

# CATERING MENU



THE RONALD REAGAN PRESIDENTIAL LIBRARY

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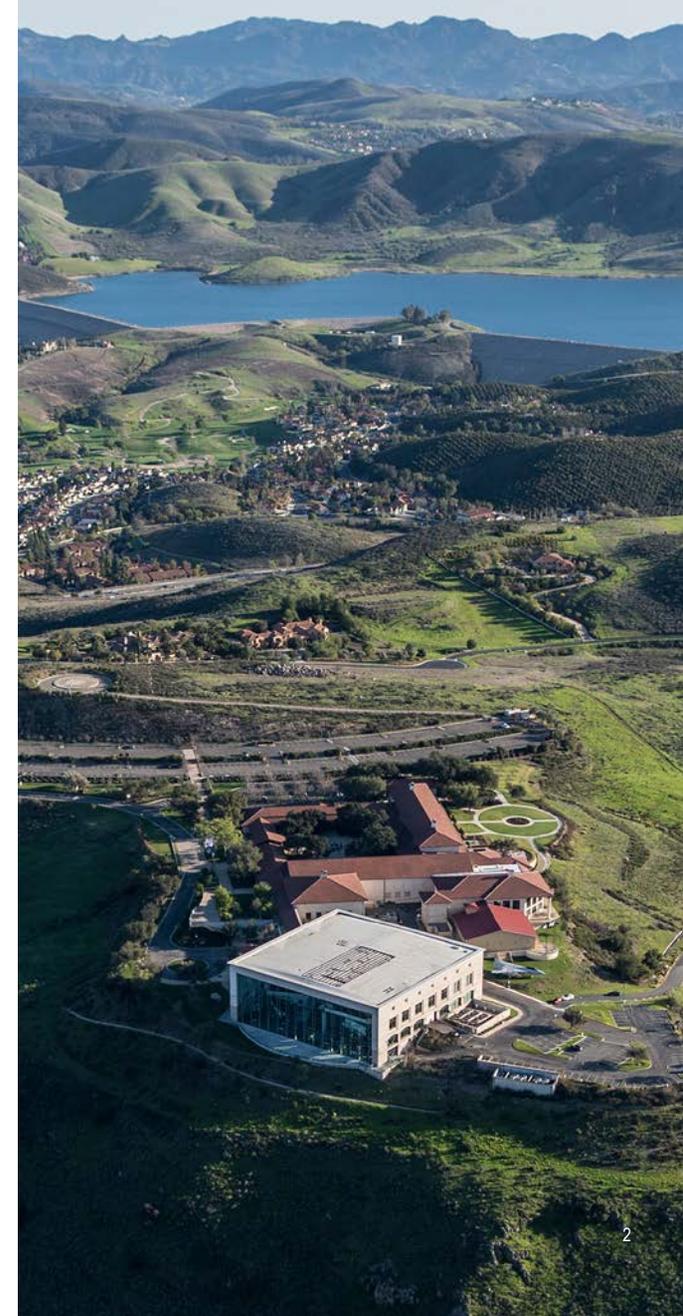


## GLUTEN-FREE ITEMS

Use these icons to discern what recipes have dietary restrictions. We do not operate a dedicated gluten-free, or allergen-free preparation and service space. Dishes made on-site are prepared on shared equipment, may come into contact with products containing gluten and common allergens such as nuts.

## VEGETARIAN ITEMS

## VEGAN ITEMS



# BREAKFAST & SNACKS



# GOOD MORNING

## BREAKFAST

Prices listed are per guest. Minimum order of twenty-five (25) guests.

### EXECUTIVE CONTINENTAL | 23

- Tea breads
- Danishes, muffins
- Bagels and cream cheese
- Orange juice, coffee and teas

### PRESIDENTIAL CONTINENTAL | 29

- Fresh seasonal fruit with berries
- Tea breads
- Danishes, scones, muffins
- Bagels and cream cheese
- Orange juice, coffee and teas

### SIMI VALLEY SUNRISE | 38

- Scrambled eggs, cheddar cheese
- Applewood smoked bacon or chicken apple sausage (+5 for both)
- Country potatoes
- Fresh fruit with berries
- Assortment of breakfast pastries
- Butter, preserves, hot sauce, fresh salsa, ketchup
- Orange juice, coffee and teas

