

Catering Guide

Food Services
College of Southern Maryland
La Plata Campus



Operated by

CDL, Inc. t/a Alexander Café

Food Services 301-539-4715

Cora Dones 240-461-4839

Jun Dones 240-652-3347

Planning Your Event

Arranging and Reserving a Date

All room reservations must be made prior to booking catering arrangements for your event on the La Plata campus. Please contact the Scheduling and Conference Services at 301-934-7661 to make your reservation.

Please make arrangements for catering as far in advance as possible by contacting the Food Services Director at 301-539-4715 or foodservices@csm.edu to discuss the menu for your event. Once contacted, your tentative event is then added to our catering calendar and we can begin planning accordingly.

Last Minute Requests

Advanced notice of an event is always appreciated, but we will try to accommodate any last minute requests. Please note that for last minute requests, we may only be able to provide a limited menu based on current availability of menu items at the time of your request.

Confirmation and Guarantees

A signed copy of your catering contract must be received by the Food Services Director no later than two weeks prior to the start date of your event. Along with the signed copy of the contract, please include a copy of your event's agenda. Your agenda will be used to establish suitable times for catering staff to set-up, replenish items as necessary pending menu selected, and to collect any remaining items.

Only after a signed contract has been received will an event be considered booked and preparations made for fulfillment of your catering contract.

Final menu and firm attendance information must be provided no later than seven business days prior to your scheduled event. The attendance information is not subject to reduction within 72 hours of your event. If the actual numbers of attendees exceeds the guaranteed number of attendees listed on the contract, you will be billed for the additional number of guests. Please note that no outside food or beverage will be permitted to be brought into your event.

Billing Procedure

Events being billed to a college budget number are considered internal events. All other events are considered external events. All external events must be guaranteed with a payment of 50% of the estimated cost at least three business days prior to the event. The remaining payment is due immediately upon completion of your event. Visa, MasterCard, Discover, American Express, business checks, and cash are acceptable forms of payment.

To be considered tax exempt, you must provide a copy of your Sales Tax Exemption Certificate at least three business days prior to your event otherwise your contract will be subject to Maryland State Sales Tax (currently 6%).

Service Charge

All catered events starting outside of normal operating hours will be charged an 18% service charge. Hours are subject to change.

Normal Operating Hours

Monday-Thursday 7:30a.m.-5p.m.
Friday 7:30a.m.-2p.m.

Non-semester Operating Hours

Monday-Thursday 7:30a.m.-2p.m.
Friday 7:30a.m.-1:30p.m.

Conclusion of Your Event

Any remaining food or bottled/canned beverages purchased in a pre-determined quantity (a la carte) as noted on your contract is available for you to take with you at the conclusion of your event. Please make arrangements to supply containers to take these items with you as there will be an additional charge if you request "to-go" containers from catering staff.

To the fullest extent permitted by law, User shall indemnify and hold harmless CDL Inc. and the College of Southern Maryland against all claims, losses, costs, and expenses, including but not limited to attorney's fees, resulting in personal injury, accidents or illnesses (including death), and property loss arising from User's consumption of food transported outside of the contracted area.

Any food or bottled beverages that were purchased as part of a break or meal/buffet package or beverage bar service and all unused consumable items, such as plates, cups, and napkins will remain in the room to be collected by catering staff upon the conclusion of your event.

Cancellations

If cancellation of an event becomes necessary, this needs to be made to the Food Services Director by phone call or e-mail at least seven business days prior to your scheduled event. A charge of 25% will be assessed if cancelled within seven business days of the event date. Same day cancellation will be charged the full amount of the contract.

Inclement Weather/College Closure

When the college closes due to inclement weather or other emergency condition, your catering event will also be cancelled. The catering department will make every effort to notify the event contact for this closing, but that is not always possible. The event contact is responsible in obtaining this information by calling the college emergency hotline at 301-369-1999 and getting notice of cancellation out to the event's attendees.

