

Catering Policies:

HOW TO CONTACT WVU TECH CATERING

When you have a catered event in mind, please contact us as soon as possible. Even if you are not sure of the exact details such as the event date, location, or number of guests, it's a good idea to touch base with us as early in the process as possible.

We require 10 days minimum to be able to order items for events.

Visit us on the Web:

Orders can be made online at <https://dining.wvutech.edu/catering> by clicking on our online form.

Give us a Call:

You may speak with the operations manager Kenneth Jennings, at 304-929-1227.

Send us an Email:

You may email us at kenneth.jennings@sodexo.com

EVENT LOCATION RESERVATION

You are responsible for making arrangements to secure a location for your event. Whether your event will be taking place on or off campus, you will need to officially "reserve" the space for us to be permitted to serve you in this location. To reserve a room for an event, please contact the appropriate reservation line or property manager for the building in which you are holding the event.

EVENT TABLES, CHAIRS & OTHER EQUIPMENT

Table and chair configurations are important. When reserving your location, make sure to go over the room layout and buffet location. When you book your catered meal, relay this information as it is relevant to a successful event!

You are responsible for making the arrangements to secure tables, chairs, and other equipment you may need for your event. Please get in touch with the appropriate personnel for each building on campus to make these arrangements.

MINIMUM NOTICE/DISCOUNTS/CHARGES

Adhering to the following guidelines will help ensure the availability of your desired menu.

1. 10 days before the event: provide notice for small meetings, receptions, or refreshment breaks.
2. 21 days before the event: provide notice for events requiring menu selection such as luncheons and dinners.
3. 30 days before the event: provide notice for unusually large events, those requiring custom menu planning, or those events requiring complex details. Orders placed with menus, guest estimates, and times provided more than one month before the event will receive a ten-percent discount. We reserve the right to deny this discount if drastic changes must be made to the event. Additional events requested after the months' notice has passed will not receive the discount.

Note: Due to market fluctuations, we reserve the right to change prices at our discretion.

GUARANTEES

An estimated number of guests must be provided at the time of your booking. The final guest count (guarantee) must be submitted at least 72 business hours before the event. If attendance is equal to or less than the guarantee, you will be billed for the guarantee. If attendance exceeds the guarantee, you will be billed for the actual attendance. If no guarantee is submitted, the original estimate becomes the guarantee.

Note: Event prices are based on our required minimum of 30 guests. If you wish to book a smaller event, additional costs may be incurred.

We reserve the right to deny any event. Events are first come first serve. As our location is small, we are unable to provide events or catering during the same time as other events.

EVENT CHANGES AND CANCELLATIONS

Event cancellations must be received in writing or by e-mail with confirmation at least 72 business hours prior to the event. If you cancel after this deadline has passed, you will be billed for your guaranteed number of guests.

PAYMENT

Payment must be received prior to the execution of your catered event if you are

not a part of the university. Accepted forms of payment include Visa, Master Card, American Express, cash, check, purchase order, department accounts, and foundation accounts.

If your group is not a part of WVU Tech or WVU:

A deposit of 75% is required two weeks before your scheduled event with the balance due on the day of the event.

- An administrative fee of 18% will be added to your bill.
 - A sales tax of 7% will be added to your bill.

If you are a tax-exempt organization:

- You must submit a copy of your tax-exemption certificate before the date of your scheduled event.

DELIVERY FEES

There is no delivery fee for catering services held on the WVU Tech campus. Deliveries outside of the campus will be subject to an \$85.00 or 10% delivery fee, whichever is greater, per delivery trip.

SERVICE STAFF AND ATTENDANTS

Please note, that continental breakfast, break, and receptions are priced for self-service. Buffet-style functions or functions requested to be “refreshed” are staffed with one attendant to provide help with maintaining the buffet. To ensure that your event is a success we suggest that one attendant per 30 guests be added to the staff.

THE CHARGE FOR EACH STAFF MEMBER IS:

Attendants/Waitstaff \$20.23 per hour (minimum 4 hours)

Bartenders \$21.60 per hour (minimum 4 hours)

CATERING EQUIPMENT

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.

