

Berkeley Catering

CATERING MENU





BREAKFAST

BREAKFAST

Minimum 25 people. Priced per person unless otherwise specified.

Buffet

Continental Breakfast 18.25

Assorted Danishes including Lemon, Strawberry, Salted Caramel and Cherry House Baked Croissants including, Butter, Chocolate Hazelnut, Almond, Apricot

Seasonal Sliced Fruit

Naked Orange Juice

Peet's Fair Trade Coffee Regular and Decaf, Assortment of Mighty Leaf Tea
Served with cream and soy milk. Additional dairy free options available

Classic Hot Breakfast 26.75

Organic Scrambled Eggs  or Seasonal Vegetable Frittata  (*select one*)

Bacon, Pork Sausage Links, or Chicken Apple Sausage Links (*select one*)

Biscuits with Butter & Jam

Berkeley Home Fries

Naked Orange Juice

Peet's Fair Trade Coffee Regular and Decaf, Assortment of Mighty Leaf Tea
Served with cream and soy milk. Additional dairy free options available

Breakfast Burrito 21.50

Choose one type;

- Chorizo sausage, organic scrambled eggs & cheddar cheese
- Potatoes, roasted corn and black beans with organic scrambled egg & cheddar cheese
- Vegan egg, soyrizo, with roasted corn and black beans

Gluten free substitution will be served with corn tortillas for breakfast tacos at no additional cost.

Berkeley Home Fries - Yukon Gold Potatoes, Peppers and Onions

Naked Orange Juice

Peet's Fair Trade Coffee Regular and Decaf, Assortment of Mighty Leaf Tea 
Served with cream and soy milk. Additional dairy free options available

BREAKFAST

Minimum 25 people. Priced per person unless otherwise specified.

Breakfast Sandwich

21.50

Upgraded classic breakfast sandwich on toasted Whole Wheat English muffins:

Choose one type;

- Pork sausage patty , organic scrambled eggs & cheddar cheese
- Sautéed baby spinach, organic scrambled eggs & cheddar cheese
- Vegan “egg” patty with sauteed baby spinach and caramelized onion

Gluten free English muffin **+\$2.95**

Berkeley Home Fries - Yukon Gold Potatoes, Peppers and Onions

Naked Orange Juice

Peet’s Fair Trade Coffee Regular and Decaf, Assortment of Mighty Leaf Tea ✓

Served with cream and soy milk. Additional dairy free options available

The Lodge Breakfast

19.50

Organic red mill oatmeal, brown sugar, coconut, toasted California walnuts, dried cranberries, milk, and natural maple syrup ✓

Chicken apple sausage ✓

Seasonal fresh sliced fruit ✓

Naked Orange Juice

Peet’s Fair Trade Coffee Regular and Decaf, Assortment of Mighty Leaf Tea ✓

Served with cream and soy milk. Additional dairy free options available

BREAKFAST

Minimum 25 people. Priced per person unless otherwise specified.

Breakfast Pastries

By the dozen. Minimum 1 dozen.

Assorted Bagels & Cream Cheese     34.95

Sesame, Cinnamon Raisin, Everything, Tomato & Cheese, Jalapeño, Whole Wheat 

*Bagel station includes toaster where applicable


Add Smoked Salmon **+6.25/pp**

House Baked Croissants    38.00

including, Chocolate Hazelnut, Almond, Apricot, Butter

Assorted Doughnuts    32.00

Raised Glazed, Old Fashion, Chocolate, Old Fashion Maple


Assorted Muffins    42.00

Blueberry Crumble, Morning Glory (Vegan), Banana Nut

A La Carte

Minimum order of 25.

Seasonal Sliced Fruit or Individual Cup   4.95 each

Seasonal Whole Fruit (by dozen)   3.00 each

Individual Chobani Yogurts   3.50 each

Coconut Chia Pudding with Fresh Berries & Toasted Almonds 6.00 each

Vegan Breakfast Sausage 3.25 each

Applewood Smoked Bacon or Chicken Apple Sausage 3.95 each

Hard-Boiled Eggs    1.75 each

Gluten Free Blueberry Muffins 3.50 each
Minimum order 1 dozen

Oat Milk Barista Blend 1qt 5.25 each

Almond Milk Barista Blend 1qt 5.25 each



BREAKS

BREAKS

Minimum 25 people. Priced per person.