Linens & China

Rectangular tablecloths and skirts will be provided at no charge to cover the appropriate number of buffet tables based on your menu. Additional tablecloths and linen napkins can be provided for an additional charge. Additional tablecloths will be provided at \$5.50 per tablecloth and linen napkins will be charged at \$.50 per napkin. All cups and tableware will be disposable unless otherwise requested at initial time of catering request. An additional fee of \$6 per person will be charged for china service.

Service Staff & Fees

Events requiring longer service periods or special servers will be charged additionally. Please inquire when making your reservation.

All prices subject to 6% Maryland State Tax; prices are per person unless otherwise indicated.

Due to market fluctuations, all prices are subject to change.

BREAKFAST

(Breaks are up to one hour service unless otherwise indicated - 20 guest minimum unless otherwise noted)

Basic Hot Buffet

Scrambled Eggs
Bacon (Pork or Turkey)
Biscuits with Butter & Jelly
Home Fried Potatoes
Freshly Brewed Regular and Decaffeinated Coffee
Assorted Hot Teas and Hot Chocolate
Your Choice of Apple, Cranberry, or Orange Juice
\$9 per person

Deluxe Hot Buffet

(25 Guest Minimum)
Includes all items listed for the Basic Hot Buffet
plus one of the following:
Biscuits with Sausage Gravy
French Toast with Warm Syrup
\$10 per person

Premier Hot Buffet

(50 Guest Minimum)
Omelet Station
Scrambled Eggs
Bacon (Pork & Turkey)
Sausage
Home Fried Potatoes
French Toast & Syrup
Bagels with Cream Cheese
Assorted Danish
Sliced Seasonal Fruit Platter
Freshly Brewed Regular and Decaffeinated Coffee
Assorted Hot Teas and Hot Chocolate
Your choice of Apple, Cranberry, or Orange Juice
\$16.95 per person

BREAK PACKAGES

(Breaks are up to one hour of service unless otherwise indicated - 10 guest minimum unless otherwise noted)

Good Morning Break

Bagels and Cream Cheese
Assorted Danish
Sliced Fresh Seasonal Fruit
Freshly Brewed Regular and Decaffeinated Coffee
Assorted Hot Teas
Creamy Hot Chocolate
\$8 per person

Quench Your Thirst Break

Freshly Brewed Regular and Decaffeinated Coffee
Assorted Hot Teas
Creamy Hot Chocolate
Assorted Canned Pepsi Soft Drinks and Bottled Water
\$5 per person

Afternoon Break

Sliced Fresh Seasonal Fruit
Assorted Yogurts
Assorted Granola Bars
Freshly Brewed Regular and Decaffeinated Coffee
Assorted Canned Pepsi Soft Drinks and Bottled Water
\$7 per person

Cookie Blast Break

Assorted Freshly Baked Cookies
Freshly Brewed Regular and Decaffeinated Coffee
Assorted Hot Teas
Creamy Hot Chocolate
Assorted Canned Pepsi Soft Drinks and Bottled Water
\$7 per person

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BOX LUNCHES

Sandwich Box Lunch

Choice of any Sandwich
Bag of Plain Potato Chips
Fresh Baked Cookie
Assorted Canned Pepsi Soda or Bottled Water
\$8 per person

Wraps Box Lunch

Choice of any Sandwich on a Flour Wrap
Bag of Plain Potato Chips
Fresh Baked Cookie
Assorted Canned Pepsi Soda or Bottled Water
\$8 per person

Deluxe Sandwich Box Lunch

Choice of any Sandwich
Bag of Plain Potato Chips
Fresh Baked Cookie
Pickle Wedge
Seasonal Fruit
Mint
Assorted Canned Pepsi Soda or Bottled Water
\$9 per person

Deluxe Wraps Box Lunch

Choice of any Sandwich on a Flour Wrap
Bag of Plain Potato Chips
Fresh Baked Cookie
Pickle Wedge
Seasonal Fruit
Mint
Assorted Canned Pepsi Soda or Bottled Water
\$9 per person

Sandwich Choices

Smoked Turkey Breast

With provolone cheese on wheat bread with crisp romaine lettuce and fresh sliced tomatoes

