



THE COLLEGE OF IDAHO

CATERING  
catering CATERING

by bon appétit management company

BON APPÉTIT  
MANAGEMENT COMPANY  
*food service for a sustainable future®*

## about bon appétit

We are driven to create food that is alive with flavor and nutrition, prepared from scratch using authentic ingredients. We do this in a socially responsible manner for the well-being of our guests, communities and the environment and always conduct our business with the highest ethical standards.

### **Our food standards**

The following food standards have been created for the well-being of our guests:

- Menus are written based on seasonality and availability of regional fresh product. Whenever possible, these are produced locally using sustainable and organic practices.
- Turkey and chicken are produced without the routine use of antibiotics as a feed additive.
- Hamburgers are made with fresh ground beef from cattle raised on vegetarian feed and never given antibiotics or hormones. We use only solid muscle meat and fat. No neck or trim is allowed.
- Other meats are raised without antibiotics as a first preference.
- Turkey and beef are roasted in-house daily for deli meat.
- Milk and yogurt are from cows not treated with artificial bovine growth hormone.
- Shell eggs are produced cage-free and are certified by humane farm animal care, food alliance or animal welfare approved.
- Vegetarian options are plentiful at every meal.
- Healthy menu items are a mainstream offering throughout our cafés.
- Salsas, pizza, marinara and other sauces are made from scratch.
- Stocks are made from scratch the day before use to ensure the removal of fats.
- All seafood purchases, wild and farmed, follow the sustainability guidelines of the Monterey Bay Aquarium's Seafood Watch Program. Seafood should be purchased fresh when available locally or frozen at the source to ensure quality, and never air-freighted.
- Olive and canola oils are used for everyday salad dressings. Specialty oils for other purposes (i.e. Walnut oil or chili oil). Peanut oil is never used in the preparation of our food.
- Trans fats are not used in our kitchens.
- All salad dressings are made from scratch. Nonfat and low-calorie dressings may be purchased as necessary.
- Vegetables are prepared in batches at the last possible minute and served in the smallest possible batches.
- Msg is never used in the preparation of our food.
- Mashed potatoes are made from fresh potatoes.
- Fresh squeezed lemon juice is used for cooking and sauces.
- Cookies and muffins are baked fresh daily. Breads are baked fresh daily where possible.

## about bon appétit

### **We proudly work with the following local farms and producers:**

Canyon Bounty Farm

Next Generation Organics

Purple Sage Farms

Ballard Family Dairy & Cheese

Homestead Natural Foods

Purvis Nursery and Orchard

Sunny Slope Poultry

Springs of Life

Robbins Family Farm

Williamson Orchards

Wissel Farms

Draper Valley Farms

M&M Heath Farms

Rolling Stone Chèvre

Meadow Lark Farm

Idaho's Bounty Co-Op

Peaceful Belly Farms

Sweet Valley Organics

Green Goat Dairy

Rice Family Farms

The College of Idaho Sustainability Garden

Rooster Ridge Vineyards

Weiser River Meats

Pacific Seafoods

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# beverage selections

## Hot beverages

*approximately 10 servings per small tower / 20 servings per large tower*

Regular, decaffeinated coffee, hot chocolate or hot tea

Small tower 12.00

Large tower 20.00

## Cold beverages

*pitcher serves approximately 8, 3 gallon serves approximately 48*

Orange / Apple / Passion Guava / Cranberry Juice 8.00 pitcher/35.00 3 Gallon

Iced Tea / Lemonade / Fruit Punch 5.00 pitcher/25.00 3 Gallon

Aqua Fresca 5.00 pitcher/25.00 3 Gallon

*Strawberry Basil, Cucumber Mint, Pineapple Jalapeño*

Ice water service .25 per person

*(service fee covers labor, and costs for disposable ware etc.)*

## Bottled beverages

Fruit Juices 1.75 each

*Varieties include orange, grape, apple, cranberry and grape cranberry*

Naked Juice 3.25 each

*Varieties include blue, green and red machine*

Bottled Water 1.50 each

Canned Pepsi Brand Sodas 1.25 each

Specialty beverages available upon request

## Beer and wine

Beer – bottle 4.00/5.00 (domestic/microbrew)