FOOD REMOVAL POLICY

Due to health regulations, it is the policy of WVU Tech Dining Services Catering that excess food items from events cannot be removed from the event site by dining

services. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the host of the event. To-go boxes are not available and if required, they must be provided by the host of the event.

CHINA CHARGES

We provide eco-friendly service ware unless otherwise requested. We offer high-quality plastic products for service for any event at an additional charge.

We currently do not offer real plates and silverware options. If real plates and silverware are required, the shipping alone begins at \$2,000, with additional renting charges added to that.

High-quality plastic products: \$1.08 per guest.

Plates and cups are available in black, or clear, and plastic silverware is available in black, clear, or silver.

LINENS AND SKIRTING

We provide basic white table linens and either white or blue skirting for food and beverage tables at no charge. If you would like linen to be placed on guest tables for receptions, breaks, meeting tables, or boxed lunches, or you would like to request colors other than what we offer, there will be a \$20.00 fee for each tablecloth. Other tables may be skirted and covered at \$30.00 per tablecloth and \$120.00 per skirt. The same applies to registration tables, name tags, head tables, and any additional tables that will not be directly used for your catering setup. Specialty linens are available upon request for an additional charge. If tablecloths are stained with coffee or colors that cannot be removed, a charge of \$100.00 per tablecloth and \$500 per skirt will be added.

ALCOHOL POLICY

All alcoholic beverages must be purchased and provided by the event coordinator, served by our personnel, and consumed in designated areas. Proof of age will be required. WVU Tech Dining Service Catering reserves the right to refuse service of alcoholic beverages to any person.

ALCOHOL SERVICE

Bar setup is \$125.00. This fee includes setup and cleanup of the bar along with all necessary bar items, such as ice, napkins, wine and bottle openers, and plastic cups. We recommend at least one bartender for every 50-75 guests for Beer and/or Wine service.

A la Carte Catering Menu

Linen, plates, napkins, silverware, and cups are available upon request for an additional charge. They are only included in buffet-style menus.

COLD DISPLAYS

Small (Serves 12-15) Medium (Serves 25-50) Large (Serves 50-75)



Fresh Vegetable Tray with Ranch Dip

\$44.95 small / \$89.85 Medium / \$132.85 Large

Fresh Cut Fruit

\$62.50 small / \$125.00 Medium / \$187.50 Large

Cubed Cheese & Crackers

\$55.15 small / \$116.35 Medium / \$173.50 Large



A LA CARTE ENTREES

Half Pan (Serves 12-16) Full Pan (Serves 24-32)
These items are picked up only, not delivered, or set up as catering. They do not come with serving utensils, napkins, plates, or silverware. Set-up caterings are billed per/person.

Pasta Marinara

\$50 / Half Pan or \$80 / Full Pan

Pasta Alfredo

\$65 / Half Pan or \$110 / Full Pan

Pasta Alfredo w/ Chicken

\$80 / Half Pan or \$145 / Full Pan

Pasta Blush w/ Spinach & Chicken

\$80 / Half Pan or \$145 / Full Pan

Chicken Parmesan

\$75 / Half Pan or \$135 / Full Pan

Lasagna

\$75 / Half Pan or \$135 / Full Pan

Vegetable Lasagna

\$75 / Half Pan or \$135 / Full Pan

Baked Ziti

\$75 / Half Pan or \$135 / Full Pan

Garden Salad

Comes with one 32oz bottle of dressing per half pan. (Ranch, Italian, 1000 island, Caesar, Bleu Cheese, French Raspberry Vinaigrette, or Balsamic Vinaigrette)
\$35 / Half Pan or \$60 / Full Pan

Pasta Salad

\$40 / Half Pan or \$65 / Full Pan

Specialty Salad

Greek, Caesar, Southwest, or Cobb
\$40 / Half Pan or \$70 / Full Pan

House-made Pizzas (14")

\$16/pizza + \$1/topping

BAKED GOODS & SNACKS

A minimum of 2 dozen is required.



Fresh Baked Cookies

Chocolate Chip, Sugar, Peanut Butter, Oatmeal
Raisin, White Chocolate Macadamia Nut

\$14.50 / dozen

Assorted Pre-Packaged Muffins

\$15.75 / dozen.

