



# TABLE OF CONTENTS

|                      |       |
|----------------------|-------|
| Breakfast À la Carte | 2-3   |
| Full Breakfast       | 4     |
| Boxed Lunches        | 5-6   |
| Themed Buffets       | 7-9   |
| Plated Entrées       | 10-11 |
| Reception Food       | 12    |
| Hors D'oeuvres       | 13    |
| Platters             | 14    |
| Bakery Sweets        | 15    |
| Desserts             | 16    |
| Dessert Stations     | 17    |
| Beverages            | 18    |
| Food Policies        | 19-22 |

# BREAKFAST À LA CARTE

Minimum purchase of one dozen

## Scones

\$24/dozen

## Croissants

\$18/dozen

## Assorted Danishes

\$24/dozen

With whipped butter and assorted jellies

## Scrambled Eggs

\$2.50/guest

## Biscuits & Gravy

\$15/dozen

## Plain Mini Bagels

\$24/dozen

With assorted cream cheese

## Fruit Tray

\$4/guest

Cantaloupe, honeydew and  
pineapple garnished with grapes  
and strawberries

## Single Assorted Yoplait Yogurt

\$18/dozen

## Cinnamon Rolls

\$12/dozen

## Assorted Mini Muffins

\$18/dozen

## Oatmeal

\$2.50/guest

With almonds, raisins  
and brown sugar

# BREAKFAST À LA CARTE

## Applewood-Smoked Bacon

\$2.50/guest

## Vegetarian Breakfast Sausage

\$2.75/guest

## Pork Sausage Patty

\$2/guest

## Turkey Sausage Patty

\$2.50/guest

## Breakfast Sandwich

\$3.75/guest

Choice of Biscuit or Croissant  
and Type of Sandwich:

Sausage, egg and cheese

Bacon, egg and cheese

Vegetarian sausage, egg and cheese

## Breakfast Burritos

\$5/guest

Bacon or Sausage wrapped in Flour Tortilla,  
with shredded pepperjack, peppers,  
onions and scrambled eggs

# FULL BREAKFAST

All breakfasts priced per guest.  
Minimum of 20 guests for breakfast.

## Continental

\$8.25/guest

Seasonal fruit display, assorted danishes and muffins, plain mini bagels served with cream cheese, assorted jellies and whipped butter. Served with freshly brewed coffee, orange juice and water

## Healthy Bowl

\$9.00/guest

Vanilla Greek yogurt and oatmeal bowl  
Served with bran muffin, seasonal fruit, sliced strawberries, blueberries, almonds, raisins and honey. Served with freshly brewed coffee, orange juice and water

## Cowboy Scrambler

\$11.00/guest

Scrambled eggs, bacon, morning potatoes, biscuits and gravy. Served with freshly brewed coffee, orange juice and water

## Breakfast Taco

\$11.50/guest

Scrambled eggs, morning potatoes, bacon, chorizo, shredded cheese, salsa, sour cream and flour tortillas. Served with freshly brewed coffee, orange juice and water

## Pete's Traditional Breakfast

\$14.50/guest

Fresh fruit, assorted breakfast pastries, scrambled eggs, bacon, sausage, breakfast potato, french toast and maple syrup with brewed coffee, orange juice and water

# BOXED LUNCHES

Minimum of 5 guests per lunch option with a maximum of 3 choices.

Includes individual bag of chips, mustard, mayonnaise and cutlery kit

## TRADITIONAL SANDWICH BOX

\$8.50/guest

Served with Lettuce and Tomato

Choice of Jumbo Cookie or Whole Fruit

Choose One of Each

|        |                           |
|--------|---------------------------|
| Meat   | Turkey, roast beef or ham |
| Cheese | Cheddar or Swiss          |
| Bread  | White or wheatberry bread |

## THAT'S A WRAP BOX

\$8.50/guest

Choice of Jumbo Cookie or Whole Fruit

### The Cowboy Club

Turkey, ham, bacon, cheddar, lettuce, tomato, pesto and mayo

### Green Goddess Wrap

Chicken salad, spinach, bacon, tomato, red onion, feta and green goddess dressing

