



# Catering Menu

516.686.1440

[campusdining@nyit.edu](mailto:campusdining@nyit.edu)



# What's new in Campus Dining 2024!

Take a break and enjoy our latest Café concepts.

Try something new in 2024, host your meeting at one of Campus Dining Café locations, contact our catering team to start planning today!



Hosting a meeting in the Riland building? Take your break on the 2nd floor and indulge in We Proudly Serve Starbucks hot and cold beverages prepared by our baristas. It's as easy as 1,2,3 to turn this into a catering event for your team, contact Campus Dining to begin planning today.

"Feed teams Foster education and Feed growth"



Located within the Student Activities Center, we're all about serving up smiles and scoops. Indulge in a variety of gelato and ice cream flavors, sip on expertly crafted espressos and Cappuccinos or chill with iced coffees. Indulge yourself with our affogato desserts or perhaps enjoy a variety of our refreshing fruit smoothies. Let us scoop you up and sweeten your day!

Want to plan something different?  
Contact [Campusdining@nyit.edu](mailto:Campusdining@nyit.edu) to get started.



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# Breakfast

Small Tray: feeds up to 15 people  
Large Tray: feeds up to 30 people

## Continental Breakfast

\$6 per person

- Assorted mini-breakfast pastries, breads and bagels
- Sliced seasonal fruit platter
- Cream cheese, butter, and preserves

## Modified Continental Breakfast

\$3.75 per person

- Assorted mini muffins, mini danish, mini scones, sliced breakfast breads and mini croissants

## Add Bagels to Modified Continental Breakfast

\$1.75 per person

- Butter and preserves

## Bagel & Schmear

\$3.75 per person

- Assorted large bagels
- Choice of 3 gourmet spreads: classic, vegetable, chocolate chip, maple walnut, lox, scallion

## Sliced Fresh Fruit Platter

Small Tray: \$40 / Large Tray: \$75

## Hot Breakfast

\$8 per person

### Minimum Order 20

- Choice of 1: Breakfast frittata or scrambled eggs  
(*Frittata variety indicated below*)
- Choice of 1: French toast, pancakes or waffles
- Choice of 1: Bacon, sausage or ham
- Includes sliced fresh fruit platter

## Morning Breakfast Frittatas

Small Tray: \$45 / Large Tray: \$90

Small: feeds up to 15 / Large: feeds up to 30

(Choice of one per small tray)

- Ham & cheddar
- Spinach & feta
- Bacon & caramelized onion, broccoli & cheddar
- Egg white & spinach frittata

## Kosher Boxed Breakfast Available upon Request

## Beverages

Please see page **11** for complete offering

# Morning Embellishments

### (Priced individually)

- Breakfast Sandwiches \$3.25, **Minimum of 10**  
Select 2 options: Egg only, Egg & Cheese or Bacon, Egg & Cheese
- Fresh fruit cup: \$3.85
- Assorted whole fruit: \$1.25
- Seasonal fruit & yogurt parfait: \$2
- Greek yogurt cups: \$2.75
- Nutri-Grain or Nature Valley bar: \$1.25







# Sandwiches and Wraps

## Traditional Luncheon

\$6.95 per person

### ***Sandwiches on sliced breads, rolls and wraps (select 4):***

- Oven roasted turkey: lettuce & tomato
- Slow roasted beef: lettuce & tomato
- Tuna salad: lettuce & tomato
- Virginia ham & swiss cheese: lettuce & tomato
- Marinated grilled vegetables: roasted peppers, lettuce & tomato
- Falafel wrap: lettuce, tomato, tzatziki sauce
- Seasonal Chef's choice

## Conference Luncheon

\$9.95 per person

### ***Choice of 1 salad: Tossed, Caesar, Greek, or Mesclun***

### ***Sandwiches on sliced breads, rolls and wraps (select 4):***

- Oven roasted turkey: lettuce & tomato
- Slow roasted beef: lettuce & tomato
- Tuna salad: lettuce & tomato
- Virginia ham & swiss cheese: lettuce & tomato
- Marinated grilled vegetables: roasted peppers, lettuce & tomato
- Falafel wrap: lettuce, tomato, tzatziki sauce
- Seasonal Chef's choice

