



# CITRUS GROVE CATERING

## FALL 2021

### MODIFIED MENU

*As with each department on campus, the circumstances surrounding the pandemic have had profound impacts on our catering business. As a predominantly student-run operation, we lost the majority of our team in March 2020.*

*Continued supply chain issues have made sourcing ingredients for our menus difficult and at times, impossible. Due to this, we have modified our menu offerings in order to reduce frustration to our clients.*

*Throughout our modified menu, you will see options for modified service styles that can accommodate fluctuating requirements around events and catering due to the pandemic.*

*As we rebuild and train our team, and as supply chain issues reduce, we will add options back to our menus and resume our seasonal offerings.*

*We welcome and appreciate your business going forward. Please inquire early and we thank you in advance for your patience as we work ourselves back to full capacity in meeting your catering needs.*

Submit your catering order on our [website](#).

Contact us to discuss your catering needs:  
Guillermo Montoya, Sales Manager  
(951) 827-7080  
[guillermo.montoya@ucr.edu](mailto:guillermo.montoya@ucr.edu)

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## BREAKFAST

*10 person minimum for cold options, 20 person minimum for hot option*

### **UCR Continental - \$9.50**

Petite assorted muffins, Danish pastries, and fresh fruit, accompanied by orange juice and coffee.

**Individually wrapped muffins and pastries - Add \$0.50 per person**

**Individual fresh fruit cups - Add \$0.50 per person**

### **Farmhouse Breakfast - \$10.50**

Three cheese scrambled eggs, hickory smoked bacon, sausage, roasted breakfast potatoes, salsa molcajete, and fresh biscuits with butter.

### **Continental Breakfast Box - \$8.50**

Individually boxed continental breakfast including 2 pastries, fresh fruit cup, fork, and napkin.

### **Bagel Breakfast Box - \$8.50**

Individually boxed bagel breakfast including bagel, cream cheese, fresh fruit cup, knife, fork, and napkin.

## BREAKFAST BEVERAGES

### **Starbucks Pike Place Roast - \$24.00 per gallon**

16 – 8oz servings per gallon, includes half & half and assorted sweeteners.

### **Tazo Hot Tea - \$20.00 per gallon**

16 – 8oz servings per gallon, includes fresh lemon wedges and assorted sweeteners.

### **Orange Juice - \$24.00 per gallon**

16 – 8oz servings per gallon

### **Bottled Juice - \$2.25 each**

10oz, orange and/or apple juice available.

### **Iced Water - \$4.00 per gallon**

16 – 8oz servings per gallon

### **Bottled Water - \$1.50 each**

16.9oz



# HOT BUFFET

*20 person minimum*

## AMERICAN

*All entrees are served with assorted rolls and butter.*

### **Citrus Roasted Chicken - \$12.75**

Topped with citrus honey reduction and garnished with micro greens. Served with roasted potatoes and seasonal vegetables.

**Vegetarian:** Grilled Citrus Soy Chicken

### **Boneless Fried Chicken - \$11.25**

Chicken thighs marinated in dill pickle juice, hand battered and deep-fried. Served with Nashville hot sauce, gravy, mac & cheese and seasonal vegetables.

**Vegetarian:** Fried Tempeh

### **Braised Beef Medallions with Mushroom Demi-Glace - \$11.00**

Topped with mushroom demi-glace. Served with roasted potatoes and seasonal vegetables.

**Vegetarian:** Root Vegetable Osso Bucco

## ASIAN

*All entrees are served with fortune cookies, soy sauce, and sriracha.*

### **Teriyaki Glazed Chicken - \$10.00**

Topped with pineapple, red peppers, and scallions. Served with Jasmine white rice or brown rice and seasonal vegetables.

**Vegetarian:** Teriyaki Soy Chicken

### **Orange Chicken - \$10.25**

Crispy chicken breast, tossed in a zesty orange-ginger glaze. Served with Jasmine white rice or brown rice and seasonal vegetables.

**Vegan\*:** Crispy Orange Tofu

## INDIAN

*All entrees are served with naan bread and hummus.*

### **Chicken Tikka Masala - \$10.75**

Roasted chicken marinated in a spiced curry yogurt sauce, stewed with potatoes and onions. Served with basmati rice and seasonal vegetables.