### ADDITIONS (per guest, minimum of 10)

- House-made granola yogurt parfaits (9 oz) | 9
- Seasonal fruit platter | 10
- Whole fruit | 2.50
- Overnight oats with almond milk, seasonal berries | 9

### BY THE DOZEN

#### ASSORTED MINI MUFFINS | 54

Gluten free available upon request | +5

#### ASSORTED FRESH BAKED DANISHES | 54

#### ASSORTED TEA BREADS | 54

Lemon poppy seed, zucchini, banana nut, chocolate marble

#### ASSORTED BAGELS | 54

Served with cream cheese

#### ASSORTED CROISSANTS | 58

Plain, almond, chocolate



# BEVERAGES

**FRESHLY BREWED HOUSE COFFEE  
AND HOT TEA** (per guest) | 8  
Regular, decaffeinated. Minimum Order of 10

**REAGAN BOTTLED SPRING WATER** (16 oz, each) | 6

**SPARKLING MINERAL WATER** (10 oz, each) | 7

**ASSORTED BOTTLED FRUIT JUICES** (10 oz, each) | 6

**ASSORTED CANNED SODAS** (each) | 6

**ENERGY DRINK** (each) | 10

**FRESHLY BREWED ICED TEA** (gallon) | 60

**HOUSE-MADE LEMONADE** (gallon) | 60



# BREAK, SNACKS & SWEETS

Prices listed are per guest. Minimum order of twenty-five (25) guests.

## **HEALTHY BREAK | 18**

String cheese, fruit yogurt, hard-boiled eggs, granola bars, spa water

## **SOUTH OF THE BORDER BREAK | 18**

House tortilla chips, fresh house salsa, house-made guacamole

## **AFO BREAK | 29**

Includes: gourmet soft pretzels, yellow mustard, mini hot dogs, individual dry roasted peanuts

## **SUGAR BREAK | 26**

Seasonal dessert bars, brownie bites, chef's selection

## **BUILD YOUR OWN TRAIL MIX | 20**

Includes: chocolate M&M's, dried cranberries, dried apricots, pretzels, snack mix, mixed nuts

## **BAGEL CHIPS & DIP | 14**

*Select 2:* Chive and onion, sun-dried tomato, cranberry pecan

Add: Smoked Salmon | +4

## **DIPS AND CHIPS | 26**

Includes: seasoned pita crisps, house-made potato chips and seasonal crudité served with caramelized onion and chive dip, white bean and rosemary hummus, roasted red pepper hummus

## **LOCAL VEGETABLE CRUDITÉ | 16**

With classic hummus and ranch

## **CHEESE STATION | 21**

An array of international and domestic cheeses selected by the chef. Served with assorted dried fruit, artisan breads and crackers

## **DELUXE CHEESE & CHARCUTERIE | 29**

An array of international and domestic cheeses and assorted meats selected by the chef. Served with assorted dried fruit, marcona almonds, sliced baguettes, grilled ciabatta, crackers, marinated olives, cornichons, fig jam, artichoke spread

## **SWEET OR SAVORY BAKED BRIE (serves 25) | 180**

## **HOUSE-BAKED COOKIES (dozen) | 54**

Chocolate chip, oatmeal raisin, salted caramel

## **CHOCOLATE FUDGE BROWNIES (dozen) | 58**

## **MINI WARM CHURROS (2.5 pieces per person) | 10**

## **GRANOLA BARS (dozen) | 46**

## **INDIVIDUAL BAGS OF CHIPS (dozen) | 51**

## **INDIVIDUAL MIXED NUTS (each) | 4.50**



# LUNCH & DINNER



# LUNCH

## MEALS-TO-GO

Prices listed are per guest. Minimum order of twenty-five (25) guests.

### **PRESIDENTIAL PICNIC BAG | 30**

All sandwiches served with lettuce and tomato on artisan bread, assorted bags of chips, chocolate chip cookie, bottled water. Mustard and mayo.

*Choices – please select up to three (3) sandwiches per order:*

- Roasted turkey and provolone
- Black forest ham and cheddar
- Roast beef and Swiss
- Tuna salad
- Chicken salad
- Chicken Caesar wrap
- Grilled roasted vegetables and white bean hummus wrap



# LUNCH

## STATIONS

Prices listed are per guest. Minimum order of twenty-five (25) guests.