## Executive Luncheon

\$12.75 per person

### ***Choice of 1 salad: Tossed, Caesar, Greek, or Mesclun. Assorted chips***

### ***Sandwiches on sliced breads, rolls and wraps (select 4):***

- Torn salmon: fresh mixed greens, scallion aioli
- Breaded eggplant: roasted peppers, fresh mozzarella, balsamic
- Bistro croissant: smoked Virginia ham, brie, granny smith apple, dijon mustard
- Garden sandwich: olive tapenade, thin-sliced cucumber, arugula, charred tomatoes, goat cheese
- Honey mustard grilled chicken wrap: caramelized onions, bacon
- Sliced steak sandwich: baby arugula, horseradish sauce, vine-ripened tomatoes
- Harvest apple chicken salad: grapes, and cranberries
- Chipotle turkey club: bacon, swiss cheese, lettuce and vine ripe tomatoes with chipotle aioli
- Seasonal Chef's choice

# Hero Sandwiches

**Minimum of 3 feet per selection**  
**(One foot serves 6-8 people): \$22 per foot**

**Served with pickles**

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- American Hero: roast beef, turkey, ham, American cheese, lettuce, tomato
- Italian Hero: mortadella, genoa salami, soppressata, prosciutto, capicola, provolone, lettuce, tomato
- The Sicilian Hero: fresh mozzarella, wood fire grilled red peppers, herb roasted plum tomatoes, roasted garlic basil aioli
- The Neapolitan Hero: seasonal grilled vegetables marinated with balsamic vinaigrette, roasted red peppers, fresh mozzarella
- The Calabrese Hero: fried chicken with roasted red peppers and fresh mozzarella
- The Garden Hero: fresh baby spinach, olive hummus, fire roasted red peppers, cucumber, carrot, tomato, shaved red onion
- Chicken Bacon Ranch Hero: fried chicken, cheddar cheese, bacon, ranch dressing

## BUILD YOUR OWN

**Build Your Own Sandwich Platter \$12.95 per person**

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**Served with assorted breads and rolls**  
**Lettuce, Tomato, Pickles,**  
**Mustard, Mayonnaise and Assorted Cheeses**

**Min. 10 guests**

Please Select one:

- American -turkey ham and roast beef
- Italian -salami, italian ham, soppressata and capicola

**Traditional potato salad: \$4.99/pound**

**Traditional macaroni salad: \$4.99/pound**







# Grains and Pastas Salad

Small Tray: feeds up to 15 people  
Large Tray: feeds up to 30 people

## Chicken Caesar pasta salad

small: \$22.95/ large: \$37.95

- Grilled chicken, romaine, shaved parmesan, toasted croutons, Caesar dressing

## Tuscan pasta salad

small: \$32.95/ large: \$62.95

- Farfalle pasta, mozzarella, roasted garlic, basil, roasted tomatoes, peas

## Pad Thai noodle salad

small: \$24.95 / large: \$39.95

- Julienne carrots, scallions, sugar snap peas, Thai peanut dressing

## Vegetable Farro Salad

small: \$27.95/ large: \$42.95

- Farro tossed with Long Island con, tomatoes, mushrooms, carrots, arugula and basil with lemon Dijon vinaigrette

## Signature couscous salad

small: \$27.95 / large: \$42.95

- Asparagus, snow peas, cherry tomatoes, scallions, cilantro, house made Italian vinaigrette

