



In Any Event

Welcome

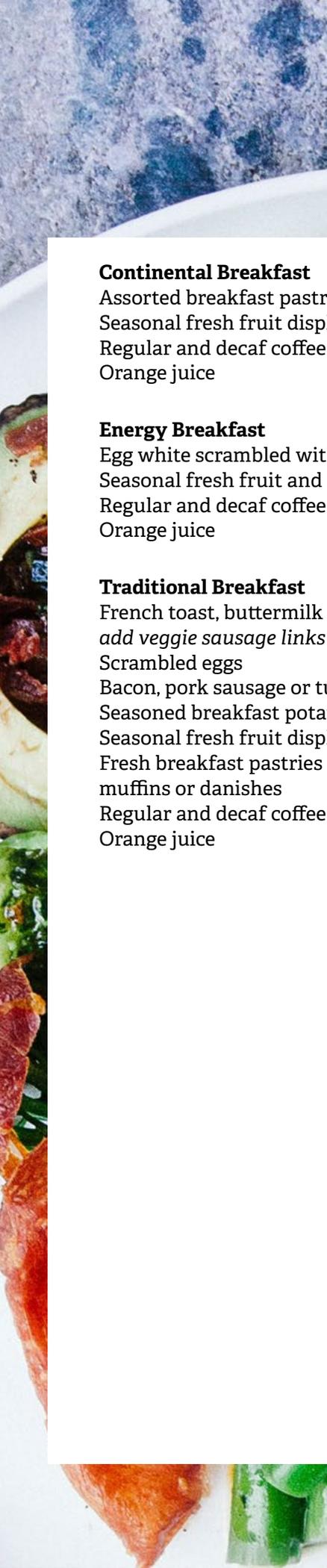
There are both big decisions and little details to attend to as you prepare for your upcoming catered event. Let **The Gathering by Thompson Hospitality** guide you, from designing the perfect menu to personalizing all the details of your unique gathering.

Our catering services can accommodate any size, theme, or individual requirements, in virtually any location- on or off campus.

We'll work with you to create a custom gathering menu inspired by your unique needs that will leave a lasting impression on your guests. All menus will follow the **Thompson Hospitality** culinary philosophy; authentic recipes using the freshest, seasonal ingredients.

Waiter service, buffet, small plates and internationally-inspired specialty stations; all served in your style! And because you've entrusted your event to The Gathering by Thompson Hospitality, the food will be unmatched, the service spectacular, and the event will be unforgettable!

The Gathering by Thompson Hospitality at Virginia State University.



Greet Your Day

Continental Breakfast

9.99 per person

Assorted breakfast pastries and bagels with cream cheese	(Cals: 240-340)
Seasonal fresh fruit display	(Cals: 60)
Regular and decaf coffee and assorted hot teas	(Cals: 0)
Orange juice	(Cals: 120)

Energy Breakfast

17.99 per person

Egg white scrambled with potato, spinach and tomato	(Cals: 240)
Seasonal fresh fruit and greek yogurt bar with granola	(Cals: 60-370)
Regular and decaf coffee and assorted hot teas	(Cals: 0)
Orange juice	(Cals: 120)

Traditional Breakfast

13.49 per person

French toast, buttermilk pancakes or waffles	(Cals: 170-240)
<i>add veggie sausage links</i>	(Cals: 80)
Scrambled eggs	(Cals: 190)
Bacon, pork sausage or turkey sausage	(Cals: 45-70)
Seasoned breakfast potatoes	(Cals: 120)
Seasonal fresh fruit display	(Cals: 60)
Fresh breakfast pastries to include assortment of mini croissants, muffins or danishes	(Cals: 130-210)
Regular and decaf coffee and assorted hot teas	(Cals: 0)
Orange juice	(Cals: 120)



