Dear Catering Customer:

Elizabeth City State University (ECSU) Dining Services is delighted to provide our menu guide for fine catering services. We pride ourselves on being able to cater everything from morning coffee services to very elaborate receptions. The menus represented in this guide are only a starting point…

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ECSU Dining Services specializes in creative and exceptional catering presentations. We understand your need for consistent and prompt service. We appreciate your interest in our catering services and we look forward to the opportunity to exceed your expectations.

Whether you are planning an executive meeting or staff luncheons, our friendly and courteous staff assures the success of your function. Should your plans include items or selections not listed, we will be happy to customize menus for you. Thank you for the opportunity to service you and your guests. If you have any questions, please feel free to contact us at (252) 335-3129 or e-mail us at ecsucatering@thompsonhospitality.com.

**The Catering Process**

**The Catering Process**

Booking a catered event at Elizabeth City State University is a painless process.

Call the Catering Office at (252) 335-3129 to plan your menu and obtain pricing. The Catering Office your event will assist you with decisions regarding the style and the selection of food and beverages. The total price for your event will reflect your menu, services selections, and any other specialty items required for your event. Our mission is to support you in customizing and creating a memorable event.
Breakfast a la Carte

Bagels with Cream Cheese, Butter, and Jelly $8.50 per dozen
Assorted Mini Danishes $7.00 per dozen
Whole Fresh Fruit $7.95 per dozen
Doughnuts $8.25 per dozen
Yogurt Cup $1.55 each

Breakfast

ECSU’s Continental Breakfast $5.00 per person
Your selection of breakfast pastries, fresh-cut fruit, coffee service, and juice pitchers

Continental Breakfast $4.25 per person
Your selection of breakfast pastries, coffee service, and juice pitchers

Health-Conscious Breakfast $5.50 per person
Assorted nutri-grain and granola bars, fresh-cut fruit, coffee service, and juice pitchers

Breakfast Buffet

The Classic Breakfast $5.75 per person
Fresh-cut fruit, fluffy scrambled eggs, crisp bacon or sausage, home-fried potatoes or grits, buttermilk biscuits, coffee service, and juice pitchers

The Original Breakfast $6.00 per person
Assorted breakfast pastries, fresh-cut fruit, fresh scrambled eggs, crisp bacon or sausage, home-fried potatoes or grits, french toast with warm syrup, coffee service, and juice pitchers

The Breakfast Action Omelet Station $14.00 per person
Fluffy omelets stuffed with minced green and red peppers, onions, your choice of cheese, crisp bacon or sausage, home-fried potatoes or grits, buttermilk biscuits, and coffee service.

* Add meat in omelet for $2.00
Healthy Choice Luncheons

Healthy choice luncheons are served with rolls with butter, one dessert, and iced tea

Roasted Vegetable Wrap $8.00 per person
Marinated and grilled sweet peppers, mushrooms, zucchini and basil leaves rolled in a tomato tortilla with herb mayonnaise, served with orzo salad, vegetable chips and whole fruit

Vegetable Lasagna with Garlic Bread Sticks $9.00 per person
Marinated and grilled sweet peppers, mushrooms, zucchini and basil leaves rolled in a tomato tortilla with herb mayonnaise, served with orzo salad, vegetable chips and whole fruit

The Vegetarian-Rustic Style Rigatoni $11.00 per person
Rigatoni pasta and grilled seasonal vegetables, fresh parmesan cheese, sweet basil with assorted focaccia bread

Cobb Salad $8.00 per person
Mixed greens topped with avocado, hard-boiled eggs, julienne ham, bacon, and cheddar cheese

Grilled or Fried Chicken Salad $8.00 per person
Sliced chicken breast with julienne swiss cheese, tomatoes, cucumbers, served on a bed of mixed greens

Soups

Au Bon Pain Chicken Noodle $2.50 per person
Au Bon Pain Minestrone (Vegetable) $2.50 per person
Au Bon Pain Cream of Broccoli $2.50 per person
Sandwich Central

Sandwiches are served with potato chips, whole fruit, cookies and canned beverage.