Packages

Packages include assorted individual beverages.

Fruits & Nuts

15.50

Select one: Roasted Spiced Nuts ✓, Traditional Chex Mix, House-made trail mix

Select one: Seasonal Fresh Sliced Fruit ✓, Seasonal Whole Fruit ✓

Chips & Dips

14.45

Select two from the following:

Select two: House-made Pico De Gallo ✓ & Guacamole ✓ with Corn Tortilla Chips

House-made Potato Chips (choice of BBQ or Sea Salt & Black Pepper)

Roasted Red Pepper Hummus ✓ with Pita Chips

Wellness

13.50

Select two from the following:

Seasonal fresh Sliced Fruit

Seasonal Crudité with Buttermilk Herb Dip

Roasted Red Pepper Hummus ✓ with Pita Chips

Whole Fruit

House Baked Sweets

12.95

An Assortment Of Freshly Baked Cookies And Dark Fudge Brownies Served With Peets

Fair Trade Coffee (Select: Regular or Decaf) Or Selection Of Teas.

Popcorn Bar

12.75

Customize your own bag of freshly popped popcorn ✓ with various spices, herbs, and shakers including Herbed Ranch, Togarashi, Parmesan Garlic, Cheddar Cheese

BREAKS
















Minimum 25 people. Priced per person.

A La Carte Snacks

25 guests minimum, priced per person.

California Spiced Nuts  VG ✓	5.25 each
Parmesan Truffle Popcorn  v	3.75 each
House-made Trail Mix   VG ✓	5.95 each
Assorted Nature Valley Granola Bars  v	2.95 each
House-made Potato Chips VG	3.85 each
House-made Pico de Gallo & Guacamole with Corn Tortilla Chips VG	9.25 each
Roasted Red Pepper Hummus w/Pita Chips  VG	7.75 each
Seasonal Sliced Fruit or Individual Cup VG ✓	4.95 each
Seasonal Whole Fruit (by the dozen) VG ✓	3.00 each

Sweets By the dozen.

Assorted mini cupcakes    Vanilla Bean, Red Velvet, Chocolate Blackout	28.00/doz
Blue and Gold cupcakes    Housemade chocolate & vanilla cupcakes with Vanilla bean Frosting and blue and Gold topping	32.95/doz
Assorted cookies    Fresh baked assorted cookies	26.00/doz
Double fudge Brownies and Toffee Blondie Bars   	34.00/doz
Assorted mini macarons    Chocolate, Coffee, Lemon, Raspberry, Vanilla, Chocolate, And Pistachio	43.95/doz



RECEPTION



RECEPTION

Passed Hors d'Oeuvres

Can be plattered as well

3 Selections	15-75
4 Selections	17-95
5 Selections (Minimum 100 people)	23-50

- Roasted Mushroom Arancini, Saffron Aioli 🌿 🥛 🥚 v
- Fig and peppered goat cheese puffs 🌿 🥛 v
- Curried potato and pea samosa cilantro chutney 🌿 VG
- Mini crab cakes with sriracha remoulade 🌿 🥛 🥚 🦞
- Local Beet Lollipops with Pecan and Goat Cheese Mousse 🥛 🌿 v ✓
- Vietnamese Pork Belly Skewers with Fresh Cucumber P
- Smoked Beef Tenderloin, Point Reyes blue cheese, Dijon crostini 🌿 🥛
- Harissa Chicken Skewers with Honey Pomegranate Glaze ✓
- Lime-grilled Shrimp Skewer, Marinated Avocado, Corn Chip Crunch 🌿 🦞 ✓
- Tuna Poke, Cucumber, Pickled Ginger, Spicy Aioli 🥚 ✓
- Deviled Eggs, Crispy Potatoes, & Bacon 🥛 🥚 v
- Smoked Salmon Tartelette, Lemon Aioli, Chervil 🌿 🥚 🦞 v
- Thai Basil & Bacon-Wrapped Shrimp, Honey Miso Glaze 🦞
- Caprese Skewer- Pesto, Boccanini, Fresh Tomato, Basil 🥛

RECEPTION

Stationed Platters 25 guests minimum.

