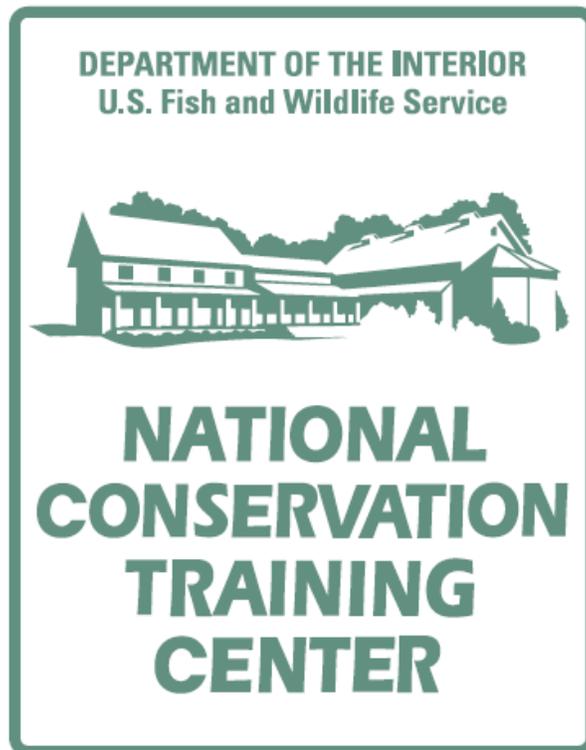


National Conservation Training Center

Catering Guide

United States Fish and Wildlife Service



June 2018

National Conservation Training Center

Catering Services Guide

INTRODUCTION

The food service provider at the National Conservation Training Center is Aramark Corporation, one of the nation's leading Guest Services and Dining Management Companies.

The dining service staff is managed on a daily basis by an experienced Aramark management team that works closely with the NCTC staff to ensure quality service and customer satisfaction. Available services are listed within this guide.

GENERAL INFORMATION

To book and schedule special events or to request any special service, please contact the Scheduling and Events Management (SEM) Branch at (304) 876-7220 and speak to an Event Management Specialist.

Catering Event Forms are available from SEM.

Guests requesting events will need to complete a Catering Event Form and forward to SEM/Event Management Specialist by faxing it to (304) 876-7260 or e-mailing it to NCTC_SEMTEAM@fws.gov (external) or NCTC_SEM@fws.gov (internal)

For more information or questions regarding special events or menu ideas please contact (304) 876-7220 and speak to an Event Management Specialist.

Government per diem rates referred to in this guide can be found at <http://www.gsa.gov/portal/category/21287>

Groups should prearrange for special dining events at the time they book their course or event, and payment terms must be arranged at this time. These events will be logged and follow up will occur several weeks before your scheduled arrival.

All groups and staff are required to request all catering services through their designated NCTC Event Management Specialist/SEM. The NCTC requires 5 working day notice for all catering, beverage requests and receptions. Final details and confirmation of guest counts must occur 72 hours prior to your scheduled event.

All Food and Beverage Services may be subject to additional set up fees which are outlined in this guide. Please ensure that you discuss all special services needed with your designated NCTC Event Management Specialist when booking your event.

COMMONS DINING ROOM

Breakfast

Featured on our breakfast buffet is a selection of fresh fruit, cereals, and pastries. Hot breakfast selections are offered self-serve while our Grill Station features breakfast specialties prepared to order.

Dining hours are 6:30 a.m. to 9:00 a.m.

Hot food available until 8:30 a.m.

Lunch

Our Station Buffet features soups, unique salads, deli and grill selections, a variety of hot entrees and tempting desserts.

Dining hours are 11:30 a.m. to 1:30 p.m.

Hot food available until 1:30 p.m.

Dinner

Our Station Buffet features soups, unique salads, deli and grill selections, a variety of hot entrees and tempting desserts.

Dining hours are 5:30 p.m. to 7:30 p.m.

Special Service fees

Private meal set-up fee.....\$ 7.50 per person

Extended Meal Hours.....\$ 50.00 per ½ hr.