Beer – keg 200.00/250.00 (domestic/microbrew) includes tapping equipment

Wine

*Local / Domestic*

*We offer local wines as a first preference, please ask about our wine selection*

Beer

*Domestic / Microbrew*

*Ask about our local beer selections*

## from our bakery

### EARLY RISERS

*one dozen minimum per variety*

**Fresh baked muffins** **15.00 dozen**  
*Cherry, coffee cake, lemon cream cheese, chocolate chip, blueberry crumble or savory corn and pepper*

**Assorted bagels with cream cheese** **21.00 dozen**  
*Choice of two cream cheese flavors: garlic chive, berry, caramelized onion, sun dried tomato, basil pesto, honey walnut, herb, garden vegetable, cinnamon maple, plain and low fat*

**House baked sweet rolls** **18.00 dozen**  
*Caramel sticky buns, orange glazed cinnamon rolls, maple walnut sticky bread, apple cinnamon buns with maple glaze or frosted almond buns*

**Scones with preserves and whipped butter** **18.00 dozen**  
*Blueberry lemon, cheddar sausage, cherry almond, oatmeal chocolate chip, cranberry orange, banana raisin, chocolate cream cheese or maple nut*

**Danish & pastries** **16.00 dozen**  
*Bear claws, powder sugar beignets, diplomat, glazed turnovers, large croissants or fruit danish – choice of filling: cream cheese, berries, peaches, lemon curd or apple*

**Doughnuts** **18.00 dozen**  
*House made glazed doughnut, bismark or apple fritter*

**Filled croissants** **18.00 dozen**  
*Classic, chocolate, almond, apricot, pesto or ham and cheddar*

# breakfast selections

10 person minimum order per buffet

**The continental** **7.00 per person**  
*Fresh baked muffins, pastries, croissants, sliced fruit, assorted juices, water, coffee and tea*

**The classic** **12.00 per person**  
*Fresh baked muffins, sliced fruit, scrambled eggs, bacon or sausage links, country potatoes, assorted juices, water, coffee and tea*

**Naturally healthy continental** **13.00 per person**  
*Yogurt parfait station with low fat yogurt selection, seasonal berries and dried fruit, house made granola, multigrain breads and whole wheat muffins with sliced fruit, assorted juices, water, coffee and tea*

**Texmexfast** **13.00 per person**  
*Pepper jack scramble, chorizo scramble, roasted potatoes, bacon or sausage links, warm tortillas, fresh pico de gallo and salsa with assorted juices, water, coffee and tea*

**The custom breakfast** **13.00 per person**  
*Choose two main dishes and two sides from the list below  
Served with fruit salad, assorted juices, water, coffee and tea*

• main dishes (choose two):

scrambled eggs	herb and tomato frittata
scrambled eggs with cheese	customized quiche
ham and cheddar scramble	biscuits and sausage gravy

• sides (choose two):

smoked bacon	sausage links
hash browns	savory bread pudding
oven roasted potatoes	hot cereal

Additions to any of the above breakfast selections:

Add 2.00 per person for granola and yogurt

Add 1.00 per person for whole fruit

Add 1.50 per person for bagels and cream cheese

# from the deli

*10 person minimum order  
Beverages sold separately*

## **Deli buffet**

House-Roasted Meats  
Roasted Vegetables  
Cheeses  
Lettuce, Tomato, Onion, and Pickles  
Breads and Condiments on the side  
1 Seasonal Salad of the Day  
Potato Chips  
Cookies  
**10.50 Per Person**

## **Gourmet Sandwich Platter Buffet**

An assortment of pre-made gourmet sandwiches  
(Variety contingent on guest count)  
1 Seasonal Salad of the Day  
Potato Chips  
Cookies  
**\$13.50 Per Person**