Cold Pre-Made Sandwiches $7.50 per person

Meat Choices:
Chicken Salad
Grilled Vegetables
Ham
Italian Sub
Roast Beef
Tuna Salad
Turkey

Bread Choices:
Kaiser Buns
Sub Rolls
Wheat
Tortilla Wrap

These selections are also available as standard box lunches.

Little New York Deli Tray (must be for 10 or more guests) $9.25 per person
Choice of three deli meats, (choose from the above list) american, provolone, and swiss cheese served with relish tray, leaf lettuce, tomatoes and pickles
Hors D’Oeuvres

Fried Wings with Choice of Dressing 100 count $73.00
Spring Rolls with Sweet & Sour Sauce 50 count $43.00
Chicken Tenders with Honey Mustard Sauce 50 count $73.00
Assorted Pinwheels 25 count $51.00
Assorted Finger Sandwiches 100 count $42.00
Tomato and Basil Bruschetta 25 count $42.00
Tidewater Crab Cakes served with Cocktail or Tartar Sauce 25 count Market Price
Swedish or Barbecued Meatballs 50 count $30.00
Chicken Quesadillas 50 count $73.00

Platters

Assorted Domestic and Imported Cheeses served with Seasoned Flat Breads $42.50 serves 25
Assorted Seasonal Fresh-Cut Fruit served with Yogurt Dip $42.50 serves 25
Assorted Blanched Vegetables served with Ranch Dressing $46.50 serves 25
Seafood

The Water Side
Seasoned lump crab cakes, pan-fried or broiled and served with classic remoulade sauce

The Golden Catch
Fried or baked fish fillet served with tartar sauce

Broiled Salmon
Broiled salmon served with lime beurre blanc sauce

Poultry

Thompson Family Recipe
Crispy southern-fried or oven roasted rotisserie style chicken quarters

Director’s Special
Chicken breast parmesan

Chef’s Choice
Chicken cacciatore

Chicken Breast a la Florentine
Breast of chicken stuffed with spinach, sun-dried tomatoes and mushrooms, lightly tossed in herbed breadcrumbs

Beef and Pork

Beef Tenderloin
Medallions of beef sautéed in a red wine sauce

Elizabeth City State Special
Grilled marinated flank steak with peppercorn sauce

BBQ Pork Ribs
St. Louis style barbecued pork ribs
Lunch and Dinner Menus

All entrées are served with one vegetable, one potato or grain selection, one soup or salad, one dessert selection, one choice of beverage, and gourmet rolls with butter. The section below contains options from which you can choose. Any side may be added as an addition to the meal for an additional cost of $1.99 per person.

Sides

Cold Salads (Choose One)
Caesar Salad
Mixed Green Salad
Pasta Salad
Red Bliss Potato Salad

Hot Vegetables (Choose One)
Fresh Broccoli
Green Bean Almondine
Vegetable Medley
Collard Greens

Potatoes and Grains (Choose One)
Candied Yams
Mashed Potatoes
Rice Pilaf
Seasoned Wild Rice
Macaroni and Cheese

Desserts (Choose One)
Carrot Cake
Chocolate Cake
Coconut Cake
Apple Pie
Sweet Potato Pie
Peach Cobbler

Gourmet pies, cakes, and cheesecake are available upon request at market price.
Reception Station
(50 people minimum)

Carving Station
Carved Beef $8.25
Carved Turkey Breast $7.50
Carved Smithfield Ham $7.00

All Carving Stations are served by a Culinarian.

These selections can be an accompaniment to your event or may be served as a main course. If you wish to include sides or desserts with your main course, there will be an additional cost.

Action Station

Taco Salad Station $11.00
Taco shells, seasoned meat, cheese, lettuce, tomato, olives, salsa, sour cream, and more

Roman Pasta Station $10.00
Tri-color cheese tortellini, penne, or rotini pastas served with your choice of alfredo, pesto, or marinara sauce, warm garlic bread and parmesan cheese

Wok Seared Stir Fry $11.00
Your choice of tender beef, chicken, or shrimp with seasonal vegetables in a teriyaki glaze accompanied by steamed rice

All Carving Stations are served by a Culinarian.

