



Ethical Culture Fieldston School



Catering Menu

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CATERING GUIDELINES

INTRODUCTION

Successful catering at ECFS involves a partnership between the caterer and client. For the caterer, a successful event takes planning, proper allocation of staff, the ordering of top-quality ingredients, excellent cooking, speedy delivery, a thoughtful presentation and a commitment to listen to the feedback that emanates out of any event.

For the client, a successful event requires forethought to avoid last minute ordering, a careful review of the choices available (with a wide variety of culinary and price point choices) prior to ordering, careful use of proper forms that ensure nothing is lost or miscommunicated, and thoughtful feedback at the time of the event. This guide offers the client the tools necessary for a successful event.

A. CATERING HOW-TO'S

1. Time frame

- Catering orders should be placed as soon as possible.
- We require a minimum of **three business days' notice** for catered events up to 50 guests.
- For catering exceeding 50 guests we require a minimum of **five business days**.
- (This allows Flik to purchase and prepare the food, and staff your event appropriately and cost effectively.)

2. Using the required online order form

- You must use the on-line form!
- Every catering order must be placed through this online form.
- We do not permit phone, interoffice, voice-mail, or in-person ordering, as those methods increase the likelihood of missing crucial information. The catering form is the client's responsibility.

3. Before you begin, you will need the following information to use the system

- An account number (please note that no catering form will be processed without an account number).
- The number of guests dining.
- You must have reserved a location prior to ordering.
- The date, start and end times of your event.

4. Timing of your event

- Please use accurate times when booking your event. "Start time of your event" indicated by you, will be the time your set-up (including food) is completed. When choosing this time, select the time you actually need food ready. Buffer time is ok, but if you select too much buffer time, food quality may suffer. In the event that your group is running significantly late, it is your responsibility to contact Flik catering to make appropriate adjustments.
- Events scheduled during normal business hours will be more cost effective.
- For the purpose of all catered events, normal business hours are considered: Monday-Friday from 7:30 am -3:30 pm, during the academic year.
- See the section entitled "Understanding what you will be charged" for additional information.

5. Sending the completed document

- When placing your order you are required to fill out all fields. You will not be able to submit your order if the fields have not been filled out. These details ensure that nothing is overlooked and you receive exactly what you need.
- Once all the necessary fields of the form are complete, press "Submit Order." The form will then go to the Flik Catering Director's Office. You will also receive an e-mail confirmation.

B. THE IMPORTANCE OF USING THE MENU

- Please use the menu section of this guide whenever possible rather than making custom orders.
- The menu selection is extensive and much less expensive than custom ordering.
- Most prices shown are per person unless otherwise noted.
- Food prices **do not** include linen tablecloths, compostable plates, eco-wares, hot/cold beverage cups and paper napkins.
- Quoted prices are subject to change. Prices are guaranteed 30 days prior to your event unless otherwise agreed upon.

C. DETAILS OF FOOD SET-UP LOCATION

- Please specify on the form where you would like your food set-up (e.g. "set-up in left hand corner of room near the window"). If you do not, Flik catering will use their expertise to determine the best place available.
- Flik catering will assume there are tables on which to place food. If the room does not have a table on which to place food, it is the client's responsibility to request the table(s) with Facilities.

D. UNDERSTANDING WHAT YOU WILL BE CHARGED

As long as you order one of the choices from Flik catering standard menu, and there are no premium services (see below), the charges to your account will be:

- Per person charge from the menu multiplied by number of people attending your event, plus applicable fees for setup and disposables.
- Events booked outside of normal business hours may be charged for additional labor costs incurred (Monday – Friday, starting after 3:30 pm and during weekends/Holidays).
- For events when school is not in session, labor costs will be added.
- Orders requested with less than 24 notice may incur an additional fee. This is to cover increased costs associated with last minute food ordering, preparation, and extra labor costs. Also please note that with last minute orders some chosen menu items may not be available.
- For especially large events, please contact the Director of Catering for pricing and assistance.

E. CONTROLLING COSTS

- Order from the extensive standard menu choices found in this guide. Customizing is more expensive.
- Carefully review the menu choices; there are many low-cost options available.
- Place your order at least three business days before your event to avoid late fees.
- Last minute requests cause overtime issues, adding to the cost.