# Salad & Side Selections

Small Tray: feeds up to 15 people  
Large Tray: feeds up to 30 people

## Tossed salad

small: \$22.95 / large: \$37.95

- Crisp lettuce, tomato, cucumber, shaved carrots, house vinaigrette

## Caesar salad

small: \$22.95 / large: \$40.00

- Romaine lettuce/croutons, grated parmesan, classic caesar dressing

## Chickpea salad

small: \$19.95 / large: \$29.95

- Cucumber, tomato, olives, dill vinaigrette

## Mesclun salad

small: \$27.95 / large: \$42.95

- Mesclun greens, toasted almonds, dried cranberries, gorgonzola cheese, champagne vinaigrette

## Greek salad

small: \$27.95 / large: \$42.95

- Romaine, tomatoes, cucumbers, pepperoncini, feta cheese, red onions, kalamata olives, lemon vinaigrette

## Hearty kale salad

small: \$22.95 / large: \$37.95

- Sliced almonds, golden raisins, feta, lime yogurt dressing

### Add a protein:

- Chicken: small \$8 / large \$16
- Steak: small \$10 / large \$20
- Grilled salmon: small \$12 / large \$24
- Halal Chicken: small \$10.00 / large \$20.00

# Boxed Lunch Packages

**Served with ½ bottle Spring Water**

**Choice of 2 sides:** Assorted chips, whole fruit, large chocolate chip cookie, or granola bar

## Traditional Box Sandwich Lunch

– **Select 4 Types** Full Sandwich: \$12 per person

- Oven roasted turkey: lettuce & tomato
- Slow roasted beef: lettuce & tomato
- White albacore tuna: lettuce & tomato
- Virginia ham & swiss cheese: lettuce & tomato
- Marinated grilled vegetables: roasted peppers, lettuce & tomato
- Falafel wrap: lettuce, tomato, tzatziki sauce
- Seasonal Chef's choice

## Executive Box Sandwich Lunch

– **Select 4 Types** Full Sandwich: \$15 per person

- Torn salmon: fresh mixed greens, scallion aioli
- Breaded eggplant: roasted peppers, fresh mozzarella, balsamic
- Bistro croissant: smoked Virginia ham, brie, granny smith apple, dijon mustard
- Garden sandwich: olive tapenade, thin-sliced cucumber, arugula, charred tomatoes, goat cheese,
- Honey mustard grilled chicken wrap: caramelized onions, bacon
- Sliced steak sandwich: baby arugula, horseradish sauce, vine-ripened tomatoes
- Harvest apple chicken salad: grapes, and cranberries
- Chipotle turkey club: bacon, swiss cheese, lettuce and vine ripe tomatoes with chipotle aioli
- Seasonal Chef's choice

## Traditional Boxed Salad Lunch

– **Choose 2 selection** \$14 per person

- Tossed salad: crisp lettuce, tomato, cucumber, shaved carrots, house vinaigrette
- Mesclun salad: mesclun greens, toasted almonds, dried cranberries, gorgonzola cheese, champagne vinaigrette
- Caesar salad: romaine lettuce, croutons, grated parmesan, classic Caesar dressing
- Greek salad: romaine, tomatoes, cucumbers, pepperoncini, feta cheese, red onions, kalamata olives, lemon vinaigrette dressing
- Seasonal Chef's selection

## Executive Box Salad/Grain Bowl

– **Choose 1** \$20 per person

- Kale slaw salad: chopped kale, crisp romaine, shaved fennel, shredded cabbage, chopped broccoli, feta cheese with strawberry honey vinaigrette
- Mediterranean chicken bowl: cilantro lime quinoa, marinated grilled chicken, red grape tomatoes, kalamata olives, diced cucumbers, hummus, crumbled feta cheese with lemon tahini dressing
- Oven roasted turkey cobb salad: baby arugula, crisp romaine, fresh mesclun greens, oven roasted turkey breast, red grape tomatoes, pickled red onions, apple wood smoked bacon, hard boiled eggs, crumbled blue cheese, avocado with green goddess dressing
- Shaved brussels sprout salad: mesclun greens, shaved brussels sprouts, dried cranberries, sliced almonds, goat cheese, lemon vinaigrette dressing
- Pad thai noodle salad: julienne carrots, scallions, sugar snap peas, thai peanut dressing
- Greek lentil salad: cucumber, red onions, cherry tomatoes, kalamata olives, feta cheese, greek dressing
- Seasonal Chef's selection