## **Bon Appétit Box Lunch**

Deli Sandwich  
Whole Fruit  
Potato Chips  
Cookie  
Packets of Mayo and Mustard  
Bottled Water or Soda  
Napkin and Plastic Knife  
**10.50 Per Person**

*Add 1.00 Per Person for Potato Salad, Pasta Salad, Green Salad, or Fruit Salad*

## **Soup du jour**

Made from scratch daily  
Vegetarian and vegan options always available

<b>Á la carte – bowl</b>	<b>3.25</b>
<b>Á la carte – cup</b>	<b>2.50</b>



# appetizers

## **SMALL BITES**

*three dozen minimum order per variety*

### **White cheddar gougeres**

With pear braised pork, and sage

**15.00 per dozen**

### **Turkey mushroom sausage roulade**

With garlic, chili flakes, and fresh fennel in puff pastry

**15.00 per dozen**

### **Three tomato focaccia**

Plum, roma, and marinated tomato, ricotta cheese, shallots, and fresh tarragon on house baked focaccia bread

**12.00 per dozen**

### **Bruschetta**

Crispy baguette topped with tomato and basil, olive tapenade or eggplant caponata

**13.00 per dozen**

### **Tartlets**

Fresh mozzarella, tomato and basil

Wild mushrooms, rosemary and fontina

Oregano grilled chicken with tomato and feta

Roasted apple pecan and balsamic shallots

Spanish chorizo with caramelized onions, smoked paprika, with a golden raisin chutney

**14.00 per dozen**

Smoked salmon with onion, caper and dill crème fraiche

Thai mango curry and roasted shrimp with cilantro and crushed peanut

**15.00 per dozen**

### **Shrimp cocktail**

With bay shrimp, chili sauce, lemon zest, horseradish puree

**17.00 per dozen**

## appetizers

### Meatballs

Hickory smoked meatballs with tangy barbecue sauce

Garlic and oregano lamb meatballs with tzatziki sauce

Chili chive beef meatballs with red pepper marinara

Ginger pork with bok choy and sweet chili glaze

Vegetarian “neat” balls with fresh herbs, parmesan and green wheat simmered in tomato sauce

16.00 per dozen

### HOT SKEWERS

#### Grilled panzanella skewer

*tomato, mozzarella, onion, kalamata bread and pesto*

15.00 per dozen

#### Teriyaki chicken with spicy peanut sauce

17.00 per dozen

#### Garlic and oregano ground beef skewer with tzatziki sauce

18.00 per dozen

#### Korean kalbi marinated flank steak with grilled mushrooms, onions and sesame seeds

18.00 per dozen

#### Sweet chili shrimp and pineapple skewer

19.00 per dozen

#### Grilled tempeh and vegetable skewers

15.00 per dozen

### Empanadas

Portabella, balsamic, basil and mozzarella with chili roasted tomato salsa

Tomatillo, shrimp, tomato and cotija with avocado chimichurri

Basque chorizo, pepper and onion with orange chipotle mojo sauce

Barbecue duck with spicy orange sauce

19.00 per dozen

### Chips and salsa

*minimum order of 10 guests*

2.00 per person

### Spinach artichoke dip with pita triangles

*minimum order of 10 guests*

3.00 per person

## appetizers

### Baked fontina and garlic cheese dip with vegetable sticks

*minimum order of 10 guests*

3.00 per person

### Macaroni and cheese fritters

13.00 per dozen

*Served with spicy red pepper puree*

### Adobo pulled chicken

14.00 per dozen

*Tender pulled chicken with roasted poblano sauce and pickled red onion on tortilla crisp*

### Roasted eggplant caponata

13.00 per dozen

*Eggplant, bell peppers and tomatoes tossed with a fresh herb and garlic infused vinaigrette on crispy olive oil crostini with shaved parmesan*

