



Nutrition and Food Service Department
Leonard E. Merrell Center
Non-District
Catering Guide



Nutrition and Food Service Department Office
5364 Franz Road
Katy, TX 77493
281-396-6240

Catering Staff Located at
Education Support Complex
6301 South Stadium Lane
Katy, TX 77494
281-396-6240

Effective: November 1, 2008

Introduction

The Katy Independent School District Nutrition and Food Service Department staff produces and serves nutritious breakfast and lunch meals to district students and staff at all school levels. In addition to the daily school food production, the Department catering staff provides services to district patrons and sponsors of organizations who reserve district buildings for their events.

The following instructions will guide you through the steps necessary to guarantee the food is ready in a timely manner for your special event.

Please observe the event notification timelines. A meeting with the catering staff should be scheduled shortly after you secure your room reservation.

We appreciate your thoughtfulness. We look forward to providing a service to you.

Merrell Center Food Reservations

The Merrell Center staff offers services at a variety of venues. The Nutrition and Food Service Department supports the LMC staff by providing food for these scheduled events. Food can be provided in different Merrell Center locations, including the concession stands, meeting rooms, lobby and the arena floor, best meeting the needs of the sponsor.

Locations

Concession Stands

Full service concession stands are located on both the west and east sides on the second level of the arena.

- This type of service is used when full service is required and the number of participants at the event is expected to be moderate to high.
- The concession stands are opened thirty minutes before the start of the event.
- The closing time and food items offered will vary depending on the type of event and the number of participants at the event.

Kiosk

A Kiosk is available for use on the first floor of the arena.

- This type of service is used when limited service is required and the number of participants at the event is expected to be low to moderate.
- The kiosk is opened thirty minutes before the start of the event.
- The closing time and food items offered will vary depending on the type of event and the number of participants at the event.

Meeting Rooms and Lobby Areas

Full service meals or a la carte items may be selected for events scheduled throughout the building.

- Rooms must first be scheduled with the LMC Event Coordinator.
- Food items may be selected from the menus suggested in this Guide.
- Schedule a meeting with the catering staff to discuss alternate needs.

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Trade Shows

- Ready to eat food should not be sold during trade shows when the district concession areas are open.
- Samples and packaged food items may be sold or given away to show participants.
- Vendors giving out food samples or selling packaged food items should provide the required health department certificates to the LMC staff prior to the event.

Athletic Events

Concession stands, kiosks, full service meals or hospitality rooms may be selected for events held in the arena.

- Food items may be selected from the menus suggested in this Guide.
- Schedule a meeting with the catering staff to discuss alternate needs.
- Ready to eat food should not be sold when the district concession areas are open.

Arena

Banquet, concert or convention sponsors reserving the arena area may request full service menus or the concession areas to be open to meet the needs of the event.

- Food items may be selected from the menus suggested in this Guide.
- Schedule a meeting with the catering staff to discuss alternate needs.

Contact Person and Event Coordinator

All groups renting the facility must designate a “Contact Person” who will be responsible for ensuring the proper care of the facility. A catering event coordinator will be provided by the district at no charge to the group.

Booking your Event

1. Initial contact with the catering staff should be scheduled at least 15 business days prior to the event and after the reservation is confirmed by the LMC staff.
2. The types of catering services required by the sponsor of the event, suggested days and times to open, and an estimate of participation, should be noted at this time.
3. A meeting, telephone or email contact to finalize services should be scheduled with the catering staff at least 10 business days prior to the event.
4. Changes can be made up to 5 business days prior to the event. A menu and final arrangements should be confirmed at this time.
5. Any alterations made after this deadline may be subject to additional charges.

Ordering Food for your Event

1. As per district requirements, the Nutrition and Food Service Department is the preferred caterer to provide food and beverage service for any event held in the LMC.
2. The district will base the decision to open a specific number of concession stands and hire appropriate number of staff based on best guess participation input from the sponsor.
3. Meals ordered by the sponsor will be the guarantee number and will be billed accordingly.

Merrell Center Food Service Reservation Instructions

1. The Nutrition and Food Service Department staff will determine the minimum number of staff required based on the type of activity and the anticipated number in attendance.

