

- Mixed Garden Greens with Tomato, Cucumber, Croutons and Garnished with a Carrot Ribbons
- Chopped Romaine Lettuce, Shaved Parmesan Cheese, Croutons and a Tomato Garnish

Upgraded Plated Dinner Salad Options (Included in Plated Dinner Pricing)

- Grilled Baby Romaine Wedge with Marinated Grape Tomatoes, Focaccia Crouton and a Parmesan Crisp
- Mixed Garden Greens with Pickled Cucumber and Tomatoes, with a Wedge of Savory Goat Cheesecake
- Spring Mix with Shaved Red Onion, Candied Pecans, Dried Cranberries and Crumbled Goat Cheese
- Bibb Lettuce Cup Filled with Chopped Romaine, Julienned Carrots, Red Peppers, English Cucumbers and Cherry Tomatoes with Feta Cheese
- Spring Mixed Greens with a Curry Dusted Goat Cheese Medallion, Red and Yellow Pepper Curls and Roasted Smoked Walnuts

Salad Dressing Choices

- Buttermilk Ranch
- Balsamic Vinaigrette
- Caesar
- Italian
- Pesto Vinaigrette
- Citrus Vinaigrette
- Bleu Cheese
- Champagne Vinaigrette
- Honey Dijon
- Avocado Ranch
- Watermelon Vinaigrette
- Raspberry Vinaigrette
- Bacon Ranch
- Garlic Ranch
- French
- Poppy Seed

Plated Dessert Options (Included in All Plated Lunch and Dinner Pricing)

- Triple Layer Chocolate Cake
- Carrot Cake
- Red Velvet Cake
- New York Style Cheesecake
- Lemon Italian Cream Cake

All Desserts are Served with Berry Coulis, Caramel Sauce, or Chocolate Sauce and Fresh Whipped Cream with a Seasonal Fruit Garnish

Upgraded Plated Dessert Options additional \$3.00 per Guest

- Flourless Chocolate Torte
- Chocolate Ganache Filled Mini Bundt Cake
- Tripe Chocolate Mousse Cake
- Vanilla Salted Caramel Crunch Cake
- Seasonal Fruit and Cake Trifle
- Tiramisu Trifle

All Desserts are Served with Berry Coulis, Caramel Sauce, or Chocolate Sauce and Fresh Whipped Cream with a Seasonal Fruit Garnish



LUNCH & DINNER BUFFETS

All Lunch and Dinner Buffets Include Iced Water, Freshly Brewed Iced Tea, and Freshly Brewed Premium House Blend Coffee. Prices are Per Guest. For All Lunch and Dinner Buffets a 50-Person Minimum with No More Than a Two-Hour Food Presentation Maximum Will Apply. All Prices are Per Guest.

Gateway Classics

\$28.95 DINNER

Mixed Garden Greens with Carrot Ribbons, Cucumbers, Tomatoes and Croutons, Served with Ranch and Balsamic Vinaigrette Dressings
Horseradish and Herb Breaded Chicken, Topped with a Creamy Horseradish Sauce
Roasted Top Round of Beef Served with a Mushroom Demi-Glace
Au Gratin Potatoes and Roasted Corn Garnished with Red Peppers and Onions
Freshly Baked Rolls with Butter
Freshly Baked Assorted Cakes and Pies

Traditional Italian

\$23.95 LUNCH | \$27.95 DINNER

Italian Salad with Pepperoncini Peppers, Olives, Tomatoes, Cucumbers, and Parmesan Cheese on a Bed of Romaine, Served with Italian and Ranch Dressings
Chicken Scaloppini with Lemon Caper Sauce
Baked Mostaccoli with Beef and Italian Sausage
Vegetarian Lasagna
Marinated Seasonal Roasted Vegetables
Assorted Italian Cream Cakes