**Vegetarian:** Soy Chicken Tikka Masala



## ITALIAN

*All entrees are served with garlic bread sticks.*

### **Chicken Parmesan - \$12.00**

Topped with fresh mozzarella, Romano cheese, and classic marinara sauce.  
Served with penne pasta pomodoro and seasonal vegetables.

**Vegetarian:** Crispy Soy Chicken Parmesan

### **Lasagna Bolognese - \$10.50**

*Entrée must be ordered in increments of 12.*

Traditional northern Italian meat sauce layered with pasta, ricotta, parmesan, and mozzarella cheeses. Served with seasonal vegetables.

**Vegetarian:** Wild Mushroom Ravioli with Parmesan Cream Sauce

### **Chicken Marsala and Mushrooms - \$10.00**

Topped with Cremini mushrooms and Marsala wine reduction served with creamy mashed potatoes and seasonal vegetables.

**Vegetarian:** Soy Chicken Marsala

### **Citrus Grove Portobello Lasagna - \$13.50**

*Entrée must be ordered in increments of 12.*

**Vegetarian.** Sliced Portobello mushrooms layered with pasta noodles, creamy Alfredo sauce, and garnished with pomodoro sauce. Served with seasonal vegetables.

### **Chicken Picatta - \$10.75**

Lightly breaded chicken breast with a garlic, lemon, capers, and thyme sauce.  
Served with orecchiette pasta with seasonal vegetables.

**Vegetarian:** Soy Chicken Picatta

## MEXICAN

*All entrees will be served with Cholula.*

### **Chimichurri Skirt Steak - \$13.50**

Grilled skirt steak topped with chimichurri. Served with pan-seared plantains, seasonal vegetables, and flour tortillas.

**Vegetarian:** Chimichurri Cauliflower Steak

### **Mexican Quinoa Stuffed Sweet Potato - \$8.50**

**Vegan\***. Roasted sweet potato stuffed with red quinoa, roasted corn, black beans, and cilantro. Served with seasonal vegetables and sides of salsa molcajete and guacamole.



## **Street Taco Bar - \$10.00**

Served with cilantro lime rice, whole black beans, corn tortillas, salsa molcajete, lime wedges, and chopped cilantro and onions (3 tacos per person).

Choice of One Filling:

- **Vegetarian:** Soyrizo & Potato
- Grilled Chicken
- Carne Asada

Choice of Two Fillings - Add \$1.50

Choice of Three Fillings - Add \$2.75

Add guacamole - \$1.50

Add sour cream - \$1.00

## **Fire Grilled Fajitas - \$11.50**

Chicken sautéed with red onion and bell peppers, accompanied by cilantro lime rice and whole black beans. Served with flour tortillas and salsa molcajete (2 fajitas per person).

**Vegetarian:** Soy Chicken Fajita

Upgrade to Steak - Add \$2.00

Add guacamole - \$1.50

Add sour cream - \$1.00

## **MIDDLE EASTERN**

*All entrees are served with naan bread and hummus.*

### **Chicken Shawarma with Green Chutney - \$12.50**

Flavorful chicken shawarma served with a green chutney. Served with saffron rice and seasonal vegetables.

**Vegetarian:** Soy Chicken Shawarma with Green Chutney



## SALADS

*10 person minimum*

*Salads can be ordered a la carte as a refreshing side, or with a protein added as a healthy and hearty entrée salad. All entrée salads are served with assorted rolls and butter.*

### Brussels Sprouts Salad

**Side - \$4.50 Entrée with Chicken Breast - \$14.00**

Shaved Brussels sprouts topped with dried cranberries, toasted almonds, jicama, and red onion. Tossed with a poppy seed dressing.

*Side: Vegetarian*

*Entrée with Soy Chicken Breast: Vegetarian*

### Signature Citrus Salad

**Side - \$3.50 Entrée with Chicken Breast - \$10.50**

Organic mixed greens with jicama, julienne carrots, fresh oranges, and Citrus Grove signature citrus vinaigrette.

*Side: Vegan\*, Gluten-Friendly*

*Entrée with Soy Chicken Breast: Vegan\**

### Pesto Pasta Salad

**Side - \$3.75 Entrée with Chicken Breast - \$10.50**

Pasta salad with roasted zucchini, squash, and grape tomatoes mixed with arugula, spinach, basil nut-free pesto, topped with Kalamata olives.