### Greek Wrap

Grilled chicken, romaine, olives, feta cheese, cucumber, tomato and tzatziki

## VEGETARIAN BOX

\$8.50/guest

Choice of Jumbo Cookie or Whole Fruit

### Vegetarian Muffuletta Sandwich Box

Roasted squash, zucchini, mushroom and bell peppers, queen olives stuffed with pimentos and goat cheese, lettuce and sliced roma tomatoes on wheatberry bread

### Fruit Cobb Salad Box

Romaine lettuce, spinach, strawberries, blueberries, grapes, sliced almonds, feta and citrus vinaigrette

## PLANT BOX

\$8.50/guest

*VEGAN & GLUTEN-FRIENDLY*

Served with a Fresh Fruit Cup

### Taco Salad Box

Lettuce, walnut taco meat, black bean & corn, avocado, tomato, chipotle sour cream, salsa vinaigrette, served with Tostitos

# BOXED LUNCHES

## CROISSANT SANDWICH BOX

\$8.50/guest

Served with Lettuce and Tomato  
Choice of Jumbo Cookie or Whole Fruit

Tuna Salad

Grilled Chicken Salad

Ham and Cheddar Salad with  
Roasted Pepper

## SALAD BOX

\$8.50/guest

Choice of Jumbo Cookie or Whole Fruit

Chicken Salad Cobb

Tomato, avocado, egg, smoked bacon, blue cheese, green onion and ranch dressing

Chef Salad

Ham salad, turkey, smoked bacon, grape tomatoes, egg and balsamic dressing

Grilled Chicken Caesar

Romaine lettuce, shaved Parmesan, croutons, Caesar dressing

# THEMED BUFFETS

All themed buffets include tea and water. Buffets are priced per guest with a minimum of 20 guests and a maximum of two hours of service.