2 Selections	26.75
3 Selections	33.50

A La Carte Pricing

Seasonal Crudité Buttermilk Herb Dip 🥛 v ✓	8.75
Smoked Salmon Platter 🌿 🥛 🥚 🐟 Lemon, Capers, Shaved Onion, Crispy Flatbread	12.75
Chef's Selection of Local Charcuterie 🌿 Sliced Cured Meats, Whole Grain Mustard, Cornichon, Crostini	16.50
Mediterranean Platter 🥛 v Seasonal Roasted Vegetables ✓, Roasted Red Pepper Hummus ✓, Dolmades, Feta Cheese, Cured Olives	12.75
Chef's Cheese Platters 🌿 🥛 Classic Cheese Platter- Sharp Cheddar, Pepperjack, Colby Jack, Dried Fruits, Nuts, Crackers	9.50
Local Artisanal Cheeses 🌿 🥛 🌳 Rotating selection of cheeses from Cypress Grove, Point Reyes, Bellwether Farms, Dried Fruits, Nuts, Crackers	14.50

RECEPTION

Small Plate Stations

Slider Display

26.50

Buttermilk Fried Chicken, Cilantro Slaw, Spicy Aioli   

Pulled Smoked Pork, BBQ Sauce, Pickled Red Onion  

Beyond Meat , Sharp Cheddar, Caramelized Onions, Thousand Island Dressing   

Street Taco Station

26.50

A Variety of Made to Order Street Style Tacos, with Guest Choice of Meat Served on Warm Corn Tortilla
(Choice of 2 types)

All Served with Diced Onion, Cilantro, Fresh Salsas, Radish, Limes, Chiles Toreados ✓

Barbacoa - Tender Shredded Beef Braised with Jalapeno and Spices

Carnitas - Slow Cooked Pork with Orange and Oregano

Pollo Asada - Marinated Chicken Grilled with Fresh Lime and Cilantro

Potato Taco- Roasted Sweet Potato, Black Bean and Grilled Fresh Corn, with Poblanos & Sweet Onion

Add Chips & House Smashed Guacamole

+5.75



BUFFET

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Minimum 25 people. Priced per person unless otherwise specified.

Themed Buffets

Includes iced water, choice of lemonade or iced tea

Tutto Bene

28.50

Classic Caesar Salad 🌿 🥛 🥚 v

Tuscan White Bean Salad **VG** ✓

Choose one: Chicken Parmesan or Chicken Piccata 🥛

Choose one: Penne Marinara, Pesto Tortellini 🌿 🥛 🥚 v

Garlic Bread 🌿 🥛 🥚 v

Italian Wedding Cookies 🥛 🥚 v

Enhancement Options

Antipasti Platter

10.00

Grilled squash and peppers ✓, marinated artichokes ✓, cured olives, sliced salamis, and pesto tossed bocconcini 🥛 🥚

Tiramisu

4.50

Substitute Pasta for Vegetable Lasagna

3.95

Nuevo Latino

30.75

Southwest Caesar- chopped romaine and kale with cilantro, toasted pepitas and crispy tortilla strips with creamy chipotle dressing **VG** ✓

Braised black beans **VG** ✓

Spanish Rice **VG**

Choose one: Chicken ✓ or Beef Fajitas 🥛 or Spiced local Tofu **VG**

Served with cheddar cheese, pickled jalapeños, cilantro, sour cream, pico de gallo, guacamole, corn & flour tortillas 🌿 v

Mexican wedding cookies 🥛 🥚 v

Enhancement Options

Add Cheese Enchiladas 🌿 🥛 🥚 v

8.00

Add Shrimp Fajitas 🦐 ✓

10.00

BUFFET

Minimum 25 people. Priced per person unless otherwise specified.

