

In Style

No Matter what event you have planned, great food makes for a great event. Our talented Catering Director, and culinary team are known for their fresh and innovative approach to food. No matter what your needs, we are committed to providing you excellence beginning in the kitchen and throughout your event. Please review our collection of signature items. These are just the beginning; consider this menu as a starting point. Our professionally trained staff will work with you to develop a fresh, exciting menu that is uniquely yours.

Steps in Planning Your Event

When you begin your experience:

Facility Scheduling:

All facility requests will be reserved through the Colleges Facility Scheduling Office. You may contact the scheduling office at (618) 985-3741 Ext.8425. The scheduling office can answer any questions you may have regarding room rate, availability and college policies.

After you have made your room reservations, contact the Catering Office at (618) 985-3741 Ext.8335. Our catering staff will assist you in arranging your menu and finalizing your catered event.

Although we make every effort to accommodate requests for service on short notice, we ask that orders be placed at least 2 weeks in advance of the event.

Deposit:

Unless other arrangements are made with the Director of Dining Services, a deposit of 80% of your estimated catering charges must be paid 5 working days prior to your event. The balance is due on the day of your event. NOTE: This deposit applies only to non-college groups.

Contract & Guarantee:

Our catering office will draft a contract according to the menu, type of services and information, which you specify. The contract will be approved by the Director of Dining Services and then sent to or be confirmed with the person in charge of the catered event. We ask that you review the contract, sign and return it to our office. You must have a signed contract on file with us before we can prepare your special event.

*We require a 72-hour guarantee, prior to your catered event. If our office receives **NO** guarantee, we shall assume the guarantee to be the number shown on the contract, and shall prepare and charge 25% late fee for number of guest that exceeds your original guarantee.*

Service Time:

All served and buffet meals are priced using a maximum service time of (2) hours for breakfast or lunch and (3) hours for dinner and or larger functions. If service time needs to be extended due to a guest speaker or other activity, an additional service charge of \$18.00 per server per hour will be incurred. Service time begins at the time your event is scheduled to start until the last guest leaves.

Guest Count:

When requesting a price for you event, Please do not over estimate the number of people that will be attending. The price per person for some events is based on the total number given. If this number drops, the price per person may have to be increased to cover our expenses.

Room Accessibility:

Reserved rooms are accessible 1 hour prior to the event to accommodate the placing of programs; place cards, etc. please remember that not all details of the room set-up may be completed at that time. If more time is needed, please discuss your needs with our office. Depending on the type of service requested, doors to reserved rooms will open 15-20 minutes prior to serving time so that guests may be seated. If more time is required, please inform our office.

Cancellations:

Cancellations must be made no later than 48 hours prior to the scheduled event; otherwise billing will be rendered for 100% of guaranteed guests and or selection requested. If cancellations are made and you have not received a stamped cancelled confirmation with a signature required please do a follow up. In addition to our office, please be sure to notify the Facility Scheduling Office of all cancellations.

Buffet Service:

*A common misconception is that " Buffet Service " is synonymous with " All You Can Eat. " We offer an excellent variety of buffet meals, which are intended to provide your guests with more choices and variety. Please do not expect the servers to continually bring more product than was Prepared based on the guarantee you provide us. As a standard, most catering orders are set with china service, *unless otherwise indicated. Additional china is \$1.00/person. Disposable service is*

also available and is used for all receptions unless requested. Linen service will be provided for all catering events located in Banquet Centers. Continental Breakfast and Boxed Lunches are excluded. Any specialty linens or colors must be ordered in advanced for an additional fee.

Table Linens \$6.00

Colored Table Toppers \$2.00

Cloth Napkins \$1.00

Colored Napkins \$2.00

Additional Skirting \$8.00

Catering Regulations

It is a violation of Illinois Health Codes to allow food to be packaged up after an event and taken off of the premises. John A. Logan Catering Services cannot provide containers for this purpose, nor can we allow food to be removed from buffets, receptions, etc. even if less than the guaranteed amount of guests show up for your event. John A. Logan Catering guarantees to provide enough food for the guaranteed amount of guests. Any remaining food is property of John A. Logan Catering. Chartwells is the exclusive caterer for the JALC. No other caterers or their products can be brought inside the JALC Banquet Centers.

Other Services and Charges:

The charge for additional waited service is \$18.00 per server per hour, unless specified as included in the per person price. Additional waited staff may be required for social hours, beverage set-ups, continental breakfasts, and extended service time.

There are periods in which normal operations are closed and we must staff specifically to prepare and service your function. In this case, your event will be billed with a service charge to subsidize our additional costs. These periods include, but are not limited to: All college holidays, holiday weekends, periods in which the dining services are closed or John A. Logan College is closed.

*Unless otherwise noted, our prices include the cost of linen tablecloths for buffet or plated services.

We will be happy to provide decorating service, centerpieces or candles for your event at an additional cost. All contracts outside of the JALC Banquet Centers and Building C will be charged a fee of \$20.00. This fee includes all time spent organizing and packaging silverware, linens, paper products, and all items needed for the event. This charge also includes the cost of the catering staff returning to clean up after an event. Paper service only in the H or J buildings.

Additional Charges:

All buffet and served meals have a minimum of 15 guests per service. Additional charges may apply for meals under this minimum.

Room Set-up Charges: *\$45.00 for each Banquet Room (Includes Registration Tables).*

\$10.00 wall pulling fee for Tarvin and Crisp when divided into A & B rooms.