## Pete's Picnic \$16/guest

*INCLUDES RELISH TRAY AND CONDIMENTS*

**SALAD:** House salad with ranch and Italian dressing

**SIDES:** Potato salad and assorted individual chips

**MEAT:** Sliced turkey, roast beef and ham

**CHEESE:** Sliced cheddar and Swiss

**BREAD:** White and wheatberry

**DESSERT:** Fresh baked cookies

## Fajita Buffet \$18/guest

**SALAD:** Mexican Chophouse salad with cilantro vinaigrette

**SIDES:** Spanish rice, charro beans, flour tortillas, shredded cheddar, sour cream and tomatillo salsa

**ENTRÉES:** Grilled sliced beef and chicken fajita with peppers and onions

**DESSERT:** Caramel flan with fresh strawberries

## Border Street Tacos

\$16/guest

*INCLUDES MINI FLOUR AND CORN TORTILLAS*

**SALAD:** Caesar salad, croutons, Parmesan and Caesar dressing

**SIDES:** Spanish rice, refined black beans and charred zucchini with corn and peppers

**MEAT:** Grilled chicken tinga and pork carnitas

**TOPPING:** Cilantro, onions, shredded cheese, cabbage, sour cream, pico de gallo and ranchero salsa

**DESSERT:** Sopapilla tossed in cinnamon sugar

## Cowboy Cookout \$15/guest

*INCLUDES RELISH TRAY AND CONDIMENTS*

**SALAD:** Potato Salad

**SIDES:** Baked beans and assorted individual chips

**MEAT:** Grilled hamburgers and hot dogs with buns

**CHEESE:** Sliced Swiss, American and shredded cheddar

**DESSERT:** Brownie bites

## Oklahoma Smokehouse

\$20/guest

*INCLUDES HEAD COUNTRY BBQ SAUCE*

**SALAD:** Garden salad with ranch and Italian dressing

**SIDES:** Coleslaw, macaroni & cheese and seasoned green beans

**BREAD:** Split-top slider rolls

**MEAT:** Smoked pulled chicken and smoked brisket

**DESSERT:** Peach cobbler

## India Experience

\$17/guest

**SALAD:** Chickpea salad with mixed greens, cucumber, tomato, red pepper and cilantro with citrus vinaigrette

**SIDES:** Zeer rice (golden batsami rice), naan

**ENTRÉES:** Chicken Tikka Masala, Dal Tadka, Paneer Butter Masala

**DESSERT:** Mango custard with fresh fruit

## The Asian Buffet

\$18/guest

**SALAD:** Mandarin orange salad with ginger sesame dressing

**SIDES:** Vegetable dumplings, lo mein noodles, stir-fry vegetables and vegetable fried rice

**MEAT:** Orange sesame chicken and beef broccoli

**DESSERT:** Youtiao - donut stick rolled in citrus sugar

# THEMED BUFFETS

## Souper Spud Combo

\$16/guest

**SOUPS:** Tomato florentina pasta and chicken enchilada

**SALAD:** Romaine and spring mix lettuce blend with choice of balsamic, Italian and ranch dressing

### BAKED POTATO

**SALAD & POTATO TOPPINGS:** Grape tomatoes, mushrooms, cucumbers, carrots, croutons, broccoli, grilled chicken, chopped bacon, shredded cheese, sour cream, green onions and butter

**DESSERT:** Assorted dessert bars

## Taste of New Orleans

\$16/guest

**SALAD:** Creole coleslaw, pasta salad with cajun remoulade

**SIDES:** Red beans and rice,

**ENTRÉES:** Seafood gumbo and chicken and andouille sausage jamabalaya

**DESSERT:** Banana foster cupcakes

## Pizza Pies

\$12.50/pizza

A LARGE 16" PIZZA

**CHOOSE TYPE:** Cheese, pepperoni, sausage or supreme

## Classic Italian

\$17/guest

*INCLUDES MARINARA AND ALFREDO SAUCES*

**SALAD:** Italian salad with olives, tomatoes, croutons, pepperoncini, shaved Parmesan with Italian and ranch dressing

**SIDES:** Fire-roasted vegetables and garlic bread sticks

**ENTRÉES:** Spaghetti and cheese tortellini

**MEAT:** Italian meatballs and grilled chicken

**DESSERT:** Assorted cheesecakes

## The Carvery

\$28/guest

**SALADS:** Iceberg Wedge Salad with bacon, grape tomato, blue cheese and green goddess dressing  
Marinated Tomato Salad with cucumber, red onion and baby spinach

**CARVING STATIONS:** Baron of Beef with rosemary scented au jus and horseradish crème  
Roast Turkey Breast with sage gravy and cranberry-mandarin orange sauce

**SIDES:** Dinner rolls, smoky scalloped potatoes, wild mushroom stuffing and chef's selection of sautéed vegetables

**DESSERT:** Warm bread pudding with caramel sauce

## Taste of Italy

\$21/guest

**APPETIZERS:** Caprese platter

**SALAD:** Italian salad with charred lemon vinaigrette

**SIDES:** Garlic bread sticks, roasted vegetable with drizzled balsamic reduction, cheese ravioli with smoky Cowboy sauce

**ENTRÉES:** Grilled Tuscan Pork Chop with rosemary roasted pomodoro sauce

Chicken Piccata with lemon caper crème

Grilled Italian Sausage with pepper and onions

**DESSERT:** Tiramisu with fresh strawberries



# THEMED BUFFETS

## Celebrations Reception

\$17/guest

*SELECT AN ADDITIONAL TWO HORS D'OEUVRES  
FROM THE APPETIZER MENU*

Served with Tea and Water

Spinach & Artichoke Dip  
Bruschetta with French Basil  
Grilled Vegetable Platter  
Cocktail Sausages with BBQ sauce  
Pecan Chicken Salad Martinis  
Tortilla Chips and Grilled Crostini  
Chicken Thai Bites with Sweet Chili Sauce

One Full Decorated Celebrations Sheet Cake  
White or Chocolate Cake  
White or Chocolate Buttercream Icing

## Appetizer Selection

*SELECT TWO CHOICES (TWO PIECES PER GUEST)*

Chicken Satay with peanut sauce  
Swedish Meatballs  
Pork and Apple Meatballs  
Spanakopita  
Crab Ragoon  
Little Smokie Corndogs  
Crab Stuffed Mushrooms  
Goat cheese and Red Onion Marmalade Tart



## Butcher Block Carvery - Chef Attended

Served as an Addition to a Buffet

**HERB-ROASTED DOUBLE TURKEY BREAST**

\$175

With turkey gravy, cranberry sauce and split-top rolls  
(Serves 40 guests)

**SALT-CRUSTED RIBEYE**

\$400

With rosemary scented jus, horseradish cream and French roll  
(Serves 40 guests)

**GARLIC AND HERB BARON OF BEED AU JUS**

\$300

With horseradish cream and yeast rolls  
(Serves 75 guests)

**SMOKED PORK LOIN**

\$150

With red ham gravy and biscuits  
(Serves 35 guests)

# PLATED ENTRÉES

All plated meals served with a house salad, dressing, rolls, butter, dessert, iced tea and water. Please let us know about any dietary restrictions your guests may have in advance. Priced per guest. Minimum 20 guests.