Berkeley Sandwich and Salad

26.95

Sandwich Trays (*pick 2 types*) All sandwiches come with organic mixed greens, tomato and Pepperoncinis, and served on a local soft roll

Bancroft - Roast beef, Prosciutto, Salami, Provolone

Zellerbach - Ham, Salami, Mortadella, Provolone

Greek - Mediterranean Grilled chicken breast

Wheeler - Turkey, Bacon Swiss (Vegetarian option available)

Sather - Fresh Mozzarella, Grilled Portabello, Basil

Gluten Free bread **+2.95**

Salad bowls (*pick 1*)

Kale Caesar - Torn organic kale with housemade caesar dressing, croutons and parmesan cheese

Green salad- Mixed Green salad with cucumber, tomatoes, grated carrots and balsamic vinaigrette

Housemade Kettle Chips

Assorted House-baked Cookies    

Enhancement Options

Add Soup of the day

+6.00

Broccoli Cheddar

Minestrone

Mexican Chicken Tortilla

Organic Tomato Bisque

Berkeley BBQ Buffet

35.95

Chopped Ranch Salad - Iceberg lettuce with creamy buttermilk dressing, bacon, Sharp Cheddar, Tomatoes, Cucumber and Croutons.

Pulled pork  - Slow roasted pork shoulder, shredded and tossed with barbecue sauce

Mary's chicken - Roasted chili lime chicken thighs 

BBQ Baked Beans **VG**

Caramelized Onion Cornbread

Double Fudge Brownies    

Enhancement Options

Slow cooked beef brisket

9.95

Truffle Mac n' Cheese with toasted breadcrumbs

3.95

 Soybeans  Sesame **VG** Vegan  Pork **G** Gluten  Wheat  Dairy  Tree nuts
 Eggs  Peanuts  Shellfish  Fish **V** Vegetarian **A** Alcohol **K** Kosher **H** Halal  Eat Well Berkeley

BUFFET

Minimum 25 people. Priced per person unless otherwise specified.

Mediterranean

37.95

Fatoosh salad - Finely chopped romaine lettuce, cucumber, bell pepper and red onion mixed with baked pita chips and a fresh lemon mint vinaigrette 🌿 v ✓

Vegetable Tagine - Roasted Vegetables with Harissa, Almonds and Lemon Yogurt

Pomegranate Chicken - Grilled free-range bone in chicken dressed with pomegranate molasses ✓

Hummus vG ✓

Dolmas - Cooked grape leaves stuffed with a savory mix of rice, fresh mint, sweet onions, and olive oil 🌿 vG

Saffron rice vG

Baklava - Filo dough layers with honey and ground pistachios 🌿 v

Sather

44.95

(1) Salad, (2) entrees, (2) sides, (1) dessert, water & lemonade OR iced tea, coffee, decaf, hot tea, rolls & butter

Campanile*

52.95

(1) Salad, (2) entrees, (2) sides, (1) dessert, water & lemonade OR iced tea, coffee, decaf, hot tea, rolls & butter

Salads

Mixed Greens With Shallots, Almonds, & Sherry Vinaigrette vG ✓

Kale Caesar - Torn organic kale with housemade caesar dressing, croutons and parmesan cheese

Little Gem Lettuce with Shaved Radish, Pulled Croutons, Fine Herbs, Green Goddess Dressing 🌿 🥛 🥚 v ✓

Baby Arugula Salad with Roasted Seasonal Beets, Fresh Goat Cheese, Toasted California Pecans, Lemon Vinaigrette 🥛 🥚 v ✓

Apple & Radicchio Salad with Hazelnuts, Point Reyes Blue Cheese, Pomegranate Vinaigrette

Entrées

Chicken Piccata – Lemon Parsley, White Wine, Capers, & Sun-dried Tomatoes

Moroccan-Spiced Chicken – Grilled Mary's Chicken Thigh with Cucumber Yogurt, Lemon, Garlic, Mint, and Parsley 🥛 ✓

Grilled Tri Tip with Chimichurri

*Zinfandel Braised Boneless Beef Short Rib with Natural Jus

*Honey-miso Glazed Salmon with fresh scallions, black sesame seeds 🌿 🐟 ✓

*Pan Seared Salmon with Creamy Tomato and Dill Sauce

Vegetable Tagine - Roasted Vegetables with Harissa, Almonds and Lemon Yogurt

Seasonal Vegetable Lasagna – Roasted Tomatoes, Local Ricotta 🌿 🥛 🥚 v

Grilled Polenta with Braised Tomatoes and Parmesan

BUFFET

Minimum 25 people. Priced per person unless otherwise specified.