Collinsville Fare

\$25.95 LUNCH | \$29.95 DINNER

Mixed Garden Greens, Cucumbers, Tomatoes, and Red Onions with Horseradish Bleu Cheese and Italian Dressings
Stone Ground Mustard and Horseradish Encrusted Pork Loin Topped with Dijon Horseradish Cream
Garlic Seared Grilled Chicken Breast Served in House Volute
Kahok Potatoes – Quartered Peruvian Purple Potatoes and Red Skinned Potatoes tossed in Olive Oil, Butter, and Garlic
Green Beans with Balsamic Roasted Onions and Button Mushrooms
Freshly Baked Rolls with Butter
Goey Butter Cake and Assorted Cheesecakes

Tailgating Buffet

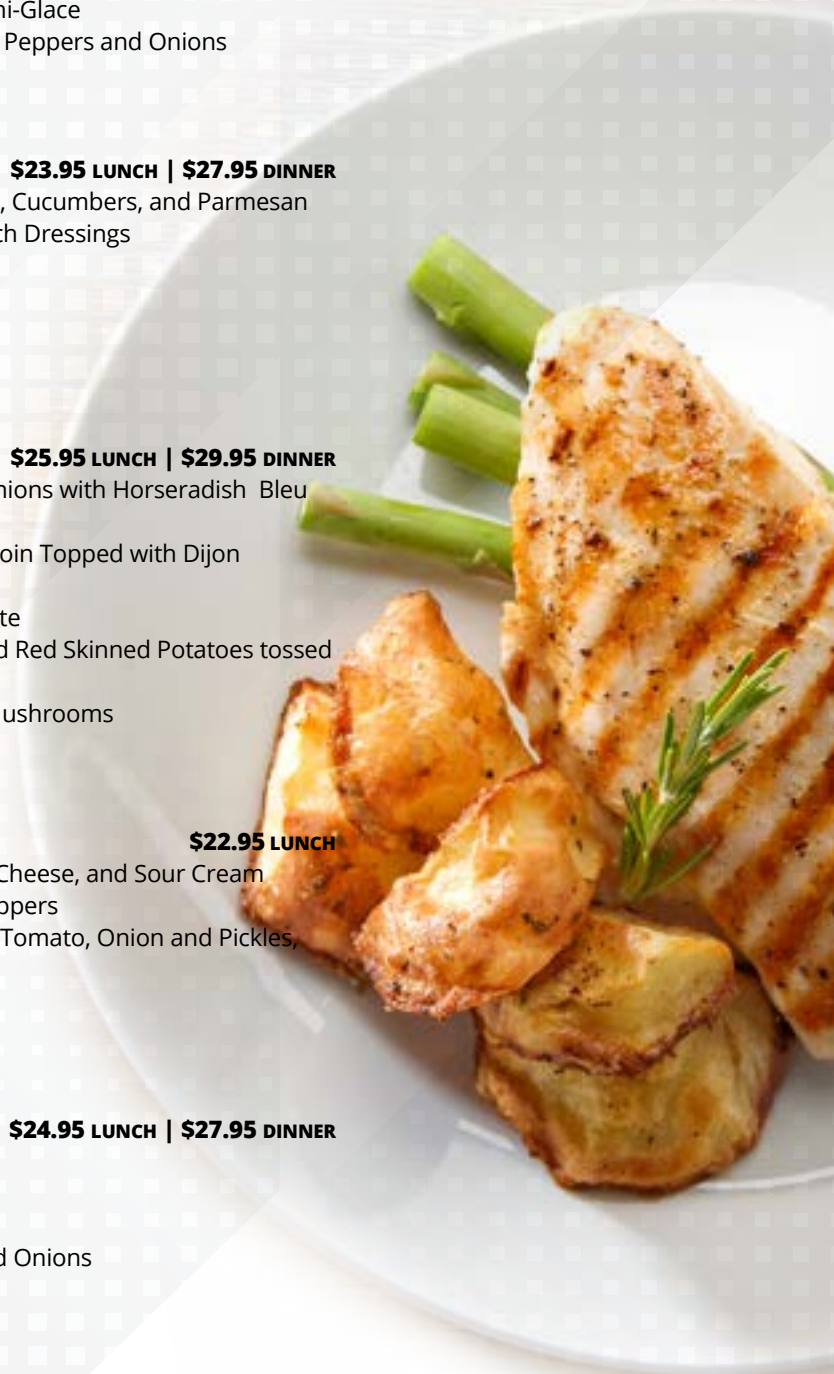
\$22.95 LUNCH

Beefy Chili Served with Diced Onions, Shredded Cheddar Cheese, and Sour Cream
Grilled Beer Brats Garnished with Sautéed Onions and Peppers
Juicy 100% Angus 1/3 Pound Burgers served with Lettuce, Tomato, Onion and Pickles, Mayonnaise, Mustard, and Ketchup
Fresh Bakery Buns
Seasonal Fresh Fruit Salad
Chocolate Dipped Cookies

Comforts of Home

\$24.95 LUNCH | \$27.95 DINNER

Mixed Green Salad Served with Choice of Two Dressings
Meatloaf with a Mushroom Gravy
Chicken Pot Pie
Mashed Potatoes and Country Green Beans with Ham and Onions
Freshly Baked Rolls with Butter
Assorted Pies



St Louis Barbecue**\$24.95 LUNCH | \$29.95 DINNER**

House Salad of Romaine Lettuce, Chopped Tomatoes, Thinly Sliced Red Onions and Chopped Cucumbers, with Smoky Ranch and Italian Dressings
Sliced Smoked Brisket and Barbecue Smoked Chicken Breasts with Barbecue Sauce
Cole Slaw and Baked Beans
Potato Salad
Sliced White and Wheat Bread
Assorted Freshly Baked Pies

South of Dixie Buffet**\$25.95 LUNCH | \$29.95 DINNER**

Mixed Garden Greens with Spicy Pecans, Tangy Pickled Tomatoes and Cucumbers, and Goat Cheese Crumbles, Served with Ranch and Strawberry Poppy Seed Dressings
Southern Fried Chicken
Pulled Pork Barbecue with Fresh Rolls