## CHICKEN

### Citrus-Roasted Chicken Breast

\$21/guest

Herb-roasted chicken breast, citrus thyme chicken jus, garlic whipped potatoes and seasonal vegetables with alternating raspberry and chocolate cheesecake

### Chicken Piccata

\$22/guest

Parmesan-crusted chicken breast, lemon caper sauce, pesto whipped potatoes, fresh seasonal vegetables and grape tomatoes with alternating raspberry and chocolate cheesecake

### South of France Chicken

\$21/guest

Pan seared chicken breast topped with artichokes, red pepper, and mushrooms, smothered in sundried tomato, rosemary cream sauce over risotto milanese with fresh seasonal vegetables, with raspberry and chocolate cheesecake

## BEEF

### Short Rib "Pot Roast"

\$26/guest

Braised boneless short ribs with natural reduction, caramelized onion, whipped potatoes and fresh seasonal vegetables with alternating strawberry and chocolate cheesecake

### Grilled Cowboy Ribeye

\$35/guest

Ribeye steak, grilled to perfection and topped with bourbon bacon demiglace, blue cheese twice-baked potato, fresh seasonal vegetables with s'mores tartlet and toasted marshmallow

### Grilled Filet Mignon

\$38/guest

Filet mignon, green peppercorn sauce, Boursin whipped potatoes, fresh seasonal vegetables with chocolate pots de crème, white chocolate mousse & strawberries

# PLATED ENTRÉES

## PORK

### Apple, Brown Sugar Cinnamon Boneless Pork Chop

\$20/guest

Marinated grilled pork loin chop, apple brown sugar and cinnamon glaze, chipotle mashed sweet potatoes, fresh seasonal vegetables with alternating strawberry and chocolate cheesecake

## SEAFOOD

### Crab Topped Flounder

\$22/guest

Pan-seared flounder topped with fresh seared crab cakes smothered in Boursin Cheese Sauce, fresh seasonal vegetables with white chocolate cheesecake and Brandied chocolate sauce

### Blackened Salmon

\$24/guest

Blackened salmon with Charleston cream sauce, aged cheddar and gouda grits, fresh seasonal vegetables with Bananas Foster cheesecake topped with whipped sour cream

## MAKE A DUET

*SERVED AS AN ADDITION TO PLATED ENTRÉES*

### Two Jumbo Grilled Cilantro and Garlic Marinated Shrimp

\$6/guest

### Petite Chicken Breast with Pesto Sauce

\$5/guest

### Petite Filet of Beed with Bearnaise Sauce

\$12/guest

### Petite Salmon with Roasted Red Pepper Cream

\$9/guest

### Lump Crab with Creole Hollandaise

\$5/guest

# RECEPTION FOOD

Priced per pound

## Hummus

\$18/pound

With pita chips  
(Serves 10 guests)

## Bruschetta

\$18/pound

With grilled baguettes  
(Serves 8 guests)

## French Onion Dip

\$17/pound

With potato chips  
(Serves 5 guests)

## Thai Chicken Bites

\$18/pound

With sweet chili sauce  
(Serves 4 guests)

## Seven-Layer Dip

\$18/pound

With tortilla chips

## Cocktail Sausages

\$18/pound

With BBQ sauce  
(Serves 5 guests)

## Chips & Queso

\$18/pound

With tortilla chips  
(Serves 5 guests)

## Pretzels

\$1.50/each

## Chips & Salsa

\$17/pound

With tortilla chips  
(Serves 5 guests)

