

National Conservation Training Center
Catering Menu

U.S. Fish and Wildlife Service



*Revised August
2007*

National Conservation Training Center

Catering Services Guide

INTRODUCTON

The food service provider here at the National Conservation Training Center is ARAMARK Corporation, one of the nation's leading Guest Services and Dining Management Companies.

The dining service staff is managed on a daily basis by an experienced ARAMARK Manager who works closely with the NCTC staff to ensure quality service and customer satisfaction. Available services are listed within this guide.

To book and schedule special events or to request any special service you will need to contact the Registrar's office at (304) 876-7220 and speak to a Meeting Planner.

Catering Event Forms are available from the following sources: Registrar's office or Meeting Planner, and on the NCTC web site at <http://training.fws.gov>, copies are also located in the NCTC SOP Files on the FWS Shared drive

Guests requesting events will need to complete a Catering Event Form and turn it into the Registrar's office by faxing it to (304) 876-7260 or e-mailing it to NCTC_Registrar@fws.gov

For more information or if you have questions regarding special events or menu ideas you may contact the Registrar's office (304) 876-7220 and speak to a meeting planner

GENERAL INFORMATION

Groups should prearrange for special dining events at the time they book their course or event. These events will be logged and follow up will occur several weeks before your scheduled arrival. Final details and confirmation of guest counts must occur 24 hours prior to scheduled event.

All outside groups and staff must also request services through the Registrar or Meeting Planner. This allows us to coordinate all events through one area and communicate more effectively. Cake orders, coffee services and any special food requests or meeting needs must also go through the Registrar or Meeting Planner first. Payment terms must be designated at this time.

We require at least 24 hours notice on any special beverage request, at least 4 to 5 working days for receptions and 7 days for dinner parties.

All services outside of Commons Building are subject to additional set up fees. Please discuss this with the Registrar or Meeting Planner when booking an event.

Breakfast

Available daily in the Commons Dining room. Featured on our breakfast buffet is a selection of fresh fruit, cereals, and pastries. Hot breakfast selections are offered in self-service chafing units and our sauté station features breakfast specialties prepared to order.

Dining hours are 6:30 a.m. to 8:30 a.m.
Continental Breakfast Served 8:30 a.m. to 9:00 a.m.

Lunch

Prepared for the diverse tastes of our guests, in the Commons Dining Room. Our Station Buffet features soups, unique salads, deli selections, grill selections, and tempting desserts. Hot selections are presented in chafing units.

Dining hours are 11:30 a.m. to 1:00 p.m.
Deli Selections remain available until 1:30 p.m.

Dinner

Served in the Commons Dining Room. Our Station Buffet features soups, salads, deli selections, grill selections, and tempting hot selections and a variety of desserts.

Dining hours are 5:30 p.m. to 7:00 p.m.
Hot Entrees remain available until 7:30 p.m.

Special Service fees

Special Dining Room Setup.....\$ 200.00
Private meal set-up fee.....\$ 7.50 per person
(Set up in the Lounge, Roosevelt, or elsewhere on campus)
Extended Meal Hours..... \$ 50.00
Linens and Table settings\$ 5.00 per table
Wait staff.....\$ 30.00 per hour/per Server (6 hour min.)
Note: a two week advanced notice is required for wait staff
Dining Room Dividers.....\$ 50.00
Delivery fee.....\$ 25.00
(Bagged Lunches, cooler breaks, etc.)

Break Service

As part of the NCTC meeting package, morning, and afternoon coffee breaks are offered to all conference guests. Coffee breaks are located at convenient locations throughout the Instructional Buildings.

Coffee Service Available from 7:45 a.m. – 3:00 p.m. Included are caffeinated and decaffeinated coffee, teas, and hot chocolate

A.M. Break Available from 9:30 a.m. -10:30 a.m. Included are whole fresh fruit, fruit juices, and a daily assortment of breakfast pastries.

P.M. Break Available from 2:00 p.m. – 3:00 p.m. Included are a variety of soft drinks, whole fresh fruit, and a selection of daily snacks.

For your convenience, Breaks can be opened earlier or extended later at an additional charge.

Extended Break Service hours.....\$ 50.00

Private Breaks

Coffee Service.....\$ 2.50 per person
Includes, Coffee, Hot Water, Tea, and Condiments.

Continental Breakfast.....\$ 6.00 per person
Coffee, Tea, Juice, and Assorted Breakfast Pastries.