Roast Beef

With American cheese on multi-grain bread with crisp romaine lettuce and fresh sliced tomatoes

Tuna Salad

On white bread with crisp romaine lettuce and fresh sliced tomatoes

Chicken Salad

On multi-grain bread with crisp romaine lettuce and fresh sliced tomatoes

BLT

With American cheese on wheat bread with crisp green romaine lettuce and fresh sliced tomatoes

Egg Salad

On white bread with crisp romaine lettuce and fresh sliced tomatoes

Roasted Veggie Lover's

Red onions, green peppers, and mushrooms with provolone cheese on a flour wrap with crisp romaine lettuce and fresh sliced tomatoes

Baked Ham

With Swiss cheese on rye bread with crisp romaine lettuce and fresh sliced tomatoes

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LUNCH BUFFET

(15 guest minimum unless otherwise noted)

Assorted Pre-Made Sandwiches

Chicken Salad, Tuna Salad, Roast Beef, Ham, Turkey
American, Swiss, or Provolone Cheese
Lettuce, Tomato, Red Onions, and Pickle Wedges
Choice of Assorted Bread or Wraps
Potato Salad, Pasta Salad, and Coleslaw
(Roasted Vegetable Wrap available upon request)
Cookies or Brownies
Assorted Canned Pepsi Soft Drinks, Bottled Water,
Lemonade, and Iced Tea
or
Freshly Brewed Regular and Decaffeinated Coffee, Hot
Chocolate, and Assorted Hot Teas
\$13 per person

Build Your Own Caesar Salad

Chopped Romaine Lettuce
Shredded Parmesan Cheese
Garlic Croutons
Cherry Tomatoes
Choose Two of the Following:
Grilled Chicken, Sautéed Beef Tips, Grilled Salmon,
Grilled Shrimp Skewers
Rolls and Butter
Cookies or Brownies
Assorted Canned Pepsi Soft Drinks, Bottled Water,
Lemonade, and Iced Tea
or
Freshly Brewed Regular and Decaffeinated Coffee, Hot
Chocolate, and Assorted Hot Teas
\$14 per person

Ask About **Freshly Made Assorted Soups**
\$3.50 per bowl served with crackers
Minimum of 20 people for each soup type

PIZZA

Large Cheese Pizza
16" 8 Slices
\$13

Large Pepperoni or
Sausage Pizza
\$15

Large Vegetable Pizza
Peppers, Mushrooms and Onions
\$15

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HOT BUFFET

(20 guest minimum unless otherwise noted)

Option One (Select Two Entrées) - \$16 per person

Option Two (Select Three Entrées) - \$18 per person

Fried Chicken

Southern Maryland style fried chicken

Roasted Rotisserie Chicken

Slow roasted chicken cooked to perfection

Roasted Turkey

Slow roasted turkey cooked to perfection

Meat Lasagna

Hand-layered tender lasagna noodles with ground beef, zesty tomato sauce, and a delectable blend of ricotta, mozzarella, and parmesan cheese

Vegetable Lasagna

Medley of carrots, spinach, and broccoli in a flavored cream sauce layered between pasta noodles and a hearty three cheese filling of ricotta, mozzarella, and parmesan cheese topped with an appetizing cheese and bread crumb topping

Meatloaf

Home-style traditional recipe

Chicken Cordon Bleu

Chicken breast filled with blended Swiss and American cheese and ham covered with a crisp breading and baked to perfection

Pot Roast

Tender USDA Choice chuck beef slow roasted in savory gravy with potatoes, carrots and onions

Pit Smoked Ham

Naturally hardwood smoked

Steamship Round

Available upon request

Carving Station Available Upon Request with Carver Fee of \$85

Select Your Favorite

Select One Salad

Tossed Garden

Caesar Salad

Dressings:

Ranch, Fat Free Italian, French, or Bleu Cheese

Select One of Your Favorite Sides

Rosemary Roasted Potatoes

Mashed Potatoes

Macaroni and Cheese

Select One Vegetable

Seasonal Vegetable Blend

Green Bean Amandine

Select One Dessert

Cookies

Brownies

Cheesecake with Seasonal Fresh Fruit Topping

Ask About Upgrading Your Dessert Selection

Select Beverage (Select Either Hot or Cold)

Hot Beverages

Freshly Brewed Regular Coffee

Freshly Brewed Decaffeinated Coffee

Hot Chocolate

Assorted Hot Teas

Cold Beverages

Assorted Canned Pepsi Soft Drinks

Bottled Water

Lemonade

Iced Tea

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SPECIALITY BUFFET

BBQ Buffet

Choose Two of the Following:

Pulled Pork Barbecue, Smoked Pit Beef,
Pulled Chicken Barbecue, Smoked Turkey Breast,
or BBQ Chicken Quarters

Barbecue Sauce

Coleslaw

Baked Beans

Assorted Rolls

Potato Chips

Cookies or Brownies

Assorted Canned Pepsi Soft Drinks, Bottled Water,
Lemonade, and Iced Tea **OR**

Freshly Brewed Regular and Decaffeinated Coffee,
Hot Chocolate, and Assorted Hot Teas

\$17.50 per person

Pasta Buffet

Assorted Pastas with Marinara and Alfredo Sauce

Choice of two: Grilled Chicken, Shrimp, Meatballs

Fresh Tossed Garden Salad or Caesar Salad with

Assorted Dressings

Breadsticks

Cookies or Brownies

Assorted Canned Pepsi Soft Drinks, Bottled Water,
Lemonade, and Iced Tea **OR**

Freshly Brewed Regular and Decaffeinated Coffee,
Hot Chocolate, and Assorted Hot Teas

\$15.50 per person

Steak Buffet

New York Strip and Rib Eye

Baked Potato

Fresh Garden Salad

Seasonal Vegetables

Fresh Baked Rolls with Butter

Cookies or Brownies

Assorted Canned Pepsi Soft Drinks, Bottled Water,
Lemonade, and Iced Tea **OR**

Freshly Brewed Regular and Decaffeinated Coffee,
Hot Chocolate, and Assorted Hot Teas

Market Price per person

Picnic Buffet

Hamburgers

Hot Dogs

Lettuce

Sliced Tomatoes

Potato Salad

Pasta Salad

Potato Chips

Rolls

Ketchup, Mustard, Mayonnaise

Cookies or Brownies

Assorted Canned Pepsi Soft Drinks, Bottled Water,
Lemonade, and Iced Tea **OR**

Freshly Brewed Regular and Decaffeinated Coffee,
Hot Chocolate, and Assorted Hot Teas

\$12.50 per person

(Veggie Burger available for additional charge)

Taco & Fajita Mexican Buffet

Hard and Soft Shells

Tortilla Chips

Beef Taco Meat

Chicken Fajita

Spanish Rice

Refried Beans

Shredded Lettuce

Diced Tomatoes

Shredded Cheese

Sour Cream

Hot Sauce

Cookies or Brownies

Assorted Canned Pepsi Soft Drinks, Bottled Water,
Lemonade, and Iced Tea **OR**

Freshly Brewed Regular and Decaffeinated Coffee,
Hot Chocolate, and Assorted Hot Teas

\$14.50 per person

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ASIAN BUFFET

Choice of: Steamed Rice or Chicken, Pork, Beef, or Vegetable Fried Rice, Vegetable or Chicken Egg Rolls

Choose two of the following:

General Tso's Chicken

Boneless chicken marinated in light spices deep-fried and coated in special light sweet and sour sauce

Orange Chicken

Boneless bite size chicken in chef's special fresh orange sauce

Moo Goo Gai Pan

Sliced chicken breast with peas, carrots, red bell peppers, bamboo shoots, baby corn, and water chestnuts in white sauce

Kung Pao Chicken

Diced boneless chicken with diced bamboo shoots, diced water chestnuts, peanuts, celery and red pepper in brown sauce