Wait staff.....\$ Contractor Rate

Note: a two-week advanced notice is required for wait staff

Delivery fee.....\$ 25.00

(Bagged Lunches, cooler breaks, etc. delivered to locations outside of Commons Building)

BREAK SERVICE

Standard Break Service

As part of the NCTC meeting package, morning, and afternoon coffee breaks are offered to all conference guests. Coffee breaks are located at convenient locations throughout the Instructional Buildings.

Coffee Service: Available from 7:45 a.m. – 3:30 p.m.

Caffeinated and decaffeinated coffee, teas, and hot chocolate

A.M. Break Available from 9:30 a.m. -10:30 a.m.

Variety of soft drinks, whole fresh fruit, fruit juices, and an assortment of snacks

P.M. Break Available from 2:00 p.m. – 3:30 p.m.

Variety of soft drinks, whole fresh fruit, and an assortment of snacks

For your convenience, Breaks can be opened earlier or extended later at an additional charge.

Extended Break Service hours.....\$ 50.00 per ½ hr.

Non-standard break location.....\$ 50.00 set-up fee

ADDITIONAL CATERING OPTIONS

Private Break Service:.....\$2.50 per person

Continental Breakfast:.....\$7.00 per person
Coffee, Tea, Juice, Whole Fresh Fruit, Assorted Cold Cereals, Bagels with Cream Cheese and Chef's Choice of a Muffin, Breakfast Bread and Pastry.

Deluxe Continental:.....\$9.00 per person
Coffee, Tea, Juice, Sliced Seasonal Fresh Fruit Platter, Assorted Cold Cereals, Bagels with Cream Cheese, Assorted Yogurts, Croissants, Muffins, Breakfast Breads and Assorted Pastries.

The Food and Beverage Department must receive at least 5 days' prior notice to ensure proper delivery of all offerings on the Deluxe Continental. Failure to do so may lead to an adjustment in selections.

Pizza

The pizzas are 16" and are cut into 8 slices. Pizzas delivered outside of the Commons Building are subject to a \$25 delivery fee. Pizzas must be ordered 48 hours in advance. The options are listed below:

Cheese or Pepperoni.....\$12.00

Hawaiian.....\$15.00
Topped with Ham and Fresh Pineapple

3 Meat.....\$15.00
Topped with Pepperoni, Italian Sausage and Ham

Vegetarian.....\$15.00
Topped with Bell Peppers, Onion, Mushroom, Tomatoes and Olives

Build Your Own.....\$15.00
Choice of up to 4 traditional pizza toppings

Cold Deli Lunch

- Sliced Fresh Fruit Tray
- Tossed Garden Salad with Ranch and Balsamic Dressings
- Potato Chips
- Cole Slaw
- Italian Pasta Salad
- Sliced Assortment of Oven Roasted Beef, Smoked Ham, Roasted Turkey Breast, Sliced Swiss, Cheddar, Provolone and American Cheese
- Lettuce, Tomato, Onion and Pickle Tray
- Vegetarian Sandwiches upon Request
- Served with condiments
- Beverage and dessert

\$5.00 per person setup fee will be charged in addition to the Government per diem rate for lunch.

Bagged Breakfast & Lunch

Bagged meals or travel meals must be ordered at least 48 hours prior to departure for students who are on the meal plan and intend to depart early. This service is provided for guests who will not be on campus during the scheduled mealtime. This Service is also available for guests on day trips who are going off site.

Students may sign up to request a travel meal via a form provided by Course Leaders or Event Management Specialists. SEM/Event Management Specialists are required to submit Bagged Lunch Requests to Food & Beverage Management at least 48 hours prior to guest departure.

Bagged Breakfast.....Government per diem charge
(Includes continental items, juice and water)

Bagged Lunches.....Government per diem charge
(Includes Sandwich or Wrap (at the discretion of Food & Beverage Management), snack, fruit and water)
\$ 25.00 delivery charge for bagged meals delivered outside of Commons

Desserts

Celebration Cakes

10" Round Cake.....\$25.00

Serves 8-12 guests

Half Sheet Cake.....\$40.00

Serves 25-30 guests

Full Sheet Cake.....\$80.00

Serves 35-60 guests

Basic decoration included in above cake pricing. Custom/Special request artwork on cakes is an additional charge of \$25

Cookies\$10.00/dz.