Skillet Potatoes and Buttered Corn Cobblets
House Made Corn Bread with Butter and Honey
Assorted House Made Cobblers with Fresh Whipped Cream

The Mexicali**\$23.95 LUNCH | \$27.95 DINNER**

Fresh Mexican Salad with Grilled Corn, Black Olives, and Fresh Tomatoes, Tossed with Cilantro, Green Onions, and Queso Fresco, Served with a Chipotle Ranch and Citrus Vinaigrette
House Made Black Bean Soup
Beef Fajita Meat with Roasted Peppers and Onions and Roasted Chicken Served with a Fresh Pico de Gallo with Flour Tortillas
Mexican Rice and Cumin Seasoned Black Beans
Tri-Color Tortilla Chips, Salsa, Sour Cream and Shredded Cheese
Churros with Whipped Cream and Caramel Sauce

A Lighter Fare**\$23.95 LUNCH**

House Salad with Leafy Greens, Tomatoes, Cucumbers and Shredded Cheddar Cheese, Served with Ranch and Balsamic Vinaigrette Dressings
House Made Chicken Noodle Soup
Garlic and Salt Encrusted Baked Russet Potatoes, Served with Toppings Including: Steamed Broccoli, Julienned Grilled Chicken Breast, Bacon Pieces, Shredded Cheddar Cheese, Sour Cream and Chopped Scallions
Freshly Baked Rolls and Butter
Assorted Freshly Baked Cakes

The Corner Deli**\$19.95 LUNCH**

Garden Salad with Choice of Two Dressings
House Made Tuna Salad
Sliced Roast Beef, Virginia Ham and Slow Roasted Turkey, Sliced Domestic Cheeses, Leafy Lettuce, Tomatoes, Onions and Pickles, Mayonnaise, and Deli Style Mustard
House Made Potato Chips
Chef's Selection of Fresh Rolls and Sliced Breads
Assorted Freshly Baked Cookies



IN-HOUSE CAKE SHOP

Our Talented Culinary Team, Led by our Classically Trained Pastry Chef, Would Love to Create a One-of-a-Kind Celebration Cake to Compliment Your Special Event! Prices are Per Each Cake or Per Dozen Cupcakes. Pricing Includes Standard Flavors, Buttercream Icing and Basic Design. Additional Fees are Contingent Upon Design, Specialty Flavors and Fillings.