Beef with Broccoli

Sliced flank steak in chef's special brown sauce

Pepper Steak

Sliced flank steak with onions and bell peppers with brown sauce

Peking Duck

Slow roasted Peking duck in mild spices, chopped and served in chef's special sauce

Beef Stew Calderetta

Tender chunks of beef in tomato sauce and paste with potatoes, carrots, bell peppers and celery

Pancit

Rice Noodles sautéed in shredded vegetables with choice of Beef, Pork or Chicken

Pork Chung King

Sliced pork loin sautéed in onions and garlic with shredded cabbage in chef's special brown sauce

Pork Menudo

Diced pork sautéed in onions, garlic, potatoes, chickpeas, and raisins, green and red peppers in tomato sauce

Vegetable Sauté with Fried or Steamed Bean Curd (Tofu)

Vegetables sautéed in onions and garlic with baby corn, water chestnuts, bamboo shoots, straw and sliced mushrooms and red pepper in white sauce

Lo-Mein

Egg noodles sautéed in shredded vegetables with choice of Beef, Pork or Chicken

Cookies or Brownies

Assorted Canned Pepsi Soft Drinks, Bottled Water, Lemonade, and Iced Tea

or

Freshly Brewed Regular and Decaffeinated Coffee, Hot Chocolate, and Assorted Hot Teas

\$16.50 per person

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PLATTERS

Mini Deli Sandwiches

Assortment of Turkey and Swiss cheese,
Ham and American Cheese,
Roast Beef and Pepper Jack Cheese,
Chicken Salad

Served on Assorted Mini Demi 2.00 each
Small (serves 20 people - 40 sandwiches) \$80
Large (serves 50 people - 100 sandwiches) \$200

Jumbo Chicken Party Wings

Choose either Plain, Honey BBQ, Teriyaki,
Southern Maryland, Hot or Original Buffalo
Style Wings served with Celery Sticks,
Blue Cheese and Ranch Dressing
Small (40 Wings) \$50 Large (60 Wings) \$70

Fruit Platter

Assorted Seasonal Sliced Fruit
Small (serves 20) \$30 Large (serves 60) \$85

Assorted Muffins Platter

Assortment of banana, blueberry & chocolate chip
Small (serves 20) \$45 Large (serves 60) \$135

Assorted Bagels &

Cream Cheese Platter

Plain, Onion, Sesame, Poppy Seed
and Cinnamon Raisin

Small (serves 20) \$40 Large (serves 60) \$115

Vegetable Crudité Platter

Sliced Carrots, Celery, Cucumbers, Broccoli and
Cauliflower Florets with Vegetable Dip

Small (serves 20) \$55 Large (serves 60) \$165

Sundried Tomato Hummus Platter

With Toasted Pita Triangles

Small (serves 40) \$55 Large (serves 60) \$80

Domestic Cheese Board and

Vegetable Crudité Platter

Cheddar, Swiss, Pepper Jack and
Port Wine Cheddar Cheeses
Served with Gourmet Crackers

Small (serves 20) \$80 Large (serves 60) \$220

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BEVERAGES

Bottled Water

\$1.25 each

Assorted Canned Pepsi Soft

Drinks

\$1.25 each

Assorted Bottled Juices

\$1.95 each

Coffee or Assorted Hot Teas and Hot Chocolate

Large (2 1/2 gallons) - \$27

Small (3/4 gallon) - \$17

Sweet or Unsweet Iced Tea (by the gallon)
\$14

Lemonade or Red Fruit Punch (by the gallon)
\$14

Pineapple-Orange Fruit Punch (by the gallon)
\$16

Juice (by the gallon)
Orange, Cranberry, or Apple
\$25

Beverage Bar

Includes: Assorted Canned Pepsi Soft Drinks, Assorted Bottled Juices and Bottled Waters

Prices are per person

2 Hours - \$7

3 Hours - \$9

Hydration Station

Iced Water with cups and napkins

Price per event

Supports any guest count

DESSERTS

Full Sheet Cake

Serves 60-70 people

Choose from Gold or Marble Cake with Buttercream Icing \$85

Pre-Plating or Cake Cutting Fee \$60

Assorted Mini Cheesecakes

Chocolate Cappuccino, Silk Tuxedo, New York Vanilla, Chocolate Chip, Lemon, Raspberry and Amaretto Almond
105 piece minimum \$2.25 per piece