## Mixed Nuts

\$24/pound

## Gardettos

\$10/pound

## Potato Chips

\$9/pound

# HORS D'OEUVRES

Priced per dozen

Assorted Mini Quiches \$30/dozen

Prosciutto & Asparagus, Spinach & Artichoke  
and Smoked Salmon & Herb

## CHICKEN

Satay Chicken Skewers

\$36/dozen

With peanut sauce

BBQ Chicken

\$30/dozen

With pineapple salsa

## BEEF

Satay Beef Skewers

\$36/dozen

With spicy orange peanut sauce

Petite Filet Mignon Slider

\$48/dozen

With green chili aioli

## SEAFOOD

Coconut Shrimp Skewers

\$36/dozen

With pineapple chutney

Crab Rangoon

\$33/dozen

With Bang Bang sauce

## VEGETARIAN

Goat Cheese & Red

Onion Marmalade

\$33/dozen

Spanakopita

\$33/dozen

With spinach and feta

Mini Baked Brie Tartlet

\$33/dozen

With peach compote

## PORK

Lil' Smokies Corndogs

\$33/dozen

With honey mustard and BBQ sauce

Cozy Franks

\$27/dozen

With honey dijonaise

Pork and Apple Meatballs

\$27/dozen

# PLATTERS

Priced per guest unless otherwise stated

## Fresh Vegetable Platter

\$2.50/guest

Zucchini, yellow squash, carrots, broccoli,  
cauliflower, grape tomatoes and  
ranch dressing

## Antipasto Platter

\$7/guest

Assorted meats and cheeses,  
grilled and roasted vegetables  
and crackers

## Bread & Spreads

\$5/guest

Spinach and Artichoke Dip, Hummus,  
Bruschetta with Fresh Basil, Crostinis, Pita  
Chips and Crackers

## Tea Sandwiches

\$15/dozen

Cucumber, cream cheese and herb  
Turkey and Cream Cheese  
Ham and Cream Cheese

## Cheese Platter

\$6/guest

Cheddar, Swiss, pepper jack, smoked Gouda and  
provolone cheese, garnished with grapes, seasonal  
berries and served with crackers

## Fruit Tray

\$4/guest

Cantaloupe, honeydew and pineapple garnished with  
grapes and strawberries

# BAKERY SWEETS

Minimum purchase of one dozen

## Salted Caramel and Ganache Tartlets

\$30/dozen

## Nutella Cheesecake and Chocolate Ganache Cups

\$36/dozen

## Key Lime Pie Verrine

\$36/dozen

With fresh blueberries

## Cheesecake Bites

\$30/dozen

## Assorted Bars

\$24/dozen

## Tartlets

\$27/dozen

Choose the Flavor:

Pecan

or

Lemon

## Assorted Cookies

\$11/dozen

## OSU Spirit Cookies

\$24/dozen

## Celebrations Cookies

\$24/dozen

## Pete's Poke Dough Cookie Truffles

\$18/dozen

## Pete's Poke Dough Cone

\$45/dozen

Chocolate-covered and  
filled mini cone

# DESSERTS

Individual desserts priced per guest

## Chocolate S'mores Tart

\$5/guest

With toasted marshmallow

## Chocolate Pots de Crème

\$5/guest

With white chocolate mousse and strawberries

## Apple Crisp

\$3/guest

With house made streusel

## Turtle Cheesecake

\$6/guest

Chocolate ganache-dipped, with salted caramel and pecan

## Peach Cobbler

\$3/guest

With house made streusel

## Cherry Cobbler

\$3/guest

With house made streusel

## NY Cheesecake

\$4/guest

Choose the Flavor:

Vanilla  
Chocolate  
Strawberry  
Cherry

## Cakes

Carrot \$4/guest

Chocolate Overload \$4/guest

Red Velvet \$4.50/guest

## Hazelnut Crème Brûlée

\$5/guest

Served with a shortbread cookie

## Tahitian Vanilla Bean Crème Brûlée

\$5/guest

Served with a shortbread cookie



# DESSERT STATIONS

Priced per person

## Dark Chocolate Fondue

\$6.25/guest

Marshmallows, Rice Krispies treats, pound cake, mini cookies, strawberries and pineapple

## Ice Cream Station

\$6/guest

Chopped nuts, sprinkles, maraschino cherries, whipped cream, chocolate, caramel and strawberry sauce

## Warm Sundae Station

\$9/guest

Vanilla Ice Cream

Warm brownie bites and cookies, hot fudge, banana-caramel sauce, fresh strawberries and pineapple, chopped nuts, sprinkles, maraschino cherries and whipped cream

