



MACEWAN eats

— CATERING —

GRAB-AND-GO MENU

CATERING POLICIES

CATERING EXCLUSIVITY

MacEwan University Catering Services is the exclusive provider for all catering (food, beverage, and alcohol services) on campus. It is not permitted to bring in outside food, beverages or alcohol.

PLACING YOUR ORDER

All orders must be placed a minimum of seven business days (M-F) prior to the event date or first scheduled service. For any catering order booked with three business days or less notice, we reserve the right to make substitutions to the menu and adjustments to your service times as necessary (additional charges may apply).

CONFIRMING YOUR ORDER

Confirmation of final menus (catering menus only) will be completed by Catering Services with the client a minimum of five (5) business days before the start of the first service for the event. This includes the signed function sheet or email with the attached function sheet confirming all requirements returned to Catering Services by the client.

MENU PROPOSALS & QUOTES

Custom quotes for specialty items and/or custom menus will be completed within seven (7) business days; exceptions for special last-minute requests will be considered within reason (additional charges may apply). Quotes/Function sheets for items on the Catering Menu will be completed and sent to the requestor within three (3) business days. If revisions are required to these quotes and/or menus, Catering Services will complete and return them within two (2) business days. Send an email to Cateringmanager@macewan.ca with RUSH in the subject line and marked high importance. Limited menu options may be available.

FLOOR PLANS & SET UP

Floor Plans will be provided by the Conference and Event Services team through the Google Calendar. A minimum of three business days before the event. Food and beverage locations will be determined through collaboration with the catering coordinator and event planner.

CHINA SERVICE

All catering orders are served on china except for Coffee/tea service without food, Summer Value Menu, Grab and Go Menu or outdoor events. These will be served on eco-friendly, high grade biodegradable, disposable service ware and cutlery. If china service is preferred for these functions, a per-person charge will apply.

GUARANTEED NUMBERS

For services with guaranteed attendees of 100 people or less, final numbers, timeline changes, and/or submissions for special meals or dietary requirements are required by email, three (3) business days before the day of the first service of the event. For guaranteed final numbers, including number of attendees or food quantities above 5% increase or decrease, submissions are required by email, seven (7) business days before the day of the first service of the event.

FOOD SAFETY

Based on food safety standards from Alberta Health Services Food Service Code, high-risk foods (hot or cold) that have been at room temperature for more than two hours must be disposed of by catering staff. These food items cannot be removed from the area by the client or a guest.

PAYMENT

All catering services must be ordered and paid for using a credit card. Following your event, there is a three-day period to validate any issues or concerns with our catering manager. After this period, an invoice will be issued or credit card processed.

SERVICE CHARGES & GST

All MacEwan (internal) catering orders are subject to a 10% service charge and 5% GST. All external catering orders are subject to a 15% service charge and 5% GST. Service and labour charges are subject to applicable GST only.

LINENS

Catering Services will provide linen/skirting for all food and beverage service and dining tables. When catering is ordered, this will include linen & skirting for a maximum of 3 single registration tables. Black/white linen and black skirting and clips will be used unless otherwise requested by the client. Specialty/non-standard linens will be priced at current supplier pricing. Events without catering will be subject to linen charges. Must include black and white in various sizes, including 85 x 85 for cocktail tables. Additional linens can be added at a charge of \$5 per linen and \$20 per skirt.

SPECIALTY ITEMS

Some events require specialty items (china, linen, dinnerware, cutlery, etc.). All rentals are subject to current market prices, delivery fees and applicable taxes. If attendants are required to operate or serve from equipment, a labour charge of \$27.75 per attendant per hour will be added (minimum 3 hours).

UNRETURNED ITEMS

All unreturned or missing service ware items (serving platters, specialty items) are the responsibility of the client ordering the catering and hosting the event. If excessive, the cost for missing items will be included on your final invoice at the full replacement cost.

CANCELLATION

Any cancellation received within seven business days prior to the event will result in a charge of 50% of the estimated food total. Any cancellation received after the final guarantee has been provided (three days prior), will result in a charge equal to 100% of the final amount of the event order(s). For custom menus, where specialty items are required, cancellation after the item(s) have been ordered will result in a charge of 100% of the total amount.

CATERING SERVICES

OFFICE HOURS

Monday - Friday 8:30 a.m. - 4:30 p.m.

CONTACT

cateringmanager@macewan.ca

780-497-5028



GRAB & GO LUNCH TRAYS

All trays serve 10 people. Please order by number of trays.

Food orders include disposable plates and napkins. Beverage orders include disposable hot beverage cups, cream and sugar. A minimum of two business days is required for Grab & Go orders.

ASSORTED SANDWICH TRAY 80

Sandwich on white or whole wheat bread

- Tuna Salad
- Egg Salad
- Roast Beef
- Vegetarian **VEG**
- Roast Turkey

No-Gluten option available upon request **G**

PREMIUM SANDWICH & WRAPS TRAY 100

Sandwich on premium bread or wrap

- Mediterranean Grilled Chicken with Pesto Mayonnaise **LC**
- Turkey with Cranberry Compote **LC**
- Hummus with Fresh Vegetables **V**
- Roasted Vegetables with Red Pepper and Feta Spread **VEG**
- Roast Beef with Horseradish and Mayonnaise

FRESH VEGETABLE AND DIP TRAY 55 **VEG**

Fresh-cut seasonal vegetables served with ranch dip

FRESH FRUIT TRAY 55 **VEG**

Fresh-cut seasonal fruits and berries

CHARCUTERIE TRAY 70

Genoa salami, calabrese salami, swiss cheese, cheddar cheese, gherkins, melba toast, red grapes and grainy mustard

HOUSE-BAKED ASSORTED COOKIE TRAY 25 **VEG**

Baked fresh in-house cookies

- Chocolate Chip
- White Chocolate Macadamia Nut
- Oatmeal Raisin
- Double Chocolate

ASSORTED SQUARES TRAY 45 **VEG**

Delicious, chef-selected squares

ASSORTED SOFT DRINKS 25

Ten bottles of Coca-Cola soft drinks

WATER BOTTLES 30

Ten Bottles of 551ml water

COFFEE OR TEA KIT 18