### Add-ons:

- Chicken: \$2.50 per person
- Salmon or Shrimp: \$4 per person
- Steak: \$5 per person

**Kosher Boxed Lunch Available upon Request starting at \$55.00 per box, plus one time delivery fee**





A vertical image on the left side of the page shows three pizzas. The top pizza is topped with mushrooms, bell peppers, and onions. The middle pizza is pepperoni. The bottom pizza is topped with mushrooms, bell peppers, and onions. A pizza cutter is visible between the middle and bottom pizzas.

# Pizza

## Traditional

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- Cheese: \$15.95
- Pepperoni: \$18.95
- Mushroom: \$18.95
- Sausage: \$18.95
- Meatball: \$18.95
- Broccoli: \$18.95
- Sliced Tomato: \$18.95
- Sicilian: \$17.95
- Grandma: \$17.95
- Margherita: \$17.95

## Specialty

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- Provencal with zucchini, squash, pepper, olives, parmesan, herbs: \$19.95
- Chicken bacon ranch: \$27.95
- Penne a la Vodka: \$24.95
- Ziti: \$24.95
- Buffalo chicken: \$27.95
- BBQ chicken: \$27.95
- Chicken parmesan: \$27.95
- White: \$17.95

## Vegan

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### *Made with vegan mozzarella cheese*

- Cheese: \$32.95
- Mushroom: \$39.95
- Broccoli: \$39.95
- Sliced Tomato: \$39.95
- Sicilian: \$41.95

## Knots

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- Garlic knots by the Dozen: \$5.75



# Appetizers

Small Tray: feeds up to 15 people  
Large Tray: feeds up to 30 people

- Buffalo chicken dip—creamy buffalo sauce topped with cheddar cheese, served with celery, tortilla chips & sliced baguettes: \$33/\$60
- Cheesy pizza dip—served with pizza bread: \$33/\$60
- Vegetable curry samosas with mango chutney: \$55/\$95
- Mozzarella sticks with homemade marinara sauce: \$42/\$75
- Crispy chicken fingers served with choice of (one) sauce: ketchup, honey mustard, buffalo sauce, BBQ or ranch: \$45/\$90
- Buffalo wings with blue cheese dipping sauce: \$45/\$90
- Loaded tater tots- bacon, scallion and cheddar: \$30/\$50
- Loaded tater tots- Buffalo chicken with blue cheese: \$33/\$55
- Mac and Cheese Bites: \$42/\$75
- Jalapeno poppers with cheddar cheese: \$40/\$85
- Vegetable spring rolls: \$40/\$75
- Dumplings: King Pao or chicken teriyaki: \$45/\$85
- Beef or chicken empanadas: \$50/\$90
- Taquitos-chicken: \$25/\$49
- Falafel meatballs with cool tzatziki sauce \$45/\$90
- Buffalo chicken meatballs with blue cheese & ranch dressing: \$45/\$90

# Platters

Small Tray: feeds up to 15 people  
Large Tray: feeds up to 30 people

- Cheese Platter- Variety of soft and hard cheeses served with crackers, garnished with seasonal fruit: \$60/\$95
- Crudite- Fresh Garden Vegetables served with Herb Garlic Aioli: \$35/\$70
- Antipasto—Prosciutto, Marinated Artichokes, Roasted Red Peppers, Marinated Mushrooms, Pepperoncini, Olives and Provolone: \$50/\$90
- Chips & Dip— Tortilla Chips served with classic tomato salsa and black bean & salsa: \$43/\$90