F. PREMIUM EVENTS WITH ADDITIONAL CHARGES

- *Custom menus*: priced upon request to the Director of Catering.
- *China*: Use china for your event incurs a rental charge.
- *Additional Linen*: Beyond the standard food service table, linen must be rented. Please note that the linen and china charges are a direct pass-through charge from a commercial firm.
- *Additional Rental Items*: If you are planning an upscale plated dinner or a unique look, some additional rental items may be needed. These extra charges will be passed on to you.
- *Wait staff*: It is important to request wait staff when filling out the Catering Form. Last minute orders may not be guaranteed due to availability. Wait staff will arrive at the discretion of the Catering Director prior to your function for set up and breakdown of the event. Wait staff is recommended when having an event with china, passed hors d'oeuvres, hot buffets or if you need someone to attend to the meal during your function.
- Please note that last minute orders may not be guaranteed due to availability.

G. CANCELLATION POLICY

Cancellations will be accepted 48 hours prior to your function with no penalty (excluding specialty linens and other rentals. Please contact the Catering Director for details). Functions cancelled less than 48 hours before your event will be subject to a fee to cover food, specialty linen & china purchased, labor incurred and any other costs associated with your event.

H. FOOD REMOVAL POLICY

For food safety reasons, clients and others are not permitted to remove any perishable leftover food from an event. Any nonperishable food (i.e. baked goods) may be taken; however, arrangements must be made by the customer. Flik does not provide any type of to-go containers and customers are not allowed to take baskets, platters or other equipment from the event. Any missing equipment will be billed to the group or department that planned the event.

I. LOST/BORROWING EQUIPMENT

Equipment must not be removed from the original event location to another location. If equipment is missing upon pickup after the event, the group or department who planned the event will be charged the cost to replace the item. Flik receives many requests to borrow equipment. Due to the high cost of replacement we are not permitted to lend equipment.

J. FINAL INVOICE

After your event has been completed, you will receive an email statement with the total costs that will be applied to your account. This statement will be your back up record to be used for managing your budget.

Breakfast

Mini Bagel Platter

Mini Bagels, Butter, Jam and Cream Cheese \$0.95/person

Mini Pastry Platter (choose 2)

Mini Muffins, Danishes, Donuts, Scones, Croissants\$1.00/person

Large Bagel Platter

Large Bagels, Butter, Jam and Cream Cheese\$1.25/person

Large Pastry Platter (choose 2)

Large Muffins, Danishes, Donuts, Scones, Croissants\$1.25/person

Hot Breakfast Platter (10 person minimum)

Eggs, Home Fries, Bacon or Sausage\$3.50/person

Pancakes or French Toast\$1.50/person

Add-Ons:

Yogurt Loaf\$1.25/person

Yogurt, Granola & Berries\$1.85/person

Yogurt Parfaits\$2.00/person

Sliced Fruit Platter\$1.95/person

Fruit Salad\$1.75/person

Hand Fruit.....\$0.75/person

Breakfast Beverages

Coffee/Tea Service\$0.65/person

Orange/Apple Juice.....\$0.95/person

Flavored Water in Pitchers.....\$1.50/pitcher

Water in Pitchers (no cost)

Sandwiches & Salads

Sandwiches

Sandwich Platter (assorted sandwiches & wraps)\$3.75/person

Ham & Cheese, Turkey & Cheese, Roast Beef & Cheese, Tuna Salad
Italian (Ham, Salami & Cheese)
Roasted Vegetables with Balsamic Vinaigrette

Specialty Sandwich Platter on Gourmet Bread (choices below).....\$5.00/person

Uptown: Grilled Chicken Breast, Roasted Red Peppers, Feta, Lettuce & Chipotle Mayo

Turkey Riverdale: Turkey, Swiss Cheese & Coleslaw

The Eagle: Ham, Salami, Provolone, Lettuce, Tomatoes & Onions

The Fieldston: Roast Beef, Blue Cheese, Sautéed Mushrooms, Lettuce & Tomatoes

The Alumni: Plain, Pesto or Red Pepper Hummus, Romaine, Tomatoes & Red Onions

The Ethical: Soy Marinated Grilled Tofu, Grilled Seasonal Vegetables

Central Park: Avocado, Tomatoes, Red Onions and Pepper Jack Cheese

Midtown: Fresh Mozzarella, Kalamata Olives, Baby Spinach, and Red Pepper Pesto

Salads

Choices below\$3.00 main/\$2.25 side/person

Garden Salad, Balsamic Vinaigrette

Greek Salad, Leafy Greens, Cucumbers, Tomatoes, Kalamata Olives, Feta

Classic Caesar Salad, Parmesan Cheese, Croutons

Pasta Primavera, Assorted Vegetables

Multi Grain Salad, Seasonal Vegetables

Add-Ons:

Grilled Chicken\$3.50/person

Grilled Flank Steak\$4.50/person

Rolls & Butter\$1.00/person

Bagged Lunch

Includes sandwich, hand fruit, snack and bottled water.