### THE DELI | 48

Includes: mixed green salad with balsamic and ranch dressing, assorted pre-made sandwiches, house potato chips, assorted condiments, assorted cookies, iced tea

- Add Soup of the Day | +5

### Assorted pre-made sandwiches

*Choice of three (3):*

- Roasted turkey and provolone
- Black forest ham and cheddar
- Roast beef and Swiss
- Tuna salad
- Chicken salad
- Chicken Caesar wrap
- Grilled roasted vegetables and white bean hummus wrap

### ITALIAN FEAST | 55

Includes: classic Caesar salad, ratatouille vegetables, rolls, bread sticks, butter, tiramisu cake, iced tea

*Choice of two (2):*

- Chicken picatta with lemon caper sauce
- Bolognese with penne pasta (classic meat sauce)
- Grilled vegetable pasta primavera
- Chicken Alfredo
- Cheese tortellini with roast butternut squash, fried sage, brown butter and parmesan

### WEST COAST FIESTA | 52

- Grilled chicken
- Carne Asada
- Grilled vegetable fajitas
- Add Potato Tacos | +5

Includes: fiesta mixed green salad with corn, black beans, and avocado cilantro ranch; Spanish rice, black beans, fresh salsa, sour cream, corn and flour tortillas, tres leches cake, iced tea

- Add Housemade Tortilla Chips & Guacamole | +7



# LUNCH

## STATIONS continued

Prices listed are per guest. Minimum order of twenty-five (25) guests.

### 40<sup>TH</sup> PRESIDENT BARBEQUE | 58

*Includes:*

- Creamy coleslaw
- Mixed green salad with ranch and balsamic
- Barbeque rub roasted chicken
- Slow roasted beef brisket
- House barbeque sauce
- Four-cheese macaroni
- Baked beans
- Roasted sweet corn
- Corn bread, butter
- Assorted chef's selection of sweet treats
- Iced tea

### FIRST LADY'S LUNCH | 30

*Includes:*

- Mixed green salad with ranch and balsamic vinaigrette
- Pesto pasta salad

#### Tea Sandwiches

*Choice of four (4):*

- Egg salad
- Curried chicken salad
- Cucumber-cream cheese and smoked salmon
- Turkey and orange cranberry sauce
- Tarragon shrimp salad
- Grilled zucchini and goat cheese
- Brie, apple and fig jam
- Avocado toast, tomato, Everything seasoning **VG**
- Roasted eggplant, spinach and hummus **VG**



# LUNCH & DINNER

## 3-COURSE PLATED SELECTIONS

Prices listed are per guest. Minimum of twenty-five (25) guests.

Accompanied by freshly brewed coffee and hot tea, rolls and butter.

### SALAD

*Choice of one (1):*

- **Mixed Green Salad** – Sliced fresh strawberries, candied pecans, goat cheese crumbles, balsamic vinaigrette
- **Classic Caesar Salad** – Chopped romaine lettuce, shaved parmesan cheese, garlic and herb croutons with classic Caesar dressing
- **Baby Spinach Salad** – Orange segments, topped with crispy onion strings served with herb citrus vinaigrette
- **Baby Wild Arugula Salad** – Poached pears, toasted walnuts, goat cheese, creamy pear vinaigrette
- **Caprese Salad** – Heirloom tomatoes, fresh mozzarella, pesto
- **Boston Bibb Lettuce Salad** – Heirloom cherry tomatoes, crispy onion, balsamic

### ACCOMPANIMENTS

*Choice of two (2):*

- Mashed potatoes
- Roasted potato medley
- Wild rice pilaf
- Quinoa
- Cauliflower cilantro rice
- Roasted carrots
- Grilled asparagus
- Balsamic glazed brussel sprouts
- Grilled zucchini, yellow squash, onions, sweet peppers
- Seasonal roasted vegetables

### ENTRÉES\*

*Choice of one (1):*

- **Roasted Chicken Breast** | 60  
Lemon thyme au jus
- **Pan-seared Atlantic Salmon** | 62  
Citrus beurre blanc
- **Roasted Halibut** | 75  
White wine au jus and citrus relish or cilantro miso glaze
- **Stripe Bass** | 68  
Citrus beurre blanc
- **Chilean Sea Bass** | market price
- **Tri-Tip Steak** | 60  
Demi-glaze
- **Flat Iron Steak** | 70  
Thyme garlic drizzle
- **10-Hour Braised Beef Short Rib** | 72  
Red wine reduction
- **Center Cut Beef Filet** | market price  
Bordelaise sauce
- **Pork Tenderloin** | 62  
Pan jus



\*Duo Menu Available

# LUNCH & DINNER

## 3-COURSE PLATED SELECTIONS continued

Vegetarian and gluten free meals will be charged at the same price as the selected menu. We traditionally prepare 5% (no more than 25 meals) of your guaranteed guest count for vegetarians unless otherwise notified.