*Side: Vegan\**

*Entrée with Soy Chicken Breast: Vegan\**

### Classic Caesar Salad

**Side - \$3.50 Entrée with Chicken Breast - \$10.50**

Romaine lettuce, shredded parmesan cheese, herb toasted croutons, and served with house-made vegan\* Caesar dressing.

*Side: Vegan\**

*Entrée with Soy Chicken Breast: Vegan\**

### Chopped Mediterranean Salad

**Side - \$3.75 Entrée with Chicken Breast - \$12.25**

Feta cheese, romaine, arugula, cucumber, red onion, olives, fire roasted tomatoes, and balsamic vinaigrette.

*Side: Vegetarian, Gluten-Friendly Side*

*Entrée with Soy Chicken Breast: Vegetarian*

### Garden Green Salad

**Side - \$3.00 Entrée with Chicken Breast - \$10.25**

Organic mixed greens, crisp romaine, Roma tomatoes, carrots, cucumbers, herb toasted croutons, and balsamic vinaigrette and ranch dressing.

*Side: Vegan\*, Gluten-Friendly*

*Entrée with Soy Chicken Breast: Vegan\**



**Spinach and Strawberry Salad**

**Side - \$4.25 Entrée with Chicken Breast - \$12.25**

Baby spinach, fresh strawberries, bleu cheese, almonds, and raspberry vinaigrette.

*Side: Vegetarian*

*Entrée with Soy Chicken Breast: Vegetarian*

**Individually Packed - Add \$1.25 per person**

*For entrée salads only.*

Salad will be packed into a bowl with lid, with individual dressing cups, cutlery, and a napkin.



## SANDWICHES & WRAPS

*10 person minimum*

*Limit of three sandwich-wrap selections per order.*

*Hand-crafted specialty sandwiches and wraps served with one choice of the following: Vegan Chipotle Potato Salad, Fresh Fruit Salad, Pesto Pasta Salad, or Kettle Chips.*

### **Traditional Deli Sub - \$8.00**

*Choose to make it a baguette sandwich or a wrap!*

Choice of ham, roast beef, or turkey with Chef's selection of cheese, green leaf lettuce, and tomatoes, served with mayonnaise and mustard.

### **Turkey Bacon Focaccia - \$12.00**

Oven-roasted turkey, bacon, tomatoes, sprouts, and avocado with house-made aioli on focaccia bread.

### **Grilled Portobello Mushroom Ciabatta - \$10.00**

Grilled balsamic-marinated Portobello mushroom with mixed greens and tomato slices on ciabatta bread with house-made chipotle mayo.

*Vegetarian*

### **Chicken Banh Mi - \$8.50**

*Choose to make it a baguette sandwich or a wrap!*

Grilled chicken marinated in lemongrass and Asian pear with sweet Thai chili aioli, cucumber, house-pickled carrots and red onions, cilantro, and jalapeno.

### **Napa Valley Chicken Baguette - \$9.00**

Sun-dried tomatoes, organic mixed greens, and pesto cream cheese on a baguette.

### **Avocado, Tomato, Cucumber, and Sprouts - \$8.00**

*Choose to make it a baguette sandwich or a wrap!*

Served with vegan garlic mayo spread.

*Vegan\**

### **Thai Tofu Wrap - \$7.00**

Baked tofu, crisp iceberg lettuce, and shredded carrots with a spicy Thai peanut sauce.

*Vegetarian*

### **Portobello Mushroom Banh Mi - \$8.25**

*Choose to make it a baguette sandwich or a wrap!*

Grilled Portobello mushroom marinated in lemongrass and Asian pear with sweet Thai chili aioli, cucumber, house-pickled carrots and red onions, cilantro, and jalapeno.

*Vegetarian*



### **Buffalo Cauliflower Wrap - \$7.00**

Roasted buffalo cauliflower in a whole wheat wrap with red onion, shredded carrots, shredded romaine, and house-made gorgonzola mayo.

*Vegetarian*

### **Chicken Caesar Wrap - \$8.50**

Grilled chicken, shredded parmesan cheese, and creamy Caesar dressing in a sun-dried tomato wrap.

### **Southwestern Turkey - \$8.50**

*Choose to make it a baguette sandwich or a wrap!*

Smoked turkey, shredded jack cheese, fresh lettuce, sliced tomatoes, and southwestern chipotle dressing.