Assorted Prepackaged Danishes

\$12.75 / dozen.

Assorted Breakfast Breads & Coffee Cakes

\$23.60 / dozen

Gourmet Dessert Bars

Brownies, Chocolate Pecan Bars, Lemon Bars, or
Assorted Dessert Bars

\$23.60 / dozen

Granola Bars & Cereal Bars

\$1.50 / Bar

Individual Bags of Potato Chips

\$1.50 / Bag

A LA CARTE DRINKS

These options include napkins, cups, and other
small items if needed.

Minimum 3 gallons or 24 bottles required. We can
set events for less, but you will be charged the
minimum.

Freshly Brewed Coffee

\$30.00 per gallon

Flavored Syrups for Coffee

\$39.95 / flavor

Hot Chocolate

\$30.00/ gallon

Punch Display

\$30. 00/ gallon

Infused Iced Water Station

Choices are sliced citrus fruits, cucumber mint, or
cucumber lemon

\$25.00/ gallon.

Sweet Tea Display

\$30.00/gallon

Assorted 12oz Sodas

\$1.50/bottle

Assorted 20oz Sodas

\$1.75/bottle

Bottled Water 12oz

\$1.25/bottle.

Bottled Water 20oz

\$1.50/bottle.

Bottled Juice 10oz

\$1.50/bottle



Comes with a bag of chips, a piece of fruit, a cookie, and a 20oz bottle of water.

Sandwiches may be requested as wraps.

May be served in box lunches, or all items set up as a grab-and-go service.

Minimum guest count of 20.

\$15.00/person.

The Beefeater

Sliced roast beef, cheddar cheese, lettuce, tomato, red onion, and horseradish mayo on a ciabatta roll.

Chicken Caprese

Grilled chicken breast, mixed greens, tomato, basil, mozzarella, and balsamic reduction on an artisan baguette.

Santa Cruz Club

Smoked turkey breast, bacon, lettuce, tomato, pepper jack cheese, and mayonnaise on sourdough bread.

Buffalo Ranch Club

A grilled chicken breast smothered in buffalo ranch sauce with bacon, lettuce, tomato, and provolone cheese on an artisan baguette.

Pesto Grilled Chicken & Roasted Red Peppers

Grilled chicken breast, lettuce, tomato, and roasted red peppers with a pesto mayonnaise on an Italian loaf.

Italian Combo

Hand-sliced ham, smoked turkey breast, and salami, provolone cheese, red onion, lettuce, and tomato on a focaccia roll with a red wine vinaigrette.

Mediterranean Sandwich

Hummus, roasted red peppers, sliced cucumbers, lettuce and tomatoes, feta cheese, and sundried tomato mayonnaise on sourdough bread.

Vegan Hummus Slammer

Hummus, crisp lettuce, tomato, cucumbers, and roasted squash, peppers, and onions in a flour tortilla.

Athens Wrap

Grilled Chicken Breast, feta cheese, hummus, cucumber, lettuce, red onion, and Caesar dressing in a flour tortilla.

Portobello Spinach Sandwich

Grilled portobello mushroom, baby spinach, red onion, and tomato on focaccia bread with roasted red pepper mayonnaise.

Buffalo Chicken Wrap

Breaded chicken tossed in buffalo ranch sauce along with lettuce, tomato, and red onion in a flour tortilla.

Tuscan Wrap

Pepperoni, sliced salami, ham, provolone cheese, lettuce, tomato, red onion, and red wine vinaigrette in a flour tortilla.

Chicken Caesar Salad

Grilled chicken breast on a bed of romaine lettuce, along with croutons, shredded parmesan cheese, and Caesar dressing.

Greek Salad

Grilled chicken, romaine lettuce, tomatoes, Kalamata olives, red onion, feta cheese, cucumber, and creamy Greek dressing.

Southwest Chicken Salad

Grilled chicken, mixed greens, Pico de Gallo, shredded cheddar cheese, tortilla strips, and southwest ranch dressing.

