



# RA CATERS SPRING MENU

BREAKFAST, SANDWICH LUNCHES, BUFFETS & EVENT CATERING



# /BREAKFAST/

#### **Conference Breakfast**

Assorted Pastries, Muffins, Fresh Fruit Cups, Coffee & Tea Service

#### **Breakfast Box**

Individual Box with Mini Pastry, Fruit Salad, Yogurt with Granola, Boxed Orange Juice, Coffee & Tea Service

#### **Healthy Breakfast**

Dried Cranberry & Nut Overnight Oats, Greek Yogurt Parfait, Seasonal Fruit Platter, Mini Muffins, Selection of Kind Bars, Fresh Orange Juice, Coffee & Tea Service

#### **Hot Breakfast Buffet**

Scrambled Eggs, Bacon, Turkey Sausage, Home Fries, Seasonal Fruit Platter, Selection of Pastries, Fresh Orange Juice, Coffee & Tea Service

#### **Breakfast Sandwiches**

Maple Ham, Egg and Swiss Cheese on Croissant; Scrambled Egg, Sausage Patty and Cheese on an English Muffin; Scrambled Eggs, Peppers, Onions and Jack Cheese Wrap; Seasonal Fruit Platter, Fresh Orange Juice, Coffee & Tea Service

# /BREAKFAST/

**Bagel & Smoked Salmon** Fresh Bagels, Smoked Salmon, Cream Cheese, Traditional Accoutrement, Seasonal Fruit Platter, Coffee & Tea Service

#### **Quiche & Frittata Breakfast**

Assortment of Mini Quiches and Individual Frittatas, Roasted Potatoes, Seasonal Fruit Platter, Fresh Orange Juice, Coffee & Tea Service

#### **Seasonal French Toast Breakfast**

Homemade Seasonal Individual French Toast Cups, Vermont Maple Syrup, Whipped Cream, Powdered Sugar, Scrambled Eggs, Seasonal Hash, Fresh Orange Juice, Coffee & Tea Service

#### Artisan Donut & Bagel Breakfast

Assorted Bagels (Including Whole Wheat), Assorted Donuts, Cream Cheese, Salted Butter, Fruit Preserves, Coffee & Tea Service

#### Breakfast a la Carte

Create Your Own Breakfast or Add On / Selection of a la Carte Breakfast Items

#### **Basic Sandwich**

Minimum 6 guests \$13.75 per guest

Choice Three Sandwiches: Tuna Salad, Turkey & Swiss, Ham & Cheddar Grilled Vegetables with Hummus Served with Potato Chips, Cookies, Seasonal Fruit Platter, Assorted Sodas & Waters

#### **Basic Bag Lunch**

Minimum 6 guests \$12.65 per guest Chef's Selection of Sandwich, Potato Chip, Whole Fruit, Cookie & Soda or Water

#### **Premium Deli Board**

 Minimum 6 guests
 \$18.95 per guest
 Platter of Smoked Turkey, Black Forrest Ham, Genoa Salami with Assorted Sliced Cheese, Vegan Protein Upon Request
 Fresh Tomato, House Pickles, Shaved Onion, Two Specialty Mayo's Choice of one Specialty Salad, Artisan Sliced Bread, House Chips Assorted Sodas & Waters

Working Lunch Minimum 6 guests \$16.75 per guest

Selection of Four Specialty Sandwiches/Wraps (Vegetarian Options Available):

Steakhouse Roast Beef Montreal Rub Sliced Steak, Blue Cheese Dressing Fried Onion, Black Pepper, Baguette Grilled Chicken & Avocado Herb Focaccia Roasted Portobello Sandwich Balsamic, Roasted Red Pepper, Arugula Fresh Mozzarella & Tomato Arugula, Basil Pesto, Baguette Rosemary Ham Goat Cheese, Arugula, Ciabatta Roasted Turkey Gouda, Bacon, Mixed Greens Tarragon Chicken Salad Butter Croissant Classic Chicken Caesar Salad Wrap Romaine Lettuce, Parmesan Cheese Albacore Tuna Dill Vinaigrette, Dijon Mustard, Onion, Tomato Smoked Turkey Guacamole Wrap Roasted Tofu & Kimchi Wrap Soy Dressing, Edamame Hummus