Build Your Own Breakfast Salad

13.89 per person

Choice of Greens:		Toppings:		Proteins		Dressings	
Kale	(Cals: 35)	Tomato	(Cals: 10)	Poached Egg	(Cals: 60)	Everything Bagel Spice	(Cals: 20)
Arugula	(Cals: 0)	Red Onion	(Cals: 5)	Egg White	(Cals: 60)	Tarragon Lemon	(Cals: 15)
Baby Spinach	(Cals: 0)	Cheddar	(Cals: 30)	Thick Cut Bacon	(Cals: 45)	Buttermilk Ranch	(Cals: 50)
		Swiss	(Cals: 25)	Marinated Soy Bean	(Cals: 25)		
		Bell Pepper	(Cals: 5)				
		Roasted Mushroom	(Cals: 70)				
		Sweet Potato	(Cals: 50)				
		Peas	(Cals: 30)				
		Asparagus	(Cals: 20)				
		Avocado	(Cals: 60)				

Toast Bar

13.99 per person

Breads		Spreads		Toppings		Toppers	
Artisan Sourdough	(Cals: 130)	Sweet or Savory Marmalade	(Cals: 10)	Pickled Red Onion	(Cals: 10)	Crispy Prosciutto	(Cals: 25)
Rye	(Cals: 110)	Za'tar Spiced Chick Pea Hummus with Onion	(Cals: 80)	Pickled Radish	(Cals: 35)	Toasted Cashews	(Cals: 40)
Tuscan Breads	(Cals: 75)	White Bean Hummus	(Cals: 130)	Roasted Eggplant	(Cals: 25)	Chia Seeds	(Cals: 25)
		Mushroom Ragout	(Cals: 40)	Roasted Cherry Tomato	(Cals: 50)	Sunflower Seeds	(Cals: 45)
		Avocado	(Cals: 90)	Roasted Carrot	(Cals: 40)		
				Marinated Artichoke	(Cals: 25)		
				Marinated Cucumber	(Cals: 25)		
				Arugula	(Cals: 0)		
				Fresh Mozzarella	(Cals: 90)		

Table d'hote

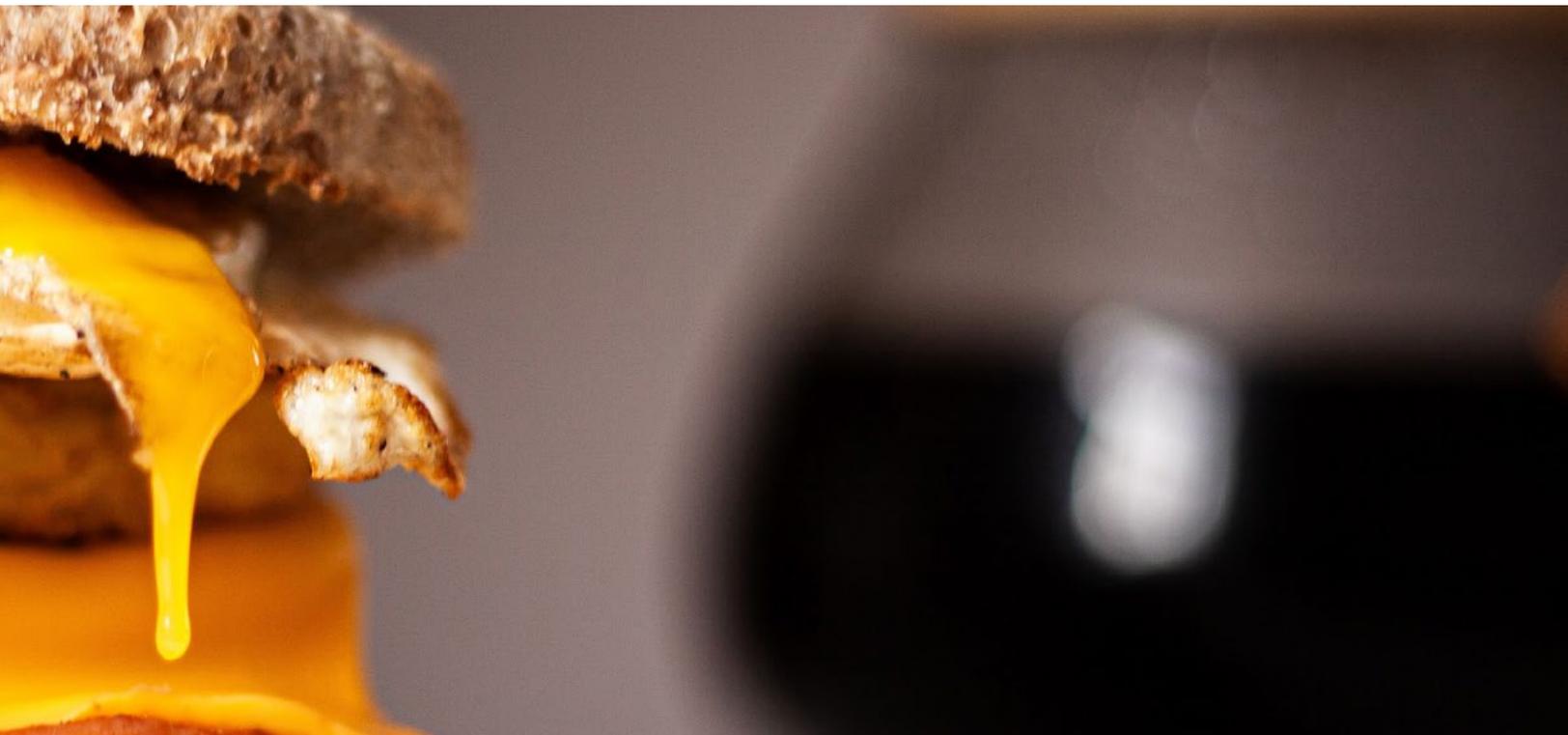
Assorted bagels and spreads (Cals: 240-340)	4.49 per person
Freshly-baked croissants (Cals: 350)	3.69 per person
Assorted danish (Cals: 270-390)	4.69 per person
Assorted freshly baked muffins (Cals: 140-420)	1.89 per person
Yogurt parfait with fresh berries and granola (Cals: 250)	3.29 per person
Overnight oats (min 10 ppl) (Cals: 300-540)	2.89 per person
Avocado toast (Cals: 230-270)	2.49 per person
Bacon, pork sausage, turkey sausage or ham (Cals: 45-70)	1.09 per person
Seasonal fresh fruit display (Cals: 60)	4.59 per person
Artisan charcuterie & cheese board (Cals: 210)	6.19 per person
Ham & swiss cheese quiche (Cals: 390)	2.69 per person
Greek yogurt (Cals: 70-90)	2.99 per person
Tuscan kale, roasted pepper & goat cheese quiche (Cals: 230)	2.79 per person
Hardboiled hen eggs (Cals: 70)	0.99 per person
Ancient grain oatmeal (min 10 ppl) (Cals: 65)	2.59 per person
Smoked salmon platter (min 10 ppl) (Cals: 70)	7.39 per person