Assorted Dessert Bars by the Dozen

Choose from a variety including:

Key Lime, Oreo, Pecan Chocolate Chunk, and Marble Cheese Truffle or Chocolate Raspberry, Pecan Chocolate Chunk, Meltaways (Dark Chocolate, Butterscotch, Coconut and Walnut) and Lemon
\$16 per dozen

Fresh Baked Cookies by the Dozen

Assorted Cookies

\$8.50 per dozen

Assorted Sliced Coffee Cake

Lemon Glazed, Marble Chocolate Chip, Cinnamon Streusel and Orange Poppy seed with Cream Cheese

Minimum 64 slices - \$3.50 per slice

Brownies by the Dozen

Ghirardelli Chocolate Chip Brownies

\$8.50 per dozen

Apple, Cherry or Blueberry Pie

\$3.50 per slice

Donuts by the Dozen

\$15 per dozen

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BEER / WINE / COCKTAILS

Must Complete CSM Alcohol Permission Form to Obtain Written Approval Prior to Event
Bartender Fee for all Bars is \$75 per event

Open for Hosted Beer/Wine/Soft Drink Bar (prices per person)

1 Hour	2 Hours	3 Hours	4 Hours
\$11.75	\$14.75	\$16.75	\$18.75

Open for Hosted Bar (prices per person)

	1 Hour	2 Hours	3 Hours	4 Hours
House Brands:	\$13.75	\$16.75	\$20.75	\$24.75
Call Brands:	\$15.25	\$18.25	\$22.25	\$26.25
Premium Brands:	\$17.50	\$21.50	\$25.50	\$29.50

Items Based on Consumption

House Brand Cocktails \$6.50	Premium Beer \$5.50	Soft Drinks \$2.95
Call Brands Cocktails \$7.50	Domestic Beer \$4.50	Juices \$2.95
Premium Brand Cocktails \$8.75	House Wines per Glass \$6.50	Mineral & Bottled Waters \$2.95

House Brands

Smirnoff Vodka, Bacardi Superior Rum, Jim Beam Bourbon, Seagram's Gin, Cutty Sark Scotch, Seagram's Seven Whiskey, Sauza Extra Gold Tequila, Hiram Walker Amaretto, Triple Sec and Peach Schnapps, Copa De Oro Coffee Liqueur, Copperidge House Wines (White Zinfandel, Chardonnay, Cabernet, Merlot), O'Doul's, Bottled Beer (Choice of 2: Budweiser, Bud Light, Coors Light, Miller Lite and Yuengling)

Call Brands

Absolut Vodka, Bacardi Superior Rum, Jack Daniel's Black Label, Beefeater's Gin, Dewar's White Label Scotch, Seagram's VO, Jose Cuervo Tequila, Hiram Walker Amaretto, Triple Sec and Peach Schnapps, Copa De Oro Coffee Liqueur, Copperidge House Wines (White Zinfandel, Chardonnay, Cabernet, Merlot), O'Doul's, Bottled Beer (Choice of 2: Budweiser, Bud Light, Coors Light, Miller Lite, Amstel Light, Michelob Ultra, Miller Genuine Draft and Yuengling)

Premium Brands

Ketel One Vodka, Bacardi Superior Rum, Maker's Mark Bourbon, Bombay Sapphire Gin, Johnny Walker Red Label Scotch, Crown Royal Whiskey, Jose Cuervo Tequila, Hiram Walker Amaretto, Triple Sec and Peach Schnapps, Kahlua Coffee Liqueur, Beaulieu Vineyards Wines (Chardonnay, Cabernet, Merlot), Beringer White Zinfandel, O'Doul's, Bottled Beer (Choice of 2: Budweiser, Bud Light, Coors Light, Miller Lite, Corona Extra, Heineken and Yuengling)

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