## Specialty Cakes

*WHITE OR CHOCOLATE CAKE WITH*

*WHITE OR CHOCOLATE BUTTERCREAM ICING*

**Half Sheet Cake** \$40

(Serves 25 guests)

**Full Sheet Cake** \$80

(Serves 50 guests)

**Assorted 16" Cookie Cake** \$25

Choose from chocolate chip, sugar, double chocolate

(Serves 16 guests)

## The Chocoholic Break

\$8/guest

White chocolate macadamia nut and chocolate chip cookies, chocolate-dipped strawberries, chocolate brownie bites and assorted candy bars. Served with white and chocolate milk, coffee and water

## The Cookie Monster

\$6/guest

Assorted cookie variety  
Served with white and chocolate milk, coffee and water

# BEVERAGES

## PER GALLON

One gallon serves 17 guests.

Coffee \$18

Regular or decaffeinated

Hot Tea \$18

Lemon wedges, honey and sugar

Orange Punch \$15

Hot Apple Cider \$20

Iced Tea \$15

Lemonade \$15

Orange Juice \$19

Water \$5

Hot Chocolate Bar \$20

French vanilla and caramel flavorings, marshmallows, whipped cream, chocolate chips, sprinkles and mints.

## PER BOTTLE

Perrier Sparkling Water \$2.25

Orange and lemon slices

Bottled Water \$1.75

Bottled Juices \$2.25

Orange or Apple

Canned Soda \$1.50

Dr. Pepper, Diet Dr. Pepper, Coke, Diet Coke or Sprite

Orange Crush Bottles \$2.25

## FRUIT-INFUSED

\$17/gallon

Choose :

Water

Lemonade

Tea

Berry Mint

Strawberry, blueberry, blackberry and mint

Citrus Blueberry Basil

Orange, lemon, lime, blueberry and basil

Strawberry Mint

Strawberry and mint

# FOOD POLICIES

## BOOKINGS

Prices quoted in the Celebrations Catering guide do not include sales tax. The prices in our catering guide are based upon current market conditions and are subject to change without notice. We reserve the right to adjust pricing based upon these conditions and will notify the client prior to the event.

A late reservation fee of 20% will be included for any catering event orders placed after the seventh business day prior to the event date. Catering orders placed without sufficient notification may be subject to a limited menu and service availability.

Events occurring outside the Student Union may incur an additional service charge or facility surcharge. The facility surcharges are as follows:

- Wes Watkins Center, 10% of total food order
- ConocoPhillips OSU Alumni Center, 10% of total bill

You may reach the Celebrations Catering office Monday-Friday 8 a.m. to 5 p.m. during a normal week.

Celebrations Catering provides services to all campus locations, on and off campus, for a wide range of activities. Room reservations are the sole responsibility of the client. For room reservations, please contact Meeting and Conference Services information desk in room 179 Student Union, 405-744-5232 or the Wes Watkins Center at 405-744-5356.

## DELIVERIES

For single deliveries made within the boundaries of the Oklahoma State University campus will incur a \$35.00 fee for setup & pickup. Events on campus that require multiple deliveries per day will incur a \$35.00 delivery fee for each service delivered. Events outside the Oklahoma State University campus will incur a \$50 delivery fee.

\*We do not provide tables outside the Student Union; please contact the OSU Facilities Management office at (405)744-7154.

## CANCELLATIONS

If it should become necessary to cancel an event, please notify your event specialist as soon as possible. A cancellation fee will be charged for orders canceled within three business days of an event, based on food and kitchen labor costs accrued up to the time of the cancellation. If Oklahoma State University is closed due to inclement weather or other acts of God, all catered events will be canceled, unless a special arrangement has been made to continue the event.

## SERVICE CHARGE

All catering orders and events will be staffed and attended throughout the duration of the event. The amount of the service charge will reflect the nature of the event.

- 8% - Beverage service, cold buffet, and boxed lunches
- 10% - Buffet with hot items, food receptions, including hors d'oeuvres, platters and desserts
- 12% - Plated meals

## ATTENDANCE GUARANTEE & MINIMUMS

In order to ensure that your event is successful, it is imperative that we have an accurate count of guest participants. An approximate count should be provided at the time of booking your event. All menu items are to be provided no later than fourteen business days prior to your event date.

