

SF STATE | DINING SERVICES





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****Prices & Fees are subject to change.**

GLUTEN-FREE



VEGETARIAN



VEGAN





THE MISSION

We recognize the need for special attention when people come together to celebrate with meals. Whether recognizing achievement or planning future success, it is during these gatherings where the power of human connectivity is elevated.

TASTE SUCCESS

Catering by Sodexo is about more than great food. It's about a team of dedicated professionals who are united by a common passion to deliver a successful catering experience. Building on a legacy of hospitality excellence, we leverage our vast expertise to create engaging events that exceeds the expectations of everyone we serve. We accomplish this by focusing on service, performance and guest satisfaction throughout the entire experience.

For customized menus, dietary restrictions and rentals, please contact the catering department below:

Contact information:

Phone 415-307-6497

Email tiffany.cruz@sodexo.com

Website:

<https://sfstate.sodexomyway.com/catering/index.html>

Note that all orders must be submitted 5 business days in advance of the event.



MORNING MENUS

These menus are available for groups of 10+

CONTINENTAL

12.75 per guest

Choose One- Orange Juice or Cranberry Juice or Apple Juice

Seasonal Cubed Fresh Fruit (4 oz. | 60 cal) **GF** **VG**

Choose two bread items from list

v Assorted Breakfast Breads: Lemon Poppyseed /Chocolate Chip/Cinnamon Streusel(1 ea | 250 & 200 cal)

v Croissants (1 ea | 180 cal)

v Danish (1 ea | 150 cal)

v Assorted Bagels (1 ea | 240 cal)

Includes: Cream Cheese, Butter and Assorted Jellies (1 ea | 290 cal)

GATOR BREAKFAST BUFFET

22.25 per guest

Choose One- Orange Juice or Cranberry Juice or Apple Juice

Seasonal Cubed Fresh Fruit (4 oz. | 60 cal) **GF** **VG**

Choose two

v Assorted Breakfast Breads: Lemon Poppyseed /Chocolate Chip/Cinnamon Streusel (1 ea | 250 & 200 cal)

v Croissants (1 ea | 180 cal)

v Danish (1 ea | 150 cal)

v Assorted Bagels (1 ea | 240 cal)

Includes: Cream Cheese, Butter and Assorted Jellies (1 ea | 290 cal)

Choose one

Home Fries / Hash Brown / Tater Tots (4 oz. | 190 cal) (4 oz. | 130 cal)

Proteins

Bacon/ Pork or Chicken Apple Sausage /Impossible Breakfast Sausage (1 SL | 50 cal) (2 links | 150 / 150 cal)

Choose one

Scrambled Eggs / Scrambled Egg Whites / Vegetable Scramble (4 oz. | 170/60/220cal)

Add on:

Pancakes or Traditional French Toast (2 ea | 250 cal) (3 ea | 270)

Served with Warm Maple Syrup & Melted Butter

+3.25 per guest





These menus are available for groups of 10+

GATOR BREAKFAST SANDWICH

5.35 per sandwich (1 dozen minimum)

Choose One

Toasted English Muffins / Bagel / Croissant/Gluten Free or Vegan Bun(1 ea | 130 cal|240 cal|180 cal| 130 cal)

Choose One

Cage-Free Scrambled Eggs /Egg and Cheese /Egg Whites (4 oz. | 170/60/220cal)

Choose One

Pork Sausage /Bacon / Ham/Impossible Breakfast Sausage +2.25 (1 PC | 90 cal) (1 SL | 50 cal) (2 links | 150 / 150 cal)

GATOR BREAKFAST BURRITOS

7.65 per burrito (1 dozen minimum)

**All Burritos Accompanied with Ketchup

Choose One

Flour Tortilla / Wheat Tortilla/Vegan Bun (1 ea | 150 cal| 120 cal|150 cal)

Choose One

Scrambled Eggs / Scrambled Egg Whites / Vegetable Scramble (4 oz. | 170/60/220cal)

Choose One

Pork Sausage/ Turkey Sausage/ Ham / Bacon/Impossible Breakfast Sausage +2.25 1 PC | 90 cal) (1 SL | 50 cal) (2 links | 150 / 150 cal)

ADD ON SEASONAL SLICED

FRUIT PLATTER OR BOWL



Sliced or Cubed Fruit: (4 oz. | 60 cal)

