

# **National Conservation Training Center Catering Services Guide**

Revised: 01/2004

## Introduction

The food service provider here at the NCTC is ARAMARK Corporation, one of the nations leading service management companies.

The dining service staff is managed on a daily basis by an experienced ARAMARK Manager who works closely with the NCTC staff to ensure quality service and customer satisfaction. Available services are listed within this guide. For more information or if you have questions regarding special events or menu ideas you may contact the Food & Beverage Director at (304) 876-7400.

To book and schedule special events or to request any special service you will need to contact the Registrar (304) 876-7220. Catering Event Forms are available from the Registrar, copies are in the SOP's, on the FWS Shared drive and on the NCTC web site at

<http://training.fws.gov/nctcforms/CateringOrderForm.pdf> guests requesting events will need to complete a Catering Event Form and turn it into the Registrar by faxing it to (304) 876-7260 or e-mailing to [NCTC\\_Registrar@fws.gov](mailto:NCTC_Registrar@fws.gov)

## General Information

Groups may prearrange for special dining events at the time they book their course or event. These events may be logged and follow up will occur several weeks before your scheduled arrival. Final details and confirmation of guest counts must occur 24 hours prior to scheduled event.

All outside groups and staff must request services through the Registrar. This allows us to coordinate all events through one area and communicate more effectively. Cake orders, coffee services and any special food requests or meeting needs must also go through the Registrar first. Payment terms must be designated at this time.

We require at least 24 hours notice on any special beverage request, at least 4 to 5 working days for receptions and 7 days notice for dinner parties.

- **SPECIAL NOTE \***

- ***All services outside of Commons Bldg. are subject to set up fees and additional charges maybe incurred for groups of less than twenty-five.  
Please discuss this with the Registrar when booking event.***

**Delivered Services – Groups of Ten or More**

*\$10.00 delivery and set up charge for beverage service - \$25.00 charge for food deliveries*

Coffee Service _____	\$ 3.00 per person/per hour
<i>Includes Regular Coffee, Decaf, Tea &amp; Condiments</i>	
Continental Breakfast _____	\$ 6.00 per person/per hour
<i>Coffee, Tea, Juice and assorted breakfast pastries</i>	
Deli Tray w/Fixin's _____	\$ 8.00 per person/per hour
<i>Includes assorted meats, cheese, breads, condiments and salads, plus beverage and dessert.</i>	

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**Bagged Breakfast & Lunch**

Bagged meals may be ordered for students who are on the meal plan and intend to depart prior to meal service being available. The service is intended to provide an alternative for guests who use the shuttle service and will not be on campus during the scheduled mealtime. It is also allowable for guests or students who are going on field trips off-site for the day.

Students are asked to sign up to request bag meals at least 48 hours prior to departure or event. Forms are provided by Course Leaders or Event Coordinators and can be turned into the Break Attendants at the Coffee Stations or to the Front Desk.

Bagged Breakfast.....	\$ N/C Meal Plan Participants
(Includes continental items only, and juice or water)	\$ 8.00 per person/guest
Bagged Lunches.....	\$ N/C Meal Plan Participants
(Includes sandwich, snack, fruit and water)	\$ 8.00 per person/guest

## Appetizer & Hors D'oeuvre Selections

\$6.00 per person per hour- choice of three

Vegetable Tray  
Fruit Tray  
Cheese Tray  
Assorted Egg Rolls

Mini Quiche  
Jalapeno Poppers  
Chicken Wings  
Potato Skins

Sausage Stuffed Mushrooms  
Mini Pizzas  
Mozzarella Sticks  
Meatballs (Italian or BBQ)

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\$10.00 per person per hour- choice of three

Mini Beef Wellington  
Brie En Croute  
Crab Stuffed Mushroom  
Mini Chicken Quesadilla

Sesame Chicken  
Mini Crab Cakes  
Spanikopita  
Assorted Dim Sum

Fried Raviola  
Mini Beef Brochette  
Mini Chicken Cordon Bleu  
Breaded Vegetables

Scallop Bacon Wrap  
Shrimp Bacon Wrap  
Beef Empanada  
Lobster Phyllos

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## Light Snacks

\$5.00 per person per hour - choice of three

Soft Pretzels  
Trail Mix  
Goldfish Crackers

Popcorn  
Cookies  
Granola Bars

Nachos w/ Cheese  
Brownies  
Mixed Nuts

Whole Fruit  
Yogurt Raisins  
Fig Newtons

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## Beverages and Bar Selections

Coffee Break..... \$ 3.00 per person  
Soft Drinks & Water..... \$ 3.00 per person  
Fruit Punch..... \$ 1.00 per person

Cash Bar –located in Social Center..... \$ No Charge  
Cash Bar –Located elsewhere on Campus..... \$ 75.00 per bartender

Open Bar ..... \$ 10.00 per person  
Plus \$ 4.00 for every additional hour

Open Bar – Imported Beers and Select Wine..... \$10.00 per person  
Bar Tickets - ..... \$ 3.00 per person  
Ticket is good for ONE small draft beer, bottled beer, or glass of wine. Lounge service only

## Graduation Dinners

Regular Dinner w/Reserved Seats..... (regular service through line, reserved seating only)	\$ N/C for Meal Plan \$20.00 per Guest
Buffet Dinner w/Reserved Seating..... (Private table sectioned off in main dining room)	\$5.00 for Meal Plan \$25.00 per Guest
Buffet Dinner elsewhere on campus..... (includes coffee and dessert service)	\$ 10.00 for Meal Plan \$ 30.00 per Guest

- All meals include 3 entrée selections, one being a vegetarian selection. Also included are salad, starch, vegetable, bread or dinner rolls, beverages and plus assorted desserts.
- Entrée selections must be made one week prior to event and final guest counts must be guaranteed two days prior to service.
- We will gladly assist with menu planning and make suggestions upon request.

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## Patio Picnics and BBQ Selections

*\*Only available from May 30th through September 15<sup>th</sup> annually\**

<i>Campus BBQ I</i> .....	\$ N/C for Meal Plan \$20.00 per guest
Includes Burgers, Hot Dogs, Chicken, Ribs and Vegetarian Selection, Salads and Accompaniments. Beverages and Assorted Desserts	
<i>Campus BBQ II</i> .....	\$ N/C for Meal Plan \$20.00 per guest
Includes Burgers, Hot Dogs, Steak, Fish and Vegetarian Selection, Salads and Accompaniments. Beverages and Assorted Desserts	
<i>Private BBQ</i> .....	\$ 5.00 per person (Meal Plan) \$25.00 per guest
Located on the patio with your choice of BBQ I or BBQ II	

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## Desserts and Coffee

10" Round Cake .....	\$ 15.00
Half Sheet Cake .....	\$ 35.00
Full Sheet Cake.....	\$ 65.00
Cookies or Brownies.....	\$ 5.00 /dzn
Ice Cream Social (Sundae Bar).....	\$ 5.00 per person
Dessert Table and Coffee in Social Center..... <i>(includes upscale cakes and coffee to serve up to 50 guests)</i>	\$ 100.00

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