These selections can be an accompaniment to your event or may be served as a main course. If you wish to include sides or desserts with your main course, there will be an additional cost.
Thompson Hospitality’s
Cook-Out Menu
$10.25

Guest Choice of Two Meats

Meats:
Chicken Breasts
Hamburgers
Hot Dogs

Sides (Choose Three)
Mixed Green Salad
Pasta Salad
Red Bliss Potato Salad
Fresh Broccoli
Green Bean Almondine
Vegetable Medley
Collard Greens
Candied Yams
Mashed Potatoes
Rice Pilaf
Seasoned Wild Rice
Macaroni and Cheese

Desserts (Choose Two)
(One per person)
Carrot Cake
Chocolate Cake
Coconut Cake
Apple Pie
Sweet Potato Pie
Peach Cobbler

Gourmet pies, cakes, and cheesecake are available upon request at market price.

Beverages (Choose One)
Punch
Canned Soda (One per person)
Iced Tea
## Desserts

<table>
<thead>
<tr>
<th>Item</th>
<th>Price per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted Miniature Desserts (Two per person)</td>
<td>$2.25</td>
</tr>
<tr>
<td>Sara Lee Cakes and Pies (By the slice)</td>
<td>$1.90</td>
</tr>
<tr>
<td>Ice Cream Party (Includes ice cream and toppings)</td>
<td>$5.15</td>
</tr>
<tr>
<td>Half Sheet Cake (Serves 50)</td>
<td>Market Price</td>
</tr>
<tr>
<td>Full Sheet Cake (Serves 100)</td>
<td>Market Price</td>
</tr>
</tbody>
</table>

## Beverages

<table>
<thead>
<tr>
<th>Item</th>
<th>Price per gallon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottled Soda</td>
<td>$1.50 each</td>
</tr>
<tr>
<td>Milk</td>
<td>$1.05 each</td>
</tr>
<tr>
<td>Bottled Water</td>
<td>$1.30 each</td>
</tr>
<tr>
<td>Bottled Juice</td>
<td>$1.55 each</td>
</tr>
<tr>
<td>Fruit, Citrus Punch or Iced Tea</td>
<td>$6.75 per gallon</td>
</tr>
<tr>
<td>Coffee Service</td>
<td>$9.00 per gallon</td>
</tr>
<tr>
<td>Apple Cider (Seasonal)</td>
<td>$10.00 per gallon</td>
</tr>
<tr>
<td>Sparkling Cider</td>
<td>Market Price</td>
</tr>
<tr>
<td>Canned Soda</td>
<td>$1.05 each</td>
</tr>
</tbody>
</table>

## Snacks

<table>
<thead>
<tr>
<th>Item</th>
<th>Price per dozen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Otis Spunkmeyer Baked Cookies</td>
<td>$10.75</td>
</tr>
<tr>
<td>Sweet Streets Brownies</td>
<td>$14.75</td>
</tr>
<tr>
<td>Potato Chips</td>
<td>$1.05 1 oz bag</td>
</tr>
<tr>
<td>Pretzels</td>
<td>$1.05 1 oz bag</td>
</tr>
<tr>
<td>Mixed Nuts</td>
<td>$5.25 per pound</td>
</tr>
</tbody>
</table>

## Pizza Party

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>16” Pie</td>
<td>$8.50</td>
</tr>
<tr>
<td>Cheese Pizza</td>
<td>$9.25</td>
</tr>
<tr>
<td>Pepperoni Pizza</td>
<td>$11.00</td>
</tr>
</tbody>
</table>
Guarantees
In arranging catered events, attendance must be guaranteed five business days in advance of the event. This guarantee will allow for the proper planning of your event and will be your commitment to pay for the guaranteed number or the actual number of attendees, whichever is greater. For weekend events, the count must be guaranteed on the Monday before the event so as to allow ample time for the ordering process.

