

# Catering Policies

To help make your catering event run smoothly, please read the following carefully.

## Advance Notice

All catering requests must be submitted at least **seven (7) business days** prior to date of event. If the event is on Thursday at 8:00 am, the order must be placed before 8:00 am of the preceding Tuesday.

## Menu Changes

Menu changes must be submitted in writing no later than **three (3) working days** in advance of the scheduled event. Arrangements for functions to be held on Mondays and Tuesdays should be finalized by noon of the preceding Friday.

Food is ordered in advance so changes **cannot be guaranteed** the week of the event.

## Pricing

Catering requests will not be scheduled unless a **budget code** is provided on order form.

The number of guests given at that time will constitute a guarantee, not subject to reduction, and charges will be made accordingly.

**All prices are subject to change without notice.**

## Cancellations

A **cancellation fee of 15%** will be assessed for any order cancelled with **less than 5 days** notice.



# Manor ISD

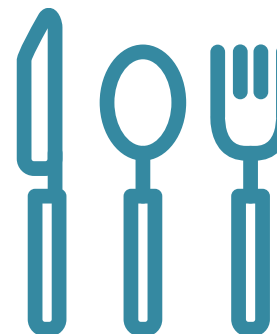
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## Menu & Order Form

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[jennifer.parks@manorisd.net](mailto:jennifer.parks@manorisd.net)

512-278-4080



# Manor ISD Catering Menu & Order Form

**Ordering Process:** Email completed form to [jennifer.parks@manorisd.net](mailto:jennifer.parks@manorisd.net). You will receive a calendar request as soon as your order has been reviewed & confirmed. It is the responsibility of the customer to review calendar confirmation for accuracy. If you do not receive a calendar request, please call 512-278-4080. **A minimum of 10 guests is required for all caterings.**

## Customer Information

Name \_\_\_\_\_

EVENT DATE \_\_\_\_\_

# OF ATTENDEES \_\_\_\_\_

PHONE # \_\_\_\_\_

EVENT BEGIN & END TIME \_\_\_\_\_

BUDGET CODE \_\_\_\_\_

TODAYS DATE \_\_\_\_\_

SET UP TIME & LOCATION \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Main Event	Price Per Person	QTY	Total Price
<b>Lasagna W/ Meat Sauce</b> - Served w/ garlic bread, house salad & cookie	\$10.00		
<b>Spaghetti W/ Meat Sauce</b> - Served w/ garlic bread, house salad & cookie	\$10.00		
<b>Enchilada Plate</b> - Chicken or beef enchiladas served w/ spanish rice, charro beans & salsa	\$12.00		
<b>Nacho Plate</b> - Ground beef or chicken served w/ spanish rice, charro beans & salsa	\$12.00		
<b>Pizza &amp; House Salad Combo</b> - Cheese, Pepperoni or Veggie (8 slices/pizza)	\$12.00		
<b>Loaded Baked Potato &amp; House Salad Combo</b> (butter, sour cream, cheese)	\$10.00		
<i>Add chicken fajita or crispy chicken tenders for \$1.50 more/salad</i>	\$12.50		
<b>Soup Combo</b> - Homemade soup w/ your choice of house salad or cheese breadsticks <i>Soups: Broccoli &amp; Cheese, Chicken Tortilla or Tomato Basil</i> <i>Salad Dressings: Ranch, Jalapeno Ranch or Italian</i>	\$10.00		
<b>Sandwich Box Lunch</b> - Served w/ chips, lettuce, tomato, pickle, fruit salad & cookie. <i>Choose Grain: white bread, wheat bread, hoagie or tortilla</i> <i>Choose Protein: Chicken salad, tuna salad, turkey, ham, or crispy chicken tenders</i>	\$10.50		