Hand-Crafted Egg Sandwiches

All Sandwiches can be made on
Croissant, Buttermilk Biscuit, Wrap or English Muffin

Continental Breakfast

		per person
Bacon and cage-free egg on a fresh English muffin	(Cals: 350)	4.29 each
Cage-free egg and cheese on a fresh English muffin	(Cals: 280)	4.29 each
Fried chicken on a buttermilk biscuit	(Cals: 560)	4.29 each
Tomato and cage-free egg on a whole wheat wrap	(Cals: 570)	5.39 each
Cage-free egg and bacon on a croissant	(Cals: 390)	6.29 each
Hot ham and cheese on a buttermilk biscuit	(Cals: 510)	4.69 each



Balanced Breaks

Chips and Salsa

Lime & sea salt tortilla chips
Housemade tomato salsa
Avocado guacamole

(Cals: 100)
(Cals: 10)
(Cals: 110)

4.99 per person

Fruit & Nut Bar

Selection of lightly salted nuts

(Cals: 45-50)

4.99 per person

Popcorn Trio

Spicy chili, herb & rosemary and regular popcorn

(Cals: 140-200)

5.99 per person

Mezze Spreads

Crisp vegetables & pita chips
Yellow lentil hummus
Classic chick pea hummus

(Cals: 40-80)
(Cals: 60)
(Cals: 30)

9.99 per person



Sweets and Treats

Assorted freshly baked cookies	(Cals: 170-210)	16.00 per dozen
Housemade fudge brownies	(Cals: 200)	18.00 per dozen
Cereal treats Choice of: Trix, Cinnamon Toast Crunch, Cocoa Puffs, & Rice Krispy Treat Platter	(Cals: 190-350)	17.89 per dozen
Dessert bars choice of: Smore's bar, blondie, M&M blondie, pecan, lemon bar	(Cals: 110-320)	19.39 per dozen
Individually wrapped granola bars	(Cals: 190)	9.99 per dozen
Individually bagged chips	(Cals: 130-320)	2.99 per dozen
Fresh whole fruit	(Cals: 30-110)	10.99 per dozen