# BBQ Menus

## Chillin & Grillin BBQ

\$14.50 per person

- Hamburgers, veggie burgers & hot dogs served with buns
- Tossed salad: crisp lettuce, tomato, cucumber, shaved carrots, house vinaigrette
- Accompaniments of sliced american cheese, lettuce, sliced tomatoes, sauerkraut, sliced onions & pickles
- Condiments: ketchup & mustard

## Fire Up the Grill BBQ

\$19.75 per person

- Hamburgers, veggie burgers & hot dogs served with buns
- Sliced watermelon
- Potato chips
- Accompaniments of sliced american cheese, lettuce, sliced tomatoes, sauerkraut, sliced onions & pickles
- Condiments: ketchup & mustard

### Select 2:

- Tossed salad/crisp lettuce, tomato, cucumber, shaved carrots, house vinaigrette
- Long Island corn & tomato salad/fresh basil & chives
- Tuscan pasta salad/farfalle pasta, mozzarella, roasted garlic, basil, roasted tomatoes, peas
- Chickpea salad/cucumber, tomato, olives, dill vinaigrette
- Traditional potato salad
- Traditional macaroni salad

## Additional Selections

### Priced per person

- Grilled breast of chicken: \$4
- Halal options:
  - ♦ Grilled breast of chicken: \$5.00
  - ♦ Hamburgers: \$2.50
- Smoked brisket: \$9
- BBQ chicken legs: \$2.50
- Hot or sweet italian sausage: \$3.50
- BBQ pork ribs: \$4.50
- Beef kebab: \$6, Chicken kebab: \$5, Veggie kebab: \$3.50
- Smoked cedar plank salmon: \$10
- Mac and Cheese: \$3.50



# Hot Entrees

## Poultry

- Herb-roasted chicken—fresh herb-roasted chicken legs, natural au jus: \$59/\$98
- Chicken Francaise—chicken cutlet, lemon-white wine sauce: \$59/\$98
- General Tso's Chicken: \$59/\$98
- Jerk Chicken—chicken Thighs that are marinated in traditional jamaican herb and spices and grilled to perfection: \$59/\$98
- BBQ chicken—on the bone with chipotle-bourbon BBQ sauce: \$59/\$98
- Chicken Parmesan—breaded chicken cutlet, marinara sauce, mozzarella cheese: \$49.99/\$89.99
- Chicken Scampi—tender Chicken tossed with pasta in a creamy garlic white wine sauce: \$60/\$110
- Sicilian Chicken—tender chicken breast fillet with artichokes, sun-dried tomatoes, mushrooms, green beans and chicken demi-glaze: \$60/\$110

## Fish

- Seared or grilled salmon with lemon caper sauce or miso glaze: \$95/\$169
- Mediterranean Salmon—marinated Salmon Fillet topped with tomatoes, olives, cucumbers, feta cheese and fresh herbs: \$99.99/\$199.99
- Sweet Thai Chili Shrimp—crispy shrimp with peppers, onions and sweet Thai chili sauce: \$94.99/\$169.99

## Pasta

- Penne al la Vodka with homemade cream sauce: \$65/\$95
- Baked Ziti—penne pasta, ricotta, marinara & mozzarella cheese: \$60/\$90
- Pasta with Broccoli, Sautéed Garlic & Oil: \$60/\$90
- Primavera pasta with Garlic & Oil or Garden Tomato Sauce: \$65/\$95
- Garden Tomato Primavera Sauce: \$65/\$95

## Vegetables and Starches

- Eggplant Parmesan with fresh mozzarella, marinara sauce: \$65/\$85
- Eggplant Rollatini with fresh tomato sauce and ricotta cheese: \$65/\$95
- Balsamic Grilled Vegetables: \$65/\$95
- Glazed string Beans or Carrots: \$50/\$90
- Roasted shallot new potatoes: \$49.99/\$89.99
- Roasted Red Potatoes: \$39.99/\$69.99
- Mashed Potatoes: \$39.99/\$69.99
- Vegetable Stir Fried Rice: \$29/\$49
- Rice Pilaf: \$29/\$49
- Basamati Rice Coconut or Yellow: \$29/\$49
- Sweet Fried Plantains: \$40/\$65
- Latin Style Black Beans: \$40/\$65
- General Tso Tofu: \$45/\$75