Sheet Cake

Two Icing Colors, Serves 96

\$192.95 EACH

9" Round Cake

Two Icing Colors, Three Layers

\$25.00 EACH

Two-Tier Celebration Cake

Two Icing Colors, Basic Design, Serves 40

\$75.00 EACH



Celebration Package

Includes Two-Tier Cake and Sheet Cake, Serves 125

\$250.00 EACH

Cupcakes

\$12.00 PER DOZEN

Mini Cupcakes

\$6.00 PER DOZEN

Standard Cake Flavors

- White
- Chocolate
- Yellow
- Lemon
- Red Velvet
- Spice
- Cherry
- Carrot Cake (With or Without Nuts)

Deluxe Cake Flavors

Additional \$8.00 per Sheet Cake and \$3.50 per 9" Round Cake

- Amaretto
- Anise
- Raspberry
- Valencia Orange
- Almond (Contains Nuts)
- Peanut Butter (Contains Nuts)

Premium & Seasonal Cake Flavors

Additional \$15.00 per Sheet Cake and \$5.00 per 9" Round Cake

- Chocolate Stout (Flavored with Alcohol)
- Margarita (Flavored with Alcohol)
- Egg Nog
- Pumpkin



CARVING STATIONS

All Carving Stations require a Chef Attendant at \$75.00 per Two-Hour Presentation. We Recommend One Chef Attendant for Every 100 Guests. There is a Two-Hour Presentation Maximum for Each Carving Station. All Carving Station Servings Are Appetizer Portions and are Served with Freshly Baked Rolls.

Ozark Honey Glazed Ham **\$225.00 PER HAM**

Served with a Stone Ground Mustard and Pineapple Chutney with Assorted Freshly Baked Rolls (Approximately 30 Servings)

Garlic Rubbed Flank Steak **\$280.00 PER STEAK**

Generously Rubbed with Garlic then Grilled, Served with Mint Chimichurri, Au Jus and Freshly Baked Rolls (Approximately 25 Servings)

Collinsville Pork Loin **\$195.00 PER LOIN**

Stone Ground Mustard and Horseradish Encrusted Pork Loin, Served with a Dijon Cream Sauce and Freshly Baked Rolls (Approximately 30 Servings)

Sage Rubbed Turkey Breast **\$185.00 PER BREAST**

Served with a Cranberry Aioli and Freshly Baked Rolls (Approximately 30 Servings)

Fried Turkey Breast **\$225.00 PER BREAST**

Injected with Buffalo Sauce and Served with Ranch Slaw, Buffalo Sauce and Freshly Baked Rolls (Approximately 30 Servings)

Red Wine Braised Brisket **\$350.00 PER BRISKET**

Searred in Garlic Oil, Slow Roasted in Rosemary Infused Red Wine, Served with a Rosemary Red Wine Au Jus and Freshly Baked Rolls (Approximately 25 Servings)

Salt Crusted Prime Rib **\$350.00 PER PRIME RIB**

Encrusted with Salt and Seared, then Slow Roasted to Juicy Perfection, Served with Au Jus, Horseradish Cream and Freshly Baked Rolls (Approximatley 30 Servings)

Coffee Rubbed Beef Tenderloin **\$350.00 PER TENDERLOIN**

Coated with Espresso Infused Butter, Seared, Roasted and Topped with Melted Espresso Butter, Served with Coffee Infused Au Jus and Freshly Baked Rolls (Approximately 30 Servings)




ACTION STATIONS

All Action Stations require a Chef Attendant at \$75.00 per Two-Hour Presentation. We Recommend One Chef Attendant for Every 100 Guests. There is a Two-Hour Presentation Maximum for Each Action Station. All Action Station Servings Are Appetizer Portions and Include Iced Water and Iced Tea. All Action Stations are Prepared for a Minimum of 50 Guests, and are Priced per Serving.