### Herb roasted mushrooms

13.00 per dozen

*Herb roasted mushrooms and gorgonzola on garlic grilled crostini*

### Mini savory quiche

14.00 per dozen

*Asparagus and feta, sundried tomato, herbed red pepper or bacon and swiss*

### Smoked salmon phyllo tartlet

15.00 per dozen

*House smoked salmon with crispy caper and dill crème fraiche in a phyllo cup*

### Seared risotto cakes

15.00 per dozen

*Creamy pan seared risotto topped with candied bacon and shaved white cheddar*

### Belgium endive with mushroom duxelle

15.00 per dozen

*Crisp endive filled with a medley of mushrooms, topped with parmesan cheese*

### Bacon-wrapped stuffed jalapeños

17.00 per dozen

*Grilled jalapeños stuffed with goat cheese and wrapped in bacon*

### Fried green tomatoes

15.00 per dozen

*Crisp fried tomatoes with a house-made remoulade*

### Baked zucchini sticks

13.00 per dozen

*With spicy red pepper dip and topped with parmesan cheese*

## appetizers

<b>Pulled pork slider</b> <i>Slow smoked pork with red onion, avocado mayo and pepper jack cheese on house made cornmeal jalapeño roll</i>	<b>16.00 per dozen</b>
<b>Beef slider</b> <i>Ground beef patty with red onion, chipotle aioli and cotija on a house made torta slider</i>	<b>17.00 per dozen</b>
<b>Catfish cakes</b> <i>Pan seared idaho catfish cakes with sweet red pepper, onion and capers with lemon dill crème fraiche</i>	<b>15.00 per dozen</b>
<b>Tuna poki spring rolls</b> <i>With cucumber, carrot, cilantro, and rice noodle in rice paper</i>	<b>17.00 per dozen</b>
<b>Black bean and masa fritter</b> <i>With cumin seed, fire roasted poblano chili, topped with avocado salsa and cojita cheese</i>	<b>12.50 per dozen</b>
<b>Pancetta wrapped fingerling potatoes</b> <i>With sage and a garlic confit</i>	<b>12.50 per dozen</b>

# appetizers

## **SIMPLY PLATTERS**

*Petite platters accommodate approximately 10 people*

*Medium platters accommodate approximately 30 people*

*Large platters accommodate approximately 50 people*

### **Fruit platters**

*(based on seasonal availability)*

*Served with house made dip your choice: lemon poppy seed, vanilla bean or honey cinnamon*

Petite	20.00
Medium	60.00
Large	100.00

### **Vegetable platters**

*Served with house made dip your choice: roasted garlic, herbed bleu cheese, chipotle ranch or hummus (\$2 additional charge)*

Petite	15.00
Medium	45.00
Large	75.00

### **Domestic cheese platters**

*Served with crackers*

Petite	25.00
Medium	75.00
Large	125.00

### **Idaho cheese platters**

*Served with breads and crostini*

Petite	35.00
Medium	105.00
Large	175.00

*\*Cheese selection subject to change*

### **Deli platters**

*Ham, roast beef, roast turkey, swiss, cheddar and provolone*  
*Served with rolls and condiments*

Petite	42.50
Medium	127.50
Large	200.50

# appetizers

## GOURMET PLATTERS

*Petite platters accommodate approximately 10 people*

*Medium platters accommodate approximately 30 people*

*Large platters accommodate approximately 50 people*

### Antipasto platter

*Salami, chorizo, prosciutto, capicola, olives, roast garlic, roasted peppers, grilled vegetables, brie, pepper cheddar and parmesan tuile*

*Served with crackers and sliced baguette*

Petite 35.00

Medium 105.00

Large 175.00

### Roasted vegetable crudité

*Assorted fresh vegetables grilled to perfection*

*Served with a red pepper hummus and sliced baguette*

Petite 25.00

Medium 75.00

Large 125.00

## casual buffet meals

10 person minimum order per buffet

Prices include salad and bread. Beverages and desserts sold separately.