Served with Choice of Salad, Potato Chips & Pretzels, Condiment Tray, Freshly Baked Cookies & Brownies, Assorted Sodas & Waters

#### **Executive Sandwiches**

Minimum 6 guests \$18.00 per guest

Selection of Three Gourmet Sandwiches (Vegetarian Options Available):

Roasted Turkey Squash, Apple, Sour Cherry Jam Banh Mi Available Vegetarian Upon Request Roasted Spring Vegetables Basil Whipped Feta, Pumpkin Seed Pesto Wrap Falafel Pita Pocket Yogurt Herb Sauce, English Cucumber, Pickled Onion, Lettuce Tomato Southwestern Steak Sandwich Peppers, Onions, Lettuce, Pepper Jack Cheese, Cilantro Lime Mayonnaise Honey Thyme Cured Pork Local Cheddar, Cranberry Relish, Crispy Bacon, Ciabatta

**Chef's Rotating Special** 

Served with Mesclun Spring Mix Salad- Goat Cheese, Shaved Radish & Carrot with Sherry Mustard Vinaigrette; House Fried Potato Chips, Gourmet Cookies & Brownies, Seasonal Fruit Platter, Assorted Sodas & Waters

#### Wrap Tray

 Minimum 10 guests
 \$150 (10 Guests) / \$300 (20 Guests) / \$450 (30 Guests)
 Chef's Selection of Gourmet Wraps, Cut into Quarters & Arranged on Platters Recommended Serving Size 2 Pieces per Guest Served with Mesclun Spring Mix Salad- Goat Cheese, Shaved Radish & Carrot with Sherry Mustard Vinaigrette; Seasonal Fruit Platter, Assorted Sodas & Waters

#### **Mini Sandwich Tray**

Minimum 10 guests
\$160 (10 Guests) / \$320 (20 Guests) / \$480 (30 Guests)
Chef's Selection of Gourmet Mini Sandwiches
Recommended Serving Size 1.5 Pieces per Guest
Served with Mesclun Spring Mix Salad- Goat Cheese, Shaved Radish & Carrot with Sherry Mustard Vinaigrette; Seasonal Fruit Platter, Assorted Sodas & Waters

# /BOXED LUNCHES/

#### **Global Box**

Minimum 6 guests \$18.10 Per Guest

> Chef's Daily Global Inspired Special Featuring One Protein & Two Hot Sides Brioche Dinner Roll with Salted Butter, Assorted Sparkling & Still Waters

#### **Healthy Lunch Box**

Minimum 6 guests \$21.00 Per Guest

> Chef's Daily Energized for Life Special Featuring One Protein or Vegetarian Option, Fruit Cups, Bottled Teas, Assorted Sparkling & Still Waters

#### **Executive Bistro Box**

Minimum 6 guests \$20.65 Per Guest

> Choice of Chicken, Salmon or Vegetarian, Option of Grain Salad or Seasonal Salad, Fruit Salad, Mini Pastry, Assorted Soda & Bottled Water

# /BOXED LUNCHES/

#### Poke Bowl

Minimum 6 guests \$19.65 Per Guest

> Daily Selection of Diced Marinate Raw Fish or Vegetarian Alternative Steamed Rice, Edamame, Spring Greens, Assorted Sparkling & Still Waters

#### **Boxed Salad**

Minimum 6 guests \$16.22 Per Guest Individually Boxed Salad, Trail Mix, Whole Fruit, Assorted Still & Sparkling

#### Kosher Boxed Lunch

Please Inquire for Options, Market Price

# /SALADS/

#### Garden Salad

Minimum 10 guests \$4.75 Per Guest Mesclun Greens, Chef's Seasonal Vegetables, Balsamic Vinaigrette Dinner Rolls & Butter