<i>Party Tray</i>	<i>Small Serves 10-20</i>	<i>QTY</i>	<i>Large Serves 20-30</i>	<i>QTY</i>	<i>Total Price</i>
<b>Fresh Fruit Tray</b> - Assorted seasonal fresh fruit	\$50.00		\$70.00		
<b>Fresh Fruit &amp; Cheese Tray</b> - Seasonal fresh fruit & assorted cubed cheese	\$38.00		\$48.00		
<b>Cheese &amp; Cracker Tray</b> - Assorted cubed cheese & crackers	\$38.00		\$48.00		
<b>Meat &amp; Cheese Tray</b> - Assorted deli meats, cubed cheese & crackers	\$38.00		\$48.00		
<b>Fresh Vegetable Tray</b> - Garden-fresh veggies served w/ creamy ranch dip	\$32.00		\$42.00		
<b>Traditional Sandwich Tray</b> - Ham, turkey, tuna or chicken salad on white or wheat <i>Sandwiches cut in halves unless requested differently</i>	\$40.00		\$50.00		
<b>Cookie Tray</b> - Chocolate chip, oatmeal raisin, peanut butter or sugar	\$14.00 (2 dzn)		\$28.00 (4 dzn)		

<i>Breakfast Assortments</i>	<i>Price Per Person</i>	<i>QTY</i>	<i>Total Price</i>
<b>Breakfast Tacos (each)</b> - Made fresh w/ 2 ingredients of choice. \$0.50 extra/taco for additional items <i>Choose: Eggs, Bacon, Sausage, Beans, Cheese, Potatoes</i>	\$2.00		
<b>Taco Bar (self serve)</b> - Made fresh w/ ingredients of choice. Salsa included. <i>Choose: Eggs, Bacon, Sausage, Beans, Cheese, Potatoes</i>	\$6.00		
<b>Sausage Biscuit</b> - Home-style biscuit w/ breakfast sausage	\$2.00		
<b>Bagels</b> - Served w/ an assortment of cream cheese flavors	\$2.00		
<b>Muffins</b> - Assorted flavors	\$1.25		
<b>Sausage Kolaches</b> - Homemade kolaches made with sausage wrapped in a fresh baked dough	\$1.50		
<b>Yogurt Parfait</b> - Vanilla yogurt topped with fruit & granola	\$2.00		
<b>Hashbrown Patties</b>	\$0.75		
<b>Hashbrown Casserole (~25 svgs)</b> - Homemade casserole w/ sausage, hashbrowns & cheese	\$30.00		
<b>Fresh Fruit</b> - Apples, bananas or pears	\$0.75		

**Notes:**

<i>A la Carte</i>	<i>Price</i>	<i>QTY</i>	<i>Total Price</i>
<b>Garden Salad Bowl (15-20 svgs)</b> - Green leaf lettuce, fresh veggies & dressing of choice	\$45.00		
<i>Add protein: chicken fajita or crispy chicken tenders</i>	\$60.00		
<b>Pizza (8 slices/pizza)</b>	\$11.00		
<i>Choose: Pepperoni, Cheese, Veggie</i>			
<b>Fajita Tacos</b> - Chicken fajita w/ sauteed peppers & onions	\$2.50		
<b>Egg Rolls</b> - Chicken	\$1.50		
<b>Tamales (by the dzn)</b> - Bean, Chicken or Beef	\$14.00		
<b>Cookies (by the dzn)</b> - Chocolate chip, oatmeal raisin, peanut butter or sugar	\$7.00		
<b>Chips &amp; Salsa</b> - Tortilla chips w/ fresh, home-made salsa	\$1.00		
<b>Paper Goods</b> - Includes plates, cups, napkin & utensils per person	\$0.75		

<i>Beverages</i>	<i>Price</i>	<i>QTY</i>	<i>Total Price</i>
<b>Coffee (by the pot, ~20 svgs)</b>	\$15.00		
<b>100% Apple or Orange Juice (6 oz cups)</b>	\$0.75		
<b>Bottled Water (48/case) - 8 oz</b>	\$15.00		
<b>Bottle Water (24/case)- 16 oz</b>	\$15.00		
<b>Soft Drinks - Assorted, 12 oz cans</b>	\$1.25		
<b>Iced Tea (gal.)</b> - sweetened or unsweetened	\$7.00		
<b>Fruit Infused Water (gal.)</b>	\$10.00		
<b>Lemonade (gal.)</b>	\$10.00		
<b>Hot Chocolate (gal.)</b>	\$15.00		

*1 gal. yields 8-10, 12 oz cups or 16-20, 6 oz cups*  
*All items are subject to product availability from supplier.*

**Order Total: \$**

**Notes:**