Buffet-Style Caterings

All items are priced "per guest."
Eco-friendly service ware is included; high-quality plastic service ware is available, upon request, for an additional cost. Services include delivery, linen-draped service tables, set up, and clean up during operating hours—minimum guest count of 30.

BREAKFAST BUFFET:

\$17.25 per guest



➤ Seasonal Cut Fruit

➤ Choose Two:

(Add option for \$1.75/per guest)

Cream Cheese, Butter, and Assorted Jellies Included.

- Mini Croissants (1 each)
- Assorted Muffins (1 each)
- Coffee Cakes (1 slice)
- Danishes (1 each)
- Home Fries (4oz)
- Bagel (1 each)
- Biscuits (1 each)

➤ Choose Two:

(Add an additional option for \$3.00/per guest)

- Pork Bacon (2 Slices)
- Pork Sausage Links (2 Links)
- Pork Sausage Patties (1 Patty)

- Turkey Bacon (2 Slices)
- Turkey Sausage Patties (1 Patty)

➤ Choose One:

➤ *(Add option for \$3.00/per guest)*

- Cage-Free Scrambled Eggs
- Creamy Cheesy Scrambled Eggs
- Spinach & Pesto Scrambled Eggs
- Garden Vegetable Crustless Quiche

➤ Add-Ons

- Pancakes with Syrup
Options Include: Apple Cinnamon, Chocolate Chip, Banana Bread, Red Velvet, Blueberry, Pumpkin, Classic, and Strawberry.
- \$2.00 per guest
- Belgium Waffles with Syrup
- \$2.25 per guest
- French Toast with Syrup
- \$2.00 per guest

➤ Freshly Brewed Coffee (8 oz)

➤ Teavana Herbal & Non-Herbal Teas (1 Tea Bag)

Choose One to Three:

(Options will be split between number of attendees)

- Apple Juice
- Orange Juice
- Cranberry/Grape Juice



HANDCRAFTED SANDWICH BUFFET:

\$20.50 per guest



- **Brownies or Assorted Bars**
- **Assorted Bags of Chips**
- **Oversized Cookies or Fresh Cut Fruit**
 - **Bottled Water**
- **Lettuce and Tomato Tray**
- **Mayonnaise and Mustard Packets**
 - **Choose Three:**

All Sandwiches are cut on a bias to encourage mixing and matching.

 - Turkey and Sharp Cheddar Sandwich
 - Roast Beef and Cheddar Sandwich
 - Twisted Roast Beef & Horseradish Wrap
 - Chicken Tuscan Grilled Chicken Sandwich
 - Chicken Club Wrap
 - Roasted Veggie Hummus Wrap
 - Turkey Club Sandwich
 - **Choose Two:**
 - Garden Salad with Choice of Two Dressings

- (Ranch, Italian, 1000 island, Caesar, Bleu Cheese, French Raspberry Vinaigrette, or Balsamic Vinaigrette)
 - Caesar Salad
- Seasonal Fresh Fruit Salad
 - Farmhouse Potato Salad
 - Greek Orzo Pasta Salad
- Parmesan Peppercorn Pasta Salad
 - Hummus with Seasonal Crudité
 - Ranch Dip with Season Crudité

OLD FASHION BBQ BUFFET:

\$22.95 per guest

- **Creamy Coleslaw**
- **Country Potato Salad**
- **Cornbread & Butter**
- **Ranch Style Baked Beans**
- **Baked BBQ Chicken**
- **Pulled Pork BBQ with Buns**
 - **Assorted Cookies**
 - **Seasonal Fresh Fruit**
 - **Sweet Iced Tea**



BACKYARD COOKOUT

BUFFET:

\$22.95 per guest



- **Creamy Coleslaw**
- **Country Potato Salad**
- **Ranch Style Baked Beans**
- **Hamburger & Hot Dog Buns**
 - **Grilled Hamburgers**
 - **Grilled Hot Dogs**
 - **Veggie Burgers**
 - **Leaf Lettuce**
 - **Sliced Tomato**
 - **Dill Pickles**
 - **Relish**
 - **Onions**
- **Ketchup, Mustard, & Mayonnaise**
- **Assorted Cookies**
- **Assorted Canned Soft Drinks**