### Pasta buffet

9.75 per person

Served with a caesar salad and garlic bread

Choose two sauces:

Classic alfredo

Basil pesto

Romesco: tomato sauce with pine nuts, roasted garlic, olive oil and bell peppers

Roasted vegetable marinara

Arrabiata: tomato and roasted pepper sauce seasoned with garlic, chili flake and olive oil

Roasted pepper and sundried tomato cream sauce

Choose two pastas:

(pasta made without gluten available upon request)

Penne

Rotini

Linguini

Fettuccini

Add meat:

Sliced italian sausage      add 2.00

Seasoned beef meatballs    add 2.00

Grilled chicken              add 2.00

Sautéed shrimp              add 4.00

### Pizza party

8.00 per person

Three slices of pizza per person and caesar salad

Ask about available varieties

### Bento buffet

13.00 per person

Choice of teriyaki chicken, Chinese-style braised pork, orange sesame beef or tempeh served with stir fried vegetables, lemongrass rice, yakisoba noodles, vegetable egg rolls, ginger slaw and fortune cookies

### Mediterranean buffet

15.00 per person

Grilled house made flatbread, hummus, baba ghanoush, feta cheese, roasted red peppers, kalamata olives, cucumbers and shredded lettuce with smoked chicken, pork and antipasto salad

## casual buffet meals

### **Fajita buffet**

14.00 per person

*Flour tortillas, your choice of carne asada, pollo or pork carnitas served with lettuce, cheese, tomatoes, sour cream, fresh salsa, rice and beans and southwestern salad – (romaine lettuce, lime chipotle ranch dressing, roasted corn, green chilies, tortilla strips, cilantro and diced tomatoes)*

### **Natural beef pot roast**

18.00 per person

*Weiser River natural beef served with horseradish, mashed potatoes, gravy, seasonal vegetables and garden salad*

### **Artichoke and spinach stuffed chicken**

16.00 per person

*Draper Valley chicken breast stuffed with ricotta, spinach and artichokes topped with roasted red pepper sauce, served with wild rice pilaf, seasonal vegetables and garden salad*

### **Roast pork loin**

15.00 per person

*With apples and molasses, corn bread stuffing, wild rice, roasted garlic squash, pecan and cranberry green salad, and house-made rolls*



## casual buffet meals

### BUILD YOUR OWN BUFFET

*Prices include fresh baked rolls with whipped butter and tossed green salad with choice of dressing. Beverages and desserts sold separately.*

*Choose one meat entree and two side items.*

*For additional sides and entrees, please ask for pricing.*

### MEATS

**Seared idaho trout** 18.00 per person

*Hagerman pan seared trout filet with cilantro chimichurri*

**Prosciutto and provolone chicken breast** 16.00 per person

*Tender Draper Valley chicken wrapped in prosciutto with provolone cheese served on roasted vegetable marinara sauce*

**Char-grilled salmon** 18.00 per person

*Wild caught alaskan salmon topped with sautéed leek and prosciutto salad and beurre blanc*

**Beef madeira** 18.00 per person

*Roast beef medallions topped with madera and mushroom demi-glace*

**Garlic and rosemary chicken** 16.00 per person

*Oven roasted Draper Valley bone-in chicken with fresh rosemary and garlic crust*

**Coffee and fennel spice rubbed pork tenderloin** 15.00 per person

*Pork tenderloin rubbed with a blend of ground coffee and fennel seed, oven roasted and topped with sweet cherry and bourbon glaze*

**Pecan chicken** 16.00 per person

*Pan seared Draper Valley chicken with panko and pecan crust topped with whole grain mustard and honey sauce*

**Slow roasted brisket** 18.00 per person

*Tender beef brisket slow roasted with a brown sugar mesquite rub and served with caramelized onion demi-glace*