### VEGETARIAN ENTRÉES

*Choice of one (1) entrée continued:*

- **Potato Gnocchi** – Crispy brussel sprouts, creamy parmesan sauce, blistered broccolini, roasted cherry tomatoes
- **Grilled Vegetable Stack**   – Grilled portobello, zucchini, yellow squash, red bell peppers, quinoa, red pepper coulis
- **3-Cheese Ravioli** – Brown butter cream sauce, sauté spinach, parmesan cheese, roasted seasonal squash
- **Poached Cauliflower Steak**   – Chimichurri, white bean puree, roasted French beans, caramelized onion, red pepper coulis

### DESSERT

*Choice of one (1):*

- Carrot cake
- Raspberry lemon cake
- Strawberry short cake
- NY cheesecake with fresh strawberries
- Chocolate mousse cake
- Chocolate flourless cake 
- White Hawaiian fresh cake
- Tiramisu

### DESSERT UPGRADE | +7

- Lemon tart
- Fresh fruit tart
- Flourless lemon cheesecake 
- Triple chocolate mousse



# DINNER

## BUILD YOUR OWN BUFFET STATION | 72

Prices listed are per guest. Minimum of 25 guests.  
Includes: bread baskets with assorted rolls and butter.

### SALADS

*Choice of one (1):*

- **Classic Caesar Salad** – Chopped romaine lettuce with croutons, parmesan cheese, with Tuscan Caesar dressing
- **Baby Mixed Green Salad** – Sliced cucumbers, shredded carrots, cherry tomatoes served with balsamic vinaigrette
- **Baby Spinach Salad** – Orange segments, goat cheese, served with a blood orange shallot vinaigrette
- **Baby Kale Salad** – With dried cherries, candied pecans, feta cheese dressed with champagne vinaigrette
- **Baby Mixed Greens Salad** – With Granny Smith apples, dried cranberries, toasted walnuts, goat cheese crumbles served with apple cider vinaigrette
- **Baby Spinach & Roasted Vegetables Salad** – Layered with roasted sweet potatoes, roasted red and golden beets, pepitas, dried cherries served with coriander mustard vinaigrette
- **Pasta Grigliato Salad** – Bowtie pasta tossed with grilled zucchini, yellow squash, red peppers, sun-dried tomatoes, onions with a champagne vinaigrette and fresh oregano and basil

### ENTRÉES

*Choice of two (2):*

- **Pan Seared Chicken** – Lemon thyme sauce
- **Lemon Herb Roasted Chicken Breast** – Pan gravy
- **Chicken Milanese** – Pesto lemon cream
- **Mediterranean Braised Chicken** – Pan caper sauce
- **10-Hour Braised Beef Short Ribs** – Wine reduction sauce
- **Grilled Tri Tip Steak** – Chimichurri
- **Roasted Atlantic Salmon** – Citrus beurre blanc

### VEGETARIAN ENTRÉES

*Choice of one (1):*

- **Penne Pasta Primavera** – House-made tomato sauce
- **Four Cheese Ravioli** – Lemon butter sauce, fried sage
- **Creamy Polenta with Wild Mushrooms and Tomato Ragout** 🌿
- **Eggplant Ratatouille** 🌿 VG



# DINNER

## BUILD YOUR OWN BUFFET STATION continued

### ACCOMPANIMENTS / SIDES

*Choice of two (2):*

- Mashed potatoes
- Roasted potato medley
- Rice pilaf
- Aged white cheddar potato au gratin
- Preserved lemon orzo with artichoke and basil
- Mediterranean cous cous
- Cilantro lime cauliflower rice
- Tri-color quinoa
- Roasted seasonal vegetables
- Sauteed green beans with pearl onions
- Charred eggplant and zucchini, blistered cherry tomatoes
- Roasted baby carrots
- Garlic braised broccolini
- Grilled asparagus and cherry tomatoes
- Balsamic glazed brussel sprouts