*Add a chef for BBQs held outside;
weather permitting **\$35.00 per hour.**



BUILD YOUR BUFFET:

➤ **Choose One:**

Includes Dinner Rolls with Butter

- Market House Salad (8 oz)
- Greek Salad (8 oz)
- Caesar (8 oz)

One 32oz bottle of Dressing per 20
guests:

*Ranch, Italian, Raspberry Vinaigrette,
French, 1000 Island, Balsamic
Vinaigrette, and Bleu Cheese*

➤ **Choose One (4 oz serving):**

- Oven Roasted Herb Potatoes
- Garlic Mashed Potatoes
 - Rice Pilaf
- Olive Oil and Garlic Pasta
 - White Rice

➤ **Choose One (4 oz serving):**

- Balsamic Herb Roasted
Vegetables
- Lemon Garlic Broccoli
- Sauteed Squash & Zucchini
 - Glazed Carrots
- Country Style Green Beans

➤ **Choose Two:**

- Sweet Tea (8 oz)
- Lemonade (8 oz)
- Infused Ice Water Station (8 oz)
 - Punch (8 oz)

➤ **Freshly Brewed Coffee (8 oz)**

- **Teavana Herbal & Non-
Herbal Teas (1 Tea Bag)**

➤ **Choose One Entree:**

POULTRY

(Add option for \$7.56/per guest)

- Fried Chicken Breast Parmesan
\$18.95 per guest.
- Roasted Turkey Breast
\$18.95 per guest.
- Grilled Lime Chicken
\$18.95 per guest.



BEEF

*(Add an additional option for \$9.18/per guest
[Flank Steak is \$11.25/per guest])*

- Beef Burgundy with Egg Noodles
\$20.50 per guest
- Grilled Flank Steak with Chimichurri
\$23.95 per guest
- Homestyle Lasagna
\$20.50 per guest

PORK

(Add an additional option for \$9.72/per guest)

- Salsa Verde Braised Pork Shoulder
\$19.25 per guest
- Peach Glazed Ham
\$19.25 per guest.
- Glazed Pork & Beef Meatloaf
\$19.25 per guest.

SEAFOOD

(Add option for \$10.80/per guest)

- Maple Soy Glazed Salmon
\$22.95 per guest.
- Herb Citrus Swai
\$18.95 per guest
- Fried Catfish with Tartar Sauce
\$19.25 per guest.
- BBQ Shrimp with Bacon & Cheddar Grits \$22.95 per guest.



VEGETARIAN

(Add an additional option for \$7.56/per guest)

- Marinated Portobello Mushrooms
 - with Quinoa Pilaf
 - \$18.95 per guest
- Creamy Vegetable Pasta Primavera
 - \$18.95 per guest
- Vegetable Lasagna
 - \$18.95 per guest

➤ Choose Two:

- Double Chocolate Cake (1 slice)
- Red Velvet Cake (1 slice)
- Jumbo Cookies (1 cookie)
- Brownies (1 serving)
- Assorted Dessert Bars (1 bar)
- Assorted Pies (1 slice)

Hot Appetizers

Eco-friendly service ware is included; high-quality plastic service ware is available, upon request, for an additional cost. Services include delivery, linen-draped service tables, set up, and clean up during operating hours. Minimum of 3 dozen per appetizer item chosen.

CHICKEN

Chicken Satay with Coconut Peanut Sauce

\$16.75/ dozen



BEEF

Mini Cocktail Meatballs in Sweet Thai BBQ Sauce

\$17.95/ dozen

Charred Beef on a Crispy Baguette with Boursin Cheese

\$24.95/ dozen

PORK

Pork Potstickers with Garlic Soy Sauce

\$14.75/ dozen

Pepperoni Rolls

\$27.95 / dozen

SEAFOOD

Seafood Stuffed Mushrooms

\$24.25/ dozen

Mini Crab Cakes with Remoulade Sauce

\$34.50/ dozen



Smoked Salmon Crostini with Brei

\$29.95/ dozen.

Bacon Wrapped Stuffed Shrimp

\$34.50/ dozen.

