

National Conservation Training Center
Catering Guide

U.S. Fish and Wildlife Service



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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 Scheduling and Events Management (SEM) at (304) 876-7220 and speak to a Meeting Planner.

Catering Event Forms are available from Scheduling and Events Management (SEM)/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 Scheduling and Events Management (SEM)/Meeting Planner by faxing it to (304) 876-7260 or e-mailing it to NCTC_SEM @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 in Scheduling and Events Management (SEM). 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

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 Planner in Scheduling and Events Management (SEM). 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

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 | Nachos w/ Salsa |
| Pretzels | Trail Mix |
| Soft Pretzels | Mixed Nuts |
| Potato Chips | Granola Bars |
| Goldfish Crackers | 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 | Potato Skins |
| Jalapeno Poppers | |
| Chicken Wings | |
| Mozzarella Sticks | |
| Assorted Egg Rolls | |
| Meatballs (Italian or Swedish) | |
| Fried Ravioli | |
| Spanikopita | |
| Assorted Dim Sum | |
| Beef Empanada | |
| Mini Chicken Quesadilla | |

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.....\$ 3.50 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.....Call for Price/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 in Scheduling and Events Management (SEM)

Fax Number

(304) 876-7260

E-mail

NCTC_SEM@fws.gov