### **Grilled Vegetables and Hummus - \$8.50**

*Choose to make it a baguette sandwich or a wrap!*

Assortment of grilled vegetables, hummus, tomato, and organic baby greens.

*Vegan\**

### **Individually Packed - Add \$1.50 per person**

Sandwich/wrap and side choice will be packed into a box with a fork and napkin.



## SNACKS

### DIPPABLE

*20 person minimum, prices are per person*

**House-made Tortilla Chips and Salsa - \$2.00**

**Hummus and Naan Bread - \$2.00**

**Toasted Baguette and UCR California Honey Whipped Goat Cheese - \$2.50**

**Toasted Baguette and Classic Bruschetta - \$2.00**

**Toasted Baguette and Olive Tapenade - \$2.00**

### GRABBABLE

*10 person minimum, prices are per piece*

**Assorted Otis Spunkmeyer & Jacqueline's Cookies - \$12.00**

By the dozen

**Walnut Fudge Brownies - \$2.00**

**Assorted Dessert Bars - \$2.00**

**Whole Fresh Fruit - \$1.50**

**Individually Packed - Add \$0.50 per piece**

Grabbable snacks will be individually wrapped in a bag.



# DESSERTS

## MINI AND INDIVIDUAL DESSERTS

*10 person minimum, prices as per piece (unless otherwise noted)*

### **Pastry Pops - \$3.25**

A variety of favorite cake flavors, frosted and served on a stick, two pops per guest.

### **Assorted Mini Tarts - \$2.75**

Chocolate, white chocolate-macadamia, pomegranate, and coco-lime.

### **Assorted Full Size Cupcakes - \$3.25**

Vanilla, chocolate, red velvet (may choose multiple flavors, but must choose one flavor per 10 guests).

### **Mini Cup Cakes - \$2.00**

Two-bite varieties of seasonal flavors.

### **Mini Red Velvet Whoopie Pies - \$2.00**

Double chocolate cream-filled cakes.

### **Mini Cheese Cakes - \$2.50**

Chocolate, crème brûlée, and New York cheesecake.

### **Petite Dessert Cups - \$2.75**

Mini-tastes of light mousse, mango raspberry, key lime, and four-berry cheese.

### **Individual Fruit Tarts - \$5.25**

Not available for events held on Mondays. A tart shell filled with creamy custard and topped with seasonal fruit.

### **Fresh Mixed Berries with Whipped Cream – \$3.25**

Assortment of mixed berries with sweetened whipped cream.

### **Individually Packed - Add \$0.50 per piece**

Desserts will be individually wrapped in a bag or cup.

