

### From Our Kitchen...



### To Your West Point Destination



Ike's Catering is dedicated to providing the highest quality of service to the Cadets, staff, faculty & guests of the United States Military Academy. Ike's Gourmet-To-Go is designed so you can customize the perfect menu for any occasion. Whether you prefer a pick up from our kitchen to yours, delivery or a full service catered event, the Catering Team prides itself on creating a unique culinary experience. Our professional Catering Coordinators will assist you in customizing a menu to accommodate taste, theme and budget.

### PLANNING A SUCCESSFUL EVENT

Arrangements for catered events can be made through the Catering office located in Eisenhower Hall, Building 655 Ruger Road at West Point. Our Catering Coordinators can assist you in finding the perfect setting and menu for your special event.

Catering Coordinator:
Katherine Nelson
Katherine.Nelson@westpoint.edu

Catering Coordinator:
Amanda Zdeb
Amanda.Zdeb@westpoint.edu

Director of Catering:
Janine Roszkowski
Janine.Roszkowski@westpoint.edu

### Contact us at 845-938-7732 to begin planning your event

### **DCA Mission Statement**

The mission of DCA is to significantly enhance the development of the United States Corps of Cadets military, physically, academically, moral-ethically, spiritually, and socially by providing organized, comprehensive and diverse programs and facilities, which provide for entertainment, extracurricular, recreational, cultural and social activities.



100% of every dollar of profit is returned to the Corps of Cadets

# BREAKFAST

### ASSORTED BREAKFAST BREADS

### **HOT BREAKFAST ENTREES**

Each tray serves approximately 25 guests

11.1. Assorted Dageis \$20 Fer Dozen		
cream cheese, butter and jelly		
Danish	\$20 Per Dozen	
Muffins	\$20 Per Dozen	
Cinnamon Buns	\$20 Per Dozen	
Crumb Cake	\$20 Per Dozen	
Donuts	\$23 Per Dozen	
Mini Donuts	\$25 Per Two Dozen	

Flaky Croissants \$25 Per Dozen

NV Assorted Bagels \$20 Per Dozen

butter and jelly

Breakfast Breads

Plain \$50 Per Loaf
Marble \$50 Per Loaf
Chocolate \$50 Per Loaf
Lemon Poppy Seed \$50 Per Loaf
Blueberry \$50 Per Loaf

approximately 30 slices per loaf

### **BREAKFAST SIDES**

Individual Yogurt \$2 Each
Individual Cereal Bowl \$4.25 Each
includes Milk

Milk (1/2 Pint) \$1.75 Each

almond & soy milk available upon request
Granola Bars \$1.25 Each

Whole Fruit \$1.25 Each

\$40 Per Tray
\$55 Per Tray
\$60 Per Tray
\$60 Per Tray
\$55 Per Tray
\$85 Per Tray
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\$100 Per Tray
\$70 Per Tray
\$100 Per Tray

### JIMMY DEAN BREAKFAST SANDWICHES

Minimum 12 pieces per type

Bacon, Egg, & Cheese	\$5.50 Each
on a buttermilk biscuit	
Sausage, Egg, & Cheese	\$5.50 Each
on a buttery croissant	
Egg White English Muffin	\$5.50 Each
Canadian Bacon & cheese	
on whole grain english muffin	

### **CONDIMENTS**

approximately 100 pieces

Salt & Pepper Shakers	\$4 Each
Ketchup-14 oz	\$5 Each
Cholula Hot Sauce-5 oz	\$7 Each

### **SNACKS-CHIPS**

Snack Mix, 1 pound bag Mixed Nuts, 40oz bag	\$15 \$50
Potato Chips, 1 pound bag	\$8
Tortilla Chips, 1 pound bag	\$8
Pretzels, 1 pound bag	\$8