Beverages

Freshly brewed regular or decaffeinated coffee	(Cals: 0)	2.99 per person
Hot water and assorted teas	(Cals: 0)	2.99 per person
Sparkling water	(Cals:0)	2.99 per bottle



Cold Beverages

(Available by Single, 6 pack, 12 pack or the case)

		Single	6 Pack	12 Pack	Case
Cold bottled beverages	(Cals 0-190)	2.89	—	—	—
Cold water bottles	(Cals: 0)	2.69	11.29	22.59	45.29
Cold iced tea or lemonade	(Cals 0-160)	2.49	11.89	23.79	47.69

Classic Deli Buffet**13.99**

Your choice of three deli classics, two fresh cheese pairings, artisan-baked breads, chips or a side salad, housemade cookie and condiments. The classic deli buffet is accompanied by fresh veggies and the classic spreads that make a sandwich great.

Pick 3		Pick 2		Pick 1	
Smoked Ham	(Cals: 180)	American	(Cals: 90)	Housemade Chips	(Cals: 100)
Turkey	(Cals: 75)	Swiss	(Cals: 90)		
Salami	(Cals: 300)	Provolone	(Cals: 100)	Chick Pea Tomato Salad	(Cals: 80)
Roast Beef	(Cals: 75)	Pepper Jack	(Cals: 110)		
Tuna Salad	(Cals: 190)	Cheddar	(Cals: 110)	Quinoa & Tabbouleh Salad	(Cals: 260)
Cold Fried Tofu	(Cals: 60)				
Seasonal Roasted Vegetables	(Cals: 50)	Avocado	(Cals: 60)	Small Garden Salad	(Cals: 40)

Lunch Buffet

Artisan Sandwich Board

15.99

Your choice of 4-sandwiches served with chips and a side salad.

Pick 4

Muffuletta vegetarian sandwich (Cals: 600)

Mediterranean grilled chicken, sun-dried tomato hummus ciabatta (Cals: 890)

Cajun roast turkey with pepperjack, Bermuda onion, Cajun mayo (Cals: 480)

Classic Italian, pepperoni, capicola, salami & provolone with balsamic hero (Cals: 730)

Avocado, lettuce, tomato on wheat (Cals: 450)

Roast beef sub with American cheese, lettuce, tomato, onion (Cals: 540)

Turkey bacon ranch on wheat with pepper jack & ranch dressing (Cals: 640)

Pick 1

Chips (Cals: 100)

Chick pea tomato salad (Cals: 80)

Quinoa & tabbouleh salad (Cals: 260)

Small garden salad (Cals: 40)





Box Lunches

Express Box Lunch

All sandwiches served on chef's selection of fresh bread with fruit salad, side salad, and freshly-baked cookie.

10.99 per person

Sandwich Selections

Turkey breast and provolone cheese	(Cals: 490)
Ham and Swiss cheese	(Cals: 470)
Roast beef and cheddar	(Cals: 440)
Grilled veggie wrap	(Cals: 570)
Tuna salad	(Cals: 580)
Grilled Mediterranean chicken sandwich	(Cals: 730)

Artisan Box Lunch

All sandwiches served on chef's selection of fresh bread with fruit salad, side salad, and dessert bar.

12.79 per person

Sandwich selections

Muffuletta vegetarian sandwich	(Cals: 600)
Mediterranean grilled chicken, sun-dried tomato, hummus ciabatta	(Cals: 890)
Avocado, lettuce, tomato on wheat	(Cals: 450)
Roast beef sub, American cheese, lettuce, tomato, onion	(Cals: 540)
Turkey bacon ranch on wheat with pepper jack & ranch dressing	(Cals: 640)

Side Salads

Chips	(Cals: 100)
Chick pea tomato salad	(Cals: 80)
Quinoa & tabbouleh salad	(Cals: 260)
Small garden salad	(Cals: 40)



All Salads include Artisan Crackers, choice of Dressing, Cookie, and Disposable Cutlery.

