

Scheduling/Catering an Event on Clifton Campus Fall 2022 & Spring 2023

As announced in Fall Semester 2021, on-campus activities, events, and meetings remain limited to those that support the mission of the College.

If you would like to host an event on Clifton Campus during Fall Semester 2022 or Spring Semester 2023:

- Seek approval, at least 2 weeks in advance, by completing and submitting the appropriate Room Reservation eForm.
 - [Room Request, Main Building Conference Center](#)
 - [Room Request, Clifton Campus \(EXCEPT Conference Center\)](#)
- **After the event is approved, you are responsible for coordinating all aspects of your event,** which could include:
 - Food Service (additional Information below)
 - Linens and Serviceware – Order with Catering (Elegant Fare Catering; additional information below)
 - AV/Technology - Contact the ITS Helpdesk at (513) 569-1234, option 1
 - Room setup (layout of chairs and tables and other room needs) - Complete a Facilities Work Order Request via <https://v1-identity.dudesolutions.io/app/login/username> (A guide to this software is available on the College intranet in *Tools and Applications > Electronic Forms and Services > Facilities Work Request*)
- For College events that need to provide parking validations for visiting guests, you can request validation tickets from the Parking Office, using the appropriate eForm. Parking validation tickets are \$5 each and must be purchased in blocks of 25, to be charged to the sponsoring program/department.
 - For additional information about parking, you can visit the Parking Office (ATLC 2nd floor outside Student Activities, open 7am-8pm M-F) or contact Parking at parking@cincinnatiatstate.edu or (513) 569-5860.

Guidelines and menus that follow will be placed on the College intranet under **Event Scheduling**.

Food Service Providers for Fall 2022/Spring 2023 Clifton Campus Events Hours of Operation, Products & Services, & Payments Options

General Guidelines

- Elegant Fare Catering and Bakery Hill are the preferred food service providers on campus.
- Delivery from other licensed food service establishments is permitted (such as licensed caterers or restaurants with delivery service)
- To ensure that safety protocols are followed, no “pot luck” or carry-in food is permitted.
- Before placing your order, please consider possible allergies and dietary restrictions that may apply to your event attendees.
- If you have questions about food service or catering, contact Mike Vanfleet, Food Service Manager and MCI Program Administrator (Michael.vanfleet@cincinnatiatstate.edu or (513) 569-5813

Bakery Hill

- Operating Hours - Monday through Friday 7:30 a.m. to 11:30 a.m.
 - Offerings: Assorted pastries, cookies, and snacks, and beverage menu
 - One-week advance notice preferred
 - Pick-up only; limited delivery service
- Place orders via email (Michael.vanfleet@cincinnatiatstate.edu) and include a confirmation, or phone (513) 569-5813.
- Preferred method of payment is College P-Card or check at time of purchase. Contact Mike Vanfleet regarding charging to a College internal account. Gratuities are not expected.

Elegant Fare Catering

- Offerings:
 - Elegant Fare offers a full catering menu to choose from including: Hot and Cold Breakfast options, Boxed Lunch Salad Menu, Boxed Lunch Sandwich Menu, Cold Buffet Menu, Hot Buffet Menu, Beverage Menu. Custom menus can be created for your event with advanced notice. High School tour group menu is coming soon.
- At this time one-week notice is preferred for catering orders.
 - Delivery with set-up available with additional charge.
 - Service staff for event available (with hourly fees)
 - Linens available with one week notice and additional charge
- Place orders by phone (513-552-1340). For more information contact Elegant Fare at events@elegantfare.com
- Payment is due prior to delivery via check or credit card. Gratuities are permitted.



Please contact Michael Vanfleet for Bakery orders:
michael.vanfleet@cincinnatiastate.edu Phone 513-569-5813

BREAKFAST

Fresh Baked Assorted Danish, cream cheese, raspberry or apple-	\$2.00 ea. \$20.00 doz.
Fresh Baked Muffins, blueberry or chocolate chip-	\$2.50 ea. \$25.00 doz.
Assorted Puff Pastry Turnovers, apple or Raspberry cream cheese-	\$1.50 ea. \$15.00 doz.
Assorted Bagels, everything, blueberry, cinnamon raisin or plain- Butter included cream cheese packets extra-	\$1.50 ea. \$15.00 doz. \$.60 ea. \$ 6.00 doz.
Assorted Breakfast Pastry Platter, 3 muffins, 3 danish, 3 turnovers and 3 bagels	\$23.00

AFTERNOON TREATS

Fresh Baked Oversized Cookies, chocolate chip, peanut butter and sugar-	\$2.00 ea. \$20.00 doz.
Fresh Baked Gourmet Brownies-	\$2.50 ea. \$25.00 doz.
Vanilla or Chocolate Cupcakes with Buttercream icing-	\$2.00 ea. \$20.00 doz.