### **SNACKS-DIPS**

Salsa, per quart	\$15
Mango Salsa, per quart	\$15
Onion Dip, per quart	\$25
Sour Cream & Dill, per quart	\$25
Stout Cheese Dip, per quart	\$25

3 bags of chips recommended per quart

### **COLD SIDE SALADS**

Serves 5 guests per pound, minimum order 5lbs

Potato Salad Macaroni Salad Cole Slaw **Mediterranean Salad <i>Quinoa</i>	\$6 Per Pound \$6 Per Pound \$6 Per Pound \$11 Per Pound
Pasta Salad	\$11 Per Pound
Italian Pasta Salad	\$12 Per Pound

### **GREEN SALADS**

Small serves 25 guests; Large serves 50 guests

Iossed Garden Salad assorted dressings-select two	Sm \$65 Lg \$125
Caesar Salad	Sm \$65 Lg \$125
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*Southwest Chipotle Salad	
mixed greens, chopped tomatoes,	onions, black olives, tortilla
strips, cheddar cheese, Southwest	Chipotle dressing
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\*\*Ike's Signature Salad Sm \$85 Lg \$145 mixed greens, dried cranberries, mandarin oranges, topped with crumbled blue cheese, with raspberry vinaigrette

### +Add Sliced Grilled Chicken

Chipotle, herb-marinated, cajun, terriyaki Served cold, on the side

Contact the Catering Offfice for prices

### **COMPOSED SALADS**

Small serves 35 guests; large serves 65 guests

Cucumber, Tomato & Mint Salad	Sm \$60 Lg \$110
Fruit Salad	Sm \$65 Lg \$125
Mozzarella & Tomato	Sm \$85 Lg \$135

### **BREADS**

Assorted Dinner Rolls, Per Dozen	\$10
Mini Club Rolls, Per Dozen	\$10
Mini Kaiser Rolls, Per Dozen	\$10
Corn Bread, Per 40 pieces	\$42
Ike's Garlic Bread, Per Dozen	\$12

<sup>\*\*</sup> Indicates an Ike's Signature Dish

### **BEAT NAVY SUBMARINES**

3 foot submarine rings \$75 Per Sub Approximately 20 slices.

Boar's Head deli meat and cheeses, mayo, & spicy mustard served on the side unless otherwise indicated

### Italian Submarine

salami, pepperoni, pepper ham, provolone, lettuce, tomato, onion, oil & vinegar

Ham & Cheese Submarine ham & yellow american cheese with lettuce, tomato

Roast Beef Submarine roast beef & provolone, lettuce, tomato

Turkey Submarine turkey & swiss cheese, lettuce, tomato

Stinger Submarine turkey, bacon, cole slaw, thousand island dressing

Tuna Submarine tuna, lettuce, tomato, mayonnaise



### **IKE'S SIGNATURE SUBMARINES**

3 foot submarine rings approximately 20 slices

\$90 Per Sub

\*\*Chicken Cutlet Submarine chicken cutlet, mozzarella, roasted red peppers & balsamic vinegar

\*\*Eggplant Submarine eggplant, portobello mushrooms, sautéed spinach & provolone drizzled with EVOO

### **ASSORTED 3" WRAPS**

60 Pieces \$150 / 30 Pieces \$75

Boar's Head deli meat and cheeses, mayo, & spicy mustard served on the side unlesss otherwise indicated

Ham & American

ham & yellow american cheese with leaf lettuce, tomato

Turkey & American turkey and swiss cheese, leaf lettuce, tomato

Roast Beef & Provolone roast beef & provolone, leaf lettuce, tomato

Tuna Salad leaf lettuce, tomato

Veggie Wrap seasonal vegetables

### **BOX LUNCHES**

Minimum 20 meals

8-inch sub, Boar's Head Deli Meat & Cheeses

Turkey & Swiss, Roast Beef & Provolone,

Ham & American, Italian Combo

Tuna, or Grilled Vegetable

Potato chips, whole fruit, cookie, bottled water

\$15 per lunch

Gourmet box lunches available
Please contact the catering office for details

### COLD CUT PLATTER PACKAGE

Serves approximately 20 Guests, 18" platter Boar's Head deli meat and cheeses

Roast Beef, Ham, Turkey American, Swiss and Cheddar cheese lettuce, tomato, onion, mayonnaise & mustard with club rolls