Small \$22 / 5-10 Guests | Medium \$32.50 / 15-25 Guests | Large \$43/25-45 Guests



ALA CARTE SELECTIONS FROM THE BAKERY

(Served by the Dozen. 2 Dozen Minimum)

ASSORTED FRESHLY HOUSE-BAKED MUFFINS 19.50 per dozen
Lemon Poppy Seed /Chocolate Chip (340-390 cal | 70 cal)

ASSORTED BREAKFAST BREADS 20.50 per dozen
Lemon Poppyseed /Chocolate Chip/Cinnamon Streusel(1 ea | 250 cal)

ASSORTED DANISHES 19.45 per dozen (1 ea | 150 cal)

ASSORTED BAGELS 21.40 per dozen (1 ea | 240 cal)
with Cream Cheese & Jellies

MINI CROISSANTS \$20.52 per dozen (1 ea | 180 cal)
with Butter and Jellies

FAMILY-STYLE YOGURT BOWLS (10 Person Minimum)

LOW FAT GREEK YOGURT WITH GRANOLA: (Plain + Strawberry)
2.45 per person (1 ea | 90-200 cal)

LOW FAT GREEK YOGURT WITH GRANOLA & BERRIES: (Plain + Strawberry)
5.25 per person(1 ea | 125-200 cal)



REFRESHMENTS

REFRESH AND REJUVENATE

HOT BEVERAGES

*Ala Carte with eco- friendly cups and beverage condiments.
(12 to 14 servings per carafe)

v **Freshly Brewed Starbucks Coffee and Decaffeinated Coffee** 31.50 per/Shuttle



v **Bigelow Herbal & Non-Herbal Teas to include Decaffeinated Bigelow Tea with Hot Water** 21.75/Shuttle



Coffee & Teas (8 fluid oz. | 0 cal)
(8 oz. | 200 cal)

v **Hot Chocolate** 19.50



COLD BEVERAGES

10-12 servings per gallon (16 Cups)

*Juices available in cups

v**Orange Juice** 18.50 /gallon (8 oz. | 112 cal)

v**Cranberry Juice** 17.50 /gallon (8 oz. | 137 cal)

v**Apple Juice** 17.50 /gallon (8 oz. | 120 cal)

v**Fruit Infused Iced Water** 9.00 /gallon (8 oz. | 0 cal)

v**Boxed Water** 2.15 /ea (8 oz. | 0 cal)

v**Juice Cups** 2.75 / ea (8 oz. | 0 cal)

v**Sparkling Water** 2.50 / ea (8 oz. | 70 cal)

v **Lemonade** 17.50 / gallon (0 - 140 cal)

v **Flavored Iced Tea (Peach, Citrus or Mango)** 17.50 / gallon (0 - 140 cal)

v**Assorted Canned Shasta Soft Drinks,Regular and Diet** \$2.45 ea (7.5 oz | 90 cal)

BEER & WINE SERVICE

v**Campus Package - \$15 per person:** Includes 1 House Red & White Wine, Domestic beer,Water. For Sparkling Water and Assorted Sodas +1.05

v**Seven Hills Package- \$17.85 per person:** Includes One Premium Red & White Wine, Imported and local Artisanal Beers, and infused water. For Sparkling Water and Soda + 1.05

BANQUET COFFEE AND TEA SERVICE

5.40 Per Guest | 12 Guest Minimum

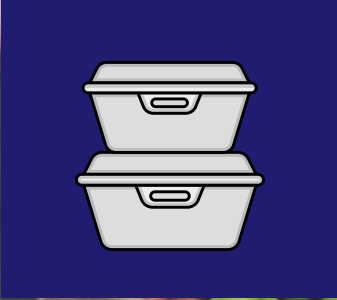
***China with Silverware Coffee Service is Included only in Seven Hills or Towers**

v Freshly Brewed Starbucks Coffee Decaffeinated Coffee

v Bigelow Herbal and Non-Herbal Teas

v Decaffeinated Tazo Tea

v Hot Water



PREMIUM TAKEAWAY SALADS

All Salads are served with a Dinner Roll and Butter Packet and choice of the following:

Choose one: Cookie or Brownie or Seasonal Fresh Fruit Cup

Choose one: Boxed Water or Shasta Soft Drink

***All orders must have the same drink and side**

***Add Poached Salmon for \$9 per guest**

8 order minimum for each salad choice from below

CHICKEN WALDORF SALAD

\$18 per guest (1 salad | 770 cal)

Red Grapes, Candied Walnuts and Celery, Mayonnaise Dressing on Mixed Baby Lettuces.