A guaranteed guest count is required at 11:30 a.m. seven business days before your event. If the catering office does not receive a guaranteed count seven business days before the event, the initial count given will be considered the set guarantee and the customer will be billed accordingly.

At this point, your numbers may increase, but they cannot decrease, as our preparation has already begun.

Any increase in the guest count after the guarantee deadline will incur a price increase of 1.5 times the regular cost. Please note, identical menu items are not guaranteed. You will be billed for your guaranteed count plus any additional guests over your guaranteed.

## SPECIAL MEALS

Guests requesting specialty meals (i.e. vegetarian, diabetic or other food allergy requests) must also be confirmed seven business days prior to the event. Special meals added by a guest or client during the event are subject to additional charges.

## MULTIPLE PLATED ENTRÉES

Requests for multiple plated entrée options for the same meal will incur a 15% premium of the highest priced entrée per plate and the guest must choose the same starch and vegetable side for both plated entrées. Vegetarian or other dietary restricted options are not charged a premium.

## FOOD REMOVAL POLICY

In accordance with the Oklahoma State Department of Health codes, any leftover food cannot be distributed to the host, or guests following a catered function. Credit for those portions unused will not be made available. All high-risk foods can be left out on a buffet for a maximum of 2 hours for an event. Any low-risk foods can be left out for a maximum of 4 hours for an event.

## ADDITIONAL FEES AND SERVICES

Celebrations Catering provides high quality disposable and eco-friendly products as our service standard, unless otherwise requested. Celebrations Catering is committed to making environmentally and socially conscious decisions in all aspects of our catering applications while upholding the highest standards of food quality and service. As part of our commitment to supporting a sustainable catering program on campus, we provide eco-friendly, compostable disposable wares.

We offer china service for any event outside of the Student Union at an additional charge:

- Full meal china and silverware service @ \$4.25 per guest
- Reception china and silverware services @ \$2.75 per guest
- Coffee or beverage china service @\$2.00 per guest

We also offer other additional services, as shown below:

- Pre-set place settings for any non-plated services @ \$1.00 per place setting
- Cake cutting & serving @ \$100.00 flat rate
- Rental equipment (based on availability). Prices will be given upon booking.

We offer house-colored linen tablecloths and napkins for all served meals, while buffets receive linen tablecloths and table wraps on buffet lines only.

For events served on china, linens are also provided for the guest dining tables.

Our standard house linen colors include: black, white & orange

- Extra house linens are available at \$5.00 each
- Specialty linens (linens other than standard house linen) start at \$10.00 each

Should special equipment, china, or tables be required, we will charge for the required items and add the additional rental charges to your final bill. You will be apprised of the cost of the rental items when the arrangements for your event are finalized.

## CONTRACT

To ensure that all event details are accurate, a contract will be e-mailed regarding the details we discussed in our initial meeting or phone call. Please review the contract for accuracy; if there are any discrepancies you will need to contact us immediately by phone or e-mail. Before signing and returning the contract, review the cancellation policies and procedures of Celebrations Catering. The contract is due no later than five business days before the event date. If a contract is not signed and returned within five business days of the event, the catering may be cancelled.

## PAYMENTS

Oklahoma State University departments and student organizations can make payments through University bursar or CVI accounts. All account information needs to be provided to the catering event specialist at least seven business days prior to the event.

Individuals or community groups without a university-approved account may pay by credit card, check, or cash. Oklahoma sales tax of (8.813%) will be added to each order unless a copy of the tax exempt certificate is provided five business days before the event date.

Groups paying with a credit card, check or cash will need to pay a 50% deposit upon booking catering. The remainder of the bill will be due three business days prior to the event. If there are any refreshed or consumption items being catered, those items will be billed the business day following the event, due seven business days after being billed and notified.

Any incidental charges incurred during functions will be added to the guest's account. Any discrepancies in count or charges should be identified and resolved with management prior to departure from event.



Thank you for considering Celebrations Catering for your event.

We understand planning an event can be stressful and we are here to help. Not only do we want your event to be a success, but we also want it to be perfect down to every last detail. Our experienced, dedicated event specialist will work with you to create a catered experience that meets your taste, style and budget. Celebrations Catering takes pride in being customer focused. Each event is staffed and attended throughout the duration of your event to ensure we exceed your expectations and create an experience you'll always remember.

We look forward to working with you!