## casual buffet meals

*Build your own buffet, continued*

### CARVED OPTIONS

*carver fee \$25 per hour, two hour minimum*

**Robbins family pesto roasted turkey** 17.00 per person  
*Served with savory bread stuffing and gravy*

**Slow roasted prime rib** 27.00 per person  
*Served with au jus and creamy horseradish sauce*

**Honey glazed pit ham** 17.00 per person  
*Served with honey mustard sauce*

### Sides (choose two)

Whipped sweet potatoes  
Garlic mashed potatoes  
Roasted yukon potatoes  
Steamed, red skin potatoes  
Brown rice  
Wild rice blend  
Quinoa pilaf  
Sautéed green beans

Roasted seasonal vegetables  
Caramelized glazed carrots  
Honey roasted brussel sprouts  
Salt and pepper roasted broccoli  
Salt and pepper roasted cauliflower  
Sautéed greens  
Sautéed squash and zucchini

## barbecues

*Beverages and desserts sold separately. For events hosted in outdoor locations, a chef can cook onsite for an additional charge of \$25 per hour, with a three hour minimum.*

**Bon Appétit barbecue** **12.00 per person**

*Hamburgers, garden burgers, buns, condiments, sliced cheese, chips, potato salad, tossed green salad and sliced watermelon*

*All natural beef hot dogs available – Add 1.00 per person*

**Chicken picnic barbecue** **16.00 per person**

*Grilled or fried Draper Valley chicken, house made barbecue sauce, baked beans, potato salad, sliced watermelon and cornbread or buttermilk biscuits with whipped honey butter*

**Big city barbecue** **19.00 per person**

*Bone-in Draper Valley grilled chicken and pork ribs with house made barbecue sauce, baked beans, potato salad, sliced watermelon and cornbread or buttermilk biscuits with whipped honey butter*

*All natural beef hot dogs available – Add 1.00 per person*

**Smokehouse barbecue** **17.00 per person**

*Smoked beef brisket and smoked pork served with house made barbecue sauce, creamy coleslaw, slow-cooked barbecue beans, sliced watermelon and cornbread or buttermilk biscuits with whipped honey butter*

## custom buffets and plated meals

### **Plated and buffet meals**

*We take pride in making custom menus for your group and budget. This allows us to use fresh, local, and organic products.*

*Custom menus require a 2 week minimum notice for research, pricing, and special ordering.*

*Give us a call at 209-459-5023 or email [catering@collegeofidaho.edu](mailto:catering@collegeofidaho.edu) so we can start creating a menu for your event.*

# sweet endings

## Afternoon delights

*one dozen minimum per variety*

### House made cookies

12.00 dozen

*Chocolate chip, oatmeal raisin, snicker doodle, chocolate cashew, peanut butter, white chocolate cranberry or no bake cookies*

### Specialty cookies

14.00 dozen

*Chocolate dipped coconut macaroons, cherry double chocolate chunk or vegan swedish dreams*

### Brownies

16.00 dozen

*Original, caramel marble, white chocolate chunk, espresso chip, blondie or cherry chocolate fudge*

### Dessert bars

16.00 dozen

*Almond joy, peanut butter, chocolate chip, s'mores, raspberry granola bar, lemon crumb or chocolate rice crispy treats*

### Tartlets

14.00 dozen

*Miniature pastry shell filled with your choice of chocolate mousse, lemon raspberry, strawberry cream or mixed berry compote*

### Cheesecake bites

16.00 dozen

*Bite size cheesecake available in vanilla, chocolate, raspberry or marble*

### Cupcakes

18.00 dozen

*Cake: chocolate, yellow, white, carrot, apple sauce, red velvet or marble*

*Filling: ganache, seasonal berry, cherry, lemon curd or mousse*

*Frosting: butter cream, chocolate butter cream, cream cheese frosting or whipped ganache*

### Sundae bar

4.75/person

*Ice cream, chocolate syrup, caramel syrup, toffee or candy pieces, whipped cream, sprinkles, maraschino cherries*

## sweet endings

*Specialty desserts are available for your menu and occasion. Our in-house baker can make all your favorites by using seasonal fresh ingredients.*

