

**National Conservation Training Center**  
**Catering Guide**

**U.S. Fish and Wildlife Service**



Revised April 2011

# *National Conservation Training Center*

## *Catering Services Guide*

### INTRODUCTON

*The food service provider 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.*

### GENERAL INFORMATION

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

*Catering Event Forms are available from the Registrar's Office/NCTC 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 forward to the Registrar's Office/Meeting Planner by faxing it to (304) 876-7260 or e-mailing it to [NCTC\\_Registrar@fws.gov](mailto:NCTC_Registrar@fws.gov)*

*For more information or if you have questions regarding special events or menu ideas you may contact (304) 876-7220 and speak to a meeting planner.*

*Government per diem rates referred to in this guide can be found at <http://www.gsa.gov/portal/category/21287>*

*Groups should prearrange for special dining events at the time they book their course or event, and payment terms must be arranged at this time. These events will be logged and follow up will occur several weeks before your scheduled arrival.*

*All groups and staff are required to request catering services through their designated NCTC Meeting Planner/the Registrar's Office. The NCTC requires 5 working days notice for any special beverage requests and receptions. Final details and confirmation of guest counts must occur 72 hours prior to your scheduled event.*

*All services outside of the Commons Building are subject to additional set up fees which are outlined in this guide. Please ensure that you discuss all special services needed with your designated NCTC Meeting Planner when booking your event.*

COMMONS DINING ROOM

Breakfast

*Featured on our breakfast buffet is a selection of fresh fruit, cereals, and pastries. Hot breakfast selections are offered self-served while our Grill 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

*Our Station Buffet features soups, unique salads, deli and grill selections, a variety of hot entrees and tempting desserts.*

*Dining hours are 11:30 a.m. to 1:00 p.m.*

*Deli Selections remain available until 1:30 p.m.*

Dinner

*Our Station Buffet features soups, unique salads, deli and grill selections, a variety of hot entrees and tempting 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

*Private meal set-up fee.....\$ 7.50 per person*

*Dining Room Dividers.....\$ 50.00*

*Extended Meal Hours.....\$ 50.00 per ½ hr.*

*Wait staff.....\$ 35.00*

*[Per hour / per Server (6 hour min.)]*

*Note: a two week advanced notice is required for wait staff*

*Delivery fee.....\$ 25.00*

*(Bagged Lunches, cooler breaks, etc.)*

**BREAK SERVICE**

**Standard 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. – 3:30 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. – 3:30 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 per ½ hr.*

**Private Breaks**

*Standard (AM/PM) Break Service.....\$ 2.50 per person*

*Continental Breakfast.....\$ 6.00 per person  
Coffee, Tea, Juice, Fresh Fruit, Variety of Cold Cereals, Bagels, and Assorted Breakfast Pastries.*

*Deluxe Continental Breakfast.....\$ 8.00 per person  
Coffee, Tea, Juice, Sliced Fresh Fruit, Variety of Cold Cereals, Bagels, and Specialty Assorted Breakfast Pastries.*

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

*Non-standard break time.....\$ 50.00 set-up fee*

ADDITIONAL CATERING OPTIONS

Cold Deli Lunch

*Deli Tray w / Fixings*

*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*

*\$5.00 per person setup fee will be charged in addition to the Government per diem rate for lunch.*

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. Registrar’s Office/Meeting Planners should submit Bagged Lunch Requests to Food & Beverage Management 48 hours prior to student departure.*

*Bagged Breakfast.....Government per diem charge  
(Includes continental items, juice and water)*

*Bagged Lunches.....Government per diem charge  
(Includes Sandwich or Wrap at the discretion of the Food & Beverage Management, snack, fruit and water)*

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

PRIVATE BARBEQUES

Private Barbeques are available from May 30<sup>th</sup> through September 15th for groups of 25 persons or more. Groups less than 25 will pay the standard fee for 25 people.

Please coordinate special dietary needs with your Meeting Planner.