#### **Greek Salad**

Minimum 10 guests \$5.45 Per Guest

> Romaine, Feta Cheese, Kalamata Olives, Red Onion, Cucumber, Tomato Dinner Rolls & Butter

#### **Caesar Salad**

Minimum 10 guests \$6.75 Per Guest Romaine, Shaved Parmesan, Croutons, Classic Caesar Dressing Dinner Rolls & Butter

Add Chicken, Steak or Shrimp to any Salad

# /SALADS/

#### Spring Salad

Minimum 10 guests \$6.25 Per Guest Black Lentil & Cucumber Salad, Crispy Chickpeas, Za'atar Vinaigrette Whole Wheat Dinner Rolls & Butter

#### Soba Noodle Vegetable Salad

Minimum 10 guests \$24.65 Per Guest Warm Hoisin Ginger Shrimp, Soy Sesame Vinaigrette

**Tuscan Salad** Minimum 10 guests \$7.25 Per Guest Farro, Squash, Cranberries, Mesclun Greens, Balsamic Vinaigrette, Focaccia

Add Chicken, Steak or Shrimp to any Salad

# /SALADS/

#### **Cobb Salad**

Minimum 10 guests \$8.75 Per Guest

> Mixed Greens, Avocado, Cucumbers, Mushrooms, Crumbled Blue Cheese Bacon, Diced Tomatoes, Green Onions, Ranch Dressing, Dinner Rolls & Butter

#### **Grain Salad**

Minimum 10 guests \$4.65 Per Guest Chickpeas, Tricolor Quinoa, Cucumber, Herbs, Lemon Vinaigrette Dinner Rolls & Butter

Add Chicken, Steak or Shrimp to any Salad

/Room Temperature Buffets/

All American Buffet Minimum 10 guests \$28.50 per guest

Lemon Grilled Chicken Breast | Hot Honey Pecan Crusted Salmon

Salads and Accompaniments: Classic Caesar Salad/Mixed Green Salad, Balsamic Vinaigrette Seasonal Sliced Fruit/Dinner Rolls & Butters/Assorted Sodas & Waters

Moroccan Buffet Minimum 10 guests \$29.95 per guest

Moroccan-Style Chicken Breast with Olives | Herb Marinated Grilled Vegetables

Salads and Accompaniments:

Beet Couscous with Feta Cheese/Kale Salad with Cranberries & White Beans/Quinoa Salad with Walnut, Carrot & Feta/Baklava/Basket of Whole Fruits/Soft Pita/Assorted Sodas & Waters

/Room Temperature Buffets/

Market Salad Buffet

Minimum 10 guests \$18.65 per guest

Chopped Grilled Marinated Chicken | Add Steak/Shrimp/Tofu/Falafel \$6 per person

Salads and Accompaniments:

Salad Greens/Two Specialty Antipasti Salads/Two Seasonal Dressings/Parmesan Cheese Carrot/Tomato/Cucumber/Red Peppers/Croutons/Whole Grain Dinner Rolls & Butter Cookies & Brownies/Seasonal Sliced Fruit/Assorted Sodas & Waters

#### **Mediterranean Buffet**

Minimum 10 guests \$30.00 per guest

Chicken Souvlaki | Beef Shawarma

Salads and Accompaniments: Toasted Orzo with Oregano & Tomato/Grilled Zucchini/Toasted Pita Bread Classic Hummus/Harissa Aioli/Greek Salad/Cookies & Brownies/Assorted Sodas & Waters

/Hot Buffets/ New American Buffet Minimum 12 guests \$30.00 per guest

Grilled Lemon Pepper Chicken | Hot Honey Pecan Glazed Salmon

Salads and Accompaniments: Toasted Herb Quinoa Pilaf/Citrus & Butter Broccoli/Mesclun Salad with Seasonal Vinaigrette/Country White Dinner Rolls/Assorted Cookies/Seasonal Sliced Fruit/Assorted Sodas & Waters

