

## Banquet Package Spring 2025

### **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.

***\$22 per person for lunch (++) and \$24 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.

All prices subject to 15% surcharge and applicable sales tax  
Selections are subject to change, based on availability

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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 2025

**LUNCH \$22 per person**

**DINNER \$24 per person**

**🍷 STARTERS 🍷**

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

### **Soups**

**Corn Chowder** - Roasted Corn, Potatoes, and Red Peppers in a Creamy Broth with Shiitake Crisps  
*vegan, gluten-free*

**Curried Carrot with Ginger** - Roasted Curried Carrots Pureed with Coconut Milk, topped with  
Toasted Pepitas  
*vegan, gluten-free*

**Garden Vegetable & Herb** - Fresh Vegetables and White Beans in a Savory Tomato and Herb Broth  
*vegan, gluten-free*

**Roasted Red Pepper Bisque** - Creamy Blend of Blistered Tomatoes and Red Peppers topped with Garlic  
Croutons and Crispy Parmesan

### **Salads**

**Spinach & Strawberry** - Fresh Baby Spinach, Sliced Strawberries, and Goat Cheese, Balsamic  
Poppyseed Dressing  
*vegetarian, gluten-free*

**Arugula, Apple & Bacon** - Peppery Arugula, Sliced Apples, and Crispy Bacon with Homemade Croutons  
and Sherry Vinaigrette

**Chickpea & Mushroom Antipasto** - Marinated Chickpeas, Grilled Mushrooms, Baby Spinach, Olives,  
Tomatoes, and Herby Italian Dressing  
*vegan, gluten-free*

**Spring Greens** - Spring Greens, Sliced Avocado, Cucumbers, Roasted Pearl Onions, Fresh and Creamy  
Herb Dressing  
*vegan, gluten-free*

**Rainbow Vegetable** - Beets, Carrots, Radishes and Fresh Citrus with Cranberry Vinaigrette, Mint, and  
Toasted Pepitas  
*vegan, gluten-free*

**Chopped Italian** - Red Leaf Lettuce, Cucumbers, Tomatoes, Olives, and Pepperoncini with  
Lemon-Basil Vinaigrette  
*vegan, gluten-free*

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

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Selections are subject to change, based on availability

Spring 2025 Semester-price list

## Banquet Package Spring 2025

### LUNCH & DINNER SELECTIONS

#### 🍴 ENTREES 🍴

*Select two menu selections;*

**Grilled Barbecue Chicken with Glazed Carrots & Creamed Corn** - Grilled Barbecue Chicken, Honey-Glazed Carrots, and Cheesy Creamed Corn

*gluten-free*

**Stuffed Chicken Breast with Spinach & Fingerlings** - Wild Mushroom Stuffed Airline Chicken Breast, Herbed Pea Puree, Creamed Spinach, and Crispy Smashed Fingerlings

*gluten-free*

**Grilled Strip Steak with Spring Vegetables & Fingerlings** - Marinated Strip Steak, grilled and served with Asparagus, Peas, and Crispy Smashed Fingerlings, finished with Spicy Mustard Sauce

*gluten-free*

**Meatballs in Broth with Fennel, Peas, and Orzo**- House-Made Meatballs simmered in Broth and served with Spring Peas, Fennel, and Orzo

**Pomegranate Salmon with Jeweled Farro & Glazed Carrots** - Pomegranate Molasses Glazed Salmon, Farro with Dried Apricots, Almonds, and Pomegranate Seeds, and Glazed Rainbow Carrots

**Miso Butter Cod with Asparagus & Wild Rice Pilaf** - Panko-Crusted Miso Buttered Cod served with Grilled Asparagus and Wild Rice Pilaf with Mushrooms

**Rosemary & Mustard Roasted Pork with Broccoli & Wild Rice Pilaf** - Roasted Pork Loin with Rosemary & Mustard, Roasted Broccoli, and Wild Rice Pilaf with Mushrooms, finished with a Mustard Marsala Sauce

*gluten-free*

#### Vegetarian

*Select one menu selection*

**Curried Cauliflower and Chickpeas with Jeweled Farro & Glazed Carrots** - Roasted Cauliflower & Chickpeas in a Coconut Curry Sauce, served with Farro with Dried Apricots, Almonds, and Pomegranate Seeds and Glazed Rainbow Carrots

*vegan*

**Meatless Meatballs in Broth with Fennel, Peas, and Orzo** - House-Made Vegan Meatballs simmered in Roasted Vegetable Broth and served with Spring Peas, Fennel, and Orzo

*vegan*

**Grilled Mushrooms with Spring Vegetables & Fingerlings** - Marinated Mushrooms, grilled and served with Asparagus, Peas, and Crispy Smashed Fingerlings, finished with Spicy Mustard Sauce

*vegan, gluten-free*

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Selections are subject to change, based on availability

Spring 2025 Semester—price list

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**🍷 DESSERTS 🍷**

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

**Almond & Apricot Galette** - Flaky Pastry filled with Frangipane and Honey-Glazed Apricots, served with Vanilla Ice Cream

**Strawberry & Basil Shortcakes** - Sweet Biscuits filled with Macerated Strawberries and Fresh Basil, finished with Whipped Cream

**Matcha Tiramisu with Raspberries** - Matcha-Soaked Ladyfingers Layered with Sweet, Airy Mascarpone Cream and Fresh Raspberries

**Black Forest Trifle** - Layers of Chocolate Cake with Chocolate Mousse, Sweet and Sour Cherries, and Whipped Cream

**Blood Orange & Olive Oil Upside Down Cake** - Rich, Flavorful Olive Oil Cake with Tart Blood Orange, served with Vanilla and Honey Yogurt

**Lemon Blueberry Puffs** - Pâte à Choux filled with Lemon Whipped Cream and Blueberry Compote

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 2025

**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