\$225

\*\* Indicates an Ike's Signature Dish

### Each package serves approximately 25 guests. Packages include food items only.

### **HUDSON PICNIC**

(25) Fire Grilled Hamburgers

tomato, lettuce & sliced American cheese on the side

- (25) All Beef Hot Dogs
- (1) Tray Honey Baked Beans
- (5) lbs. Homemade Macaroni Salad
- (2) 1 lb. Bag of Potato Chips ketchup, mustard, relish & mayonnaise

\$275

### **ASIAN EXPRESS**

- (1) Tray General Tso's Chicken
- (1) Tray Vegetable Lo Mein
- (1) Tray Jasmine Rice
- (25) Vegetable Eggrolls soy sauce & duck sauce

### \$295

MEAL "PACKAGES"

Substitute fried rice for Jasmine rice additional \$10

### **BARRACKS BBQ**

- (1) Tray Slow Cooked BBQ Pulled Pork
- (3) Dozen Mini Kaiser Rolls
- (1) Tray Herb Roasted Chicken (Bone-in)
- (1) Tray Macaroni & Cheese
- (5 lbs.) Classic Cole Slaw

bbq sauce

\$345

### **TACO FIESTA**

- (1) Tray Spanish Rice
- (25) Hard Shells & (25) Soft Shells

Choose **ONE** meat option below

- (1) Tray of Seasoned Ground Beef
- (1) Tray of Sliced Chicken Breast
- (1/2) Tray of Beef & (1/2) Tray of Chicken shredded cheese, shredded lettuce, salsa, sour cream, guacamole, Cholula hot sauce

\$360

### **CLASSIC COMFORT**

- (1) Tray Meatloaf Topped with Gravy
- (1) Tray Country Fried Chicken (Bone-In)
- (1) Tray Garlic Mashed Potatoes
- (1) Tray Sweet Corn Casserole
- (25) Flaky Butter & Honey Biscuits

\$380

### **CAESAR'S WAY**

- (1) Tray Meatballs in Tomato Basil Marinara
- (1) Tray Chicken Parmesan
- (1) Tray Penne a la Vodka
- (1) Small Caesar Salad
- (25) Slices Garlic Bread

\$475

Disposable serving utensils and disposable ware sold separately.

### **CULINARY DISPLAYS** Serves approximately 60 guests Hummus with Pita Chips \$80 Classic Spinach Dip assorted breads \$85 Garlic & Tomato Bruschetta \$85 sliced baguettes Hot Buffalo Chicken Dip \$120 tortilla chips Seasonal Fruit Platter \$95 Farm Fresh Crudité Platter \$85 signature dip Grilled & Chilled Vegetables \$150 Cheeseboard \$100 assorted crackers Cheeseboard & Pepperoni \$135 assorted crackers Imported Cheeseboard \$200 variety of imported cheese, garnished with fresh fruit, assorted crackers Caprese (Mozzarella & tomato) balsamic glaze & fresh basil \$150 Antipasto Platter Italian meats, cheeses, baguettes & accompaniments

### **COLD HORS D'OEUVRES**

Prices based on 50 pieces

Deviled Eggs	\$40
Tomato, Mozzarella & Basil Skewers	\$75
balsamic glaze drizzle Fruit Kabob	\$85
sweet yogurt dip	<b>Φ0</b> )
Antipasto Skewers	\$115

### SIGNATURE COLD HORS D'OEUVRES

Prices based on 100 pieces

Chilled Jumbo Shrimp	\$200
tangy cocktail sauce, lemon wedges	
California Rolls	\$200
wasabi, ginger & soy sauce	
Sliced Tenderloin on Toasted B	aguette
horseradish sauce	\$215