All private barbeques are located on the patio at Commons with your Choice of BBQ I or BBQ II. Please discuss contingency plans with your designated NCTC Meeting Planner in the case of inclement weather.

BBQ I.....\$ 5.00 per person, setup fee will be charged in addition to the Government per diem rate for dinner

BBQ I- Home Style

- COUNTRY STYLE POTATO SALAD
- CREAMY COLE SLAW
- SEASONAL FRUIT
- GRILLED HAMBURGERS AND CHEESEBURGERS WITH A VARIETY OF FIXINGS
- VEGGIE BURGERS
- GRILLED HOT DOGS
- GRILLED BARBECUE CHICKEN BREAST
- GRILLED BBQ SPARE RIBS
- BUTTERMILK STEAMED CORN ON THE COB
- GRILLED PORTOBELLA MUSHROOMS
- GRILLED SEASONAL VEGETABLES
- VEGETARIAN BAKED BEANS
- BAKED MACARONI AND CHEESE
- ASSORTED DESSERTS
- BEVERAGES

*BBQ II.....\$ 5.00 per person, setup fee will be charged in addition to the Government per diem rate for dinner*

*BBQ II-Western Style*

*RED BLISS POTATO SALAD  
GARDEN VEGETABLE SLAW  
SEASONAL FRUITS  
GRILLED STEAKS WITH MUSHROOMS AND ONIONS  
CHEF'S SELECTION OF GRILLED FISH  
GRILLED HAMBURGERS AND CHEESEBURGERS WITH A VARIETY OF FIXINGS  
VEGGIE BURGERS  
GRILLED HOT DOGS  
BUTTERMILK STEAMED CORN ON THE COB  
GRILLED PORTOBELLA MUSHROOMS  
GRILLED SEASONAL VEGETABLES  
VEGETARIAN BAKED BEANS  
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*  
*Basic decoration included in above cake pricing.*  
*Special requested Artwork an additional.....\$ 25.00*

*Cookies .....\$ 10.00/dz.*  
*Brownies.....\$ 12.00/dz.*  
*Assorted Mini Pastries..... \$ 150.00/100pcs*

*\$ 25.00 Charge for Deliveries outside of Commons Building*



*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 the Roosevelt Room.....\$ 3.00 per person*  
*plus \$50.00 set-up fee (Includes upscale cakes, tortes, and coffee)*

*Coffee Service..... \$ 2.50 per person, plus*  
*\$50.00 set-up fee*

*Soft Drinks and Bottled Water.....\$ 2.00 per person, plus*  
*\$50.00 set-up fee*

*Fruit Punch.....\$ 1.50 per person, plus*  
*\$50.00 set-up fee*

*Smores for Bonfires.....\$ 4.00 per person*

*Light Snacks*

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

*Popcorn*

*Pretzels*

*Soft Pretzels*

*Potato Chips*

*Goldfish Crackers*

*Nachos w/ Salsa*

*Trail Mix*

*Mixed Nuts*

*Granola Bars*

*Whole Fruit*

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

*Deluxe: \$ 12.50 per Person per Hour*

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

SOCIAL CENTER

*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.*

Social Lounge

*The Social Lounge is open Sunday through Thursday 5:30 p.m. until 11:00 PM (last call at 10:30 PM). During open weekends, the hours of operation for the Social Lounge are Friday and Saturday from 5:30 p.m. until 9:00 PM; and may be extended at Management’s discretion and approval.*

Beverages and Bar Selections

*Auxiliary Bar..... Bartender fees:\$ 75.00 per bartender per hour  
We recommend one bartender for every 50 people.*

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

*Open Beer and Wine Bar.....Beer and Wine Tab is calculated by consumption*

*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 1/2 hour  
(Prior NCTC Management Approval Required)*

*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 Food & 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 Your Meeting Planner/Registrar's Office*

*Fax Number*

*(304) 876-7260*

*E-mail*

*NCTC\_Registrar@fws.gov*