### DESSERT

*Includes: coffee and tea*

*Choice of one (1):*

- Carrot cake
- Chocolate mousse
- Strawberry shortcake
- Lemon raspberry
- Tiramisu
- Tres leches
- Assorted cookies & brownies
- Chef's selection of assorted mini desserts





# RECEPTION

# RECEPTION

## CHEF LIVE STATIONS

Uniformed chef is required for all live stations.

### CARVING BOARDS

#### HERB CRUSTED TURKEY BREAST | 365

(serves 25 guests)

Soft rolls, butter, cranberry orange relish, herb aioli, whole grain mustard

#### SANTA MARIA TRI-TIP | 128

(serves 8 guests)

Soft rolls, butter, chimichurri, garlic aioli

#### CHEF'S SPICE RUB MARINATED PRIME RIB | 730

(serves 30 guests)

Soft rolls, butter, au jus, horseradish crème

#### SALMON EN CROUTE | 490

(serves 30 guests)

Lemon dill beurre blanc, soft rolls, butter

### STATIONS

#### POKE BAR (per guest) | 35

- White or brown rice and mixed greens
- Spicy tuna, tuna and salmon
- Corn, jalapeños, cucumber, edamame, pineapple
- Ginger, masago, soy sauce, sesame oil, ponzu, spicy mayo

#### DELUXE DESSERT BAR (per guest) | 29

- Assorted mini deluxe desserts/mousse cups
- Assorted mini cheesecake

*Choice of one (1) action dessert station:*

- Crème Brûlée Station
- Ice Cream Sundae Station
- Mud Pie Station
- S'mores & More



# RECEPTION

## CHEF LIVE STATIONS continued

Uniformed chef is required for all live stations.

### **PASTA STATION** (per guest) | 28

Breadsticks, parmesan cheese and chili flakes

*Choice of two (2) pastas:*

- Cheese ravioli
- Penne rigate
- Gnocchi with sage butter
- Tri-colored cheese tortellini

*Choice of two (2) sauces:*

- Carbonara
- Beef bolognese
- Pesto cream
- Marinara

Add Garden Salad OR Caesar Salad | +6

### **STREET TACO STATION** (per guest) | 26

- Chicken, asada and potato tacos
- Corn tortillas
- Onions, cilantro
- Red and green salsa
- Chips, salsa and guacamole

### **MASHED POTATO BAR** (per guest) | 24

- Garlic whipped potatoes
- Toppings: butter, sour cream, chives, cheddar cheese, sauté mushrooms, crispy bacon

### **SLIDER BAR** (per guest) | 27

Served with house potato chips

*Choice of three (3) sliders:*

- **Angus Beef** – Applewood bacon, Swiss cheese, brioche bun
- **Hot & Spicy Chicken** – Herb boursin spread, Frank's Hot Sauce, sweet roll, pickle
- **Pulled Pork** – House BBQ sauce, creamy coleslaw, pickle, brioche bun
- **Patty Melt** – Smoked gouda, caramelized onions
- **Garden Burger** – Lettuce, tomato, onion, sweet roll



# RECEPTION

## HORS D'OEUVRES

Minimum order of 25. Labor fees to apply for tray passed hors d'oeuvres. Each selection includes 2 pieces per person.

**SELECTION OF (4) FOUR** (per guest) | 44

**SELECTION OF (3) THREE** (per guest) | 34

**SELECTION OF (2) TWO** (per guest) | 24

## FROM THE FIELD

- Crudite shooter with hummus **VG**
- Fruit skewers with spicy mango glaze **VG**
- Watermelon caprese, bocconcini mozzarella, fresh basil, aged balsamic
- Antipasto shooter with artichoke, tomato, kalamata olives, and mozzarella
- Sun-dried tomato and pesto crostini
- Whipped goat cheese toast with truffle honey, dried cherries, pistachios, micro greens
- Wild mushroom tartlet with parmesan and white truffle essence
- Mac 'n cheese bites
- Spanakopita
- Brie and raspberry filo
- Stuffed mushrooms
- Veggie spring roll with orange marmalade