SANTA FE CHICKEN SALAD

\$18 per guest (1 salad | 240 cal)

Grilled Chicken, Black Beans, Corn, Tomatoes, Cotija cheese and Pepitas with Tortilla Strips and Cilantro Lime Dressing

CHINESE CHICKEN SALAD

\$18 per guest (1 salad | 460 cal)

Mixed Greens Tossed with Grilled Chicken, Mandarin Oranges, Sliced Almonds, Wonton Chips and a Toasted Sesame Vinaigrette

COBB SALAD

\$18 per guest (1 salad | 770 cal)

Chicken, Bacon, Egg, Blue Cheese, Cucumber, Tomato and White Balsamic Dressing on Mixed Greens

CAESAR SALAD

\$12.95 per guest (1 salad | 470 cal)

Crisp Romaine Lightly Tossed with Shredded Parmesan Cheese, Herb-Toasted Croutons and Classic Caesar Dressing

MEDITERRANEAN SALAD

\$12.95 per guest (1 salad | 470 cal)

Baby Kale with Farro, Garbanzo Beans, Artichoke Hearts, Tomatoes, Green Olives White Balsamic Dressing

VEGAN EDAMAME NUT SALAD

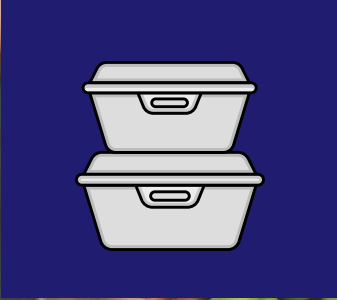
\$18 per guest (1 salad | 230 cal)

Shelled Edamame, Almonds, Sunflower Seeds, Diced Apples and Dried Cranberries on Crisp Lettuce with a Creamy Poppy Seed Dressing

VEGAN NAPA VALLEY GARDEN SALAD

\$18 per guest (1 salad | 310 cal)

Shaved Seasonal Vegetables with Lemon Mustard Vinaigrette



PREMIUM TAKEAWAY BOWLS

All Bowls are served room temperature with a choice of the following:

Choose one: Cookie or Brownie or Seasonal Fresh Fruit Cup

Choose one: Boxed Water or Soft Drink

***All orders must have the same drink and side
8 order minimum for each bowl choice from below.**

BIBIMBAP BOWL \$25 (1 bowl | 470 cal)

Marinated Pork or Chicken, White Rice, Zucchini, Carrots, Mushrooms, Red Cabbage
With Fried Egg and HeeBong's Special Gochujang Yuzu Tea Sauce 

PASTA PRIMAVERA \$25 (1 bowl | 340 cal)

Penne (GF available) Pasta, Eggplant, Green Beans and Onions, Plant Meatballs,
Tomato Basil Sauce

FALAFEL BOWL \$25 (1 bowl | 520 cal)

Fried Chickpea Balls, Tabouleh, Pickled Vegetables, Red Pepper Hummus
and Harissa Vinaigrette

FIESTA BOWL \$25 (1 bowl | 534 cal)

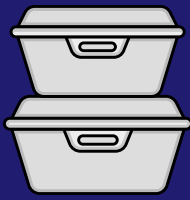
Roasted Pepper Rajas, Marinated Carne Asada or Pollo Adobada, Black Beans,
Achiote Rice, Salsa Molcajete and Cotija Cheese

SOUTHERN FRIED CHICKEN \$25 (1 bowl | 590 cal)

Popcorn Chicken nuggets, Mashed Potatoes, Collard Greens, Corn Succotash and Brown Gravy

ADD Chicken \$5
Salmon \$9
Steak \$7
Shrimp \$7
Tofu or Plant Protein Nuggets \$7

GLUTEN-FREE / VEGAN / DAIRY-FREE OPTIONS AVAILABLE



PREMIUM BOXED SANDWICHES

All Boxes are served with chips and a choice of the following:

Choose one: Cookie, Brownie or Seasonal Fresh Fruit Cup

Choose one: Boxed Water or Shasta Soft Drink

***All orders must have the same drink and side**

****SANDWICHES CAN BE MADE INTO WRAPS FOR +2****

8 order minimum for each salad choice from below.