Deluxe Continental Breakfast.....\$ 8.00 per person
Coffee, Tea, Juice, Sliced Fresh Fruit and Assorted Breakfast Pastries.

Breaks and evening breaks in Class or meeting rooms may be arranged at an additional charge.

Non-standard break time...\$ 50.00 set-up fee +\$ 2.50 per person

Non-standard break location...\$ 50.00 set-up fee

Delivery fee.....\$ 25.00

Cold Deli Lunch

Deli Tray w/Fixin's.....N/C meal plan, \$ 12.00 guests

Sliced Fresh Fruit Tray

Tossed Seasonal Field Greens with Garnishes and Dressings

Country Potato Salad

Garden Slaw

Italian Pasta Salad

Tuna Salad

Sliced Assortment of Oven Roast Beef, Virginia Cured Ham,

Roast Breast of Turkey, Pastrami, Sliced Swiss, Wisconsin

Cheddar, Imported Provolone and American Cheese

Served with condiments

Beverage and dessert

Private Meal set up fees apply- \$7.50 Per Person

Bagged Breakfast & Lunch

Bagged meals or travel meals may be ordered (in advance) for students who are on the meal plan and intend to checkout early. This service is provided for guests who will not be on campus during the scheduled mealtime. This Service is also available for guests on day trips who are going off site.

Students may sign up to request a travel meal via a form provided by Course Leaders or Meeting Planners. Bagged Meal Requests should be turned in 48 hours prior to departure.

*Bagged Breakfast.....\$ N/C Meal Plan, \$ 8.00 guests
(Includes continental items, juice and water)*

*Bagged Lunches.....\$ N/C Meal Plan, \$ 12.00 guests
(Includes Sandwich, snack, fruit and water)*

\$ 25.00 Charge for Deliveries of boxed meals not picked up at commons

Graduation Dinners

*Regular Dinner w/ Reserved Seating.....N/C Meal Plan,
\$ 21.00 per guest not staying onsite with meal plan
(Regular service through line, reserved seating only)*

*Buffet Dinner w/ Reserved Seating.....\$ 7.50 Meal Plan,
\$ 28.50 per guest not staying onsite with meal plan
(Private Buffet table set up and reserved tables sectioned off in main
dining room)*

*All meals include 3 entrée selections, one being a vegetarian choice.
Also included are salad, starch, vegetable, bread or dinner rolls and
beverages, plus assorted desserts.*

*Entrée selections must be made 1 week prior to event and final guest
counts must be guaranteed three days prior.*

*We will gladly assist with menu planning and make suggestions upon
request. Please contact the Registrar's office and speak to a Meeting
Planner.*

Patio Picnics and BBQ Selection

**Available to groups of 25 persons or more. Additional meal fees apply if minimum guest counts are not met.*

** Only available from May 30th Through September 15th **unless** special arrangements have been made*

Private BBQ's

Located on the patio with your Choice of BBQ I or BBQ II

*BBQ I.....\$ 5.00+ Meal Plan
\$ 26.00 per guest not staying onsite with meal plan*

THE HOME STYLE COOKOUT

COUNTRY STYLE POTATO SALAD

CREAMY COLE SLAW

GRILLED VEGETABLE AND PASTA SALAD

FRESH FRUITS AND BERRIES

GRILLED HAMBURGERS AND CHEESEBURGERS WITH A VARIETY OF FIXINGS

GRILLED HOT DOGS

GRILLED BARBECUE CHICKEN BREAST

GRILLED BBQ SPARE RIBS

BUTTER MILK STEAMED CORN ON THE COB

BAKED BEANS

BAKED MACARONI AND CHEESE

ASSORTED DESSERTS

BEVERAGES

*BBQ II.....\$ 7.50 + Meal Plan
\$ 28.50 per guest not staying onsite with meal plan*

GRILLING WITH FRIENDS

RED BLISS POTATO SALAD

GARDEN VEGETABLE SLAW

SEASONAL FRUITS AND BERRIES

PASTA SALAD

GRILLED STEAKS WITH MUSHROOMS AND ONIONS

CHEF'S SELECTION OF GRILLED FISH

GRILLED HAMBURGERS AND CHEESEBURGERS WITH A VARIETY OF FIXINGS

GRILLED HOT DOGS

BUTTER MILK STEAMED CORN ON THE COB

GRILLED FARM FRESH VEGETABLES

BAKED MACARONI AND CHEESE

ASSORTED DESSERTS

BEVERAGES

Desserts

Celebration Cakes

10" Round Cake..... \$ 20.00

Serves 8-12 guests

Half Sheet Cake.....\$ 35.00

Serves 25-30 guests

Full Sheet Cake.....\$ 75.00

Serves 35-60 guests

Cookies\$ 10.00 dz.