**Vegan options available upon request**



# Indian/Halal menu

## Aloo Tikki

Half Tray - \$50.00 Full Tray - \$100.00

- Indian style potato patties mixed with spices and herbs. Served with Mint Chutney

## Butter Chicken

Half Tray - \$65.00 Full Tray - \$130.00

- Marinated chicken simmered in a spicy, aromatic, buttery and creamy Indian tomato gravy

## Chicken Tikka Masala

Half Tray - \$65.00 Full Tray - \$130.00

- Chicken that has been yogurt marinated, charred and simmered in a rich creamy tomato based spiced sauce

## Tandoori Chicken

Half Tray - \$65.00 Full Tray - \$130.00

- Chicken on the bone that has been marinated in yogurt and spices and roasted to perfection

## Peas Pulao

Half Tray - \$50.00 Full Tray - \$100.00

- A delicious rice pilaf made with green peas, spices, herbs and basmati rice

## Vegetable Sabji

Half Tray - \$50.00 Full Tray - \$100.00

- Sautéed Vegetables with roasted Indian spices

## Channa Masala

Half Tray - \$50.00 Full Tray - \$100.00

- Chick peas stewed with herb and spices in an onion tomato gravy



# Desserts

- Assorted homemade cookie platter (40 cookies): \$35
- Mini-Cookie Box (20 cookies): \$17.50
- Freshly baked chocolate brownie platter (20 brownies): \$35
- Assorted dessert bars: \$49.95 per dozen
- Classic donuts: \$33.00 per dozen.
- Churros Bites: served with chocolate sauce, caramel or cinnamon sugar: \$69.00 Full tray only
- Assorted Pre-Sliced Cakes—chocolate, carrot, cheesecake, Oreo, tiramisu, red velvet (feeds 12): \$55
- Simply ice cream, 3-gallon tub—choice of vanilla, chocolate or strawberry: \$75.00 (serves up to 50)
  - Forbidden indulgences (added to simply ice cream)—hot fudge, strawberry sauce, M&M's, cookie crumbs, rainbow sprinkles, whipped topping, maraschino cherries, chopped walnuts: \$5 per person
- Ice cream novelties—assorted ice creams cones, bars, ices and more: \$3 each

**\*Birthday cakes are available with 48-hour notice.**



## Beverages

### Water

- ½ bottle: \$.75
- 16.9 ounces: \$1.25
- 20 ounces: \$2

### Soda Assortment:

- Cans: \$1.50
- 2-liter bottle: \$3.95

### Dispensers (Next Level only),

- Iced tea/lemonade/fruit punch: \$2 per person
- Water station: \$15 (per 50 guests)

### Juice-(Drop off)

- Individual Orange or Apple Juice Bottles (10-ounce bottle): \$1.75
- 32oz. Bottle of Juice \$5.95 (4ppl)
- "Box of Juice" Orange & Cranberry
  - Serves 12 (96oz.): \$39.95
  - Serves 20 (160oz.): \$59.95

### Hot Chocolate (Next Level) \$2.50 per person

- Upgrade to a Full Cocoa Bar \$4.50 per person

### Hot Coffee and Tea Service (Next Level) \$2.75 per person

Minimum order 10 guests

- Coffee and Tea Service - Real coffee urns with cups, milk and sweeteners *Decaf served upon request*  
**Soy, almond, vanilla almond, or oat milk: \$5.99 each**

### Iced Coffee (Next Level) \$3.50 per person

Minimum order 25 guests

### Boxes of Joe

#### Regular or Decaf Coffee

with cups, milk and sweeteners

- Serves 12 (96 oz.): \$23.95
- Serves 20 (160 oz.): \$44.95

#### Box of Joe (Tea)

- Serves 12 (96 oz.): \$19.95
- Serves 20 (160 oz.): \$39.95

#### Box of Hot Chocolate

- Serves 12 (96 oz.): \$33.00
- Serves 20 (160 oz.): \$51.00





## Our Services

- Planning meetings or events on the Long Island or New York City campus for drop-off/delivery.
- Planning meetings or events that need that "Next Level" dining experience with real serving pieces, cloth linen and table décor included. Return pick-up of equipment.
- Planning off-premise meetings or events that require our full catering services. Full staffing and specialty rentals (including tables or linens) on the Long Island or New York City campus.