DELI SANDWICHES AVAILABLE

TUSCAN GRILLED CHICKEN SANDWICH

\$20 per guest (1 sandwich | 530 cal)

Balsamic-coated chicken grilled, paired with Fat-Free Hummus, Bistro Sauce, Roasted Onions, and Peppers on a Multi-grain Roll

CHIMICHURRI STEAK SANDWICH

\$20 per guest (1 sandwich | 500 cal)

Sliced Beef with Roasted Peppers, Onions, Arugula and Chimichurri sauce on Ciabatta.

SHAVED HAM AND SWISS CHEESE CROISSANT

\$20 per guest (1 sandwich | 400 cal)

Leaf Lettuce, Sliced Tomato and Honey Dijon Mayonnaise

MUFFALETTA

\$20 per guest (1 sandwich | 448 cal)

Ham, Salami and Provolone with Romaine, Caesar Dressing and Chopped Olive Salad on a Crusty Sourdough roll.

CLASSIC CHICKEN SALAD OR TUNA SALAD

\$20 per guest (1 sandwich | 490 cal)

Diced Celery, Bermuda Onions and Tarragon with Leaf Lettuce and Tomato on Sliced Sourdough Bread

VEGAN PORTOBELLO MUSHROOM BURGER

\$20 per guest (1 sandwich | 380 cal)

Leaf Lettuce, Sliced Tomato, Plant Cheddar Cheese and Aioli

GRILLED EGGPLANT AND PEPPERS

\$20 per guest (1 sandwich | 520 cal)

Goat Cheese spread, Arugula, Onion Relish and Pesto on a Ciabatta Roll



BUFFET MENUS

These menus are available for groups of 12+
(Please note that it is One Entree per guest)

LITTLE ITALY \$25 per guest **(Guest | 1700 cal)**

- v Caesar Salad with Homemade Croutons (1 salad | 470 cal)
- v Bread and Butter (1 roll | 95 cal)
- v Roasted Vegetables (4 oz. | 50 cal)
- v Penne Pasta (4 oz. | 200 cal)
- v Choice of Chicken Cacciatore, Picatta, Mushroom Marsala, or Meatballs in Marinara (4oz. | 400 cal) (Osso Bucco, Shrimp Scampi or Salmon Milanese +\$9)
- v Cannoli or Tiramisu (2 per serving | 170 cal)

TACO BAR \$22 per guest **(Guest | 2000 cal)**

- v Aztec Chopped Salad: Lettuce, Corn, Beans, Squash and Peppers, Pepitas and Cilantro Lime Dressing (4 oz. | 210 cal)
- v Proteins: Chicken Tinga, Pork Machaca Beef or Carnitas (4 oz. | 300 cal | 180 cal | 150 cal) (Shrimp or Baja Fried Fish add \$7)
- v Achiote Rice (4 oz. | 200 cal)
- v Corn or Flour Tortillas (1 pc | 150 cal)
- v Refried Black Beans (4oz. | 130 cal)
- v Condiments: Chopped Spanish Onions (4 oz. | 30cal), Cilantro (4 oz. | 7 cal), Queso (4 oz. | 330 Cal), Crema (4 oz. | 220 cal), Shredded Lettuce (4 oz. | 15 cal), Red & Green Salsas (4 oz. | 10 cal)
- v Pastel De Leches or Churros with Spicy Guajillo Chocolate Sauce (1 Serving | 396 cal)

J & K TOWN COMBI \$22 per guest **(Guest | 1100 cal)**

Choice of:

- vCucumber Sweet and Sour Salad (60 cal) and Miso Soup (100 cal) or Kimchee (20 cal)
- vChicken Teriyaki (360 cal) , Teriyaki Tofu (370 cal) and Vegetarian Chapche (280 cal) or Beef Bulgogi (300 cal)
- v Steamed Jasmine Rice (8 oz. | 220 cal)
- v Mango Coconut Rice Pudding (4 oz | 260 cal)



These menus are available for groups of 12+
(Please note that it is One Entree per guest)

DELI BUFFET \$15 per guest
(Guest | 1700 cal)

*Buffet Includes: Individual Bags of Lays Potato Chips (1 Bag | 160 cal)