### **BEEF/PORK**

Prices based on 100 pieces

Cocktail Meatballs \$100

Select from:

Marinara - Swedish - Barbecue - Sweet & Sour

Divide flavors into (2) half trays - please add \$10

Cocktail Franks	\$115
Sausage Mushroom Caps	\$150
Mini Beef Wellington	\$210
Beef Empanada	\$200
Teriyaki Beef Skewers	\$195

### **VEGETARIAN**

Prices based on 100 pieces

Stuffed Mushroom Florentine	\$95
Crispy Battered Green Beans	\$95
cucumber wasabi sauce	
Vegetable Spring Roll	\$160
Phyllo with Raspberry & Brie	\$200
Macaroni & Cheese Wedges	\$125
Spanakopita	\$175
spinach & feta phyllo	
Mozzarella Sticks & Marinara	\$125

### **CHICKEN**

Prices based on 100 pieces unless otherwise indicated

Chicken Wings (per 50 pcs)	\$115
Boneless Wings	\$115
Select from:	

Buffalo • Garlic Parmesan Terriyaki • Honey Barbecue celery sticks and bleu cheese

Chicken Tenders (per 50 pcs)	\$85
barbecue & honey mustard dipping sau	ices
Mini Chicken Cordon Bleu	\$150
Buffalo Chicken Rangoon	\$180
Sesame Crusted Chicken	\$200
Chicken Empanada	\$200
Thai Peanut Chicken Satay	\$200

### **FISH & SHELLFISH**

Prices based on 100 pieces

Coconut Shrimp	\$155
Crab Rangoon	\$200
Mini Crab Cakes	\$225
cajun tartar sauce	
Scallops Wrapped in Bacon	\$225





### CARVING STATION SELECTIONS

Prices are per guest for a one-hour service ~ Minimum of 50 guests required

Breast of Turkey \$8.25 cranberry relish, freshly baked rolls

Roasted Marinated Pork Loin \$8.25 apple sauce, spicy mustard, freshly baked rolls

Garlic Herb Crusted Roast Beef \$8.25 au jus, creamy horseradish sauce, freshly baked rolls

Baked Country Honey Glazed Ham \$8.25 spicy mustard, freshly baked rolls

Herb Crusted Beef Tenderloin \$13.25 creamy horseradish sauce, freshly baked rolls



Please add 18% service charge

### **BEEF & PORK DISHES**

Each tray serves approximately 25 guests

Slow Cooked BBQ Pulled Pork	\$150
Italian Meatballs Marinara	\$155
Classic Sausage & Peppers	\$155
Stir Fried Pepper Steak	\$200
Grilled Knockwurst	
served on a bed of sauerkraut	\$115
Grilled Bratwurst	\$115
served on a bed of sauerkraut	

Please add freshly baked club mini kaisers for \$10 per dozen

3 dozen rolls per tray recommended

Sliced Honey Baked Ham	\$125
Meatloaf topped with Gravy	\$155
**Shepherd's Pie (Beef)	\$155
**Tamale Pie	\$155
cheesy ground beef with jalapenos & cornbi	read topping
Beef Sliders (28 per tray)	\$85
½ Cheese and ½ Plain	
Cheese Steak	\$195
onions & peppers & club rolls	
Beef Burgundy	\$195
Slow Cooked Barbecue Beef Brisket	\$195
Sliced Flank Steak	\$195
choose from mushroom merlot, demi-glad	ce
or ginger teriyaki	
**Marinated Sliced Flank Steak	\$195

side of chimichurri, served hot or cold

### **CHICKEN & POULTRY DISHES**

Each tray serves approximately 25 guests

**Country Fried Chicken (Bone-In)	\$115
Baked BBQ Chicken (Bone-In)	\$115
**Chicken Pot Pie	\$125
biscuit topping	
Grilled Chicken Breast	\$125
choose from herb marinated, barbecue, teriyaki or cajun	
Lemon Chicken Picatta	\$125
Baked Chicken Parmesan	\$125
Pan Seared Chicken Florentine	\$125
**Ike's Chicken Scampi	\$125
**Sherry & Mushroom Chicken	\$125
Fire Braised Barbecue Chicken	\$125
General Tso's Chicken	\$125
Chicken and Broccoli	\$125
Sliced Turkey Topped with Gravy	\$125