## WHOLE CAKES

### **Carrot Walnut Cake (18 slices) - \$55.00**

### **Tiramisu Cake (18 slices) - \$57.00**

### **Chocolate Ganache Cake (16 slices) - \$59.00**

### **New York Cheesecake (18 slices) - \$50.00**

### **Red Velvet Cake (14 slices) - \$55.00**

### **Tres Leches Cake (14 slices) - \$59.00**

### **Chocolate Mousse Cake (18 slices, no sugar added) - \$42.00**

### **Lemon Mousse Cake (18 slices, no sugar added) - \$42.00**



# RECEPTION

## PLATTERS

*Small platters serve 10-12 guests, large platters serve 20-25 guests.*

	Small	Large
<b>Fresh Sliced Fruit and Berries</b>	<b>\$33.00</b>	<b>\$64.00</b>
<b>Garden Vegetable Crudité</b> Served with nut-free pesto ranch.	<b>\$32.00</b>	<b>\$68.00</b>
<b>Cheese and Fruit</b> Pepper jack, cheddar, Swiss, and mozzarella cheeses with strawberries, grapes, and orange marmalade, served with crackers.	<b>\$40.00</b>	<b>\$78.00</b>
<b>Premium Cheese and Fruit</b> Brie, goat cheese, mozzarella, and Manchego cheeses with strawberries, grapes, orange marmalade, and Marcona almonds, served with crackers.	<b>\$52.00</b>	<b>\$104.00</b>
<b>Anti-Pasta and Crostini</b> An assortment of Italian cured meats and cheeses, citrus olives, roasted tomatoes, and marinated vegetables, served with grilled crostini.	<b>\$48.00</b>	<b>\$94.00</b>
<b>Petite Deli Sandwiches</b> Two sandwiches per person. Choose up to three options (all served on Hawaiian rolls): <ul style="list-style-type: none"><li>• Turkey with Provolone</li><li>• Ham with Gouda</li><li>• Chicken Salad</li><li>• Roasted Vegetables</li></ul>	<b>\$48.00</b>	<b>\$94.00</b>
<b>Wraps</b> One half wrap per person. Choose up to three options: <ul style="list-style-type: none"><li>• Buffalo Cauliflower</li><li>• Southwestern Turkey</li><li>• Chicken Caesar</li><li>• Grilled Vegetable and Hummus</li></ul>	<b>\$35.00</b>	<b>\$70.00</b>
<b>Boneless Chicken Wings</b> Two boneless wings per person, served with carrot and celery sticks. Wings are seasoned, and come with a dipping sauce. Choose one sauce: <ul style="list-style-type: none"><li>• Buffalo</li><li>• BBQ</li><li>• Ranch</li><li>• Garlic Parmesan</li></ul>	<b>\$32.00</b>	<b>\$55.00</b>



## HORS D'OEUVRES

*25 piece minimum, all items priced per piece*

Falafel with Spicy Curry Sauce ( <b>Vegan*</b> )	\$2.25
Fig Jam & Gorgonzola Tarts ( <b>Vegetarian</b> )	\$2.50
Cucumber Cups with Green Papaya & Mango ( <b>Vegetarian</b> )	\$2.00
Cucumber Cups with Chinese Chicken Salad	\$2.00
Caprese Slider with Mozzarella, Tomato & Basil	\$3.00
Petite Chicken & Waffle Skewer	\$3.50
Classic Shrimp Cocktail	\$3.50
Shrimp & Chile Crostini	\$3.00
Antipasti Skewer with Mozzarella, Salami, Olive, Ham, Tomato & Basil	\$3.00
Chicken Pot Pie Bites	\$3.00
Fig Jam & Goat Cheese Crostini with Almonds & Balsamic ( <b>Vegetarian</b> )	\$3.00
Mini Tempeh Tostada ( <b>Vegan*</b> )	\$2.25
Beef Wellington Canapé	\$4.25
Elote Blue Corn Tostada ( <b>Vegetarian</b> )	\$2.25
Goat Cheese & Red Wine Fig Phyllo Cup ( <b>Vegetarian</b> )	\$3.50
Grilled Chicken Satay with Spicy Peanut Sauce	\$3.50
Petite Chicken Taquitos with Salsa Molcajete	\$2.50
Vegetable Spring Rolls with Sweet Thai Chile ( <b>Vegetarian</b> )	\$2.50
Petite Spanakopita ( <b>Vegetarian</b> )	\$2.25
Sweet & Sour Meatball with Green Pepper & Pineapple	\$1.50
Coconut Shrimp with Mango Aioli	\$2.50
Italian Sausage & Parmesan Stuffed Mushroom	\$2.00
Bacon-Wrapped Pineapple Shrimp	\$3.25
Roasted Tomato & Caramelized Onion Tart ( <b>Vegetarian</b> )	\$2.75
Mushroom & Gruyere Tartlet ( <b>Vegetarian</b> )	\$2.25
100% Angus Beef Slider with Bacon, Gorgonzola & Caramelized Onion	\$4.00
Kansas BBQ Brisket Slider with Pickled Red Onion	\$4.25
Cajun Chicken Slider with Pepper Jack, Onion & Chipotle Mayo	\$3.25
Old Fashioned Slider with Cheddar, Onion & 1000 Island Dressing	\$3.75
Blackened Soy Chicken Slider with Tomato & Chili Aioli	\$3.00
Portobello Slider with Balsamic Onion, Tomato & Roasted Garlic	\$3.00

### **Individually Packed - Add \$1.25 per person**

Must order a minimum of 4 pieces per person (maximum of 6 pieces per person).  
Items will be packed into a box with a fork and napkin.



# BEVERAGES

*10 person minimum*

## INDIVIDUAL BEVERAGES

### **Assorted Canned Sodas - \$1.50**

Pepsi, Diet Pepsi, Sierra Mist, and Sierra Mist Free.

### **Bottled Juice - \$2.25 each**

10oz, orange and/or apple juice available.