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2. All arrangements and requirements for food and beverages being prepared and/or served in District facilities must be made in advance of the event.
3. A waiver to the District's food and beverage requirements may be obtained in some instances and a fee may be assessed for this option.
4. Catering fees will be determined by the Nutrition and Food Service Department based upon menu selection.
5. In addition to facility rental fees, the fees for employee services are billed for a minimum of three (3) hours at the following hourly rates: Food Service Employees \$30.00
6. Unless otherwise agreed upon, the Merrell Center reserves the sole right to sell or disburse programs, books, magazines, newspapers, food, beverages and any other merchandise commonly sold or dispensed in arenas or auditoriums. Exceptions to this provision must be specified in the rental agreement.

Catering Request Form

Instructions to Complete Form

1. A form should be completed for each scheduled event.
2. Complete all required fields on the form as instructed including the billing information.
3. Print a hard copy and obtain signature authorization.
4. Send the signed form to Food Service Catering to arrive no later than ten business days prior to the event to insure time to order, receive and prepare the requested items.
5. Address - Nutrition and Food Service Department Catering P. O. Box 159, Katy, TX. 77492-0159.

What is Included for an Event?

1. Standard service for all catered events include food and basic paper supplies, set-up of table and break down at the conclusion of the event.
2. Events are set up at least 15 minutes prior to service. Note the exact time of the event on the request form.
3. The sponsor should note on the form if a special theme should be followed.
4. Additional labor cost will be determined and added to the final bill, if required.
5. An extra cost may be charged for other services if the amount of people quoted by the sponsor is substantially less or greater than the estimated number.
6. The menus suggested in the Guide are basic. Other menus may be discussed with catering staff and a price agreed upon prior to the event. Call 281-396-6240 to make an appointment.

How to Pay

1. Billing to the designated person and address noted on the request form will be sent at the conclusion of the event.
2. Checks or cash will be accepted and should be sent to the Nutrition and Food Service Department Catering P. O. Box 159, Katy, TX. 77492-0159.
3. On site credit card payments may be accepted with an additional processing charge. Ask about this type of service at the time of booking with the Catering Coordinator.
4. Sponsors of events not associated with the district that are tax free should provide a copy of their tax exempt status form, prior to the event, or they will be billed an additional tax amount.

Cancellations and Changes

1. A change in the number of participants or a room change is requested at least 48 business hours in advance of the event by calling catering at 281-396-6240.
2. Cancellations are requested at least 24 business hours before the time of the event. If the event was not cancelled in a timely manner, the organization may be charged for the food, supply and extra labor requested.
3. Prices are subject to change without notice.

Concession Stand Menu

Basic concession stand fare is offered in the Merrell Center concession stands. Morning, afternoon and evening service can be arranged to meet the needs of the group participants.

Typical offerings may include the following:

- Beverages include bottled water and Coca-Cola products
- Hot dogs, corndogs, egg rolls, baked potatoes, nachos
- Popcorn, peanuts, cotton candy, chips, candy, ice cream, pretzels, cookies, jerky
- BBQ Sandwiches, Hamburgers, Breakfast Kolaches, Cold Cut Sandwiches
- Salads, fruit, vegetables, string cheese, yogurt

Morning Basics

Choose a continental breakfast, full breakfast or a la carte items.

- Portion sizes have been pre-determined and will reflect the number of meals ordered.
- Additional a la carte items may be ordered.
- Items are delivered to your location and placed in the area specified on the Catering Request form.
- Standard Service Tier I price of selections stated below.

Morning Selections

- | | |
|----------------------------------------------------------------------------------------------------------|-------------------|
| 1. <u>Continental Breakfast</u>
Muffin, Scone, Donut Holes, Juice, Coffee | \$5.00 per person |
| 2. <u>Hearty Continental Breakfast</u>
Seasonal Fruit, Muffin, Scone, Donut Holes,
Juice, Coffee | \$6.00 per person |
| 3. <u>Sunshine Breakfast</u>
Seasonal Fruit, Yogurt, Bottled Water, Coffee | \$5.00 per person |
| 4. <u>Continental Container</u>
Bagel with butter and jelly, Seasonal Fruit,
Yogurt, Bottled Water | \$6.00 per person |
| 5. <u>Hearty Container</u>
Egg and Sausage Taco, Seasonal Fruit,
Chex Mix, Bottled Water | \$7.00 per person |

Add a Hot Breakfast Item, Breakfast Casserole or a la carte choices to any of the menus at the a la carte price. Additional services and food choices may be discussed with the Catering staff at the time of booking.