#### **New England Buffet**

Minimum 12 guests \$32.00 per guest

Chive Grilled Flank Steak with Horseradish Crème Fraiche | Pan Seared Cod with Citrus Herb Salad

#### Salads and Accompaniments:

Grilled Asparagus/Mesclun Green Salad with Pickled Shallot, Tomato, White Balsamic Vinaigrette/Whole Grain Dinner Rolls/Blondies & Brownies/Assorted Sodas & Waters

/Hot Buffets/ Taqueria Buffet Minimum 12 guests \$26.35 per guest

Chipotle Chicken | Beef Adobo

Salads and Accompaniments: Flour Tortillas & Crisp Corn Tortillas/Black Beans/Cilantro Rice/Seasonal Sliced Fruit Guacamole/Sour Cream/Pico de Gallo/Churros/Assorted Sodas & Waters

East Asia Buffet Minimum 12 guests \$29.85 per guest

Orange Chicken | Gochujang Seared Salmon

#### Salads and Accompaniments:

Crispy Vegetable Eggrolls/Lo Mein Noodle Salad with Soy Vinaigrette/Napa Slaw with Carrot Ginger Dressing/Assorted Cookies/Seasonal Sliced Fruit/Assorted Sodas & Waters

/Hot Buffets/

Spring Buffet Minimum 12 guests \$26.35 per guest

Tarragon & Shallot Grilled Chicken | Pan Seared Cod with Citrus Relish

Salads and Accompaniments: Herb & Roasted Garlic Wheatberries/Grilled Citrus Asparagus with Shave Parmesan Mesclun Salad with Seasonal Vinaigrette/Tart Lemon Bars/Seasonal Sliced Fruit Assorted Sodas & Waters

Substitute or Add a Vegan Entrée by Request for any Buffet

# /TIGNUM/

#### TIGNUM ROOM TEMPERATURE BUFFET

Minimum 12 guests \$28.20 per guest

Simply Roasted Salmon | Tarragon Grilled Chicken

Salads and Accompaniments: Farro & Couscous with Snap Peas/Garlic Asparagus/Kale Beet Salad with Fresh Citrus Bottled Still & Sparkling Waters

**TIGNUM PM BREAK** Minimum 6 guests \$7.15 per guest

Assorted Crudité/Whole Grain Pita/Roasted Garlic Hummus/Herb Yogurt Dip

#### TIGNUM HYDRATION STATION

Minimum 6 guests \$6.35 per guest

Coffee & Tea Service/Sweeteners to include Stevia, Turbinado Sugar, Honey only Infused Water Dispenser (Ginger, Lemon, Mint)/Plain Bottled Sparkling Water

# /TIGNUM/

#### **TIGNUM FRUIT & NUT**

Minimum 6 guests \$9.80 per guest

Selection of Three Unsalted, Sugar Free Nuts, One Selection of Seeds, Whole Fruit

#### TIGNUM ENERGY MIX-INDIVIDUALLY BAGGED

Minimum 6 guests \$3.85 per guest

Raw Nuts, Dark Chocolate, Unsweetened Dried Cherries

#### **TIGNUM ENERGY COOKIES**

Minimum 6 guests \$3.05 per guest

Made From Dried Fruits, Seeds & Nuts/Made Without Refined Sugars & Gluten

#### TIGNUM BREAKFAST

Minimum 6 guests \$20.29 per guest Chef's Selection of Cheeses/Hardboiled Eggs/7 Grain Toast/Greek Yogurt/Fresh Fruit

# /PIZZA/

### PIZZA LUNCH

Minimum 6 guests \$21.95 per guest

Selection of Cheese & Topping Pizza (2 Slices Per Person)/Choice of Salad/Cookies & Brownies/Seasonal Fruit Platter/Assorted Sodas & Waters