### **SEAFOOD DISHES**

Each tray serves approximately 25 guests

Crabmeat Stuffed Sole	\$160
Crab Shells	\$160
stuffed with crab meat & lobster crème	sauce
Garlic & Herb Tilapia	\$190
Lemon Beurre Blanc Cod Loins	\$190
Grilled Salmon	\$190
dill & white wine sauce	

### **PASTA & VEGETARIAN DISHES**

Each tray serves approximately 25 guests

Homestyle Macaroni & Cheese Penne ala Vodka Farfalle with Sautéed Broccoli	\$70 \$75
garlic crème sauce	\$75
Buttered Egg Noodles	\$75
**Cavatappi with Cajun Alfredo	\$80
Eggplant Rollatini Marinara	\$80
Lasagna / Vegetable Lasagna	\$85
**Shells a la Créme gorgonzola crème & peas	\$90
Penne with Fresh Grilled Vegetables <i>light pesto sauce</i>	\$95
Baked Ziti Marinara	\$95
**Gourmet Macaroni & Cheese	\$115
Baked Ziti Bolognese	\$125
Tortellini Alfredo	\$125

### "PASTA YOUR WAY"

Each tray serves approximately 25 guests

1.Pick Your Pasta:

Penne – Farfalle – Rigatoni – Cavatappi

2.Pick Your Sauce:

Tomato Basil Marinara	\$70
Alla Vodka	\$75
Traditional Alfredo	\$75
Cajun Alfredo	\$75
Roasted Red Pepper Smoked Gouda	\$75
Red Pepper Pesto	\$75
Fresh Pesto	\$80
Garlic Crème Sauce	\$85
Hearty Bolognese	\$100
Creamy Carbonara	\$125

- + sliced grilled chicken choose from chipotle, herb marinated, or cajun
- + grilled or sautéed shrimp choose from chipotle, herb marinated, or cajun

Contact the Catering Office for Pricing



# CCOMPANIMENTS

## Gourmet-To-Go

### **POTATO & RICE**

Each tray serves approximately 25 guests

White Rice/ Jasmin/ Wild I	Rice \$50
Honey Baked Beans	\$50
Homestyle Stuffing	\$50
Red Skin Potatoes	\$65
**Baby Baked Potatoes	\$65
Potatoes au Gratin	\$75
Garlic Mashed Potatoes	\$85
Mashed Sweet Potatoes	\$85

### **VEGETABLE**

Each tray serves approximately 25 guests

Mini Corn-on-the-Cob	\$60
Glazed Baby Carrots	\$60
Green Beans Almondine	\$60
Roasted Corn with Peppers	\$60
Haricot Vert with Sautéed Garlic	\$60
Julienne of Seasonal Vegetables	\$60
Sweet Corn Casserole	\$60
*Marinated Grilled Vegetables	\$70
*Broccoli Casserole	\$100



### **DESSERTS**

Assorted Cookie Platter	\$45 (50 cookies)
Brownie or Blondie Platter	\$60 (50 brownies)
Assorted Dessert Bars	\$60 (50 pieces)
Ice Cream Novelties	\$2 Each
Chocolate Covered Strawberries	\$75 Per Tray
Select dark or white choco Each tray contains 25 strawberries	
Italian Cookies	\$25 Per Pound
Approximately 16-19 cookies per p	pound
Assorted Mini Italian Pastries	\$40 Per Dozen