 **Grilled Cheese and Tuscan Tomato Soup** **\$4.00**
Always a Crowd Favorite! Freshly Grilled Mini Grilled Cheese Sandwiches Made to Order and Served with a Delicate Soup Shooter with Our In-House Made Tuscan Tomato Soup


Pasta Station **\$9.00**
Guests' Choice of Penne or Rainbow Rotini, Paired with Either Marinara or Alfredo Sauce, and Fully Customized to Their Specifications by our Chef Attendant with Toppings to Include: Steamed Broccoli, Grilled Julienned Chicken, Sliced Grape Tomatoes, Fried Mushrooms, and Bacon Bits, Mozzarella, and Shaved Parmesan

Grilled Pound Cake **\$7.50**
Grilled Freshly Baked Pound Cake, Topped by our Chef Attendant with Guests' Choice of Chocolate Sauce, Caramel Sauce, Mixed Berries, and Fresh Whipped Cream

 **Southern Style Chicken and Waffles** **\$9.75**
Freshly Made Belgian Waffles, Paired with Southern Fried Breaded Chicken Tenders and Topped with Guests' Choice of Maple Syrup, Honey and Hot Sauce

BUILD-YOUR-OWN RECEPTION STATIONS

All Build-Your-own Reception Stations Have a Two-Hour Presentation Maximum. All Build-Your-Own Reception Station Servings Are Appetizer Portions and Include Iced Water and Iced Tea. All Build-Your-Own Reception Stations are Prepared for a Minimum of 50 Guests, and are Priced per Serving.

 **Gateway Chili Bar** **\$9.95**
Guests' Choice of Traditional Beef Chili or Southwestern Chicken Chili with Toppings to Include: Shredded Cheese, Sour Cream, Diced Onions, Diced Tomatoes, Corn Bread Croutons, and Corn Chips

Slider Station **\$7.50**
In-House Smoked Pulled Pork on Freshly Baked Slider Buns, Served with Smoky Barbecue Sauce, Creamy Coleslaw, Tangy Vinegar Apple Slaw and French Fried Onions

Fiesta Bar **\$11.00**
Tri-Colored Tortilla Chips and Flour Tortillas, with Guests' Choice of Shredded Chipotle Chicken, Ground Beef Seasoned with Cumin and Cilantro, Traditional Salsa, Fresh Pico de Gallo, Diced Onions, Pickled Jalapenos, Diced Tomatoes, Shredded Cheese, Sour Cream, Black Olives, Shredded Lettuce, and Warm Cheddar Cheese Sauce

 **S'Mores Bar** **\$8.00**
Build Your Own S'Mores Around Our Indoor Campfire

RECEPTION DISPLAYS

All Reception Displays Have a Two-Hour Presentation Maximum. All Reception Displays Are Appetizer Portions, and Will Be Served for 50 Guests Or More. Reception Displays are Priced per Serving.

Fresh Sliced Fruit Display

\$3.25

Fresh Sliced Seasonal Fruit and Berries, Served with Amaretto Dipping Sauce

Cheese and Crudité Display

\$4.50

Assorted Cubed Domestic Cheese, Served with a Variety of Crackers, Paired with Seasonal Fresh Raw Vegetables Served with Traditional Ranch and Chipotle Ranch Dipping Sauce

Breads and Spreads

\$5.50

Chef's House Made Beer Cheese Dip Served with Freshly Made Pretzel Croutons, Roasted Garlic and Herb Cheese Spread Served with Toasted Baguette Crostinis, and Sundried Tomato and Garlic Herb Cream Cheese Spread Served with House Made Focaccia Crackers

Rustic Italian Display

\$7.00

Fine Artisan Cured Italian Meats Including Prosciutto, Spicy Capicola, and Genoa Salami, Served with a Variety of Cubed Domestic and Imported Cheeses, Olives, Pepperoncini Peppers, Fire Roasted Red Peppers, and House Made Focaccia Crackers and Toasted Crostinis



HORS D'OEUVRES

All Hors D'oeuvres are Ordered Per Piece, with a 50-Piece Minimum Order. There is a Two-Hour Presentation Maximum For All Hors D'oeuvres. Butler Service Can Be Provided for \$25.00 Per Server, Per Hour.