Choice of Two Salads:

- vCreamy Coleslaw (4 oz. | 100 cal)
- vSeasonal Fresh Fruit Salad (4 oz. | 45 cal)
- vPotato Salad (4 oz. | 190 cal)
- vMarket Salad with Homemade Croutons (1salad | 110 cal)

Dressing:

- vBalsamic Vinaigrette (2 oz. | 90 cal)
- vLow-Fat Ranch Dressing (2 oz. | 110 cal)

Assorted Breads:

- vSliced Wheat/White/Rye or Gluten Free Bread (2 slices | 140-200 cal)

ASSORTED PROTEINS

- vSliced Roasted Turkey | Buffet Ham | Roast Beef | Roasted Portobello (3 oz. | 90-200 cal)

ASSORTED CHEESES

- vCheddar | Provolone | Pepper Jack | Swiss (1 SL. | 120 cal)

TOPPINGS AND CONDIMENTS

- vLeaf Lettuce | Tomato | Onions (4 oz. | 10 cal | 20 cal | 40 cal)
- vDill Pickles (4 oz. | 20 cal)
- vMayonnaise and Dijon Mustard (2 oz | 220 cal | 30 cal)

DESSERT

Choice of: Cookies, Fruit or Brownies



HORS D'OEUVRES

HOT APPETIZERS

(Priced at \$29/Per Dozen)

STATIONARY PLATTERS (Minimum of 3 dozen)

CHICKEN

- vBlackened Chicken Mini Sliders (1 each | 140 cal)
- vWings Buffalo, Teriyaki or BBQ (1 each | 86 cal)
- vSkewers with Hoisin Sesame Dipping Sauce (1 each | 150 cal)
- vTaqitos with Avocado Salsa Verde Cruda (1 each | 200 cal)
- vPopcorn with Cajun Mayonnaise (1 each | 14 cal)

PORK

- vPork Pot Stickers with Garlic Soy Sauce (1 each + 3 oz. sauce | 50cal)
- vGougere BLT with Arugula and Sriracha Mayonnaise (1 each + 3 oz. sauce | 440 cal)
- vBBQ Pork Bao with Asian Slaw and Gochujang Sauce (1 each + 3 oz. sauce | 350 cal)
- vEmpanada with Salsa Verde Picante (1 each | 300 cal)
- vBacon Wrapped Dates stuffed with Blue Cheese (1 each | 290cal)

SEAFOOD

- vMaryland Crab Cakes with Old Bay Spiced Tartar Sauce (1 each | 300 cal)
- vTempura Shrimp with Ponzu Dipping Sauce (1 each | 100 cal)
- vPortuguese Cod Fritters with Lemon Caper Mayonnaise (1 each | 150 cal)
- vCoconut Shrimp with Cajun Marmalade (1 each | 100 cal)
- vFingerling Potato stuffed with Atlantic Salmon, Golden Caviar and Crème Fraiche (1 each | 120 cal)

BEEF

- vMini Cocktail Meatballs Choice of: Swedish or Barbecue (1 each + 3 oz. sauce | 45-130 cal)
- vBeef Wellington Crostini: Roast Beef, Mushroom Duxelle and Sherry Horseradish Cream (1 each | 300 cal)
- vSkewer with Teriyaki Glaze (1 each | 100 cal)
- vTostaditas with Machaca Beef, Pickled Red Onion and Salsa Molcajete (1 each | 420 cal)
- vSliders with Pickles, Onions and 1000 Island Dressing (1 each | 293 cal)

VEGETARIAN/VEGAN OPTIONS

- vArtichoke Arancini with Plant Mozzarella and Basil Aioli (1 each + 3 oz. sauce | 273 cal)
- vPlant Popcorn Nuggets with Cajun Remoulade (1 each + 3 oz. sauce | 200 cal)
- vLemongrass Tofu Bao Bun (1 each | 280-340 cal)
- vPlant Based Meatballs with Marinara or Veloute Sauce (1 each | 150 cal)
- vBlack Bean Arepas with Pickled Jicama Slaw and Pepita Mole Verde (1 each | 220 cal)



COLD APPETIZERS

(Priced at \$29/Per Dozen)

(Minimum of 3 dozen)

