

## Banquet Package Spring 2022

### **BANQUET POLICIES & PROCEDURES**

#### **MEAL GUARANTEE**

Minimum guarantee for banquets is 30 guests with a maximum guarantee of one hundred (100) guests per catered event. In order to better serve you and your guests a final guarantee is required one week prior to your event, at which time a breakdown of the number of each menu item ordered is required.

We will prepare for 5% over the final guarantee. Please remember that you will be charged for the number of guaranteed guests or the number of guests served, whichever is greater.

***\$18 per person for lunch (++) and \$20 per person for dinner (++)***

***\$4.50(++) Pre-Meal Reception***

*Includes three course meal: choice of starter (soup or salad), Entrée choice, dessert and beverages  
++15% surcharge and 8% sales tax*

#### **LEFTOVERS**

In accordance with the State Health Guidelines, leftover food and beverages must remain the property of SUNY Schenectady. It is our policy that any leftover food, excluding that which is unsafe to consume, will be donated to a local charitable organization for consumption. The SUNY Schenectady School of Hotel, Culinary and Tourism will not be held responsible for any food items removed without our knowledge or consent.

#### **DEPOSITS & FINAL PAYMENT**

A non-refundable deposit of \$200.00 is required to reserve your event date. Final payment arrangements should be made prior to the event with the banquet instructor. A point of contact for billing purposes should be established in advance. Full payment is expected at the completion of the event. Checks should be made payable to: **SUNY Schenectady**.

#### **SURCHARGE**

Banquets are subject to a 15% surcharge. This charge supports our Chefs for Success Fund. These funds make it possible for our program to bring in guest chefs and hospitality managers for the James G. Westervelt Foundation series and provide our students with additional opportunities including the LEAP-Delhi scholarship and attending the International New York Food Show among other activities. Please note that our students are **not** permitted to accept gratuities, as they are not paid employees as outlined by IRS regulations

#### **TAX EXEMPTIONS**

Please provide a copy of your exemption certificate, as we are required to keep a copy of the tax exemption on file.

#### **MENU OPTIONS**

Based on your initial guarantee please make your selection(s) for your banquet upon confirming your reservation. The assigned Banquet instructor will work with you if you need assistance, in designing the menu that will best meets the needs of your guests. We will need to be made aware of any dietary needs when you call in the final guarantee and meal counts.

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### **AUDIO/VISUAL**

SUNY Schenectady is able to provide audio/visual support for your event (i.e. microphone, podium, computer, screen, etc.) with advance notice. We have many events happening on campus and to insure the availability of any equipment, a minimum two week notice is required. Groups planning on supplying their own audio/visual equipment should provide two weeks' notice so we can properly arrange the room set up to accommodate your needs. Equipment is based on availability.

### **ALCOHOL POLICY**

Schenectady County Community College and the School of Hotel, Culinary and Tourism is a licensed facility. Guests are welcome to bring in wine to enhance their banquet experience. A per event corkage fee of \$20.00 will be assessed if alcoholic beverages (wine) are brought on premise. Service of any alcoholic beverages are to be by a member of SUNY Schenectady staff and students only and the SUNY Schenectady staff reserve the right to control excessive drinking or behavior that appears to become a danger to the staff, students, or public in general. No alcoholic beverages will be served to anyone under the legal age (21) or without proper Identification. We teach and always practice responsible Alcohol Beverage Service. All alcoholic beverage service ceases at the conclusion of the service of the entrée course.

## Banquet Package Spring 2022

**LUNCH \$18 per person**

**DINNER \$20 per person**

**🍷 STARTERS 🍷**

*Please Select One (1) Soup or Salad to Start Your Meal:*

### **SOUPS**

**Creamy Spring Vegetable-** An assortment of fresh spring vegetables and herbs and finished with a creamy vegetable broth

**Smoked Chicken and Wild Rice-** In-house smoked chicken along with fresh vegetables and wild rice in a rich chicken broth

**Spring Pea and Farrow-** A light combination of spring peas, farrow and pancetta in broth seasoned with spring onions

**Spring Onion-** The season's first baby onions simmered in a broth of sherry and cream and topped with a parmesan cheese crouton

### **SALADS**

**Radicchio, Fennel and Olive Panzanella-** Classic Italian combination of greens and in-house hearth baked breads

**Chopped Apple and Blue cheese-** Baby spinach leaves topped with granny Smith apple, blue cheese and pomegranate vinaigrette

**Raspberry Walnut-** red leaf lettuce tossed with candied walnuts and fresh raspberries and finished with a raspberry vinaigrette

**Fresh Spinach and fruit-** fresh oranges and strawberries over a bed of baby spinach and topped with a citrus dressing

**Baby Romaine-** julienne cucumbers, red onion and tear drop tomatoes topped with a buttermilk vinaigrette.

**Chopped Italian-** Seasonal Italian greens and vegetables with croutons and olives with red wine vinegar and extra virgin olive oil