Sides

Creamy Parmesan Polenta  

Yukon Gold Whipped Potatoes – Chives, Cream, Butter  

Herb-Roasted Fingerling Potatoes – Chili Flakes, Olive Oil  

Wild Rice Pilaf – Garden Herbs  

Sautéed Haricot Verts with Crispy Shallots  

Caramelized Brussels Sprouts with Crispy Bacon 

Seasonal Vegetables

Spring: Roasted Asparagus  

Summer: Grilled Summer Squash, Eggplant, Fresh Tomatoes  

Fall: Roasted Squash with Honey and Sage  

Winter: Roasted Root Vegetables, Salsa Verde  

Desserts

Lemon & Cream Shortcake    

Buttermilk Carrot Cake with Pineapple, California Walnuts, and Cream Cheese Frosting    

Raspberry and Almond Tart    

Chocolate and Coffee Opera Cake with Espresso Buttercream and Ganache    

*Flourless Chocolate Torte – Whipped Cream, Maldon Sea Salt    

Enhancement Options

Additions to your buffet can be added; quantity must be equal to guest count

Salad	2.50
Entrée	6.00
Side	3.00
Dessert	2.50



PLATED MEAL



PLATED MEAL

Minimum 25 people. Priced per person.

Select Plated Menu

69.95

Select a first course, second course, 2 sides, & third course from below Includes Acme Rolls & Whipped Butter

First Course *Select one from the following.*

Whole Leaf Caesar Salad

Shaved Parmesan, Pulled Croutons, Herbs

Roasted Baby Beets ✓

Frisée, Walnuts, Goat Cheese, Citrus

Little Gem Salad

Crispy Bacon, Pulled Crouton, Fine Herbs, Green Goddess Dressing

Asparagus Salads

Prosciutto, Parmesan, Micro Arugula, Sherry Vinaigrette (Available During Spring/Summer)

Heirloom Tomato Salad ✓

Garden Herbs, Bocconcini Mozzarella, Banyuls Vinaigrette (Available During Summer/Fall)

Apple & Radicchio Salad ✓

Hazelnuts, Point

Second Course *Select one from the following.*

Roasted Double Cut Pork Chop ▶

Pan Roasted Chicken with Wild Mushroom Sauce

Braised Duck Leg with Fennel Spiced Jus

Grilled Flat Iron Steak with Salsa Verde

Zinfandel Braised Boneless Beef Short Rib with Natural Jus

Miso Glazed Salmon 🐟 ✓

Seared Salmon with Shaved Fennel and Herbs 🐟 ✓

Moroccan Spiced Seared Ahi Tuna 🐟

Forbidden Rice with White Miso, Roasted Romanesco and Tokyo Turnips

Saffron Risotto Croquette with Caramelized Onion and Roasted Vegetable Bordelais 🌿 🥛 🥚 ✓







PLATED MEAL




Minimum 25 people. Priced per person.

Choice of Sides *(select two)*



Starches

- Whipped Potato with Garlic Cream  
- Roasted Fingerling Potato with Rosemary, Maldon Salt, & EVOO **VG** ✓
- Parmesan & Thyme Polenta  
- Wild Rice Pilaf with Garden Herbs **VG** ✓
- Lemon Quinoa with Pine Nuts and Goat Cheese **VG** ✓

Vegetables

- Sautéed Haricot Verts with Crispy Shallots  **VG** ✓
- Brown Sugar Roasted Baby Carrots   ✓
- Sautéed Kale with Garlic & Lemon **VG** ✓
- Chef's Selection of Seasonal & Market Vegetables ✓
- Cream of Spinach

Third Course *Select one from the following.*

- Flourless Chocolate Torte with Cocoa Nibs and Whipped Cream  
- Meyer Lemon Tart with Folded Cream and Fresh Berries    
- Salted Caramel Tart with Bittersweet Ganache    
- Caramel Apple Galette with Vanilla Crème, Sliced Apple and Buttery Caramel    
- Vegan Belgian Chocolate Cheesecake **VG**

A collage of beverage-related items. In the upper right, there is a tall glass filled with orange juice, two whole oranges, and a slice of orange. In the lower left, there is a row of many clear wine glasses on a wooden surface. A large white diagonal shape cuts across the image from the top left to the bottom right, containing the text.

