

# **East Valley Institute of Technology**

**Culinary Arts Department**



## **Catering and Banquet Information Packet**

(480) 461-4174  
1601 W. Main Street, Mesa, AZ, 85201  
[ablack@evit.com](mailto:ablack@evit.com)

School Year 2023-2024

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## General Information

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### **Availability**

Breakfast(8:30am service time) and lunch(12:30pm service time) served Wednesday thru Friday  
Dinner is served Wednesday through Friday \*

*\*Evenings have limited availability and come with a \$6500 Food & Beverage minimum.*

*As a courtesy to our students and their parents, dinner service must be started no later than 6 PM and completed by 9 PM*

### **Decorating and set up guidelines**

- No altering of light bulbs, podiums, wall hangings, or anything that is considered by the EVIT representative as part of the school facilities.
- No live fire articles such as candles, burners, etc.. Catering heating cartridges are permitted.
- Any centerpieces used for multiple events must be removed each evening by the event participants
- All doors with a Lighted Exit sign may not be blocked
- All exterior doors may not be propped open at any time (even during setup and break down)
- No glitter, spray snow, or decor that may not be picked up with a standard vacuum. Any item in question should be pre-approved
- No hanging of items on walls unless pre-approved by site representative. All items must be hung by our district maintenance. Arrangements for this should be made 7 days in advance.
- Our storage spaces are off limits to all non-district personnel
- Windows in the lobby and dining room are not to be covered in any manner.
- We do not supply any extension cords or any electrical support except for our standard microphone and AV supplies
- We reserve the right to disallow any decor that may affect our normal building wear and tear, safety, or appropriateness to a school environment.
- Because of the number of people that have access to our facility we cannot consider it closed or secure. Please make sure not to leave any valuables. We may not be held responsible for lost or stolen articles.

### **Proof of liability insurance**

A.R.S. 15-1105(c) requires the applicant to show proof of liability insurance coverage in the amount of \$ 1,000,000 and \$ 100,000 property damage with the East Valley Institute of Technology School District 401 named as additional insured on the policy.

### **Gratuities and additional charges**

- There will be an additional 15% gratuity which is given to our student scholarship fund.
- There may be an additional charge for extra ordinary set up, clean up, or use of other rooms besides our banquet hall
- There is no tax charged.

### **Final Guaranteed Counts and Payment**

Counts are due to the EVIT Culinary Arts Department seven business days prior to your event date by 3 PM. At this time any vegetarian or dietary restrictions must also be expressed. Any changes made after that time are subject to a \$5 per person additional surcharge. Payment is required within 30 days of event date completion. The final invoice will reflect the larger of the final count called in, or what was actually served. Payment is accepted in the form of cash, Credit card or check.

Dining room set up will be for the final confirmed amount. Tables are set for 8 guests. The number of tables set will be based on your final count divided by the number 8.

### **Food Allergies:**

The scope of our kitchen includes a full bake shop. Additionally, students in various classes work on a variety of foods. As a result, our food may contain or have come in contact with peanuts, tree nuts, soy, eggs, wheat, fish, shellfish or dairy products.

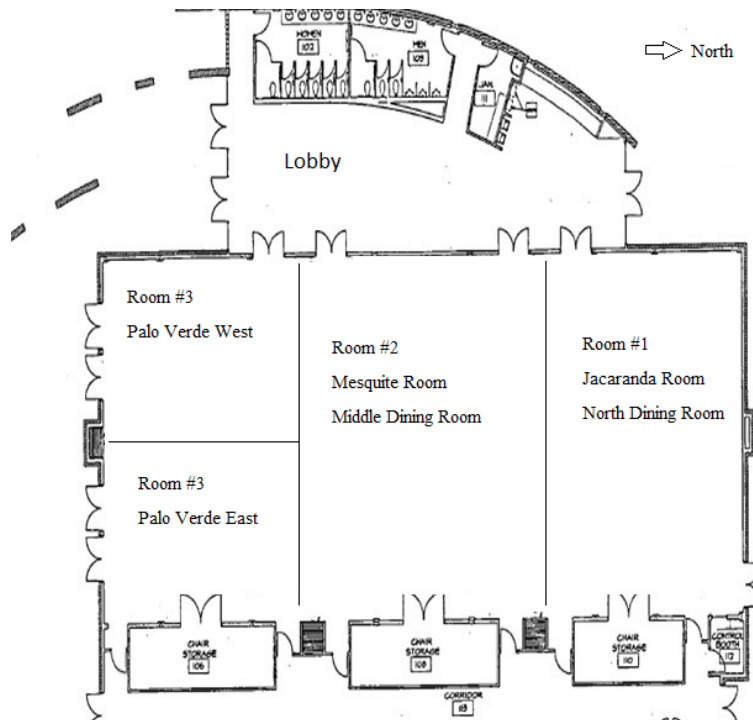
### **A note to prospective clients:**

While planning your event please keep in mind we are a public school culinary program. Our goal is to provide a living lab for our students to experience work in our industry. Although we have great capacity and ability, we are still using students to cook, serve, set up, and execute all aspects of our functions. We will always try to plan events to ensure the best success based on our students' learning and ability. There may be times when menu items, serving times, etc..., will be modified to accommodate the best interest of student learning. Your understanding, support, and flexibility is very much appreciated.