COLD

Belgian Endive Cup Filled with Asian Chicken and Couscous Salad	\$3.50
BLT Crostini	\$2.50
Celery Spoon Filled with a Creamy Boursin and Red Pepper Cheese	\$3.50
Stuffed Cherry Tomatoes Filled with a Creamy Brie Cheese	\$2.50
Caprese Skewer Drizzled with Balsamic Reduction	\$2.50
Bacon and Chive Deviled Eggs	\$2.50
Salami Coronets	\$2.50
Mini Fruit Pizza on Sugar Cookies	\$2.50
Shrimp Cocktail Shooters	\$3.50
Prosciutto Wrapped Asparagus with Freshly Cracked Black Pepper	\$3.00
Bourbon Smoked Chicken with Raspberry Butter Crostinis	\$3.50
Beef Tenderloin Crostini with House Made Horseradish Cream	\$4.50
Seared Ahi Tuna with Sesame Oil and Wasabi in Phyllo Cup	\$4.00

HOT

Vegetarian Spring Roll with Sweet and Sour Sauce	\$2.50
Button Mushroom Cap Stuffed with Spinach, Chorizo and Garlic Cream Cheese	\$4.50
Spanakopita	\$2.50
Seared Shrimp and Buttery Grits in Phyllo Cup	\$2.50
Toasted Beef Ravioli with Zesty Marinara Pomodoro Sauce and Shaved Parmesan	\$2.50
House Made Crab Cakes with Roasted Red Pepper Remoulade	\$3.50
Corn Fritter with Snow Peas Served with Roasted Garlic Aioli	\$3.00
Applewood Smoked Bacon Wrapped Black Mission Fig with a Maple Glaze	\$3.50
South of the Border Chicken Satay Served with Fresh Salsa	\$4.50
Asian Pork Pot Stickers Served with a Savory Ginger Sauce	\$2.50
Garlic Rubbed Flank Steak Brochette Served with House Chimichurri	\$3.50
Garlic Butter Seared Bacon Wrapped Scallops	\$3.50



BAR SERVICES

Host Bar Based on Consumption

All Host Bars Require Bartender Services. Bartender Fees are \$25.00 Per Hour, With a Four-Hour Minimum. We Recommend One (1) Bartender Per 75 Guests with Host Bars. All Prices are Subject to Taxes and Fees.

Domestic Beer	\$4.50
Imported Beer	\$5.00
House Wine	\$5.50
House Cocktail	\$6.00
Premium Cocktail, Cordials Soda, Juice, or Bottled Water	\$7.50 \$2.95

Host Bar Packages

All Host Bar Packages Require Bartender Services. Bartender Fees are \$25.00 Per Hour, With a Four-Hour Minimum. We Recommend One (1) Bartender per 75 Guests with Host Bars. All Package Prices are Per Person and Are Subject to Taxes and Fees. Packages Must Be Purchased for Final Guest Guarantee Number.

Two-Hour Beer, Wine, and Soda (House Cocktails, Premium Cocktails and Cordials Available for Cash Purchase)	\$12.00
Four-Hour Beer, Wine, and Soda with Cash Cocktails (House Cocktails, Premium Cocktails and Cordials Available for Cash Purchase)	\$20.00
Two-Hour Beer, Wine, Soda and House Cocktails (Premium Cocktails Available for Cash Purchase)	\$15.00
Four-Hour Beer, Wine, Soda and House Cocktails (Premium Cocktails Available for Cash Purchase)	\$24.00
Two-Hour Full Bar with Beer, Wine, Soda and Cocktails	\$20.00
Four-Hour Full Bar with Beer, Wine, Soda and Cocktails	\$30.00

Cash Bar

All Cash Bars Require Bartender Services. Bartender Fees are \$25.00 Per Hour, With a Four-Hour Minimum. We Recommend One (1) Bartender per 100 Guests with Cash Bars. All Cash Bar Prices are Per Drink and are Inclusive of All Taxes and Fees.