Service Tier I – Styrofoam Service - Price as stated above

Service Tier II – Clear Plastic or China-Like Service + \$2.00 per person to stated price

Service Tier III - China and Linen Service + \$6.00 per person to stated price

A la Carte Breakfast Selections

- Breakfast Bread - Scone, Danish, Cinnamon Roll, Muffin, Donut Holes \$2.00
- Hot Breakfast Item - Egg Wrap, Kolache, Egg/ Sausage English Muffin, Sausage Biscuit, Chicken Biscuit \$3.00
- Fruit Pizza \$30.00/20 cut
- Fresh Seasonal Fruit \$2.00 per person
- Hot Breakfast Pizza \$30.00/20 cut
- Breakfast Casserole \$30.00/30 servings
- Sweet and Salty Variety Mix \$1.00 per package
- Coffee Service \$2.00 per cup
- Carafe of Juice \$2.00
- Yogurt Cup \$1.00
- Bottled Juice \$1.00
- Bottled Water or Canned Soda \$1.00

Afternoon Refreshers

Choose a salad container meal, sandwich container meal, wrap container meal, luncheon buffet or a la carte munchies for your afternoon event.

Container Meals

- Order meals or munchies by the number of expected participants.
- Portion sizes have been pre-determined and will reflect the number of meals ordered.
- Container meals will be delivered to your location and placed in the area specified on the Catering Request form.
- Standard Service Tier I price of selections stated below.

Salad Container Meal

\$10.00 per Container

All Salad Container meals include assorted salad greens, choice of salad toppings, fruit, salad dressing, cookies and bottled water.

- All container meals are adequate to feed one adult.
- Assorted regular and low fat dressings are offered.
- Choice of salad toppings include BLT, Grilled Chicken Strips, Chunky Chicken Salad, Cobb, or Veggie

Sandwich Container Meal

\$10.00 per Container

All Sandwich Container meals include a choice of sandwich meat on wheat bread, with lettuce, cheese, condiments, package of chips, seasonal fruit, cookies and bottled water.

- All container meals are adequate to feed one adult.
- Sandwich Meat Choices include Turkey Breast, Garden Tuna Salad, Creamy Chicken Salad, Lean Roast Beef, Honey Glazed Ham or Veggie.

Wrap Container Meal

\$10.00 per Container

All Wrap Container meals include a choice of sandwich meat in a tortilla wrap, with lettuce, cheese, condiments, package of chips, seasonal fruit, cookies and bottled water.

- All container meals are adequate to feed one adult.
- Wrap Meat Choices include Turkey Breast, Creamy Chicken Salad, Lean Roast Beef, Honey Glazed Ham or Veggie.

Luncheon Buffet Meal Basics

- Luncheon Buffet Meals will be set up on the identified tables in your reserved room at least fifteen minutes prior to the time requested.
- Portion sizes have been pre-determined and will reflect the number of meals ordered.
- Includes standard Tier I set up with additional buffet table linens.
- Set up and clean up service is provided.
- Wait or service staff is not included.
- Choose one of the menus suggested below. Alterations to the stated menu or additional items may be discussed with the Catering staff and may be provided at an additional charge.
- Additional Vegetarian entrees can be provided to compliment the chosen meal and may incur an additional charge. Discuss choices with the Catering staff.
- Iced tea and water pitcher beverage station is included with the meal.