For off-campus student field trips only.

Must order 48 hours in advance.

No charge if substituting for student lunch at school. \$6.00/person

Snacks

(Individual Bags)

Potato Chip	\$0.50/person
Pretzels.....	\$0.50/person

(Bowl)

Pretzels.....	\$0.35/person
Potato Chip	\$0.35/person
Terra Chips.....	\$0.95/person
Dried Fruit.....	\$0.95/person

Dessert

Cookies	\$0.65/person
Brownies.....	\$0.75/person
Blondies	\$0.75/person
Rice Crispy Bar	\$0.75/person
Sliced Fruit Platter	\$1.95/person
Fruit Salad	\$1.75/person
Lemon Bars	\$0.85/person
Mini Italian Pastries.....	\$1.75/person
Fancy Butter Cookies	\$1.25/person
Chocolate Dipped Strawberries.....	\$2.00/person
Special Cakes & Fruit Tarts (Serves 14-16 people)	\$40.00/each
Special Cakes & Fruit Tarts (Serves 8 people).....	\$28.00/each
Individual Special Cakes & Fruit Tarts	\$24.00/ box 6

Beverages

Assorted Soda	\$0.70/person
Assorted Snapple.....	\$0.85/person
Sparkling Water.....	\$1.75/person
Coffee/Tea Service	\$0.65/person
Flavored Water in Pitchers.....	\$1.50/pitcher
Water in Pitchers (no cost)	

Meeting Refreshments

<i>Crudités Platter</i>	\$1.75/person
Seasonal Vegetables, House-Made Ranch Dip	
<i>Cheese & Crackers Platter</i>	\$1.95/person
Gourmet Cheeses, Flat Breads, Bread Sticks, Gourmet Crackers	
<i>Mediterranean Platter</i>	\$2.50/person
Balsamic Marinated Grilled Vegetables, Hummus, Pita Chips	
<i>Antipasto Tuscan Platter</i>	\$4.00/person
Assortment of Italian Meats, Mixed Olives, Sliced Baguettes, Bread Sticks	
<i>Tortilla Chips, Salsa</i>	\$1.75/person
<i>Guacamole</i>	\$2.50/person

Student Snack

Ice Cream Social

Plain Ice Cream or Sorbet (<i>Vanilla, Chocolate, Strawberry</i>)	\$1.25/person
Assorted Toppings	\$2.00/person

Student Snacks

Chips.....	\$0.50/person
Pretzels.....	\$0.50/person
Pop Corn.....	\$0.50/person
Fruit Salad	\$1.75/person
Hand Fruit.....	\$0.75/person
Cookies	\$0.65/person

Barbeque Lunch

Director approval required for estimate

Will require Flik staff. Catering Director will give price with estimate since actual prices are determined by equipment rentals and staffing needs.

ENTREES (served on buns, cheese, condiments, lettuce, tomato).....\$4.50/person

- **Hamburgers** (choice of beef or turkey)
- **Hot Dogs** (choice of beef or turkey)
- **Vegetarian Burgers**

BBQ Additions

Pulled Pork	(\$3.50/person)
Texas Beef Brisket	(\$3.75/person)
BBQ Grilled Chicken Breast	(\$3.75/person)

Sides BBQ

Corn on the cob	\$0.50/person
Potato Salad	\$1.00/person
Cole Slaw	\$1.00/person
Macaroni Salad	\$1.00/person

Dessert BBQ

Fruit Salad	\$1.75/person
Individual Ice Cream Cups or Frozen Fruit Bars	\$0.75/person

Beverages BBQ

Assorted Soda	\$0.70/person
Assorted Snapple.....	\$0.85/person
Water in Pitchers (no cost)	

Reception Appetizers (Stationary and passed food, no sit-down dinner)

Director approval required for estimate

(Will require Flik staff and may need additional wait staff. Catering Director will give price with estimate since actual prices are determined by quantities, consumption, number of guests and time event ends.)