BEVERAGE SERVICE



BEVERAGE SERVICE

Individual

Canned still water ✓	2.50
Assorted soft drinks	2.75
Assorted Bubly sparkling water	2.50

Beverages in dispensers

Peet's Regular Coffee ✓	60.00/1.5 Gallon
Peet's Decaf Coffee ✓	60.00/1.5 Gallon
Assortment of Mighty Leaf Teas ✓	60.00/gallon
Unsweetened Iced Tea ✓	35.00/gallon
Lemonade	35.00/gallon
Ice Water Station	15.00/gallon
Seasonally-infused spa water ✓	25.00/gallon



BAR SERVICE



BAR SERVICE

At this time, inclusive bar packages are available and provided by a third party business.

The most popular bar package types are listed below, and our sales coordinators will be happy to get you customized pricing for your event.

Each bar package includes alcoholic beverages, mineral & spring water, soft drinks, fruit juices, mixers, ice, glassware, garnish, setup, & breakdown. Glassware can be substituted for compostable.

Event minimums of \$1500 to apply.

Classic Beer, Wine, Soda

Premium, Beer, Wine, Soda

Deluxe Beer, Wine, Soda

Classic Full Bar

Premium Full Bar

Deluxe Full Bar

Kids' Package (*soda, assorted juices, water*)

Beer & Wine provided by client

Minimum 25 guests. 2 hour service limit. Products must be delivered to the venue at least six hours prior to the event. Any leftover items must be picked up immediately after the event.



RESOURCES

RESOURCES

Icons

 Soybeans

 Sesame

VG Vegan

P Pork

G Gluten

 Wheat

 Dairy

 Tree nuts

 Eggs

 Peanuts

 Shellfish

 Fish

V Vegetarian

A Alcohol

K Kosher

H Halal

 Eat Well Berkeley

UC Berkeley Events and Conferences is proud to participate in the Eat Well Berkeley Program, an initiative aimed at increasing access to healthier food and beverage choices on campus. Be Well at Work - Wellness Program developed these Eat Well Berkeley nutrition guidelines. The guidelines are designed to support the UC Berkeley Healthy Meeting & Event Guide with food and beverage menu options that:

- include more fruit and vegetables, whole grains and high fiber foods
- use healthy protein sources
- offers plant-based options
- prepare foods with healthy fats, no trans fats, and less added fat
- emphasize whole and fresh ingredients, prepared with less salt and sugar, and fewer processed and pre-packaged items
- provide right-sized portions
- emphasize sustainable foods to help achieve campus sustainable food service goals

For more information, visit uhs.berkeley.edu/eatwellberkeley

TERMS & CONDITIONS

Advanced Notice

Our experienced team of Sales and Event Managers are on hand to help meet the catering and event needs of your next occasion. For a smooth process, we recommend booking your event as early as possible. Orders and inquiries for event space may be placed by submitting an event inquiry at <https://formstack.io/81C7o> or by email at catering@berkeley.edu

We require a minimum notice of seven (7) business days for any event requiring attendants. Orders received after 3:30 p.m. are dated the next business day and may incur additional fees for expedited service, if applicable (e.g., an additional \$50 rush delivery fee per order, or additional \$100 per order for served events).

Booking Confirmation and Payment

Booking

Once a catering order is placed with us, an Event Proposal or “BEO (Banquet Event Order)” detailing the agreed upon specifications of the event will be issued.

Catering must receive a signed BEO, or have final email acknowledgment and confirmation, Prior to ten (10) days of your event. Any changes made after the final approved BEO may incur additional charges. The last agreed upon arrangements will be used if a confirmation is not received.

Requests for events held on UCB recognized holidays must meet a \$7,000 minimum and are subject to approval.