Payments
Payment for a scheduled event should be made to Thompson Hospitality and is due three (3) business days prior to the event. This payment will place the event in what is known as “confirmed status”. If the event is not in confirmed status, Thompson Hospitality cannot guarantee that the service will be rendered. Therefore, it is crucial that the communication between you, the customer, the approving official office and the catering office is effective.

As applicable, please provide one of the following forms of payment to Thompson Hospitality:

- Completed copy of an Elizabeth City State University Purchase Order with all authorized signatures.
- Foundation or Fund Certification Form
- Credit Card
- Cash
- Certified Check
- Money Order

Cancellations
To avoid any pro-rated charges, all cancellations must be submitted in writing to the Elizabeth City State University Catering Office at least 72 hours (3 business days) prior to your event.
**Staff, Delivery, and Other Charges**

**Delivery Fees**
A delivery fee of $30.00 will be applied to any event held away from the campus. This fee is for the transport of food, service equipment, china, flatware and linen.

**Service Charges**
A 20% service charge will be added to the total invoice for all and off-premise events that are not initiated and funded by Elizabeth City State University.

A $20.00 service fee will be applied to catering invoices totaling less than $30.00.

**Floral Arrangements**
Silk flower arrangements on buffets and carving stations are standard. You can easily add a special touch to your event by letting us handle all your fresh floral needs. In order for us to meet our commitment to you, we ask that you give us at least five days’ notice to place the order and secure the floral arrangements. Prices will vary according to your selection.

**Linen**
Skirting and linen for buffet and carving tables and basic linen are included at no extra charge. Skirting and/or linen for registration tables, guest tables, display tables, and reception tables can be made available for additional charge of $3.00. We can also provide specialty linens in an array of colors, prints and sizes to add to the elegance of your event for an additional, yet reasonable, charge.

**Rentals**
In the event that special equipment, china or tables are required, we will obtain the respective items and add the rental charge to your final bill. You will be apprised of the cost of the rental items when the arrangements for your event are finalized.

The use of the house china and glassware is $2.00 per person.

**Labor**
For events that are delivered, an attendant will ensure that all items are to your satisfaction. If an attendant is requested, or required based on the style of service provided, additional charges will be applied as follows:

- **Wait Staff:** $21.00 per hour/ per person for a minimum of four hours
- **Culinary:** $25.00 per hour/ per person for a minimum of four hours
- **Bartender:** $25.00 per hour/ per person for a minimum of four hours
Service Times
All events will include a two-hour service time. Events requiring serving time beyond what is mutually agreed upon will be assessed an additional charge of $21.00 per hour.

Taxes
For non-university sponsored events, North Carolina sales tax will be charged unless a tax exempt certificate is received prior to start of your event.

Miscellaneous

Unconsumed Food and Beverage
To protect you and your guests from food-borne related illness, any food not consumed during an event may not be removed from the serving location.

Equipment Pick-Up
In order to protect the assets that are delivered to the event location, the client is responsible for all equipment until the designated pick up time as indicated on the catering reservation form.

Types of Service

Plated and Served
This type of event has your guests seated and served for the entire meal. The service includes house linen, china and glassware, set-up, table service, event breakdown, and clean-up. This level of service necessitates a minimum of one waiter/waitress per twenty (20) guests. A 20-person minimum is required for this service.

Buffet Service
At your discretion and depending on your budget, buffet service can be self-served or the entrée can be served by one of our professional wait staff at an additional charge. This level of service necessitates a minimum of one waiter/waitress per forty (40) guests.

Drop-Off Service
Drop-off service includes house linen tablecloths for buffet and guest tables, high-quality disposable ware, silk flower centerpiece, set-up, breakdown, and clean-up. Wait staff is not a requirement for this service. Upon delivery of your event, our professional staff will ensure that all items ordered are received and verified by your authorized representative prior to our departure. A five-person minimum is required for this service.
We appreciate your interest in our catering services and we look forward to the opportunity to exceed your expectations.

Elizabeth City State University
Dining Services
(252) 335-3129