



# Café Catering Request Form

Date: \_\_\_\_\_

**Event Information:**

Contact Person: \_\_\_\_\_  
Date & Location: \_\_\_\_\_  
Delivery Time: \_\_\_\_\_  
*Please allow at least 30 minutes for set-up.*  
Clean-up Time: \_\_\_\_\_

**Billing Information:**

Name: \_\_\_\_\_  
Organization Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Federal Tax ID #: \_\_\_\_\_

Please complete the following steps:

(1) Please scroll down to review the menu options ; then list your selections in the "menu" area below.

(Feel free to contact the Catering Manager at extension 333 if you would like assistance in planning your menu.)

(2) The Catering Manager will verify pricing, enter "Event Total", and sign below.

(3) The request will be returned for you. You will then accept final menu pricing by signing below.

(4) Before returning your form to the Catering Manager, please ensure that a GL code for source of funds is provided.

(5) Reserve your event date and location with Roxanne Linnell (ext 243) before submitting your Catering Request.

(1) Menu: Please specify entrée, sides, and number to be served (menu options below)


Briefly document the purpose of the meeting and name of any non-SCC employees in attendance:  
\_\_\_\_\_  
\_\_\_\_\_

(2) Pricing verified by Catering Manager: \_\_\_\_\_ Event Total: \_\_\_\_\_

This is a quotation on the goods named, subject to the conditions noted below:

**To enable us to best service your needs, we request a minimum notice of 48 hours.**

**\*For catering events of 50 or more people, a 2 week notice is required.\***

**\*\*48 hours of advance notice is required for cancelation.\*\***

(3) To accept this quote, print completed form, sign, scan, and return: \_\_\_\_\_

Signature

(4) GL Code: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**Business Office Use Only**

Invoice #: \_\_\_\_\_ Invoice Date: \_\_\_\_\_

**Thank you for your business!**

# Menu Options

## BREAKFAST

### **Continental Breakfast**

Assorted Bagels, Flavored Cream Cheese, Muffins, Granola Bars, and Seasonal Fresh Fruit. Coffee and Juice.

*\$5.99 per person*

### **Southern Flare Buffet Breakfast**

Scrambled eggs, bacon or sausage, grits, biscuits and gravy. Coffee and Juice.

*\$7.99 per person*

### **Breakfast Biscuit Buffet**

Ham, sausage, and bacon biscuits. Hash browns, and seasonal fresh fruit. Coffee and juice.

*\$7.59 per person*

## AFTERNOON BREAKS

### **Half Baked**

Classic cookies and brownies. Served with your choice of coffee, tea, water, or milk.

*\$2.99 per person*

### **Snack Attack**

Choose from Chex Mix, Pretzels, Fish Crackers, or Potato Chips and Dip. Served with tea or water.

*\$2.99 per person*

### **Veggie Attack**

Garden Fresh Vegetable Tray with Ranch Dip. Served with tea or water.

*\$3.49 per person*

### **Fruit Rush**

Seasonal Fruit Tray with Dip. Served with tea or water.

*\$3.49 per person*

## BEVERAGES

Assorted Hot Tea	\$0.75
Fresh Brewed Coffee	\$5.99 p/GAL
Fresh Brewed Iced Tea	\$5.99 p/GAL
Lemonade	\$5.99 p/GAL
Assorted Bottled Juices	\$1.59/20oz.
Bottled Water	\$1.59/16oz.

## LUNCH

### **Classic Deli Buffet**

Turkey Breast, Ham, Roast Beef, Assorted Cheeses. Served with Lettuce, Tomato, Pickles, and Bread. Choose from Pasta Salad or Potato Salad. Served with Cookies, Tea, and Water.

*\$8.99 per person*

### **The Boxed Lunch**

Includes a choice of Ham or Turkey Deli Sandwich. Choose a side of either Fruit, Chips, or Salad. Served with Cookies or Brownies. Includes condiments and tea or water.

*\$8.99 per person*

### **Baked Lasagna**

Classic Meat Lasagna served with Tossed Salad and Garlic Bread, Brownies and Cookies. Includes Tea and water.

*\$11.99 per person*

## SALAD

### **Fried or Grilled Chicken Salad**

Mixed Green, Tomatoes, Carrots, Cucumbers, topped with Grilled or Fried Chicken Breast.

*\$8.99 per person*

### **Chef Salad**

Mixed Greens topped with Boiled Egg, Cheese, Carrots, Cucumber, Tomato, and Julienne strips of Ham and Turkey. Served with tea or water.

*\$9.99 per person*

All salads are served with Dressings, Crackers, Cookie, Tea and Water.

**Menu prices are subject to change  
with market prices.**

Please contact the SCC Café at  
704-991-0333 for additional information  
or assistance in booking your event.

**Thank you for your business!**

141 College Drive, Albemarle, NC 28001 Phone: (704) 991-0333 Fax: (704) 991-0111