Cannoli Chips & Dip Each tray serves 15 guests	\$40, Per Tray
Mini Cream Puffs	\$50, Per 100 Pieces

Cupcakes \$50 Per Dozen

red velvet, double chocolate or vanilla bean

### **CELEBRATION CAKES**

Choose your own flavor, filling, & icing

10" Round Cake	\$50
1/4 Sheet Cake	\$60 (25 slices)
½ Sheet Cake	\$90 (45 slices)
Full Sheet Cake	\$140 (100 slices)

### Add a logo/screen image for \$30.

Please contact the catering office for the cake order form

\*\* Indicates an Ike's Signature Dish





### **BEVERAGES**

All beverages listed are priced per gallon Minimum (3) Gallons

Coffee	\$15 Per Gallon
Decaffeinated Coffee	\$15 Per Gallon
Hot Tea cups, stirrers, napkins, creamer	\$15 Per Gallon & sugars
Hot Chocolate	\$15 per Gallon
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Orange Juice	\$15 Per Gallon
Apple Juice	\$15 Per Gallon
Apple Cider, seasonal	\$15 Per Gallon
Iced Tea	\$11 Per Gallon
Lemonade	\$11 Per Gallon
Can Soda	\$2 Each
Bottled Water	\$2 Each
2 Liter Soda	\$3 Each

### **HYDRATION JUICE & SODA BAR**

Attendent included

Chilled Assorted Juice Seasonal Infused Water Flavored Seltzer Soft Drinks & Iced Water

\$4 per person – First Hour \$4 per person – Second Hour \$3 per person – Each Additional Hour \$100 minimum per hour; if the minimums are not met the difference will be charged accordingly

Please add 18% Service Charge

### TOP SHELF OPEN BAR

Ketel One, Patron, 1800 Resposado
Glenmorangie, LaSanta
Woodford Reserve, Hennessey
Bombay Sapphire, Crown Royal
Frangelico, Drambuie, Gran Marnier
Includes premium Open Bar Selections

### PREMIIUM OPEN BAR

Titos', Tanqueray, Bacardi, CaptainMorgan Malibu, Jose Cuervo, Dewar's, Seagram's7, Jack Daniels, Makers Mark, Jameson, Peach Schnapp's, Cointrea, Southern Comfort, Courvoisier, Bailey's, Amaretto, Kahlua, Sambucca Includes Beer, Wine, Soda Bar Selections

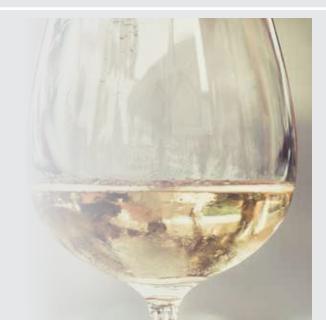
### **BEER, WINE, & SODA BAR**

Budweiser, Bud Light, Samuel Adams, Stella Artois, Goose Island IPA House Wine: Chardonnay, Pinot Grigio, Rose, Cabernet Sauvignon, Pinot Noir Assorted Soft Drinks & Water

1 HOUR	2 HOURS	3 HOURS	4 HOURS	5 HOURS
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TOP SHELF OPEN BAR	\$23	\$26	\$32	\$38	<b>\$44</b>
PREMIUM OPEN BAR	\$19	\$23	\$29	\$34	\$40
BEER, WINE, & SODA BAR	\$15	\$19	\$25	\$30	\$34

Price Based Per Person. Please add 18% service charge.