#### **PIZZA WITH TOPPINGS**

8 Slices per Pizza \$17.55 Each

Pepperoni/Ham & Pineapple/Buffalo Chicken & Blue Cheese/Sausage & Peppers Grilled Chicken Pesto with Artichokes/BBQ Chicken & Cheddar/Roasted Vegetables Hamburger/Margherita

#### **CHEESE PIZZA**

8 Slices per Pizza \$14.85 per Pizza

FLATBREADS Minimum of 6 Guests | \$12.95 per Guest Choice of Chef's Daily Special/Pesto Chicken/Fig Ricotta/Margherita/Roasted Vegetable

# /AM BREAKS/

#### **Continental Break** Minimum 6 guests

\$12.38 per guest Freshly Baked Mini Croissants, Sliced Ham, Brie Cheese, Jelly & Butter Whole Fruit, Sparkling & Still Waters

#### Healthy AM Break Minimum 6 guests

\$7.75 per guest Assorted Bars- Nutri Grain, Kind, Belvita Breakfast Biscuit, Bear Naked Granola Bites Whole Fruit, Sparkling & Still Waters

#### AM Breaks a la Carte

- -Seasonal Fruit Platters/Individual Fruit Cups/Whole Fruit
- -Assorted Fruit Smoothies
- -Yogurt Cups/Mini Fruit & Granola Parfaits
- -Pastries/Mini Pastries-Sweet, Savory
- -Bagels/Donuts
- -Bars, Tignum Energy Trail Mix
- -Bottled Juices, Fresh Lemonade, Iced Tea
- -Sparkling & Still Waters
- -Coffee & Tea Refresh

# /PM BREAKS/

Sweet Afternoon Break Minimum 6 guests \$6.99 per guest Freshly Baked Cookies & Brownies, Coffee & Tea Service, Assorted Sodas & Waters

Salty Afternoon Break Minimum 6 guests \$5.99 per guest Assortment of Potato Chips, Popcorn, Pretzels & Trail Mix, Assorted Sodas & Waters

Healthy AM Break Minimum 6 guests \$7.75 per guest Assorted Kind Bars, Granola Bars, Tignum Energy Trail Mix, Whole Fruit, Sparkling & Still Waters

Local Cheese Box Minimum 6 guests \$14.00 per Box Assortment of Local Cheese, Grapes, Marmalade, Crackers, Dried Fruit & Nuts

Charcuterie Box Minimum 6 guests \$14.00 per Box Chef's Selection of Fine Cured Meats & Cheese, Crackers, Jam, Infused Honey, Seasoned Nuts

# /PM BREAKS/

#### Just Vegan Box Minimum 6 guests

\$8.95 per Box Roasted Red Pepper Hummus, Carrots, Celery, Cucumbers, Cherry Tomato, Whole Wheat Pita Pocket

#### PM Breaks a la Carte

- -Seasonal Fruit Platters/Whole Fruit
- -Pound Cake: Lemon, Marble or Seasonal
- -Assorted Kind Bars & Granola Bars
- -Freshly Baked Cookies & Brownies
- -Granola Yogurt Parfaits/Assorted Smoothies
- -Crudites with Dip
- -Chips & Salsa/Guacamole
- -Artisan Cheese, Flatbreads & Grapes
- -Pita Chips, Hummus & Baba Ghanouj

# /DESSERTS/

Full-Sized / Mini Cupcakes Per Dozen **Seasonal Quick Breads** Per Person **Assorted Dessert Bars** 2 Per Person Freshly Baked Cookies & Brownies Per Person Assorted Mini Whoopie Pies Per Dozen **Specialty Cakes** Market Price Per Person Petit European Pastry Chocolate Dipped Strawberry Per Dozen Vegan Dessert Shooter (Coconut Base) Per Person

A la Carte Specialty Holiday Desserts Available

Holiday Dessert Display- Assorted Cupcakes, Cookies, Chocolate Dipped Strawberries & Mini Desserts, Market Price, Ordered by the Dozen