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## Facilities

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All of the room space can be combined. Our max seating for banquet service is 450. Rooms can be combined based on availability.

### **Room #1 Jacaranda Room – North Dining Room**

- Full A/V and sound available on north wall
- Seats approx. twelve round tables set for 8 each

### **Room #2 Mesquite Room – Middle Dining Room**

- Full A/V and sound available on west wall
- Seats approx. twelve round tables set for 8 each

### **Room #3 Palo Verde West Room**

- Full A/V and sound available with technology cart
- Seats approx. six round tables set for 8 each

### **Room #4 Palo Verde East Room**

- Full A/V and sound available on east wall
- Seats approx. six round tables set for 8 each

### **Linen Colors**

- Black or White Table Clothes
- Napkin Colors: Purple, Black, White, Green, Gold, Blue, Navy Blue, Red, Burgundy
- White Skirting for rectangular tables

### **Additional Items Available**

- Podium
- Microphone (max 3 wireless)
- US and AZ Flags
- Stage
- Rectangular tables for registration, classroom, U – Shape meeting space

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## *Breakfast*

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Minimum 25 guests

<b>Continental Buffet Options</b>	<b>Per person</b>
Coffee and Orange Juice	\$ 5.00
Fresh Fruit	\$ 4.00
Assorted Baked Goods	\$ 3.00
Yogurt and Granola	\$ 3.00

<b>Hot Buffet Options</b>	<b>Per person</b>
Scramble Eggs	\$ 4.00
Southwest Scrambled Eggs	\$ 4.00
Smoked Bacon	\$ 4.00
Breakfast Sausage	\$ 4.00
Ham	\$ 4.00
Breakfast Potatoes	\$ 3.50
Biscuits and Gravy	\$ 4.00
Assorted Breakfast Burritos	\$ 4.00
Breakfast Sandwich	\$ 4.00

### **Plated Breakfast Options**

*(Served with breakfast potatoes, seasonal fruit, fresh baked item, coffee and orange juice)*

Chef's Choice Frittata	\$ 13.50
Chef's Choice Omelet	\$ 13.50
Chef's Choice Quiche	\$ 13.50
Southwest Scrambled Eggs with side of breakfast meat	\$ 14.50
Scrambled Eggs with Side of breakfast meat	\$ 14.50

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## Lunch

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Minimum 25 guests  
\$19.00 per person

**For 25-100 guests:**  
1 soup OR salad choice  
2 entrée choices  
*(Does not include special diets)*  
1 Dessert Choice

**For 100+ guests:**  
1 soup OR salad choice  
1 entrée choice  
*(Does not include special diets)*  
1 Dessert Choice

Includes Soup **or** Salad, Entrée, Dessert, Rolls, and Water, Ice Tea, Coffee

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## Dinner

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\$6500 Minimum  
260 guests Minimum

\$29 per person

1 soup OR salad choice  
1 entrée choice  
*(Does not include special diets)*  
1 Dessert Choice

Includes Soup **or** Salad, Entrée, Dessert, Rolls, and Water, Ice Tea, Lemonade, Coffee

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## Menu Options – 2022/2023

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### FIRST COURSE

Served with fresh rolls and butter

### SALADS

#### **Mixed Greens**

Spring Mix • Tomato • Carrot • English Cucumber  
Choose House Ranch or House Vinaigrette

#### **Heart of Romaine**

Herb Croutons • Shaved Parmesan  
Roasted Garlic Caesar Style

#### **Roasted Beet**

Baby Greens • Citrus Supremes • Manchego • Candied Pecans  
Zesty Apricot Vinaigrette

#### **Taste of Arizona**

Mixed Greens • Roasted Peppers • Sweet Corn • Pepitas  
Goat Cheese • Red Onion  
Honey Jalapeno Vinaigrette