## FROM THE FARM

- Beef empanadas
- Mini barbecue pork sliders with pickled slaw
- Mini Angus beef sliders
- Beef tenderloin churrasco skewer
- Chicken satay with peanut dipping sauce
- Mini beef Wellington
- Herb crusted lamb loin, pickled onion, pesto chimichurri on baguette crisp
- Peppered beef carpaccio on parmesan crisp with red wine demiglace

## FROM THE SEA

- Roasted pee wee potatoes with American caviar and chive crème fraîche
- Shrimp cocktail with cocktail sauce
- Coconut shrimp with sweet chili dipping sauce
- Tequila lime shrimp skewers with cilantro pesto
- Smoked salmon blini with American caviar and crème fraîche
- Crab cake with ginger aioli
- Spicy tuna in wonton cup with avocado relish



A close-up photograph of three cocktails on a bar. In the foreground, a whiskey on the rocks is served in a lowball glass with ice, a black straw, a slice of orange, and a cherry. Behind it to the left is a pink cocktail with lime slices and a black straw. To the right is a martini in a classic glass with olives. The background is softly blurred, showing more of the bar and warm lighting.

# BAR SERVICE

# BAR SERVICE

## BAR PACKAGES

Bar Packages include assorted sodas, still and sparkling water. Bars will close one hour prior to the event end time.

### BEER & WINE PACKAGES

#### STANDARD BEER & WINE SERVICE

- 1 hour (per guest) | 25
- 2 hours (per guest) | 33
- 3 hours (per guest) | 37
- 3 hours+ (per guest)\* | 45

\*Includes tableside wine during dinner

#### PREMIUM BEER & WINE SERVICE

- 1 hour (per guest) | 33
- 2 hours (per guest) | 46
- 3 hours (per guest) | 55
- 3 hours+ (per guest)\* | 68

\*Includes tableside wine during dinner

### SPIRITS, BEER & WINE PACKAGES

#### STANDARD BAR & WINE SERVICE

- 1 hour (per guest) | 32
- 2 hours (per guest) | 43
- 3 hours (per guest) | 51
- 3 hours+ (per guest)\* | 59

\*Includes tableside wine during dinner

#### PREMIUM BAR & WINE SERVICE

- 1 hour (per guest) | 42
- 2 hours (per guest) | 57
- 3 hours (per guest) | 66
- 3 hours+ (per guest)\* | 79

\*Includes tableside wine during dinner

Sparkling wines are available and are additional and charged on consumption per bottle.



# BAR SERVICE

## BAR PACKAGES continued

Bar Packages include assorted sodas, still and sparkling water. Bars will close one hour prior to the event end time.

### STANDARD SPIRITS

Tito's Handmade Vodka  
Tanqueray Gin  
Bacardi Superior Rum  
Captain Morgan Rum  
Cazadores Silver Tequila  
Dewar's White Label Scotch  
Bulleit Bourbon  
Jack Daniel's Whiskey

Includes: 1st Tier Wine Varietals,  
Domestic, Imported & Craft Beer

### PREMIUM SPIRITS

Ketel One Vodka  
Hendrick's Gin  
Bacardi 8 Rum  
Patron Tequila  
Casamigos Tequila  
Johnnie Walker Black Scotch  
Woodford Reserve Bourbon  
Crown Royal Whiskey

Includes: 2nd Tier Wine Varietals,  
Domestic, Imported & Craft Beer

### STANDARD TIER 1 WINE

*Choice of one (1) red, one (1) white:*  
Dark Harvest Chardonnay  
Ruffino Lumina Pinot Grigio  
Sycamore Lane Cabernet Sauvignon  
Proverb Pinot Noir

### PREMIUM TIER 2 WINE

Kim Crawford Sauvignon Blanc  
Kendall-Jackson Vintner's Resv. Chardonnay  
Franciscan Estate Cabernet Sauvignon

### TIER 3 WINE

Premium Wine list available by the bottle. By the bottle wine will be charged on consumption.

### CORDIALS/LIQUEUR

Add-on option available – Ask your Catering Sales Manager for pricing.

**All Cash Bars** – will incur a \$500 set-up fee for each bar. No Cash Accepted. Bars will accept Debit, Credit, Apple and Google Pay only.