SEAFOOD

- vPetite Shrimp Cocktail (shrimp + sauce | 150 cal)
- vMiso Crab in a Cucumber Cup with Lemon Dill Crème Fraiche (1 each | 50 cal)
- vSalmon Lavash Pinwheels with Capers and Dill Cream Cheese (1 each | 340 cal)
- vRock Cod Ceviche on a Tortilla Chip with Avocado Salsa Verde Cruda (1 each | 90 cal)
- vMaryland Crab Deviled Eggs (1 each | 95 cal)

CHEESE

- vBlue Cheese Stuffed Dates (1 each | 100 cal)
- vGoat Cheese Tart with Artichoke Hearts, Kalamata Olive and Sundried Tomato (1 each | 451 cal)
- vCambazola and Fig Sandwich on Walnut Levain (1 each | 270 cal)
- vCompressed Watermelon with Feta Cheese and Balsamic Glaze (1 each | 90 cal)

CHICKEN

- vChicken Salad Tea Sandwiches (1 each | 266 cal)
- vBuffalo Chicken Lavash with Blue Cheese and Celery (1 each | 380 cal)

PORK

- vSpam Musubi (1 each | 283 cal)

PLANT

- vFava Bean Puree on Walnut Levain Crostini with Radish Salad and Truffle Oil (1 each | 190 cal)



STATIONARY APPETIZERS

Guest Count: Small (15-25) / Medium(25-40)/ Large (40-60)

HOT DIPS

vWarm Spinach & Artichoke Dip with Tortilla Chips (1oz. + 2 oz. chips | 250 cal)
S 15 /M 25 / L 40

COLD DIPS

vChips & Salsas: Verde Cruda and Molcajete accompanied by Tortilla Chips (2 oz. | 260 cal)
S 15/ M 24 / L 40
Add On: Guacamole, Bean Dip or Chile con Queso
S 25/ M 40/ L 60

COLD DISPLAYS

vFarm Fresh Crudités Crudites
Choice of: Hummus, Romesco, Green Goddess, Caesar or Ranch Dip 25/40/60
S 25/ M 40/ L60 (2 oz. + 2 oz. dressing | 15-190 cal)

vDomestic Cheeses with Crackers and Baguette Rounds 32.55/ 48.30/ 85.05 (2 oz. + 6 crackers | 340 cal)
S 35 /M 50 / L 100

vArtisan Cheeses with Crackers and Baguette Rounds
2 oz. + 6 crackers | 280 cal)
S 100 /M 175 / L 250

vCharcuterie Board
2 oz. + 6 crackers | 280 cal)
S 150 /M 225 / L 275



DESSERTS

Priced By the Dozen. Minimum of 2 Dozen.

SWEET AND SALTY

ASSORTED HOME-STYLE COOKIES (2 cookies per serving) 21 per platter

Chocolate Chip (360 cal), Oatmeal Raisin (310 cal), White Chocolate Macadamia Nut (340 cal)

BROWNIES (1 cut per serving) 21 per platter

Plain(250 cal), Blondie (220 cal)

GOURMET DESSERT BARS (1 cut per serving) 26.24 per platter

Raspberry Almond Bar (190 cal), Smores Bar (260cal), Luscious Lemon Bar (70 cal)

MULTI-GRAIN POWERBALL TREATS 29.61 per dozen (1 each | 150 cal)

INDIVIDUAL BAGS OF PRETZELS AND POTATO CHIPS 1.40 per item (1 bag | 110-230cal)

TRAIL MIX (1 oz. | 150 cal) 1.31 per bar/Minimum 10

DECORATED SHEET CAKES (1 slice + 2 tbsp. icing | 140-150 cal + 120-140 cal)

Cake Cutting \$1.25 Per Person

Single Layer (decor/reg)

v Half sheet MP (Feeds 45)

v Full sheet MP (Feeds 90)

Two Layer (decor/reg)

v Half sheet MP (Feeds 45)

v Full sheet MP(Feeds 90)

*PERSONALIZED MESSAGE AVAILABLE FOR CAKES

(1 slice | 140-150 cal)

(2 tbsp icing | 120-140cal)

PLANNING YOUR EVENT

DELIVERY FEES

There is no delivery fee for catering services held within Seven Hills or Towers Conference Centers. Deliveries outside these building venues will be subject to a 5% delivery fee or a \$25 dollar charge whichever is greater, and not to exceed \$100.00.