Brownies.....\$12.00/dz.

\$ 25.00 Charge for Deliveries outside of Commons Building

Ice Cream Social –Sundae Bar.....\$7.00 per person

Chocolate Extravaganza\$9.00 per person

Selection of Chocolate covered fruits and chocolate desserts

Dessert Table and Coffee in the Roosevelt Room.....\$5.00 per person

(Includes upscale cakes, tortes, and coffee)

Coffee Service.....\$2.50 per person

Soft Drinks and Bottled Water.....\$2.50 per person

S'mores for Bonfires.....\$4.00 per person

\$ 25.00 Charge for Deliveries outside of Commons Building

Receptions and Displays

Vegetable Tray.....\$4.50 per person

Fruit Tray.....\$4.50 per person

Cheese Tray (includes assorted crackers).....\$4.50 per person

Appetizers & Hors D'oeuvre Selections

Please choose three items within the price category selected.

Light Snacks:\$4.50 per person per hour

- | | |
|-------------------|-------------------------|
| Popcorn | Tortilla Chips w/ Salsa |
| Pretzels | Trail Mix |
| Soft Pretzels | Mixed Nuts |
| Potato Chips | Granola Bars |
| Goldfish Crackers | Whole Fruit |

Standard:\$8.00 per person per hour

- Mini Quiche
- Jalapeno Poppers
- Chicken Wings
- Mozzarella Sticks
- Assorted Egg Rolls
- Meatballs (Italian or Swedish)
- Spanikopita
- Beef Empanada
- Mini Chicken Quesadilla
- Potato Skins

Deluxe:\$13.50 per person per hour

- Bacon-Wrapped Scallops
- Mini Crab Cake
- Mini Beef Brochette
- Crab Stuffed Mushroom
- Asparagus in Phyllo
- Coconut Shrimp
- Mini Beef Wellington
- Sesame Chicken Satay
- Crab Rangoon

SOCIAL CENTER

Located in the Commons Lower Lobby, the Social Lounge and Roosevelt Room offer a relaxing place to visit friends and colleagues from around the world.

Social Lounge

The Social Lounge is open Sunday through Thursday 5:30 p.m. until 11:00 PM (last call at 10:30 PM). During open weekends, the hours of operation for the Social Lounge are Friday and Saturday from 5:30 p.m. until 9:00 PM; and may be extended at NCTC Management’s discretion and approval, with a fee associated.

Beverages and Bar Selections

Auxiliary Bar..... Bartender fees: \$75.00 per bartender per hour
One additional hour of bartender labor will be added to requested hours of bar services for set-up and break-down of the auxiliary bar. We recommend one bartender per 100 guests.

Bar Tickets.....\$3.50 per Ticket
Ticket is good for one small draft beer, bottled beer, glass of house wine, soft drink, or bottled water. Return the unused tickets to your Event Management Specialist.

Open Beer and Wine Bar.....Tab is calculated by consumption

Extended Lounge Hours.....\$50.00 per ½ hour
(Prior NCTC Management Approval Required)

Kegs

Domestic Beer\$150.00 per 1/2 keg
Craft Beer\$150.00 per 1/6 keg

It is the policy of the Aramark and the National Conservation Training Center that all alcoholic beverages consumed in the Dining Room, Social Lounge, Commons Patio and Roosevelt Room must be purchased through our Food & Beverage Department.

Bringing beer, wine, or alcohol into the Commons Building or onto the Commons property is strictly prohibited.

How to Order

Obtain Catering Order Form

Complete Name of Event / Group Name

Be Sure to List Start Time and End Time

Enter Location of Event

Number of Guests

Contact Name and Phone Number

Type of Service Desired

List Any Special Request or Menu Items

**Forward to Your Event Management Specialist/Scheduling and Events
Management Branch**

Phone

(304) 876-7220

Fax Number

(304) 876-7260

E-mail

NCTC_SEM@fws.gov