Luncheon Buffet Entree Choices

\$12.00 per person

1. Chicken Fried Chicken, Mashed Potatoes, Gravy, Tossed Salad Greens with Salad Dressing, Bread Basket, Fruit Cobbler
2. Teriyaki Beef Bites, Seasoned Rice, Grilled Vegetables, Bread Basket, Lemon Bars
3. Chicken Enchiladas, Mexican Rice, Charro Beans, Chips, Salsa, Chocolate Brownie
4. BBQ Chicken, Scalloped Potatoes, Seasoned Vegetables, Bread Basket, Pie
5. Chicken Fettuccine Alfredo, Tossed Salad Greens with Salad Dressing, Bread Basket, Lemon Bars
6. Turkey Tetrizzini, Tossed Salad Greens with Salad Dressing, Bread Basket, Cheesecake
7. Chicken Fried Steak, Mashed Potatoes, Gravy, Seasoned Green Beans, Bread Basket, Fruit Cobbler
8. Lasagna, Tossed Salad Greens with Salad Dressing, Bread Basket, Cookie Bar
9. BBQ Beef, Potato Salad, Coleslaw, Bread, Condiments and Pie
10. Open Face Panini Sandwich, Soup of the day and Cookies
11. Baked Potato Bar with BBQ, Bread Basket, Fixings and Fudge Brownie
12. Salad Bar with Chicken Salad, Bread Basket, Fixings and Cookies
13. Beef Taco Bar with Chips and Salsa and all the Fixings and Lemon Bars
14. Sandwich Bar with a variety of Breads, Meats, Cheeses, Fixings, Condiments and Cookies

Service Tier I – Styrofoam Service - Price as stated above

Service Tier II – Clear Plastic or China-Like Service + \$2.00 per person to stated price

Service Tier III - China and Linen Service + \$6.00 per person to stated price

Additional services and charges may be discussed with the Catering staff at the time of booking

Break Time Afternoon Munchies

Order by the number required for your event

- Assorted Cookies \$5.00 per dozen
- Brownie Tray \$6.00 per dozen
- Variety of Sweet and Salty Snacks \$1.00 per package
- Fresh Vegetable Tray with Dip \$2.00 per person
- Fresh Seasonal Fruit Tray \$3.00 per person
- Seasonal Fruit Tray with Cheese \$4.00 per person
- Cheese and Cracker Tray \$2.00 per person
- Fruit Pizza \$30.00/20 cut
- Queso or Salsa with Chips \$1.25 per person
- Mexican Layered Dip \$2.00 per person
- Hot Spinach Dip or Artichoke Dip with Chips \$2.00 per person
- Guacamole with Chips \$2.00 per person
- Cheese and Chicken Quesadilla \$2.00 per person
- Mini Buns with Assorted Fillings \$1.00 each
- Taquitos or Flauta \$1.50 per serving
- Extra vegetable or tossed salad \$1.00 per person
- Trail Mix or Snack Mix \$2.00 per person
- Bottled Water \$1.00 per bottle
- Canned Soda \$1.00 per can
- Coffee Service \$2.00 per cup
- Punch, Tea or Lemonade by the Gallon \$5.00 per gallon
- Ice Cream Sundae Bar \$5.00 per person
- Iced Cake \$35.00/30 cut

Afternoon and Evening Service

Choose one of the suggested dinner buffets for that special occasion.

Order meals by the number of expected participants.

After hours service begins at 3:00 p.m.

Break Time Afternoon Munchies menu - Price as stated with delivery only to stated location.

Luncheon Idea Carryovers for the Evening Meal

Luncheon Basics are the same for the evening meal period.

Container meals \$12.00 per container

Luncheon buffet menu \$14.00 per person

Break Time Afternoon Munchies menu Price as stated with delivery to location

Dinner Buffet Meal Basics

- All Dinner Buffet Meals will be set-up on the identified tables in your reserved room at least fifteen minutes prior to the time requested.
- Portion sizes have been pre-determined and will reflect the number of meals ordered.
- Includes standard Tier I set up with additional buffet table skirting.
- Set up and clean up service is provided.
- Wait or service staff is not included.

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- Choose one of the menus suggested below.
- Alterations to the stated menu, additional items or other menu choices may be discussed with the catering staff and may be provided at an additional charge.
- Additional Vegetarian entrees can be provided to compliment the chosen meal, but may incur an additional charge. Discuss choices with the catering staff.
- Add a salad or a second vegetable to any choice for the a la carte price. Choices should be discussed with the catering staff.
- Iced tea and pitchers of water are included with the meal.