VALUE MENU OPTIONS

Bottled water, canned coke beverages- (Iced down in coolers.)	\$1.00 ea.
Bagged chips, pretzels	\$1.00 ea.
Regular sized Chocolate Chip or Sugar Cookies	\$1.00 ea.
Regular sized Brownies	\$1.00 ea.
Whole fruit: bananas, apples, oranges	\$1.00 ea.



Elegant Fare

Catering & Events

Contact Us:

Contact Elegant Fare, 513-552-1340 or www.elegantfare.com

Elegant Fare Catering & Events at CINCINNATI STATE

CATERING BREAKFAST MENU

Beverages

Coffee – Regular & Decaf
Half & Half, Sugar & Sweetener
Hot Tea with Lemon

\$1.80

Assorted Juices
Orange, Apple, Mixed Berry

\$1.50

Iced Tea with Lemon - **\$1.50**

Bottled Water - **\$1.25**

Assorted Sodas - **\$1.50**

Continental Breakfast With Coffee Service

Selection of (variety of 2)

*Assorted Seasonal Breakfast Breads

*Coffee Cakes

*Danish

*Muffins

Fresh Fruit Salad

\$8.95

Lite Side

With Coffee Service

Assorted Individual Greek Yogurts

Muffins

Fresh Whole Fruit

\$9.95

Traditional

With Coffee Service

Grade A Fresh Scrambled Eggs with Cream cheese & Chives

Country Bacon Strips or Sausage Links

Fresh Seasonal Fruit Salad

Buttermilk Biscuits and Country Sausage Gravy

\$13.95

Egg Casserole

With Coffee Service

with Roasted Red Pepper, Sautéed Onions and Shredded Cheddar

Country Bacon Strips or Sausage Links

Bagels and Muffins with Cream Cheese, Butter

\$12.95

Quiche

With Coffee Service

Choice of (select 2)

*Broccoli Cheddar

*Quiche Lorraine (Bacon & Swiss)

*Fontina, Tomato, Ham

*Caramelized Onion, Mushroom, Gruyere

Sausage Links

Assorted Breakfast Breads with Butter

Fresh Fruit Skewers

\$14.00

French Toast

Choice of

Traditional French Toast Casserole

Blueberry Surprise French Toast Casserole

Apple Cinnamon French Toast Casserole

Maple Syrup, Whipped Cream, Powered Sugar

Country Bacon Strips or Sausage Links

\$13.95

These prices reflect the cost for the meals only.

There is an additional charge for disposable Lucite tableware of \$1.25 per guest

Your catering/events consultant can develop a proposal for you if you require china, linen, stemware, silverware, and wait staff.



Elegant Fare

Catering & Events

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Contact Elegant Fare, 513-552-1340 or www.elegantfare.com

Elegant Fare Catering & Events at CINCINNATI STATE

CATERING LUNCH MENU

Beverages

Coffee – Regular & Decaf
Half & Half, Sugar & Sweetener
Hot Tea with Lemon
\$1.80

Iced Tea with Lemon - **\$1.50**
Bottled Water - **\$1.25**
Assorted Sodas - **\$1.50**

Box Lunch Salads

Includes Roll with Butter, Chocolate Chip Cookie
\$13.50/ person

Cobb Salad - Mixed Artisan Greens, Grape Tomatoes, Bleu Cheese
Chicken, Bacon, Hard Boiled Eggs, Avocado, Balsamic Vinaigrette

Greek Salad - Romaine, Grape Tomato, Feta, Red Onion, Kalamata Olives, Pepperoncini,
Oregano Vinaigrette
Add Chicken - \$3.00

Buffalo Chicken Salad - Romaine, Iceberg Lettuce, Red Onion,
Cucumber, Bleu Cheese Crumbles, Ranch Dressing

Asian Salad – Spring Mix, Mandarin Oranges, Red & Green Cabbage,
Red Pepper, Sesame Seeds, Ginger Soy Dressing

Box Lunch - Sandwiches
Includes side of pasta salad, potato salad or fruit salad
Bagged Snack, Chocolate Chip Cookie
\$13.50/ person