### **Bottled Water - \$1.50 each**

16.9oz

## BEVERAGES BY THE GALLON

*16 – 8oz servings per gallon*

### **Iced Water - \$4.00**

### **Teavana Iced Black Tea - \$22.00**

### **Teavana Iced Green Tea - \$22.00**

### **Teavana Iced Passion Tea - \$22.00**

### **Lemonade - \$22.00**

### **Raspberry Lemonade - \$22.00**

### **Hibiscus Lemonade - \$22.00**

### **Citrus Spa Water - \$6.50**

3 gallon minimum.

### **Strawberry & Mint Spa Water - \$6.50**

3 gallon minimum.

### **Watermelon & Mint Spa Water - \$6.50**

3 gallon minimum.

### **UCR Citrus Mojito Punch - \$30.00**

Fresh-squeezed orange juice, lime juice, and mint, blended with our Chef's secret ingredients, served chilled.

## HOT BEVERAGES

*16 – 8oz servings per gallon*

### **Starbucks Pike Place Roast - \$24.00 per gallon**

Includes half & half and assorted sweeteners.

### **Tazo Hot Tea - \$20.00 per gallon**

Includes fresh lemon wedges and assorted sweeteners.



# POLICIES AND PROCEDURES

## ADVANCED NOTICE

We recommend placing your catering request as early as possible. Every effort is made to accommodate our clients. Advanced notice ensures our ability to properly plan for your event. Please utilize the following guidelines:

- Continental breakfasts, coffee, or beverage breaks, and snack services: Confirmation of events and menu required **5 business days** prior to the date of the event.
- Hot breakfast, buffet meals, plated meals, and receptions: Confirmation of events and menu required **10 business days** prior to the date of the event.
- Special events, events over 100 guests, and events requiring customized menus: Consultations should begin with a minimum of **8 weeks** advanced notice, with confirmation of event details and menu required **4 weeks** prior to the date of the event.

## LATE ORDERS

We welcome clients to contact our office to inquire about late orders. Dependent on our ability to execute the event, there may be menu selection limitations and rush fees from vendors may be applied.

See the “Service Fees” section below for fees and more details regarding late orders.

## GUARANTEES

Clients are required to provide a firm guarantee upon which Citrus Grove Catering will base the quantity of food and appropriate service staff.

- A guaranteed guest count is required by 12:00pm, **5 business days** in advance of an event.
- Reduction to the guarantee will not be accepted once the guarantee has been finalized.
- If a final guarantee is not submitted, the actual number served or the original estimate, whichever is greater, will be used for billing purposes. If guest count numbers significantly change on the required guarantee date, there may be additional charges if Citrus Grove Catering can accommodate the request.

See the “Service Fees” section below for fees and more details regarding guarantees.

## CANCELLATIONS

Cancellations must be processed by the Citrus Grove Catering sales office during regular business hours Monday through Friday, 8:00am to 5:00pm. Cancellations received via telephone or email after regular business hours will be dated and processed on the next business day.



If the sales office has contracted with outside service providers such as rental companies or florists on your behalf, cancellation charges related to their products will be billed in full to the client.

See the “Service Fees” section below for fees and more details regarding cancellations.

## PRICING AND AVAILABILITY

We reserve the right to adjust pricing based on these conditions and will notify our clients of any changes prior to an event. Due to seasonal variances or inability to source some products, menu items may not be available. All menu prices are based on current market conditions and subject to change. Citrus Grove Catering will make substitutions of equal value.

## DELIVERY AND SERVICE OPTIONS

We offer several delivery and service options to meet our clients' needs.

- Pick-Up Only: Order is packed in sustainable paper goods with service utensils. Pick-up is available at Glasgow Residential Restaurant. We recommend a wheeled cart or additional person to assist with the pick-up of orders.
- Drop Off Only: Order is packed with sustainable paper goods and service utensils, no buffet linens are provided, and the client is responsible for clean-up after the event.
- Delivery Set-Up and Pick-Up: Order will be delivered and expertly arranged, buffet-style, by the Citrus Grove Catering service team. Buffet linen, sustainable paper goods, and service utensils will be provided. A service team member will retrieve catering equipment after the event.
- Full Service: Recommended for plated meals, large banquets and receptions requiring china and glassware, and tray-passed and station hors d’oeuvres.