Need to calculate staffing fee—there will be a pop up box to show estimated charges

Stationary Hors d'oeuvres

Crudités Platter.....	\$1.75/person
Seasonal Vegetables, House-Made Ranch Dip	
Cheese & Crackers Platter.....	\$1.95/person
Gourmet Cheeses, Flat Breads, Bread Sticks Gourmet Crackers	
Mediterranean Platter	\$2.50/person
Balsamic Marinated Grilled Vegetables, Hummus and Pita Chips	
Antipasto Tuscan Platter.....	\$4.00/person
Assortment of Italian Meats, Mixed Olives, Sliced Baguettes, Bread Sticks	
Bruschetta Station (Assorted Bruschetta, House Made Crostini)	\$1.75/person

Stationary Specialty Stations

SHRIMP COCKTAIL DISPLAY

Lemon Wedges.....	\$9.25/person
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WHOLE POACHED SALMON

Cucumber Dill Sauce, Lemon Wedges.....	\$6.00/person
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Hors d'oeuvres (passed or stationary)

MENU A: Choose any 4	\$10.00/person
MENU B: Choose any 6	\$15.00/person
MENU C: Choose any 8	\$20.00/person

Hot or Cold Hors d'oeuvres (Passed or served on platters)

VEGETARIAN

1. Zucchini Pancakes, Chive Sour Cream
2. Handmade Empanadas, Wild Mushrooms
3. Spring Rolls
4. Spanakopita
5. Asparagus Cigars-Grilled Asparagus, Flour Tortilla
6. Stuffed Mushrooms, Cheese, Bread Crumbs
7. Fried Mushroom Ravioli, Marinara Sauce
8. Skewered Red, Yellow Cherry Tomatoes, Fresh Mozzarella
9. Grilled Plum Tomato, Pesto, Smoked Mozzarella Crostini
10. Tuscan White Bean Brochette

MEAT & POULTRY

1. Grilled Chicken Skewers
2. Handmade Empanadas, Chicken, Acorn Squash Smoky Tomato Sauce
3. Handmade Empanadas, Beef, Tomatillo Salsa
4. Lamb Chops au Jus \$3.00/ additional person
5. Breaded Chicken, Honey Mustard Sauce
6. Teriyaki Beef Skewers, Ginger Sauce
7. Pork Dumplings
8. Franks in Blanket
9. Angus Sliders, Frizzled Onions
10. Filet Mignon Crostini, Horseradish Sauce

SEAFOOD

1. Shrimp Quesadillas, Plum Tomato, Cilantro Salsa
2. Mini Crab Cakes, Remolaude Sauce
3. Tequila, Chipotle Marinated Grilled Shrimp
4. Wasabi Seared Tuna, Yucca Chip, Papaya Salsa
5. Chilled Shrimp Cocktail Sauce \$3.00/ additional person
6. Smoked Salmon Rosettes, Cucumber Slice, Dill Sauce

Stationary Action Stations

\$150 fee for Chef staffing per Action Station

MEXICAN STATION

- Soft Flour Tortillas and/or Hard Corn Tortillas, Yellow Rice,*
- Spanish Stewed Beans, Corn Salad, Red Peppers, Cheddar Cheese,*
- Sour Cream and Salsa)\$6.00/person*
- Guacamole.....\$8.00/person*
- Chicken or Beef\$8.50/person*

PASTA BAR (*Parmesan Cheese, Garlic Bread*)

- Choose two Pastas and three Homemade Sauces: 9.00/person*
- Penne, Ziti, Cheese Tortellini, Cheese Ravioli, Fettuccini, Spaghetti*
- Marinara, Alfredo, Pesto & Bolognese*

CARVING STATION

- Filet Mignon Horseradish Cream,*
- Roasted Turkey Breast*
- Cranberry Chutney..... \$12.75/person*

STIR FRY

- Chinese Lo Mein Noodles, Assorted Shredded Vegetables,*
- Beef or Chicken served Soy Sauce, Duck Sauce, Teriyaki Sauce.\$9.00/person*

Reception Buffet Entrées

Will require Flik staff and may need additional wait staff. Catering Director will give price with estimate since actual prices are determined by quantities, consumption, number of guests and time event ends.