Turkey Avocado Cobb Salad	(Cals: 450)	11.99 per person
<i>Mesclun greens with turkey, bacon, fresh avocado, cage-free hardboiled egg, black olives, onion, and house-made croutons</i>		
Blackened Chicken Caesar Salad	(Cals: 430)	12.99 per person
<i>Chopped romaine lettuce, blackened chicken, grated Parmesan cheese, and housemade croutons with our traditional Caesar dressing</i>		
Traditional Chef's Salad	(Cals: 520)	11.99 per person
<i>Turkey, ham, cheddar, cage-free hardboiled egg, tomatoes, cucumbers, and crisp greens with creamy buttermilk dressing</i>		
Greek Salad with Grilled Chicken	(Cals: 730)	12.99 per person
<i>Grilled chicken, tomatoes, cucumbers, kalamata olives, feta cheese, red onion, and mixed greens with a red wine vinaigrette</i>		
Mediterranean Grain Salad	(Cals: 330)	12.99 per person
<i>Orzo, barley, & farro with Kalamata olive, tomato & onion</i>		

Box Salads



Theme Meals

Little Italy

22.99 per person

Served with Caesar salad (Cals: 360) & housemade cookies (Cals: 170-200)

Pick - 1

Lasagna (Cals: 480)

Fettucine Alfredo (Cals: 400)

Tortellini Primavera (Cals: 280)

Pick - 1

Choice of pasta:

Chicken Piccata (Cals: 250)

Chicken Marsala (Cals: 380)

Chicken Parmesan (Cals: 470)

Freshly baked garlic bread (Cals: 210)

Add an antipasto platter (Cals: 520): +8.99 per person





Southern Delight

22.99 per person

Herb brined turkey breast with sage gravy	(Cals: 260)
Herb & crusted salmon	(Cals: 170)
Garlic roasted red bliss potatoes	(Cals: 130)
Roasted Brussels sprouts	(Cals: 45)
Tossed garden salad	(Cals: 40)
Fudge brownies	(Cals: 200)

22.99 per person

Classic Carolina pulled pork with slider rolls	(Cals: 400)
Buttermilk fried chicken	(Cals: 500)
Macaroni & cheese	(Cals: 330)
Green beans	(Cals: 65)
BBQ baked beans	(Cals: 270)
Lime cilantro cabbage cole slaw	(Cals: 120)
Cheddar jalapeño cornbread	(Cals: 330)
Strawberry shortcake	(Cals: 660)



Grill

18.99 per person

Includes assorted buns, lettuce (Cals: 0), tomatoes (Cals: 0), pickles (Cals: 0), onions (Cals: 5), condiments (Cals: 10-90), freshly baked cookies (Cals: 170-200), and brownies (Cals: 200)

Pick - 3

Hamburger (Cals: 340)

Turkey burger (Cals: 298)

Veggie burger (Cals: 280)

Hot dog (Cals: 480)

BBQ glazed chicken (Cals: 630)

Pick - 2

Potato salad (Cals: 170)

Pasta salad (Cals: 270)

Coleslaw (Cals: 96)

Traditional macaroni & cheese (Cals: 330)

Taste of the Mediterranean

22.99 per person

Blackened salmon with lemon & parsley	(Cals: 140)
Za'tar roasted chicken breast	(Cals: 240)
Whole wheat penne with broccoli, lemon & garlic	(Cals: 430)
Broccoli rabe with red chili flake & roast garlic	(Cals: 15)
Chick pea & tomato salad	(Cals: 80)

18.99 per person

Chermoula spiced chicken skewers with tzatziki sauce	(Cals: 350)
Kafta meatballs on tabbouleh with red chili tomato sauce	(Cals: 310)
Mini falafel with tahini sauce	(Cals: 350)
Lentil hummus with grilled pita chips	(Cals: 680)
Mezze grilled & marinated vegetables with hummus	(Cals: 150)
Marinated olives	(Cals: 40)