# /BEVERAGES/

Coffee & Tea Service Coffee, Tea & Freshly Squeezed Orange Juice Hot & Cold Beverages Aqua Fresca Beverage Container Potluck Beverage Container Boxed Water Electrolyte Water Polar Sparkling Waters Bottled Aqua Panna & Pellegrino Can Sodas Bottled Juices Unsweetened Iced Tea/Green Tea Fresh Lemonade Orange Juice Cartons

# EVENT & RECEPTION CATERING

# /PASSED HORS D'OEUVRES/

#### Choice of (5):

Beef Carpaccio Crostini with Peppered Baby Greens Roasted Wild Mushroom Phyllo Cup with Herb Salad Seared Smoked Duck Crostini with Garlic Scape Pesto Bacon Wrapped Scallop Fresh Vegan Summer Roll with Hoisin Dipping Sauce Smoked Salmon with Boursin Mousse, Crispy Capers Tomato Mozzarella Skewer Beef Sirloin Satay Mini Crab Cakes with Spicy Remoulade Cucumber Cups with Beet & Yogurt Hummus

Custom Menu Items Available Upon Request

# /STATIONARY HORS D'OEUVRES/

#### \$3.50 Per Piece | Recommended (5) Pieces Per Person

Chicken Tikka Tartlet Roasted Mushroom Crostini with Chive, Watercress & Citrus Cream Assorted Sushi Maki Rolls Indian Potato & Pea Vegan Samosas with Cucumber Raita Pan-Fried Gyoza- Edamame/Pork & Kimchi/Pork with Napa Cabbage/Shrimp & Cabbage Steamed Pork or Chicken Bao Mini Vegetable Quiche Chicken Teriyaki Satay Fontina Arancini with Fresh Pomodoro Sauce Crispy Vegetable Spring Rolls with Sweet Chili Sauce Assorted House-Made Flatbread

Custom Menu Items Available Upon Request

# /STATIONARY HORS D'OEUVRES/

#### SMALL PLATES | MKT PRICE

Gochujang Seared Salmon Crispy Skin Arctic Char Moroccan Style Chicken Grilled Shrimp Seared Scallop Salmon Tartare Herb Falafel Empanada Forbidden Black Rice/Herb Salad Farro Salad/Charred Tomato Vinaigrette Beet Couscous/Feta Cheese Ginger Lime Sauce Spring Onion/Tarragon Cream Sauce Sesame & Soy Sauce/Crispy Fried Wonton Green Tahini/Tabbouleh Chicken or Beef/Spicy Aioli/Cabbage Slaw

Custom Menu Items Available Upon Request

#### **MEZZE STATION**

Minimum 15 guests \$17.95 per Guest

<u>Choice of Three Homemade Dips</u>: Classic Hummus/Muhumarra/Beet Hummus/Spiced Yogurt/Crushed Carrot Dip <u>Accompanied by:</u> Grilled Pita/Cucumber Chips/Marinated Olives & Artichokes/Marinated Feta Cheese/Heirloom Cherry Tomatoes/Stuffed Grape Leaves

#### **NEW ENGLAND CHARCUTERIE & CHEESE BOARD**

Minimum 15 Guests \$17.15 per Guest

Selection of Three Meats from New England Charcuterie/Selection of Three Local Cheeses Served with Spiced Nuts/Compotes/Jelly/Honey/Lavash Crackers/Ficelle

#### **DELUXE MARKET CRUDITÉ**

Minimum 15 guests \$7.50 per Guest

Fresh Crudité/House Made Pita Chips/Chef's Selection of Three Dips

#### LOCAL CHEESE BOARD

Minimum 15 Guests \$11.00 per Guest

Selection of Three Local Cheeses/Fresh Grapes/Assorted Jams/Crackers/Flatbreads

#### **MEDITERRANEAN STATION**

Minimum of 15 guests \$11.00 per Guest

Traditional Hummus/Baba Ghanouj/Whipped Paprika Feta Cheese/Tabbouleh Salad Marinated Olives/Pita Chips