Meat and Seafood Entrées (includes one Starch, one Vegetable and Bread & Butter)

Vegetarian and Salad Entrées (Includes Bread and Butter)

Chicken Entrées: \$13.75/person per entrée

- Pan Seared French Cut Chicken Breast, Sun Dried Tomato, Roasted Shallots Spinach Sauce
- Stuffed Chicken Breast, Sautéed Spinach & Feta, Lemon Sauce
- Chicken Scarpariello- Italian Sausage, Pepperoncini Peppers
- Chicken Marbella- Prunes, Olive, Capers
- Chicken Marsala - Mushrooms, Thyme, Caramelized Shallots, Fennel
- Chicken Picatta- White Wine, Caper Sauce

Beef Entrees: \$15.00/person per entrée

- Marinated Flank Steak, Salsa Verde
- Grilled Flank Steak, Caramelized Onions, Wild Mushrooms
- Beef Medallions, Caramelized Shallots, Cognac Sauce
- Beef Tenderloin, Roasted Red, Yellow Cherry Tomatoes

Pork Entrees: \$13.75/person per entrée

- Pork Tenderloin, Apricot Mustard
- Southwestern Pork Loin
- Grilled Center Cut Pork Chops, Tarragon, Sweet Onions
- Southwestern Dried Rub Pork Ribs

Lamb Entrees: \$15.75/person per entrée

- Greek Lamb, Oregano Garlic, Lemon
- Moroccan Spiced Lamb Stew
- Grilled Lamb Chops
- Roasted Lamb, Rosemary au Jus

Seafood Entrées: \$14.75/person per entrée

- Herb Crusted Atlantic Salmon
- Pan Seared Tilapia, Mango Curry Salsa
- Shrimp Scampi
- Honey Orange Glazed Salmon, Corn, Tomato Relish

Vegetarian Entrées: \$9.25/person per entrée

- Grilled Vegetable Napoleon
- Vegetable Lasagna
- Vegetable Quiche
- Eggplant Parmesan
- Polenta, Grilled Vegetables, Roasted Red Pepper Sauce
- Eggplant Rollatini
- Baked Zucchini with Quinoa Pilaf
- Ratatouille

Entrée Salad: \$8.25/person per entrée

- Salad Nicoise-Boston Lettuce with Green Beans, Potatoes, Tuna, Hard-Boiled Eggs, Cherry Tomatoes
- Cobb Salad-Romaine Lettuce, Bacon, Avocado, Grilled Chicken, Hard-Boiled Eggs, Tomatoes
- Mediterranean Salad: Roasted Portobello Mushrooms, Peppers, Asparagus, Cherry Tomatoes Balsamic Vinaigrette
- Grilled Chicken Caesar Salad with Parmesan, Crotons

SIDE SALADS: \$3.25/person per Salad

- Greek Salad-Leafy Greens, Cucumbers, Tomatoes, Kalamata Olives, Feta
- Classic Caesar Salad, Parmesan Cheese, Croutons
- Pasta Primavera-Short Pasta, Assorted Vegetables

SIDE STARCHES

- Mashed Potatoes, Roasted Garlic
- Roasted Red Bliss Potatoes
- Roasted Butternut Squash, Beets
- Orzo Pilaf
- Rice Pilaf
- Wild Rice, Mushrooms

VEGETABLE

- Sautéed Baby Spinach
- Roasted Vegetable Medley
- Roasted Asparagus, Garlic
- Sautéed Green Beans
- Haricot Verts, Lemon Zest
- Broccoli Rabe, Garlic, Olive Oil

Miscellaneous

Disposable Paper Products

8 oz Coffee Cups	\$63.50/case
4 oz Paper Cups	\$48.00/case
9 oz Cold Cups.....	\$61.00/case
Setup fee: (cold & hot cups, cutlery, large & small plates and napkins)	\$0.60/person

Beverages by the case

Bottled water:

8 oz Poland Spring (48 per case).....	\$16.00/case
16 oz Poland Spring (24 per case).....	\$12.00/case
Soda (24 pack)	\$14.00/case
Snapple (24 pack).....	\$18.00/case
Propel/Vitamin water (24 case)	\$18.00/case
Sparkling Water (12 bottles)	\$19.00/case
Tea Bags (100 bags).....	\$6.00/box

Pantry

Saltine Crackers	\$18.00/case
Animal Crackers	\$19.00/case
Honey Jug.....	\$16.05/jug

Cakes

Full Sheet Cake (Serves 75 people)	\$130.00
Half Sheet Cake (Serves 40 people)	\$70.00

Alcohol

- Wine (per bottle)
- Wine (per case-12)
- Beer (per bottle)
- Beer (per case-24)

Rentals

Tablecloths

Rectangular regular	\$3.00/each
Upscale Tablecloths (rectangular or round).....	\$10.00/each
Dinner Napkin	\$0.25/each
China.....	price upon request