Domestic Beer	\$5.00
Imported Beer	\$5.50
House Wine	\$6.00
House Cocktail	\$6.50
Premium Cocktail, Cordials Soda, Juice, or Bottled Water	\$8.00 \$3.00

Custom Premium Cocktails

Spectra Food Services & Hospitality is Proud to Offer Custom Premium Cocktails for Any Event! Let Our Talented Mixologists Come up With a Truly Special and Unique Cocktail Themed Just for You. Custom Premium Cocktail Prices Are Per Gallon, and Are Based on Ingredients. Custom Premium Cocktails Start at Just \$85.00 Per Gallon. Contact us Today to Learn More About This Exciting Offer!

Tablesides Wine Service

Spectra Food Services & Hospitality Offers a Delicious Selection of Premium House Wines. For Just \$25.00 per Bottle, We Can Serve Your Guests at Their Tables During Your Event. This Can Be Preset On the Table, or Served by Our Attentive Service Staff.



CATERING POLICIES

EXCLUSIVE CATERER

Spectra Food Services & Hospitality maintains the right to provide all food and beverage, and concession services at the Gateway Center. Any exception must be requested and obtained by prior written approval of the General Manager and/or Director of Catering. These menus feature a varied selection of popular items designed to appeal to the needs of each of our clients and their guests. Should the selections featured in the menu not fit your needs, we welcome the opportunity to customize our menus for your special event.

OUTSIDE FOOD AND BEVERAGES

No food or beverage of any kind will be permitted to be brought into the facility by the patron. If unauthorized food and beverage is identified on the premises, the Lessee will be notified first and then the violation will be addressed by management, and it is expected to be removed from the premises immediately. The Lessee could be assessed a fee of unauthorized food and beverage at 50% of retail value, determined by the food and beverage management team, and will be added to the Lessee's Gateway Center invoice. Food items may not be taken off premises; however, excess prepared food may be donated under regulated conditions to agencies feeding the underprivileged at Spectra's sole discretion.

FOOD AND BEVERAGE SAMPLING

Exhibitors may distribute food and beverage samples in authorized booth space and must not be in competition with products or services offered by Spectra Food Services & Hospitality. Samples must be representative of products manufactured or distributed by the company exhibiting. Free samples are limited to two (2) ounces of non-alcohol beverages and two (2) ounces of food. Exact descriptions of sample and portion size must be submitted to Spectra Food Services & Hospitality for written approval 14 days prior to the opening of the event. The distribution of alcoholic beverages is strictly prohibited unless provided by Spectra Food Services & Hospitality.

TASTINGS

Spectra Food Services & Hospitality offers at minimum two (2) group tasting events per year. At these events, our culinary team showcases their new and exciting creations along with some crowd-pleasing favorites loved by our customers. Should these events not work with your event planning timeline, Spectra is able to schedule private tastings. Please contact your sales manager for more information.

BEVERAGE SERVICE

Spectra Food Services & Hospitality offers a complete selection of beverages to compliment your function. Alcoholic beverages may not be brought onto the premises from outside sources. In accordance with state regulations, we reserve the right to request a photo ID of any person to verify their age, and to refuse service to underage and intoxicated persons. Alcoholic beverages may not be removed from the premises. Per Illinois state law, there is one (1) drink maximum per person, per transaction.

LABOR

Catering personnel are scheduled for a minimum of four (4) hour shifts for each meal period. These shifts include set-up, service, and clean up for events. Events requiring additional time for service may incur an overtime charge of \$25.00++ per hour, per server.

DIETARY CONSIDERATIONS

Spectra Food Services & Hospitality is happy to address any and all special dietary considerations for individual guests with proper notice. Spectra will automatically prepare 1% vegetarian dinners for plated and served meal services.