Roasted Vegetables, Havarti on French Loaf with a Splash of Vinaigrette

Italian- Smoked Mozzarella, Salami, Capicola, Tomato,
Lettuce, Banana Peppers, Marinated Roasted Red Peppers, Basil Aioli on a Baguette

Roast Beef, Havarti, Roasted Tomato, Kosher Pickle Chips, Herb Aioli on Marble Rye

Cranberry Pecan Chicken with Lettuce on Croissant

Ham with Lettuce, Tomato, Dill Pickle, Cheddar, Whole Grain Mustard

Turkey Club, Turkey, Bacon, Lettuce, Tomato on Whole Wheat

Keep it "Lite"

House Made Salads with Petite Rolls

Cranberry Pecan Chicken Salad

Albacore Tuna Salad

Egg Salad

Fresh Seasonal Fruit Salad

Soup of the Day with Crackers

\$13.50/ person

It's a Wrap

Assorted Wrap Sandwiches (select up to 3 options)

*Buffalo Chicken with celery & bleu cheese

*Blackened Roast Beef, sharp cheddar, tomato, caramelized onion, horseradish cream
cheese

*Cobb with chicken, bleu cheese, tomatoes, lettuce

*California BLT with turkey, bacon, avocado, Dijonanaise

*Grilled Vegetables, Spring Mix, Hummus, Provolone
served with

Hearty Garden Salad, Assorted Dressings

Fresh Fruit Kabobs

\$14.50/ person

Chicago Deli Buffet

Sliced Turkey, Roast Beef and Ham

Assorted Breads

Cheddar, Provolone & Swiss Cheeses,

Lettuce, Tomato, Mayonnaise and Mustard

Pasta Salad with Basil Vinaigrette, Fresh Fruit Salad

\$13.50/ person

Hot Buffet

Penne Pasta with Fresh Basil, Asparagus, Shaved Parmesan and Roasted Grape Tomatoes tossed in a Creamy Alfredo Sauce with a touch of heat, topped with Arugula - Served with a choice of Salad, Crusty Rolls and Butter

\$15.00/ person

Cheese Baked Tortellini Casserole - Cheese Tortellini baked with Mozzarella, Mascarpone, Parmesan, Chunky Tomatoes, Garlic Spinach, Herbs and Marinara Sauce - Served with Choice of Salad and Garlic Bread Sticks

\$15.00/ person

Chicken Fajitas - Seasoned Chicken, Sweet Bell Peppers and Onions in a soft Flour Tortilla. Served with Salsa, Sour Cream, Mexican Rice and Fresh Fruit Salad

\$14.00/ person

Chicken Caesar Lasagna - Layers of Lasagna Noodles, Chicken and Spinach with a Light Alfredo Sauce topped with Fresh Grated Parmesan - Served with Choice of Salad, Rolls with Butter

\$15.00/ person

BBQ - Pulled Chicken or Pulled Pork, Traditional BBQ Sauce - Served with Rolls, Creamy Macaroni & Cheese, Cole Slaw

\$15.95/ person

Gingered Chicken Stir Fry - Gingered Chicken & Broccoli Stir Fry with Sugar Snap Peas in Rich Sesame Soy Sauce - Served with White Rice, Fried Wontons and Fresh Fruit Salad

\$15.95/ person

Chicken Fingers with BBQ Sauce & Honey Mustard
Crispy Tater Tots, Ketchup, Fresh Fruit Salad

\$14.95/ person

White Chicken Chili - Shredded Chicken, Green Chili's and Great Northern Beans
Served with Choice of Salad, Corn Bread

\$15.50/ person

Shepherd's Pie - filled with Ground Beef & Vegetables in Mushroom Marsala Sauce
topped with Whipped Potatoes - Served with a choice of Salad, Rolls and Butter

\$15.00/ person

Grilled Beef Stroganoff - Grilled Beef Stroganoff - Served with Buttered Noodles,
Choice of Salad, Rolls with Butter

\$16.95/ person

Salads

Greek Salad of Romaine, Vine Ripened Tomatoes, Cucumbers, Feta, Oregano
Vinaigrette

Hearty Garden Salad with Fresh Vegetables and Assorted Dressings

Traditional Caesar Salad of Crisp Romaine, Shredded Parmesan,
Garlic Croutons, Creamy Caesar Dressing

Fresh Fruit Salad

*If salad is not included with your meal and you would like to add one

\$4.00 per guest

These prices reflect the cost for the meals only.

There is an additional charge for disposable Lucite tableware of \$1.25 per guest

**Your catering/events consultant can develop a proposal for you if you require
china, linen, stemware, silverware, and wait staff.**