<b>New York style cheesecake</b> <i>(topping selections: plain, chocolate, caramel, cherry or strawberry)</i>	3.50 per person
<b>Seasonal fruit pies</b>	3.00 per person
<b>Assorted fruit cobbler or crisp</b> <i>with whipped cream</i>	3.00 per person
<b>Flourless chocolate torte</b>	3.75 per person
<b>Cream pie</b> <i>(chocolate, banana or coconut)</i>	2.75 per person
<b>Shortbread topped with berries and crème anglaise</b>	3.00 per person
<b>Crème brûlée</b>	3.75 per person
<b>Lemon tart</b>	3.50 per person
<b>Classic fruit tart</b>	3.50 per person
<b>Angel food cake with fruit compote</b>	3.00 per person
<b>Red velvet cake with cream cheese frosting</b>	3.00 per person
<b>Molten chocolate cake</b>	3.75 per person
<b>Tres leches cake</b>	3.75 per person
<b>German chocolate cake</b>	3.75 per person
<b>Chocolate espresso mousse cake</b>	3.75 per person
<b>Tiramisu</b>	4.00 per person
<b>Quarter sheet cakes</b> <i>(approximately 18-24 slices)</i>	36.00 quarter sheet
<b>Half sheet cakes</b> <i>(approximately 36-40 slices)</i>	60.00 half sheet
<b>Full sheet cakes</b> <i>(approximately 75-80 slices)</i> <i>All cakes available in vanilla, chocolate or marble with buttercream frosting</i>	120.00 full sheet

# catering policies and procedures

## **Booking Your Event Space**

We recommend that you call and reserve the date and location of your event as early as possible, even if the date is tentative. College staff members check availability of space and arrange set-up of your event, including table and seating needs, floor plan, podiums, and audio/visual needs (whichever appropriately covers the event request placed less than 3 business day prior). To reach campus event services please call 208-459-5025 or email [events@collegeofidaho.edu](mailto:events@collegeofidaho.edu).

## **Placing Your Order**

- Catering orders may be placed via email, telephone, or in person. Email orders should be sent to [catering@collegeofidaho.edu](mailto:catering@collegeofidaho.edu). Telephone orders and inquiries should be addressed to the Catering Manager at 208-459-5023.
- We request 7 business days for all catering orders. While we make every effort to fulfill last minute or late requests, we are not always able to do so due to product ordering restrictions and timelines. Late orders incur a \$25.00 fee for any bookings between 4-6 business days prior to event date and \$50 or up to 15% of the order, whichever appropriately covers the events request placed less than 3 business days prior.
- Delivery is complimentary for all onsite orders of \$50 or more. For orders not meeting this amount, clients may request onsite delivery for a \$15 service fee, or in some instances, pickup catered items from our kitchen for no additional charge.
- Additional service or personnel fees may apply for short notice requests, after business hour, off-site or weekend caterings.
- Please provide an initial estimated guest count in first communication, then a guaranteed guest count at least three (3) business days before the event date. You will be responsible for the guaranteed number or the actual number, whichever is greater.
- Menu changes are adjustable up to 3 business days prior to your event. No menu changes will be allowed within 3 days of event.
- Any cancellations within less than three (3) business days will result in the client being charged 50% of the total contracted order price. Event cancellations occurring within 24 hours of the event will result in the client being charged 100% of the total contracted order price (including any charges for rented equipment, linens, floral arrangements, etc.).
- Catering orders are not booked or confirmed until you are contacted by Bon Appétit with a confirmation.

# catering policies and procedures

## **Quantities**

- Quantities for menu items sold “per person” are based on average consumption. We commit to providing quantities for the number of guests confirmed, including an industry standard buffer. In some cases, food and beverages are ordered by specific quantity. We can recommend an amount based on experience and average consumption.

