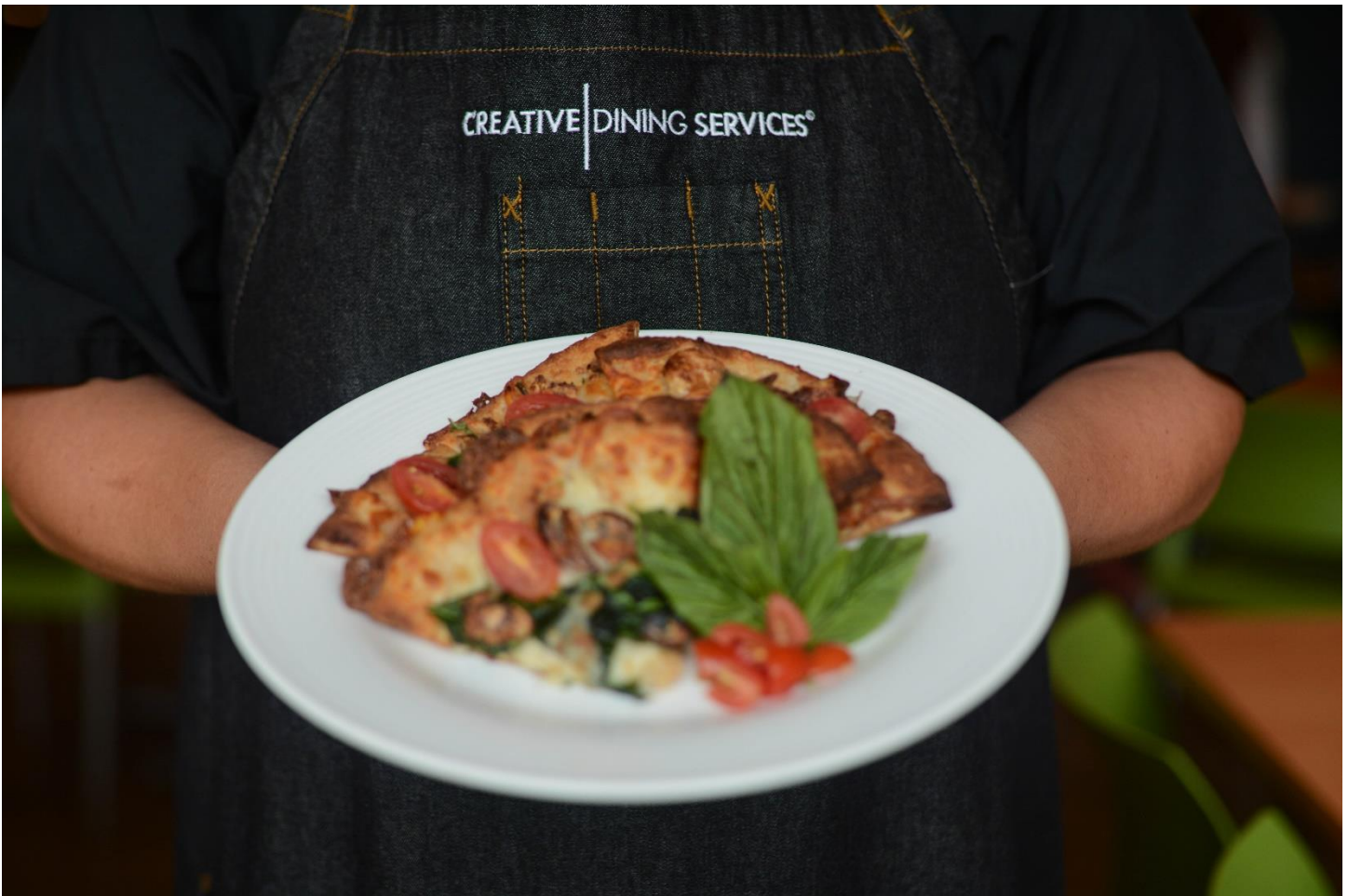




SPRING 2021 CATERING GUIDE



# TABLE OF CONTENTS

Planning & Policies

Tabletop & Décor

[Menu Options Available on Request](#)



# PLANNING & POLICIES

## *ABOUT US*

Providing excellent food and service is our passion and we are dedicated to making sure every detail of your event is perfect. Inspired by fresh, high-quality ingredients and committed to community and environmental stewardship, our culinary team, led by Executive Chef Patrick Murray, creates cuisine ranging from simple to elegant, light-hearted to classical, cross-cultural to regional American. We invite you to discover all that Creative Dining Services at John Brown University has to offer.

## *PLANNING YOUR EVENT*

For catering inquiries, please call our catering office at (479) 524-1592 or email us at [catering@jbu.edu](mailto:catering@jbu.edu). We will be happy to discuss menu options and other service aspects. For on campus events, prior to contacting catering, please contact the events office for room reservation and setup at (479) 524-7415 or email [events@jbu.edu](mailto:events@jbu.edu). At CDS, we commit to following all the guidelines set forth by JBU's COVID-19 Task Force to ensure safety for everyone.

## *CUSTOM MENU PLANNING*

Our catering and culinary teams can share our basic catering menu guide or help you create a custom menu based on your guests, theme, and budget. Our goal is your goal – to provide the most enjoyable and delicious event.