VEGETARIAN

Vegetable Potstickers with Garlic Soy Sauce

\$14.75/ dozen

Mini Vegetable Egg Rolls with Spicy Dipping Sauce

\$15.95/ dozen

Deep Fried Pickles with Spicy Ranch

\$15.95/ dozen servings



Macaroni & Cheese Bites

\$15.95/ dozen

Mozzarella Sticks with Marinara

\$15.95 / dozen.

Cold Appetizers

Eco-friendly service ware is included; high quality plastic service ware is available, upon request, for an additional cost. Services include delivery, linen-draped service tables, set up and clean up during operating hours. Minimum of 3 dozen per appetizer item chosen or 3 pounds of dip chosen.

Finger Sandwiches (Choose 2):

Ham Salad, Chicken Salad, Tuna Salad, Egg Salad on White, Wheat, or Mini Croissants

\$15.75/dozen.

Bacon Wrapped Dates

\$18.95 / dozen.

Shrimp Cocktail with Cocktail Sauce

\$21.50 / dozen



Dips

Sold per pound (Feeds 8-12 per pound)

Pico De Gallo with House Fried Tortilla Chips

\$15.25 / pound

Fire Roasted Tomato Salsa with House Fried Tortilla Chips

\$15.25 / pound

Corn Salsa with House Fried Tortilla Chips

\$15.25 / pound

Tzatziki Cucumber Yogurt Dip with Pita Chips

\$14.95/ pound



Classic, Garlic, or Roasted Red Pepper Hummus with Pita Chips

\$14.95 / pound.

White Queso with House Fried Tortilla Chips

\$15.25 / pound

Chorizo Queso with House Fried Tortilla Chips

\$18.95 / pound

Homemade Crab Dip with Baguette Rounds

\$23.95 / pound



Other Specialty Buffet Options

WINGS AND THINGS BAR

*\$13.75/per guest
30 guest minimum*



CHOOSE TWO WING STYLES (6 WINGS PER GUEST):

- Buffalo
- BBQ
- Lemon Pepper
- Carolina Gold BBQ
- Garlic Parmesan
 - Jerk
 - Boneless

Includes 3 celery and 3 carrot sticks along with ranch dressing per guest.

ICE CREAM SUNDAE BAR

*\$9.50/per guest
30 guest minimum*



CHOICE OF ICE CREAM FLAVORS (ONE PER 30 GUESTS):

- Vanilla
- Chocolate
- Strawberry

Upgrade one of your ice cream flavors to the following for an extra charge if available.

\$1.00/per guest

Black Cherry, Blueberry Waffle Cone, Butter Pecan, Cookies & Cream, Caramel Apple Crisp, Caramel Caribou, French Vanilla, Mint Chocolate Chip, Peach, Pirates Treasure, Peanut Butter Cookies, Pumpkin, Strawberry Cheesecake, Superman Rainbow, Vanilla Bean

CHOICE OF TWO SAUCES:

- Butterscotch
- Chocolate
- Strawberry

CHOICE OF THREE TOPPINGS:

Sprinkles, Cookie Crumbs, Crushed Peanuts, Butterfinger Pieces, M&Ms, Maraschino Cherries, Whipped Topping

Other Specialty Options

Popcorn Station

30 guest minimum

This includes the rental of our popcorn machine, with popcorn, napkins, and boats to put the popcorn in.

\$2.00/ per guest.

Add Flavors for \$1.00/ per guest



Cotton Candy Station

75 guest minimum

This includes the rental for the machine, the candy floss, and the cones for the cotton candy.

\$3.00/ per guest.

Must have a least a month notice for Cotton Candy Rental



Coffee and Tea Service

30 guest minimum

Coffee Service includes Freshly Brewed Coffee, Decaffeinated Coffee, and Teavana Herbal and Non-Herbal Teas with Hot Water 8 oz

\$3.50/per guest

Add Flavor Pumps for \$39.95/ flavor.



Custom Sheet Cake

Vanilla, Chocolate, or Marble Options available. Custom color decorations, and any words can be added to cake. This includes plates, napkins, forks, and serving utensils.

\$75 Half / \$150 Full



WV TECH