Drop-Off, Delivery Set-Up and Pick-Up, and Full Service options require that event spaces be open and available to Citrus Grove staff members at the times stated on the contract. If access is not available due to locked rooms and a return trip to the location is necessary, additional fees will be charged to the client.

See the “Service Fees” section below for fees and more details regarding delivery and service options.

## EQUIPMENT – TABLES AND CHAIRS

Citrus Grove Catering does not supply tables and chairs for food service. Clients must supply appropriate tables for food service and guest seating at their event site during the time stated on the contract. Our sales representative will suggest the appropriate number of tables required for food service.

## LEFTOVER FOOD

In compliance with state and local health regulations, perishable food may not be removed from an event.



## ALUMNI & VISITORS CENTER EVENTS

The Alumni & Visitors Center is managed by Hospitality Services and can be booked for events. For events taking place at the Alumni & Visitors Center, the following applies:

- Delivery fees are waived for full breakfasts, buffet lunches and dinners, and plated lunches and dinners.
- Delivery fees are waived for receptions with food and beverage service over \$250.00.
- China service is included (no additional cost) for full breakfasts, buffet lunches and dinners, and plated lunches and dinners.
- China service is included (no additional cost) for receptions with food and beverage service over \$500.00.

## ALCOHOLIC BEVERAGES AND BAR SERVICES

Alcoholic beverages are permitted at events. Citrus Grove Catering does not hold an alcohol service license and is not permitted to purchase or sell alcoholic beverages. Event hosts are responsible for the following:

- Compliance with Campus Policy 700-60. UCR departments and external clients must obtain a “Permission to Serve” form from UCR Office of Risk Management **20 business days** prior to the date of the event and forward an approved and completed copy to Citrus Grove Catering **5 business days** prior to the date of the event.
- Purchase and deliver all alcoholic beverages to the event site and remove it from the facility at the conclusion of the event.
- External clients must provide mandatory liability insurance for alcohol service. Your catering sales representative can assist you in completing this requirement.

See the “Service Fees” section below for fees and more details regarding bar services.



# SERVICE FEES

DELIVERY	
Pick-Up Only	No fee
Drop-Off Only	\$30.00
Delivery Set-Up and Pick-Up	Less than 50 guests: \$55.00 50-99 guests: \$75.00 100-249 guests: \$100.00 250-499 guests: \$150.00 500 or more guests: Price will be determined by your sales representative
Mileage	\$6.50 per mile to and from off-campus location
LINEN FEES	
Linen Napkin	\$0.75 per napkin
Linen Tablecloth	\$7.50 per linen
BAR FEES	
Disposable Bar	\$1.00 per person
Disposable Bar with Champagne Flutes	\$1.50 per person
Glass Bar	\$1.75 per person
STAFF FEES	
Service Steward	\$25.00 per steward per hour
Bar Steward	\$30.00 per steward per hour
Culinary Staff	\$35.00 per staff per hour
Cake Cutting for Buffet Service	\$1.00 per person
Cake Cutting for Plated Service	\$1.50 per person
CHINA FEES	
<i>China rental is available through Citrus Grove Catering on a limited basis. Your sales representative can provide you with more information. Quantities are limited and prices range, depending on event location and meal style.</i>	
Disposable Plastic Upgrade	\$1.25 per person
ORDER MINIMUMS	
<i>Citrus Grove Catering requires order minimums to be met for individual menu selections. Additionally, there are order minimums for catering services on Saturdays and Sundays.</i>	
Under the Minimum Noted by Menu Selection	\$50.00
Saturday Minimum	\$500.00
Sunday Minimum	Cold Food: \$1,000.00 Hot Food: \$1,500.00



## ORDER DEADLINE FEES

Late Order (within 5 business days of event date)	Orders up to \$500.00: \$50.00 Late Order Fee Orders over \$500.00: To be determined by sales representative
Late Guarantee Submission	If deadline is missed, you will be charged according to your original order count or actual # served (whichever is higher).  After the deadline, you cannot lower the guest count.  If guarantee is provided within 3 business days of the event date, a 25% surcharge will apply to the additional guests.

## CANCELLATION FEES

Cancellation 4 Business Days Prior to Event Date	25% of total food and beverage cost
Cancellation 3 Business Days Prior to Event Date	50% of total food and beverage cost
Cancellation 2 Business Days or Less Prior to Event Date	100% of food and beverage cost, and service fees