## *BILLING*

*JBU Departments:* Please provide your JBU account number on the Event Request Form. You will be billed through JBU's billing department following your event. Cancellations made less than 2 business days in advance will incur a 10% fee.

*Non-JBU Departments:* We require a credit card at time of contract. A 50% non-refundable deposit is due upon quote approval. Final payment is due 5 business days prior to your event. Additional charges incurred during your event will be charged to your credit card on file.

## *EVENT DETAILS AND CHANGES*

*Guest Count:* In order to provide your guests with the best possible experience, we must be prepared. Please confirm your guest count 5 business days prior to your event. You will be billed for your guaranteed number or the actual count, whichever is greater.

*Menu Confirmation:* Your menu must be finalized 10 business days prior to your event. This includes any specialty menus due to dietary concerns or allergies. Changes made after the confirmation could result in an increase in price.

*Changes or Cancellations:* Any changes or cancellations to your event can be made up to 5 business days before your event. For changes or cancellations made to an event less than 2 business days in advance, a 10% fee will be billed.

## *DELIVERY AND PICK UP CHARGES*

Due to increasing labor and product costs, we find it necessary to add a delivery charge for all events that occur outside of Simmons Great Hall. For beverage drops or catering that does not involve set-up or clean up, the fee will be \$25-50 depending on the location. Catering events that require set-up, clean up, or pick up will be charged 15% of the cost before discount.

## *SPECIAL DIETS AND ALLERGENS*

We will gladly take care of special diet requests for your event. We do ask that these requests be made no less than 10 business days in advance. During your event, all menu items will be labeled clearly with the eight major food allergens: milk, eggs, fish, wheat, peanuts, shellfish, soybean, and tree nuts. If you or your guests have an allergy that is not on this list, please let us know in advance of your event.

## *FOOD AND BEVERAGE POLICY*

We pride ourselves on providing you with outstanding, high quality food and service for your catered event. In order to ensure our standards for quality and food safety, foods not immediately consumed by guests are not permitted to be taken out of the service area. This includes putting food in take-out boxes or any containers you bring into the service area. We thank you for your cooperation and understanding.

## *ALCOHOL AND TOBACCO POLICY*

Alcoholic beverages and tobacco products are not permitted on the premises of John Brown University. Our catering staff does not handle beverages containing alcohol at any event.

## *COVID-19 POLICY*

The health and safety of our community is our highest priority. We will employ new safety measures to keep the catering experience safe, effective, and of course, delicious. [Contact us](#) to discuss how your event can be catered.



# TABLETOP & DÉCOR

For JBU Dining catered events in Simmons Great Hall, there is no charge for buffet linens, basic disposables, china, glassware and flatware. On-campus or off-campus JBU Dining catering will receive buffet linens and basic disposables at no charge.

## CHINA ★

Ivory China (up to 560 guests): Round dinner plate, salad plate, dessert plate, bread and butter plate, coffee cup and saucer.....\$0.60 per piece  
White China (up to 150 guests): Rectangular dinner plate, salad plate, dessert plate, bread and butter plate, coffee cup and saucer.....\$2.00 per piece  
Glass Plates: Round dessert or salad plate.....\$1.00 per piece  
Stemware: Glass water and tea goblets.....\$0.50 per piece  
Flatware: Stainless dinner fork, dinner knife, soup spoon, teaspoon, dessert or salad fork.....\$0.35 per piece  
Serving Dishes: Chafing dishes, serving trays, risers, etc. included in price.

★ Until further notice, china will not be available for off-campus events.

## DISPOSABLES

*Basic Disposables – at no additional charge:*

Plates: Round clear acrylic dinner plate, salad/dessert plate

Cups: 9 oz acrylic cold cup or 8 oz paper hot cup

Cutlery: Plastic Forks, Knives, Spoons or Packets of all Cutlery and Napkins

Napkins: Paper Dinner or Beverage Size

*Specialty Disposables at Market Price:*

Eco-Friendly Plates: Round or square dinner plate, salad/dessert plate, bowl (bamboo, palm, sugar cane)

Eco-Friendly Cutlery: Forks, Knives, Spoons (bamboo, palm, sugar cane)

Upscale Plates: Acrylic with gold or silver rims

Upscale Cutlery: Fork, Knife & Spoon wrapped in high quality paper napkin or individual strong plastic

Napkins: High quality paper napkin (available in white or specialty colors)

## LINEN

Buffet linen comes with any order of buffet or beverage station. Choose from black or white or special order a different color or style for an additional charge. We also offer linens for guest tables, registration tables, gift tables, etc. for an additional charge.

85” Square (Guest Table) Black or White Linen.....\$6.00  
114” Rectangle (Buffet) Black or White Linen.....\$9.00  
Cloth Napkins Black or White, Quantities of 50.....\$0.60  
Spandex Table Covers (black or white).....\$18.00  
Specialty Linens.....Market Price

Specialty linen and napkin rental is available. Ask for our swatch book to see available color, fabric and pricing choices. If you have a style or color in mind, we will do our best to find it for you. Specialty linens must be ordered at least 10 business days prior to your event.

## DÉCOR

Unless you specify, we will provide decorations for the buffet tables. For dining tables, you may bring in your own centerpieces or we can create something on theme for an additional charge. We have many décor items that can be used for tabletop décor.