## Drop off Catering

A meetings or event for drop-off/delivery one way, all disposable display containers and Box of "Joe" beverage.

No return pick-up by Campus Dining.

- Long Island: Drop off catering, delivery fee waived.
  - New York City: Delivery fee: \$150
  - With all deliveries, there is a delivery window of 15 minutes before and after the requested delivery time.
- \*\*\*Beverages delivered for drop off only will be chilled, ice is not provided.

## "Next Level" Catering

This option provides an elevated dining experience with cloth linen, real serving pieces and table decor. A member of the Campus dining team will return to pick up all equipment at time indicated on your catering request form.

Note: All equipment delivered will be on loan and replacement charges will result if the equipment is missing or damaged upon pickup.

- Next Level Option will incur 15% Event Set up fee, min. \$25.00.
- With all deliveries, there is a delivery window of 15 minutes before and after the requested delivery time.
- Weekend catering are subject to additional rates and fees.
- Need a waiter to serve the event, please inquire, applicable rates to be applied.

**PLEASE NOTE: When catering events in 16 W. 61st St.** (New York City campus), you must request freight elevator service for events that require early morning setup as well as those taking place after 5 p.m. and weekends. Please keep in mind a min. of 1 hour is required for set up and breakdown when calculating freight time. The client is responsible for payment for use of the elevator.

## Client Reminder & Responsibility

- Submit request with Facilities for tables and trash receptacles.
- Secure your meeting space and confirm with appropriate sources.
- With all deliveries, there is a delivery window of 15 minutes before and after the requested delivery time.
- Have someone from your team there to receive order-driver is not responsible to wait until guest arrival.

## Full Service Events

Leave all the details and planning for your special gathering in the hands of our Dining team.

"Special Event" that requires custom menu design, staffing and rentals (including tables) on the Long Island or New York City.

Our event planning and culinary team will exceed your expectations.

- **Bar Service**  
Please follow university protocol when making this request. For events requesting alcohol a New York State permit is required, as well as an approved Alcohol Exemption Form by General Counsel. A minimum of 45 days is necessary for permit processing.
- **Rental Equipment and More**  
Our team can assist you with beautiful floral centerpieces, personalized linens, an array of entertainment ensembles and much more.
- Linen and china upgrades are available and can be organized for our clients; please inquire.

## Method of Payment

- New York Tech groups paying through a budget line or PO#, are required to provide complete accounting information when submitting a request. This includes but not limited to department code as well as object code for billing purposes.
- PO# to be submitted with request.
- NYITCOM SGA students placing orders must disregard "Method of Payment" portion of the catering request form.
- Outside organizations paying for events are required to provide a tax-exempt ID number to waive tax.
- Personal orders are subject to New York State sales tax.

## Cancellation

When canceling a meeting, please provide 24 hours notice by phone call and in writing by email or fax. If cancellation of an event is made in less than 24 hours, you will be charged for the event.

## Dietary Requests

Our culinary team are here to help take the mystery out of these special needs in a way that is personalized for you. If you are in need of special dietary meals, we are here to help. Please inquire to our kosher, vegan and vegetarian options.

## Food Safety and Leftovers

Our top priority in Campus Dining is your health and wellness. Our professional trained culinary team ensures foods are maintained at safe temperatures both hot and cold. For your protection and prevention of foodborne illness, the catering team is required to remove all food items from each event.

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