*We are proud to support our local purveyors and producers and to celebrate the bounty of each season,  
Whenever possible*

All prices subject to 15% surcharge and applicable sales tax

Selections are subject to change, based on availability

Spring 2022 Semester—price list

Banquet Package Spring 2022

**LUNCH & DINNER SELECTIONS**

**ENTREES**

*Select two menu selections;*

**Grilled Salmon with Honey Mustard Glaze-** Grilled filet of salmon glazed with local honey and Dijon mustard, served with grilled asparagus and wild rice

**Pecan Encrusted Sole-** delicately sautéed filet of sole with a toasted pecan crust accompanied with sautéed spinach and buttered Yukon Gold potatoes

**Chicken Breast Roulade-** boneless breast of chicken wrapped around fresh spinach and mushrooms finished with Chardonnay sauce and served with spring peas and rice pilaf

**Bourbon Chicken-** Grilled chicken breast finished with bourbon sauce and accompanied with sweet potatoes, corn bread and cheese grits

**Pork Tenderloin-** Center cut loin of pork roasted with orange preserves and cognac and served with honey glazed carrots and roasted potatoes

**Grilled Pork Tenderloin-** Medallions of pork grilled and finished with Dijon sauce and accompanied by fresh broccoli and au gratin potatoes

**Roast Sirloin of Beef-** Roasted with garlic and rosemary and topped with wild mushroom ragout, cognac demiglace and served with caramelized red onion mashed potatoes and fresh green beans with shallot butter

**Top Sirloin of Beef-** Slow roasted and finished with Pinot Noir Sauce, Herbed new potatoes and julienne spring vegetables

**Vegetarian**

*Select one menu selection*

**Vegetarian Enchiladas-** Grilled vegetables and Mexican cheese wrapped in soft taco shells and baked in spicy tomato sauce and served with beans and rice.

**Spring Pea and Asparagus Risotto-** Creamy risotto with fresh vegetables and parmesan cheese and served with in-house baked Italian garlic bread.

**Japanese Soba Noodles-** vegetable stir fry seasoned with ginger, garlic and soy added to buckwheat noodles

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🍷 **DESSERTS** 🍷

*Select one (1) of the following to complete your meal*

**Key Lime Tarts-** Flaky pastry shell filled with light citrus pastry cream and served with raspberry sauce

**Spring Celebration Carrot Cake-** fresh carrots and pineapple baked in in a moist yellow cake and finished with cream cheese frosting

**Fresh Strawberry Pie-** Light and airy chiffon pie with fresh strawberries and whipped cream

**Chocolate Espresso Tart-** deep chocolate filling in a rich pastry shell topped with chocolate whipped cream and vanilla ice cream

**Orange Raspberry Trifle-** Layers of yellow cake, fresh fruit and pastry cream topped with citrus whipped cream

**Milk Chocolate Peanut Butter Layer Cake-** Moist chocolate cake layered with peanut butter icing and topped with a milk chocolate frosting. Served with coffee ice cream

All meals served with fresh baked bakery breads or rolls,  
Coffee, Decaf, Hot and Iced Tea

🍷 **RECEPTION** 🍷

**Starter:** Crudités/ Cheese Display – assorted vegetables with fresh herb dip, domestic & imported cheese board with flatbreads, crackers and breadsticks  
\$4.50/per person

**Beverages:**

Pomegranate Spritzer (non-alcoholic) \$15.00 per gallon  
*Serves approx. 20 – 6 oz. glasses*

**Banquet Package Spring 2022**

**Stations Menu**

Tapas Table - Domestic & Imported cheese board with flatbreads, assorted vegetables with fresh herb Dip, hummus, assorted olives, crackers and breadsticks

Oriental – California Rolls, stir-fry rice noodles with chicken & oriental vegetables. accompanied by assorted sauces: chili peanut, mustard sauce, and ginger soy

Pasta Station - Penne pasta with a vodka tomato cream sauce and Bow-tie pasta w/Asiago, pancetta, artichoke hearts & peas

Cost per person:                      \$18.00/per person

**🍷 A LITTLE EXTRA 🍷**

*The items below can be added to your reception menu for an additional charge*

**Seafood Display-** Raw bar to include shrimp & crab claws served with cocktail sauce & lemons  
*Additional \$7 per person*

**Carving Board**– Herb encrusted pork loin or turkey breast served with fruit chutney and house baked dinner rolls.  
*Additional \$3 per person*

**Chocolate dipped Fruits/Coffee:** Fresh & dried fruits dipped in dark chocolate & white chocolate-espresso. Regular & decaf coffee and assorted black and herbal teas  
*Additional \$3 per person*

**Hot and Cold Hors d'oeuvres** are available as stationary or butler passed by white gloved servers. Inquire with the banquet instructor if you would like selection and pricing