Dinner Buffet Meal Choices

\$16.00 per person

1. Chicken Parmesan, Spaghetti, Sautéed Italian Vegetables, Italian Hard Rolls, Caramel Apple Bar
2. Mango Salsa Chicken, Sweet Potato Sticks, Vegetable Medley, Bread Basket, Fruit Cobbler
3. Pecan-Crusted Chicken, Rice Pilaf, Vegetable Medley, Crusty Rolls, Cheesecake
4. Smothered Chicken Breast, Garlic Roasted Mashed Potatoes, Gravy, Steamed Broccoli, Bread Basket, Layer Cake
5. Chicken Brochette, Wild Rice, Sautéed Field Peas, Bread Basket, Layer Cake
6. Beef Tips, Seasoned Rice, Tasty Green Salad with dressing, Bread Basket, Fruit Pie
7. BBQ Beef Ribs, Potatoes au Gratin, Green Salad with dressing, Bread Basket, Layer Cake
8. Grilled Bone in Chicken, Roasted Garlic Potatoes, Steamed Broccoli, Crusty Bread Basket, Cheesecake
9. Chicken Marsala, Spaghetti, Tossed Salad Greens with salad dressing, Bread Basket, Dessert Sampler.
10. Chicken Cacciatore, Green Salad with dressing, Bread Basket, Layer Cake
11. Chicken Fajitas, Mexican Rice, Charro Beans, Chips, Salsa and Dessert Sampler.
12. Turkey and Dressing, Mashed Potatoes, Gravy, Seasoned Vegetable, Bread Basket, Fruit Cobbler

Service Tier I – Styrofoam Service - Price as stated above

Service Tier II – Clear Plastic or China-Like Service + \$2.00 per person to stated price

Service Tier III - China and Linen Service + \$6.00 per person to stated price

Additional Upgraded Services Available for your Dinner Meal Service

Check with Catering staff for additional charges

Wait Staff or Buffet Staff	\$3.00 per person
Table Linens	\$1.00 per person
Set Table	\$2.00 per person
Set Starter	\$2.00 per person
Set Dessert	\$2.00 per person

Receptions and Hospitality Suites

- Items from the Break Time Afternoon Munchies menu may be ordered for receptions or hospitality suites.
- An additional labor and linen charge will be added to the price of the meal depending on time and type of service requested.

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- Please call the catering staff at 281-396-6240 for alternate menu suggestions and approximate pricing.
- Final billing will be adjusted at the conclusion of the event to account for unexpected possibilities.

Special Instructions

Availability and Pricing of Products and Service

All prices in this Guideline are subject to change if required.

1. Some items may not be available during the year.
2. Some items require a long lead time to order, so please place your food order as soon as possible.
3. The Catering staff will notify you of any possible changes.
4. Supplies and equipment should not be removed from the event location.

Catering Services

1. The district food service is the preferred caterer for all district related events held in the Merrell Center and ESC 1200.
2. The district must approve all outside commercial vendors bringing food and/or beverages into an event, prior to the event, to assure health department regulations are being met.
3. Outside catering services must adhere to all HACCP related policies at the time of service and should include a Transporting Log to assure temperature guidelines are met.

Decorations and Flowers

1. Decorations for the individual tables should be provided by the client.

Equipment Rental Policy

1. Equipment is the property of the school district and is used exclusively for catering events. If a group would like to use linens or other catering equipment, the catering staff would be pleased to direct you to a Catering Rental company so you can decide your needs.
2. Table mirror use is restricted to events scheduled in the LMC and ESC 1200. An additional charge of \$1.50 per mirror may be charged for cleaning.

Leftovers

The district catering staff takes the responsibility of safe food handling seriously to ensure that none of our guests are susceptible to food borne illnesses. Prepared foods that are not consumed at a catering event may not be removed from the premises. For the safety of our clients we will take care of disposing any potentially hazardous foods as is the standard catering industry policy.

**Thank for being a Catering Customer
Nutrition and Food Service Department Staff**