**Hosted Bars on Consumption** – will incur a \$500 set up fee for each bar unless bar minimum is met.

**Hosted Drink Tickets** – pricing to be charged based upon individual drink selection. Drink tickets will be supplied by West Wing Catering. Tickets are non-refundable and must be purchased for all guests.

**Corkage Fee** – for all donated product is \$30 plus service charge and tax, per bottle. Product must be received one day prior to the event. All donated product received by West Wing Catering will be considered property of West Wing Catering and will not be returned.

**Bartender Fee** – will apply for the first 4 hours of service. One bartender required per 75 guests.



# FINE PRINT

## WEST WING CATERING POLICIES AND GUIDELINES

Credit card payment conditions: West Wing Catering will require full estimated payment within 5 business days prior to event date. We accept MasterCard, American Express and Visa. Additional charges that may incur at an event will be charged to the credit card on file after the conclusion of the event.

- Credit terms will not be accepted for catering services - without exception.
- A 3% credit card fee will be added for all credit card transactions.
- Check payment conditions: If check payment is preferred and no credit card is available to leave on file, West Wing Catering will require full payment 5 business days before event date. Checks are to be made payable to Sodexo Live! and sent to:  
Sodexo Live!  
c/o Ronald Reagan Presidential Library,  
40 Presidential Drive, Simi Valley, CA 93065
- Returned checks will be charged a fee of \$25, and re-issued payment must fall within the payment guidelines.

## FINAL DEADLINES

Menus must be finalized no later than 10 business days prior to event date. Final guaranteed guest count must be received within 5 business days of an event. If guest count falls below the guaranteed number, the client will be charged for the guaranteed number. If attendance exceeds the guaranteed number, the client will be charged according to actual attendance. Charges that incur due to guest count increases on the day of an event will be charged to the credit card on file after the conclusion of the event.

## LATE REVISIONS

If revisions to an Event Catering Order are made past the above listed deadlines, an administrative fee of \$250 will be added to “events” and a \$25 administrative fee will be added to “small group meetings”. We cannot guarantee changes/revisions after a deadline has passed.

## MENUS AND PRICING

We hope you enjoy the menu selections we have laid out for you in this catering guide, but if you do not see what you are looking for, we are also happy to customize menus especially for your group. Pricing for special menus will be determined based on menu specifics. For seated lunches and dinners, we do offer options that would allow your guests to select their menu choices. Final entrée counts must be given (5) days prior to event. Each choice of entrée \$18 per person, choice of starter \$12 per person, choice of dessert \$12 per person. We also, as a courtesy, will prepare a vegetarian option for up to 5% (no more than 25) of your final guaranteed guest count. If you would like to have mixed berries as a dessert alternative for vegan guests, please tell your catering manager. Charges will apply.

## CANCELLATIONS

Catering Events must be cancelled within at least (5) full business to avoid cancellation fees. Orders cancelled with less than (5) full business will be charged for all product that cannot be repurposed in normal outlets.

## FLORAL, SPECIALTY LINENS & RENTALS

We will gladly help coordinate florals, specialty linens and rentals for your event. Please discuss these options with your catering manager.

## RESPONSIBLE ALCOHOL SERVICE

West Wing Catering reserves the right to ensure that an appropriate amount of food and non-alcoholic beverage is ordered for all events that offer alcoholic beverages. West Wing Catering reserves the right to close the bar immediately and/or terminate the function entirely at the customer’s expense if West Wing Catering witnesses any customer or guest bringing any type of alcohol onto the premises, overly intoxicated guests, or allowing any minor to consume alcoholic beverages. In addition, the client will be responsible for all fines, loss of business, assessments and liability of any nature as a result of the above. Bars will close one hour prior to the event end time.

## LABOR

A Catering Manager will recommend the appropriate staffing needs depending on the size and scope of your event. Additional labor charges may incur for special staffing requests not covered within normal service staff standards.

## ADDITIONAL FEES

A 24% Administration Service Fee will be calculated on the subtotal of your event. Administrative charges are charges for the administration of the function and are not purported to be a tip or gratuity and will not be distributed as a tip or gratuity to the employees who provide service to the guest.

## REMOVING UNUSED PRODUCT

West Wing Catering will not allow any food or beverage to be removed from the property following an event.



THANK YOU  
WEST WING EVENTS & CATERING