**ISLAND CREEK OYSTER & SHELLFISH BAR** 

Minimum 100 guests MKT PRICE

Assorted Oysters & Chilled Seafood Provided by Island Creek Oyster (Including Display)

**PRETZEL TABLE** Minimum 15 Guests \$6.65 per Guest

Assorted Gourmet Freshly Baked Pretzels/Various Mustards & Dips

#### **HOUSE MADE CHP & DIP STATION**

Minimum of 15 guests \$10.75 per Guest

House Fried Tortilla Chips/Guacamole/Fresh Salsa/House Fried Potato Chips/Chef's Dip Special/Roasted Red Pepper Hummus/Pita Chips

#### PUB STYLE HORS D'OEUVRES STATION

Minimum 50 guests \$22.50 per Guest

Beef or Veggie Sliders/Gourmet Frank in Puff Pastry/Buffalo Chicken Dip/House Chips Crudité/Loaded Baked Potato Skins/Sweet Chili Fried Cauliflower/Mozzarella Sticks with Zesty Marinara

#### **CUPCAKE & CAKE-POP DISPLAY**

Minimum 15 Guests \$6.65 per Guest

Assorted Flavors of Full-Sized/Mini Cupcakes & Cake-Pops from our Gourmet Specialty Bakery

UNION SQ DONUT PLATTER MKT PRICE Please inquire for a quote

# /CUSTOM ORDERS/

Please inquire for any custom order, including plated dinners & dinner buffets to: <a href="mailto:vcardoza@restaurantassociates.com">vcardoza@restaurantassociates.com</a>

Specialty Linens, China & Furniture Rentals Available by Request

Need food from an outside vendor? Please submit for a quote or stop by 181 Café! \*Please note that per Novartis' policy, all catering must be order through RA

Vouchers to 181 Café Available via Catertrax

Beer & Wine Bar – please submit an alcohol request form to <u>ian-1.hunt@novartis.com</u>

Set Up – please contact <u>i-han.chen@novartis.com</u> for set up requests and space reservations

# /Catering Policies/

- The preferred method for ordering is via our website: novartiscambridge.catertrax.com
  All orders must be placed by 3:00 PM the day prior. However, to provide you with the
- best catered services, we request a minimum of 72 hours notice. We will try to accommodate any day of orders to the best of our ability.
- For any other last-minute orders, a verbal or written confirmation with the Catering Department is necessary.
- A variety of menu items require 72 hours notice and Kosher requests require 72 hours notice. These items are noted on menus.
- Deliveries are available from7:00 am –5:00 pm. Additional charges may apply for earlier or later deliveries.
- We request that you guarantee the number of guests attending your event at least 72 hours in advance.
- We know that at times you may need to cancel an event with short notice. Please notify us 48 hours in advance to avoid any charges due to our advance preparation.
- Standard Drop off & Pick Up Service is served with disposable products. Please contact the catering office should you prefer to have China at your event.
- 7% sales tax applies to all orders.
- NIBR Cambridge, US Pharma, and NBS cost centers, along with Credit Cards are accepted for payment.

# /EVENT POLICIES/

• Event menus need to be finalized a week prior to the event with a final guarantee provided 72 hours.

•If you wish to serve alcohol at your event, a Novartis host must fill out the NIBR Alcohol Authorization form.

•Beer and wine bars are charged on consumption only. Cash bars are not permitted. Full bars are not permitted per NIBR.

•Last call will be given 30 minutes prior to end of event.

•Events occurring in open NIBR spaces must be booked through the Facilities calendar in addition to the catering department. Please email i-han.chen\_ext@novartis.com.

•Additionally, fees may be required for reset of the space by SBM, depending on the scale and timing of the event. These fees can only be billed via cost center.

• 7% sales tax applies to all orders.

• NIBR Cambridge, US Pharma, and NBS cost centers, along with Credit Cards are accepted for payment.