Non-university clients are subject to sales tax.

Service Fee

A service fee on Food & Beverages has been assessed and added into menu pricing to help offset the operating cost for things such as insurance, utilities, admin staff, and the fees we owe back to the campus.

Method of Payment

University departments can make payments in the form of a journal transfer; services provided are not subject to sales tax. Payment must be emailed to: catering@berkeley.edu.

A chart-string is needed in order to book an event, and all final charges will be billed to the chart-string provided. Chart-string must be provided and approved by the department’s budget custodian, director, or MSO. Non-University individuals and businesses can make payments in the form of credit card (Visa, Mastercard, Discover, or American Express) or check payable to “UC Regents.” The Cashiers’ Office will contact you via phone to process credit card payments. Check payments should be mailed to: Cashiers’ Office 2610 Channing Way, 2nd Floor, Berkeley, CA 94720.

TERMS & CONDITIONS

Final Payment

Final payment, other miscellaneous and incidental charges incurred on the event date are due within seven (7) days of sending the final invoice.

guarantee of attendance

A final, guaranteed guest count is required by 12pm, seven (7) days prior to the event date. Client is financially responsible for 100% of the BEO's final guaranteed number or the actual number of guests served, whichever is greater. Additional meals will be charged at a premium per person price (original menu price +15%). If a guaranteed number is not provided by the due date, the last estimated number will be used as the guarantee. Significant changes made after the guarantee date will be assessed a late fee.

cancellations – food and beverage

Cancellations must be received in writing and confirmed by the event coordinator. The cancellation fee is a percentage of the total amount due under this contract. Cancellation fees cannot be applied to future events.

Cancellation Date Percentage owed;

Fourteen (14) business days prior to event date — 25% of total Food & Beverage Revenue

Seven (7) business days prior to event date — 50% of total Food & Beverage Revenue

Three (3) business days prior to event date — 100% of total Food & Beverage Revenue

Food & Beverages

Full-Service Buffets and Served Events

Our buffets and served events are priced to include food and beverage, compostable plates, flatware, and a level of service to handle your event.

Drop-Off / Delivery

Drop off service is available for events that do not require servers or an elaborate buffet setup. All hot food items will be served in disposable containers, and cold items in compostable or recyclable containers. Compostable plate and flatware will also be provided.

Catering requires a minimum order of \$250 for delivery and \$500 for delivery after 4pm and on weekends.

Drop off orders can be picked up at no additional charge from the Berkeley Catering Kitchen, located at 2701 8th St. Berkeley CA

Delivery/Setup Standards

To better ensure a successful delivery, we ask that you provide building and room access a minimum of (45) minutes prior to the start of your event, as shown on the order. For any deliveries to outdoor or public areas, ensure that a department representative will be present to receive the delivery and provide supervision prior to and during the event. Adequate loading and/or parking must be available for all deliveries and events.

TERMS & CONDITIONS

Additional labor charge may be assessed for any delivery without loading, parking or elevator accessibility to ensure a timely and safe delivery.

Unscheduled or additional trips will incur an extra \$25/per round trip fee, including delivery or pickup due to inaccessibility (e.g., locked rooms, meetings running late, or any other reason our equipment is not readily available for retrieval at the agreed upon time).

Catering is not responsible for any additional cleanup of an event unless otherwise noted and we will only pick up the equipment previously delivered.

Meal service times are scheduled for a maximum of 2 hours to preserve food quality and ensure food safety. Please consult with your sales coordinator if additional service times are necessary.

Removal of food and beverages (other than boxed meals) is not allowed due to public health and safety guidelines set forth by the office of Environmental, Health & Safety.

Linen & China

Standard service includes compostable plates, utensils, cups, and house linens to cover food service tables, and does not include linens for guest seating. China rentals are available and can be coordinated through Berkeley Catering for all events, at an additional cost.

Alcohol Policy

Any functions serving alcohol must be provided by a licensed alcoholic beverage provider. Alcoholic beverages may only be consumed in the location designated for the event. When alcoholic beverages are served, non-alcoholic beverages and food must also be served. Client is responsible for the conduct of all guests; no one under the age of 21 may be served alcoholic beverages.