### **BAR ON CONSUMPTION**

Drinks will be inventoried at the conclusion of the event Includes the selections listed in the Premium Open Bar Package
If the total consumed exceeds the minimum the credit card on file will be charged accordingly
Please see bar service minimum

Beer: \$5-\$6 • House Wine: \$6

Mixed Drinks: \$8 and up. Soft Drinks: \$2

### **CASH BAR**

An assortment of liquor, mixers, beer house wine and soft drinks & water

Please see bar service minimums below

### TABLESIDE WINE SERVICE

\$8 per hour, per person for unlimited tableside house wine pour service

House Wine, \$24 per bottle placed on the table

### **BAR SERVICE MINIMUMS**

Minimums are per bar/bartender ~ There is a \$300 minimum, up to two hours; Each additional hour is \$150

If the minimums are not met the difference will be charged accordingly

### **SERVICE CHARGE**

Please add 18% service charge

Packages include glassware when on premise in Eisenhower Hall

Off premise events include disposable tumblers

Please contact the catering office for upgrade to glassware

### **POLICIES**

DCA reserves the right to ID any patron requesting an alcoholic beverage

Shots are not permitted

Credit card authorization form on file required

One bartender required per 75 guests



TABLE SIZE	LINEN SIZE
30" Round	52" Square ~\$8
36" Round	Floor-length = 90" Round ~\$19
30" Round - Bar Height	52" Square ~\$8
	85" Square ~\$8
	Floor-length = 120" Round ~\$19
60" Round	85" Square -\$8
	Floor-length = 120" Round ~\$19
72" Round	85" Square ~\$8
	Floor-length =132" Round ~\$25
6 x 30" Rectangle	52x114" ~\$8
or	Almost Floor-length = 72x120" ~\$12
8 x 30" Rectangle	Floor-length = $90x132$ " ~\$19

### **DELIVERY**

Free delivery on all orders over \$750 Delivery under \$750 incurs a \$40 delivery fee Delivery, Set-up & Cleanup Must include server fee(s) and 18% service charge for the duration of the event

### **SERVICEWARE**

Disposable Serving Utensils ~ \$1.50 each
Wire racks with water pan ~ \$6.50 per set
Sternos ~ \$2.50 each
High quality and standard disposable ware:
call for selections and pricing

Please contact the catering office at 845-938-7732 to begin planning your event.

### **STAFFING**

Server, Bartenders ~ \$20 per server per hr Chef ~ \$50 per Chef per hour Catering office will determine the time frame and amount of staff required for event to include allotted time for set-up and breakdown



### **POLICIES & PROCEDURES**

### **ADVANCE NOTICE**

We recommend that you place your order as early as possible to ensure availability of items and services. There is a two-week minimum on all standard orders. For popular dates such as graduation weekend, more advanced planning is advised. When planning your event, keep in mind the larger, more detailed events require a significant amount of planning and coordination. All non cadet related events require a referral from the West Point Club.

### **SCHEDULING YOUR EVENT**

At the time of booking your event, the following information will be required:

- Name, address, email, phone & cell phone
- Catering contract contact(s) and on-site contact name
- Name of group/department and event title
- Day & date of event
- Beginning & ending time of event
- Estimated number of guests attending the event
- Location & facility access info
- Rain location and/or inclement weather plan (if applicable)
- Method of payment

### **DEPOSITS, BILLING & PAYMENT**

Academy departments paying with internal funds for official events are required to provide, at time of booking or upon confirmation, all approved documents. It is the client's responsibility to ensure we have the correct documents on file prior to the event. No deposit required for Cadet and official functions. For Academy affiliated groups paying by credit card, cash or check, payment is required (4) business days prior to the event. You will be charged the actual number of guests or the guarantee, whichever is higher at the conclusion of your event. Final invoices will only be sent for additional consumption or higher guest counts.

Non-Academy affiliated groups will be required to pay a deposit, depending upon location, event requirements and guest count. The deposit will be deducted from the final invoice at the time of payment. Payment is required (4) business days prior to your event along with the final guest count. We do require a credit card on file for any additional fees or guests. Forms of payment accepted: credit card (Visa, MasterCard, American Express, Discover), check and cash.