## **China Service**

- In keeping with our commitment to promote environmental sustainability, all events held in the Simplot Dining Hall are served on china, free of charge.
- All other locations on/off campus are given disposable ware, unless china is requested at an additional cost of \$2.00 per person.
- Full china service ware includes: flatware, plates and bowls, coffee cups, saucers and glassware.

## **Dietary Restrictions**

- In the interest of providing a safe and enjoyable catering experience, it is important that our clients make Bon Appétit Catering fully aware in advance of any guest dietary restrictions, food sensitivities, and/or allergies.

## **Delivery Fees**

- Local \$50.00/distant \$150.00 (local within 10 miles/distant between 10-75 miles)

## **Linen**

- Linen for food and beverage tables will be provided at no charge.
- Additional linen can be ordered for \$5.00 per table to include linen napkins.
- Premium fine linen is available by request at an additional charge.

## **Equipment**

- Clients are responsible for the equipment provided for the event from the beginning of the event until the pick-up time. Catering equipment must remain in the original function location. Notification of any missing items will be sent and the client given 24 hours to return the items to Bon Appétit without incurring a fee. Items not returned within this time frame will be invoiced at full replacement cost to the department/party responsible for the event.



# catering policies and procedures

## Removal of Food

- The handling of food in a safe manner is imperative. Food not handled in a safe manner is a health hazard. For this reason we do not recommend the removal of food from any catered event. However, should you choose to take food with you, we will not be responsible for its quality or safety.
- Catering prices do not include to-go boxes. To-go boxes are available by request at \$0.50/box.

## Service Charges

- All menu prices reflect buffet-style service at a minimum of 10 guests.
- Additional services can be ordered for a fee:
  - Plated meals under 15 guests will be charged an additional service fee of \$25.00 per hour with a three hour minimum.
  - Buffet meal prices can be arranged to be a plated service with a \$2.00 per person increase.
  - Additional servers for table-side beverage service, etc., are available for \$25.00 per hour, with a three hour minimum per server.
  - Cooking staff for exhibition or carving stations are available for an additional charge of \$25.00 per hour, with a three hour minimum per chef.

## Alcohol and Bar Service

- All clients interested in having alcohol included in their on-site event must first contact Special Events and Conference Services at 208-459-5025 to receive and complete an alcohol clearance form. All alcohol served by Bon Appétit is limited to beer and wine only.
- All off-premise catering wishing to have alcohol served at event location requires a minimum of 30-day notice to properly obtain off-site alcohol permits. Alcohol permits are \$50 per permit.
- Bon Appétit is responsible for all alcohol events on campus. There is a \$50.00 bar set-up fee which includes all disposables and glassware. Bartenders are required at \$25.00 per hour, with a three hour minimum per bartender. We recommend one bartender for every 50-75 guests.
- Should a client wish to provide his or her own wine for an event, Bon Appétit is required to serve the alcohol and will assess a \$5.00 corkage fee per bottle.
- Alcoholic beverages must be served in a controlled area and served by TIPS trained service staff. Alcohol may not be removed from the area where the event is being serviced.

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## **Billing Information**

### *College affiliated catering*

- All on-campus billing is invoiced through our Bon Appétit office located in the Simplot Dining Hall and sent to the college's Business Office.
- College faculty and staff will receive a 10% discount on the food portion of this guide. Custom menus, service fees, alcohol charges, or any other non-food items are not subject to the 10% discount.

### *Non-college catering*

- Catering that is not sponsored or guaranteed by the college requires a deposit for the room rental prior to the event. The remaining balance of the event, room rental and catering will be billed by The College of Idaho after the event.

### *Off-premise catering*

- All catering functions off-site require 50% of the total confirmation upon booking the catering. The remaining balance is due the day of the event. Any invoice not paid in full will receive a late fee of 10%, based on the original catering confirmation. Past due invoices will continue to incur late fee penalties per month until paid in full.

*Please email us at [catering@collegeofidaho.edu](mailto:catering@collegeofidaho.edu) or call 208-459-5023 so we may start creating a menu for your group*