Brownies.....\$ 12.00 dz.

Assorted Mini Pastries.....\$ 150.00/100pcs

Ice Cream Social –Sundae Bar.....\$ 6.00 per person

Chocolate Extravaganza\$ 8.00 per person

Selection of Chocolate covered fruits and chocolate desserts

Dessert Table and Coffee in Social Center.....\$ 150.00

Includes upscale cakes, tortes, and coffee for Up to 50 guests

Coffee Break..... \$ 2.50 per person

Soft Drinks and Bottled Water.....\$ 2.00 per person

Fruit Punch.....\$ 1.50 per person

Delivery fee.....\$ 25.00

Light Snacks

Please choose three snacks from the selection of snacks below
\$6.00 per person, per hour

Popcorn	Nachos w/ Salsa
Pretzels	Trail Mix
Soft Pretzels	Mixed Nuts
Potato Chips	Granola Bars
Goldfish Crackers	Whole Fruit

Coffee Break..... \$ 2.50 per person
Soft Drinks and Bottled Water..... \$ 2.00 per person
Fruit Punch..... \$ 1.50 per person

Receptions and Displays

Vegetable Tray..... \$ 4.00 per person
Fruit Tray..... \$ 4.00 per person
Cheese Tray..... \$ 4.00 per person

Appetizers & Hors D'oeuvre Selections

Please choose three hors d' oeuvres within each price category from
the selection of regular or deluxe hors d' oeuvres below
(Prices are per person, per hour)

Regular: \$ 8.00 per Person per Hour

Mini Quiche	Assorted Dim Sum
Jalapeno Poppers	Fried Ravioli
Chicken Wings	Spanikopita
Mozzarella Sticks	Beef Empanada
Assorted Egg Rolls	Mini Chicken Quesadilla
Meatballs (Italian or Swedish)	Potato Skins

Deluxe: \$ 12.50 per Person per Hour

Scallop Bacon Wrap	Mini Chicken Cordon Bleu
Mini Crab Cake	Coconut Shrimp
Mini Beef Brochette	Mini Beef Wellington
Crab Stuffed Mushroom	Sesame Chicken
Asparagus in Phyllo	

Social Lounge

Located in the Commons Lower Lobby, the Social Lounge and Roosevelt Room offer a relaxing place to visit Friends and Colleagues from around the Globe.

Hours of operation

Sunday through Thursday 5:30 p.m. until 11:00 p.m.

Friday and Saturday from 5:30 p.m. until 9:00 p.m. Hours may be extended on Friday and Saturday at Management's discretion and approval

Beverages and Bar Selections

Cash Bar –..... Bartender fees: \$ 75.00 per bartender per hour

We recommend one bartender for every 50 people.

*Open Beer and Wine Bar\$ 10.00 per person per hour
\$ 6.00 each additional hour*

*Bar Tickets –.....\$ 3.25 per person
Ticket is good for one small draft beer, bottled beer, glass of wine, soft drink, or bottled water. Lounge service only.*

*Red or White Wine.....\$ 18.50 per bottle
Domestic Beer\$ 120.00 per 1/2 keg
Micro Brewery Beer\$ 150.00 per 1/6 keg*

*Extended Lounge hours.....\$50.00 per ½ hour
(Prior approval from USFWS Management required to extend the lounge hours)*

It is the policy of the ARAMARK and the National Conservation Training Center that all alcoholic beverages consumed at the Commons, Social Lounge, and Roosevelt Room must be purchased through our Beverage Department.

Bringing other beer, wine, or alcohol into the Commons building or onto the Commons property is not permitted.

How to Order

Obtain Catering Order Form

Complete Name of Event / Group Name

Be Sure to List Start Time and End Time

Check Off Location of Event

Number of Guests

Contact Name and Phone Number

Type or Style of Service Desired

List Any Special Request or Menu Items

Forward to Registrar's Office

Registrar Fax Number

Registrar E-mail

(304) 876-7260

NCTC_Registrar@fws.gov