CHINA SERVICE

China service is standard for all catering services in all meeting and banquet rooms. For coffee services with china, Spectra Food Services & Hospitality will set out at least 10% disposable ware. China is not allowed in the Exhibit Hall, unless it will be carpeted. High-grade disposable ware will be used on uncarpeted Exhibit Hall floors.

LINENS AND EVENT DÉCOR

All banquet prices included standard sized white, ivory, or black table linens, and standard linen napkins. Additional colors are available for both table linens and napkins at an additional charge. Full-service planning of themed décor and special events is available. Contact your catering sales manager for details and a full proposal.

MENU SELECTIONS

Choose a menu from the selections contained in these suggestions, or have us custom design a menu for your particular needs. Menus must be finalized at least ten (10) business days prior to your event. Your sales manager will notify you if item substitutions are required on your desired menu.

GUARANTEES

A minimum guarantee of the number of guests to be served is required by 12:00 PM, noon, three (3) business days prior to the actual function. A la carte orders require a guarantee for quantity ordered of each food item on the order. If this number is not received, your original estimates will be considered the final guarantee and you will be billed accordingly. The number is not subject to reduction. If the guaranteed number is increased after this deadline, a 25% late fee will apply. Meals will be prepared for your final guarantee. We will provide additional seating and settings for 3% over the guarantee, to a maximum of 30 settings. Spectra Food Services & Hospitality reserves the right to make substitutions to the menu to serve your additional guests.

CATERING PRICES

Spectra Food Services & Hospitality will be able to guarantee prices for a maximum of 180 days. All prices are subject to change without notice.

LATE FEES

All food and beverage orders must be made with your catering sales manager ten (10) business days prior to the first day of your event, or your food and beverage charges are subject to a 25% late fee.

MANAGEMENT CHARGE AND TAXES

All catered events are subject to a 20% management charge. This management charge is the sole property of the food and beverage service company or the venue owner, as applicable, is used to cover such party's costs and expenses in connection with the catered event (other than employee tips, gratuities, and wages), and is not charged in lieu of a tip. The management charge is not a tip, gratuity or service charge, nor is it purported to be a tip, gratuity or service charge, for any wait staff employee, service employee, service bartender, or other employee, and no part of the management charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests. All catered events are also subject to all applicable state and local sales taxes, unless a valid tax-exemption certificate is provided to Spectra Food Services & Hospitality.

BILLING

A non-refundable 50% deposit, as outlined in your catering policy agreement, is due in full thirty (30) days from the issue date of the Catering Policy Agreement. If your event occurs less than thirty (30) days from the issue date of the Catering Policy Agreement, payment in full is due immediately upon receipt of agreement, or ten (10) business days prior to your event, whichever occurs first. Final payment will be due ten (10) business days prior to your event date. You will be issued a detailed invoice thirty (30) days prior to your event based on your food and beverage order. It is imperative that your menu be selected and communicated to the catering sales manager thirty (30) days prior to your event, so that payment deadlines may be met. Failure to meet these deadlines may result in additional fees. In the event that Spectra Food Services & Hospitality receives overpayment due to event variables (i.e. final guarantee, items charged on consumption) a refund will be made to the client. Payment may be made to Spectra Food Services & Hospitality via credit card (Visa, MasterCard, Discover, American Express, or Diners Club), Money Order, Cashiers' Check or Certified Check.

CANCELLATIONS

In the event of a cancellation, no deposit refund shall be made. Cancellation of food functions must be sent in writing to your Spectra Food Services & Hospitality sales manager. Any cancellation received more than thirty (30) days prior to the scheduled event will result in a fee equal to 25% of the estimated food and beverage charges, plus any base rental fees as outlined in the Contract. Any cancellation received less than thirty (30) days prior to the scheduled event will result in a fee of 50% of the estimated food and beverage charges, plus any base rental fees as outlined in the Contract. Any cancellation received after the final guarantee has been provided will result in a fee equal to 100% of the charged on the affected banquet event order(s) or Signed Agreement, whichever is greater of the two.