SERVICE STAFF AND ATTENDANTS

To ensure that your event is a success, catering staff can be provided for all served meals and some buffets. Continental breakfasts, breaks, and receptions are priced for self-service. Lunch and Dinner Buffet style functions are staffed with one attendant for every 25 guests. Served meals are priced on an individual basis.

STAFF CHARGES

Buffet & Service Attendants

\$32 per hour / Waitstaff - \$36 per hour (Minimum of 4 hours)

Station Chefs

\$55 per hour (minimum 4 hours)

Bartenders

\$35 per hour (minimum 4 hours)

***Note- any extra service hours exceeding the original contract will be charged to your account.**

CATERING EQUIPMENT

As the catered event's host, you are responsible for the equipment we have provided to you on-site. If our catering equipment and/or supplies gets missing or is damaged at the event, the replacement cost will be charged to your account. For very large events, specialty equipment may need to be rented at an additional charge.

CHINA CHARGES

v Eco-friendly service ware are used for the majority of your needs.

v We offer china service for any events off-site from Seven Hills and Towers Conference Center at an additional charge.

- Full Meal Service and Silverware \$6.75 per guest
- Coffee or Beverage China Service \$2.75 per guest
- Full Bar Glass Service \$2.75 per guest
- Reception China and Silverware \$3.75 per guest
- Eco-friendly without Food Service \$1.50 per guest

FLORAL CHARGES

We will be happy to order, receive, and handle floral arrangements for you. For decorative requests, an additional fee will be determined in accordance with your specific needs. We must be notified of this 2 weeks prior to the event.



HOW TO CONTACT SFSU CATERING BY SODEXO

Even when details are not yet exact with event date or number of guests, contact us as soon as possible to let us help you plan your event. Note that we have a 5 business day policy to meet our vendors deadlines. We can start most catering arrangements simply via phone call and email. Some special arrangements will require an in-person/virtual appointment with our event planning team. Also, do let us know what room(s) and location that you are planning to secure for your catering with SFSU's Conference & Events Services, see information listed in the next section.

To begin your catering event with Sodexo, please contact us at:

Call: 415-307-6497

Email: tiffany.cruz@sodexo.com

EVENT LOCATION RESERVATION & PAYMENT

Contact SFSU's Conference & Events Services ([toCsEe](#)) to secure a location for your event. Whether your event will take place at Seven Hills or Towers Conference Centers, or on campus. An official reservation is required to start the catering contract and to proceed towards an event confirmation. For eligibility requirements and to reserve a room for your event at SFSU, please contact: SFSU's [Conference & Events Services \(CES\)](#).

Website - <https://ces.sfsu.edu/plan-your-event> Email: hdcscs@sfsu.edu

Event Services Coordinator at 415-405-4419 or via email : events@sfsu.edu Office Hours are Monday to Friday 9:00 a.m. to 5:00 p.m. PST

EVENT TABLES, CHAIRS & OTHER EQUIPMENT

Arrangements to secure tables, chairs and AV equipment you may need for your event are made with SFSU's Conference & Events Services (CES). (Including Disposal)

EVENT CONFIRMATIONS & GUARANTEES

A catering contract will be sent that will outline the terms of your agreement including the event details. If this Catering Confirmation is correct, please approve or inform us for any corrections. To finalize, CES will send you an invoice/contract or an updated one with any additional CES services. Once approved, your payment will be required as your event confirmation following the CES guidelines. The details are as follows: For events booked less than 30 days to the scheduled event, payment is due in full no later than (10) working days prior to the scheduled catered event otherwise payment is due in full 30 days prior to the scheduled event.

EVENT CHANGES AND CANCELLATIONS

Notice of Changes and Cancellations must be communicated in writing to SFSU's Conference & Events Services. You will need to email and receive from CES an official written confirmation for any event changes (including increases in the number of attendees) or event cancellation from them no later than ten (10) working days prior to your scheduled catered event. No changes to your cater event can be made after 12pm (PST) on the 5th working day prior to your scheduled event. Please be advised that you must adhere to the contractual and notification requirements as outlined by Conference & Events Services. With cancellations, any refund amount will be subject to the amount as stipulated by the written policy on the CES website. All Major Credit Cards accepted, Checks, PO's, Dept Accounts, and Foundation Accounts.

Determine eligibility for use of facilities: <https://ces.sfsu.edu/plan-your-event>