Seated Breakfast

Choice of 1 Entrée

Grilled Bread pudding French toast w/Caramelized Maple Apples \$13.95

Roasted Asparagus & Prosciutto Eggs Benedict w/Hollandaise \$14.95

Spinach & Roasted Vegetable Eggs Benedict w/Maltise Hollandaise \$14.95

Caramelized Onion & Apple Wood Bacon Quiche \$14.95

Goat Cheese, Chive & Sundried Tomato Quiche \$14.95

Choice of 2 Accompaniments

Fresh Sliced Fruit

Fresh Strawberries

Roasted Red Potatoes and Onion

Potato and Chive Gratin

Turkey Sausage

Apple wood Smoked Bacon

Smoked Sausage

Grilled Tomatoes

Sauteed Forest Mushrooms

Served with Orange Juice, Starbucks Coffee and Water

Passed Appetizers

\$18.00 per person (Choose Three Items)

Roasted Asparagus Wrapped in Prosciutto

English Cucumber Canape w/Gravlox Caper Relish

Gournay, Apple, & Balsamic Onion Tarts

Tenderloin & Shiitake Mushroom Crostini

Mushroom & Prosciutto Satay

Stuffed Baby Reds w/Chive Duchesse

Shrimp & Apple wood Smoked Bacon Brochette w/Caramelized Brown Sugar Syrup

Micro Crab Cakes w/Avocado & Cilantro Crème Fraiche

Seated Affairs

Plated Starters

\$8.25 per person

Micro Brie En croute w/ Apricot preserves, Wild Berry Coulis & Seasonal Fresh Fruit

Marinated Goat Cheese on Caramelized Pear w/ Confetti Pepper Relish

Parmesan Crisp w/ Gorgonzola & Spring Onion Mousse

Ahi Tuna on White Pepper Toast Point w/ Sriracha Cream & Sweet Carrot & Cucumber Slaw

Salads & Soups

\$7.95 per person

Roasted Lay Apple & Seckel Pear Over Baby Lola Rosa w/ Blackberries, Walnuts & Caramel Vinaigrette

Regiano Crisp & Marinated Goat Cheese over Wild Baby Field Green w/ Forest Berries & Chive Oil

Frisee & Baby Sweet Gem w/ Roasted Asparagus, Candied Pine Nuts, Blue Cheese & Orange Honey Vinaigrette

Vichyssoise (Cold Potato Leek Soup) w/ Chive Oil

Chilled Peach & Ginger Soup w/ Buttermilk Crème Fraiche

Entrees

All entrées are served with Dinner Rolls & Butter Roses and Iced Tea & Water

Chicken Entrees

Oven Broiled Boneless Chicken Breast w/ Green Apple Relish \$11.95

Oven Broiled Boneless Chicken Breast w/ Hoisin & Sweet Chili Vegetable Cruda \$11.95

Lightly Dredged Chicken Breast w/ Champagne Cream, Grapes & Caramelized Onion \$11.95

Walnut Crusted Chicken w/ Strawberry Mango Coulis \$11.95

Beef Entrees

Grilled New York Strip Loin w/Bearnaise Butter & Red Wine Shiitake Sauce \$18.95

Grilled Rib Roast w/Marsala, Chive & Mushroom Jus Lie \$19.95

Grilled Ribeye w/Roasted Garlic Gorgonzola Butter \$19.95

Roast Beef Tenderloin w/Confetti Tomato Relish and Port Wine Reduction \$22.95

Pork Entrees

Roasted Pork Loin w/Roasted Apple Raisin Stuffing \$11.95

Roasted Pork Loin w/Cranberry Port Sauce \$11.95

Roasted Pork Loin w/ Forest Mushroom \$11.95

Seafood & Shellfish Entrees

Broiled Wild Salmon w/Apple, Mango Chutney \$14.95

Potato & Scallion Seared Wild Salmon w/Stone Fruit & Honey Coulis \$14.95

Shrimp & Bacon Brochettes w/Sweet Tempura Garlic Sauce \$16.95

Ginger, Chili Garlic Marinated Tuna w/Mango, Carrot, & Red Pepper Slaw \$17.95

Vegetarian Entrees

Tofu & spicy Gado Gado \$11.95

Tofu & Green Beans w/Red Curry & Coconut \$11.95

Grecian Cous Cous w/Feta, Red Bean & Marinated Vegetable Salad \$12.95

Wild Rice, Barley Cakes w/Napa Cabbage, Sesame & Hoisin Slaw \$13.25

Specialty Vegetable

Market Price

Tri Colored Baby Carrots

Sculptured Baby Carrots

Patty Pan

Baby Zucchini

Broccolini

Specialty Starches

Market Price

Goat Cheese Smashed Reds & Gold

Borsini Smashed Reds & Gold

Roasted Fingerling Potatoes

Duchesse Potatoes

Stuffed Red, Gold or Purple Potatoes

Specialty Desserts

Short Cake (Puff Pastry, Short Bread Cookie) \$3.95

Peach

Roasted Apple

Strawberry and Cream

Wild Berry

Blue Berry & Carmel Bread pudding w/Cinnamon Chantilly \$3.95

Cheese Cake Mousse w/Strawberry or Blue Berry Compote & Chantilly \$4.25

Fresh Fruit Mélange w/Mint Syrup & Lemon Chantilly \$3.95

Chocolate Ganache cake w/Raspberry Framboise & Carmel Chantilly \$4.50

Carrot Cake Torte \$4.95

Crème Brule Cheesecake \$4.95