Please make checks payable to: Cadet Activities Fund

### **EVENT PLANNING & GUARANTEED ATTENDANCE**

Preliminary menu arrangements are highly recommended as early as possible but must be made at least (14) business days in advance for our staff to meet your needs & expectations. In the event a menu selection is not made by the above guidelines, Ike's Catering cannot guarantee the availability of your menu selection. To ensure appropriate service preparation, all changes referring to the menu, guest count & event arrangements must be finalized by noon, (4) business days prior to your event. Menus subject to change.

### POLICIES & PROCEDURES cont.

### PRICING, AVAILABILITY & SERVICE CHARGES

Menu items & pricing are subject to change without notice. Due to seasonality & vendor ability, certain items may not be available.

- All serviced events will incur an 18% service charge.
- There is no sales tax at West Point.
- All non cadet related events may incur an additional referral fee
- Events held on a federal holiday will incur an additional fee

### **EVENT CONFIRMATION**

Once the details of your event have been finalized, we will submit a catering contract. Please carefully review all information for accuracy. If you have questions or changes, please contact your coordinator immediately. Your signed confirmation must be returned to Ike's Catering no later than (10) business days prior to confirm your event. Ike's Catering cannot service your event without a signed contract and confirmed method of payment.

### **DELIVERY FEES**

- Complimentary delivery to all Cadet events
- Complimentary delivery to all orders exceeding \$750.00
- Deliveries below \$750.00 will incur a \$40.00 delivery fee
- Delivery will be determined on a case-by-case basis based on availability, location & logistics. Please establish accurate delivery or pick-up times for your event

### **SPECIAL DIETARY RESTRICTIONS**

Ike's Catering will do our best to accommodate any needs pertaining to dietary restrictions if notified by the time of confirmation; however, severe food allergies cannot be accommodated. Ike's kitchen is not a peanut or gluten free kitchen. There may be an additional charge for certain dietary meal requests due to the high cost of ingredients.

### **CANCELLATION POLICY**

- 7 days prior to event full refund
- 3 to 6 days prior to event 50% refund
- Less than 3 days prior to event no refund

### **CANCELLATION DUE TO INCLEMENT WEATHER CONDITIONS**

Events cancelled due to inclement weather resulting in an official closing (CODE RED) will not incur any fees if the food was not prepared. For events cancelled due to inclement weather without an official closing, the customer will be responsible for any special ordered items & costs associated to the event.

### NON-SERVICED EVENTS IN EISENHOWER HALL

Catering can be ordered through Ike's Kitchens-To-Go and Grant Hall for all events in Eisenhower Hall, there is no outside food permitted.

When hosting an ala carte event:

- Eisenhower Hall locations must be booked through DCA Facilities, please reserve time to include set up and clean up
- Tables in the Riverside Café and Class of 63 Lounge are available "as is". Table / Chair layout may vary depending upon other events. Custom layout will be on a case by case basis
- •All trash must be removed and placed in the dumpster located on the loading dock
- •All tables and chairs must be placed in the original layout (depending upon facility schedule)
- •All tables must be wiped down
- •Open flames are not permitted, all candles must be enclosed
- •Confetti is not permitted
- •Helium balloons are not permitted with the exception of arches and columns
- •All packaging and trash created by the client and vendors must be removed and placed in the dumpster located on the loading dock
- •All favors, centerpieces, programs etc. must be organized in advance through the Catering Department and will be determined on a case by case basis

### ALCOHOLIC BEVERAGE REQUIREMENTS

- Alcohol must be purchased through Ike's Catering for all events in Eisenhower Hall
- Alcohol may not be served unless non-alcoholic beverages & food are also served
- Bartenders will proof all consumers that appear to be under 21 years of age
- Cadet events with alcohol must be approved through the TAC Officer or approving official and must adhere to NYS Alcohol Laws. New York law states that persons under 21 years of age are not to be served, or given alcoholic beverages.