### Entrees

*Served with seasonal accompaniments*

#### **Chicken/Turkey Options**

**Piccata:** Lemon • Capers • Parsley • Butter Garlic Pan Sauce

**Milenaise:** Italian seasoned Panko • Lemon Burre Blanc • Parmesan cheese

**Sonoran:** Chile Marinade • Corn & Black Bean relish • Cilantro, lime butter

**Thai Grilled:** Basil Fried Rice • Stir-Fried Vegetables • Soy, sesame glaze

**Hunter style:** Pan seared breast, Mushroom • Tomato • Pearl Onion • Thyme • Red Wine Reduction

#### **Pork Options**

**Pork chop:** Braised, bone in pork chop, pan gravy, caramelized onion

**Pork Schnitzel :** Crispy pork scallopini with Braised red cabbage

**Tenderloin Forestiere:** Mushroom • Tarragon • • Roasted Shallot Jus

#### **Beef Options**

**Boneless Beef Short Ribs:** Root Vegetables • Crispy Shallots • Merlot Demi Glace

**Meatloaf:** Bacon wrapped meat loaf finished in our smoker, creamy potatoes • Chipotle Espagnole



**Rustic Pasta Bolognese:** Pasta • Mushrooms • Fresh Herbs • Focaccia

**Seafood Options**

**Seared Salmon Filet:** Cucumber, dill relish

**Spicy Shrimp Campanelle (Pasta) :** Pan Seared Jumbo Shrimp • Red Pepper Flake • Creamy Marinara  
**Shrimp & Grits:** Seared, marinated shrimp• cheddar cheese grits• Bacon• roasted mushrooms• lemon butter sauce

**Special Dietary Options**

(Gluten Free, Dairy Free, Vegan)

**Season Vegetable Hash:** Olive Oil Saute • Over Roasted Potatoes  
Chile Relleno –Poblano pepper, quinoa stuffed - *Charred tomato-chipotle sauce*

**Desserts**

**Apple Pie**

Caramel Ice Cream, Cinnamon Crème Anglaise

**Chocolate Mousse Cake**

Raspberry Coulis, Crème Anglaise, Chocolate Sauce

**New York Style Cheesecake**

Caramel Sauce, Chocolate Sauce

**Chef's Choice Dessert Trio:**

Sampling of three mini creations

**Seasonal Fruit Cup**

For Special Diets: Gluten Free, Dairy Free, Vegan

*The scope of our kitchen includes a full bake shop. Additionally, students in various classes work on a variety of foods. As a result, our food may contain or have come in contact with peanuts, tree nuts, soy, eggs, wheat, fish, shellfish or dairy products.*

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## *Catering*

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Pick-Up Only

**Fruit Tray \$40**

Sliced Seasonal Fruit • Serves 20

**Crudité \$40**

Assorted Vegetables • Herb Dip • Serves 20

**Cheese Tray \$ 40 per pound**

Serves 8

**Silver Dollar Sandwiches or wraps \$4.00 each**

Turkey • Ham • Roast Beef • Minimum 25

**Antipasti Tray \$65**

Salami • Cheese • Grilled Vegetables • Marinated Olives • Serves 25

**Cookies \$ 10/dozen**

Chocolate Chip • Double Chocolate Chip • Oatmeal Raisin • Snickerdoodle • Peanut Butter

**Brownies \$ 10/dozen**

2 x 2 Squares • Oatmeal Raisin • Snickerdoodle • Peanut Butter

**Bottled Water & Soda \$2.00 each**

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## *Boxed Lunch – Pick up Only*

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**Deluxe Box - \$ 12**

Sandwich, Side, Fruit, Dessert & Drink

Pick one from each category

**ENTRÉE**

**Turkey Club Wrap**

Pesto Aioli • Applewood Smoked Bacon

**Grilled Chicken Caprese**

Fresh Mozzarella • Focaccia

**Roast Beef**

Muenster • Fried Onion • Creamy Horseradish • Baguette

**Black Forest Ham**

Onion Brioche • Gruyère • Dijonnaise

**SIDES**

Baked Potato Salad

Tortellini Salad

Kettle Chips

**FRUIT**

Fruit Salad or Whole Fruit

**DESSERT**

Brownie or Cookie

**BEVERAGES**

Bottled Water

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*Liability for User/Licensee's Property*

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A.R.S. 15-1105(c) requires the applicant to show proof of liability insurance coverage in the amount of \$ 1,000,000 and \$ 100,000 property damage with the East Valley Institute of Technology School District 401 named as additional insured on the policy.

The User/Licensee agrees to indemnify and save harmless the District from any claims or loss by reason of User/Licensee's use or misuse of leased premises and from any claim or loss reason of any accident or damage to any person or property occurring on said premises.

The District shall not be liable for any loss, damage, or injury to properties of any kind that are shipped or otherwise delivered to or stored in or on premises. Properties shall not be delivered until User/Licensee has made proper arrangements for receiving, handling and storage of such material.

Day and Date of Function \_\_\_\_\_ Name Function is listed under \_\_\_\_\_

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Signature of User/Licensee & Date

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Signature of Evit Representative & Date