Taco House

18.99 per person

Mini al pastor tacos with onion & cilantro	(Cals: 170)
Mini carne asada with onion & cilantro	(Cals: 280)
Mini grilled chicken flautas ancho chili crema	(Cals: 160)
Deconstructed posole salad with chili lime vinaigrette	(Cals: 290)
Crab avocado shooter with diced jicama & chili lime tortilla	(Cals: 130)
Wild mushroom queso fundido with fresh tortillas	(Cals: 380)
Mini churro chocolate dipping sauce	(Cals: 250)

13.99 per person

Grilled chicken skewers with soft corn tortillas	(Cals: 390)
Black bean and corn salad	(Cals: 150)
Mexican red rice	(Cals: 180)
Fresh, housemade guacamole with salsa	(Cals: 120)
Baked corn tortilla chips	(Cals: 70)



Asian Fusion

22.99 per person

Soba noodle salad with miso mustard vinaigrette	(Cals: 180)
Shrimp gyoza chili vinegar	(Cals: 170)
Pork dumpling hoisin peanut sauce	(Cals: 180)
Chili tofu & vegetables	(Cals: 100)
BBQ hoisin steak, avocado, scallion lettuce wraps	(Cals: 270)
Guacamole with fried wonton crisps	(Cals: 220)
Pao zaf cold vegetable zoodle salad	(Cals: 360)
Shrimp poke	(Cals: 680)

22.99 per person

Orange ginger chicken	(Cals: 550)
Beef with broccoli	(Cals: 170)
Ginger vegetable fried rice	(Cals: 290)
Traditional egg rolls	(Cals: 100)
Sesame broccoli	(Cals: 90)





At Your Service

Hors d' Oeuvres

	Served Hot (Priced per each)	
Spanakopita	(Cals: 160)	2.99 each
Shrimp & vegetable spring roll with Mongolian sweet & sour sauce	(Cals: 80)	3.39 each
Vegetable spring roll with Mongolian sweet & sour sauce	(Cals: 90)	2.99 each
Mini quiche with apples, cheddar & cinnamon	(Cals: 250)	2.99 each
Heirloom tomato, torn basil, roasted garlic, and Asiago flatbread	(Cals: 290)	2.99 each
Grilled chicken & cheddar cheese quesadilla	(Cals: 200)	2.49 each
Beef empanadas with avocado dip	(Cals: 360)	3.69 each
Thai chicken satay with spicy peanut sauce	(Cals: 110)	1.59 each
Beef sliders with bacon cheddar & spicy tomato ketchup	(Cals: 320)	4.89 each
Mini roast pork bao	(Cals: 30)	3.29 each
Tandoori kebab	(Cals: 120)	3.99 each
Served Cold (Priced per each)		
Goat cheese and garlic and herb crostini	(Cals: 290)	3.99 each
Smoked salmon mousse on potato crisp	(Cals: 70)	3.99 each
Caprese skewer-cherry tomato, fresh mozzarella, basil & balsamic glaze	(Cals: 120)	2.99 each
Thai chicken lettuce wrap	(Cals: 400)	3.99 each
Harvest chicken salad in a phyllo cup	(Cals: 150)	3.99 each
Cumin crusted beef tenderloin on a plantain chip	(Cals: 160)	4.99 each
Hummus shooter with crudité garnish	(Cals: 130)	4.99 each

Hors d' Oeuvres

Cold (Priced per each, Min. of 48 pieces)

Cheese Display

served with artisan bread, crackers and fresh fruit garnish

(Cals: 160)

8.99 each

Crudité Display

seasonal vegetables served with ranch dipping sauce

(Cals: 130)

3.99 each

Seasonal Fresh Fruit Display

seasonal fruit & berries

(Cals: 45)

4.59 each

Mediterranean Market Display

cumin marinated chicken skewers, roasted eggplant, roasted peppers, hummus, marinated olives, feta cheese, parmesan cheese, rocket arugula served with flatbreads & crostini

(Cals: 230)

6.89 each



Carved for you

18.99 per person

Served with appropriate sauces & dinner rolls with whipped butter. Your choice of:

Roasted round of beef	(Cals: 260)
Roasted pork loin	(Cals: 160)
Boneless Virginia ham	(Cals: 110)
Herb-roasted breast of turkey	(Cals: 130)

À la carte

Horseradish whipped potato	(Cals: 150)	3.99 per person
Mashed sweet potatoes with pecan butter	(Cals: 180)	3.99 per person
Rosemary roasted potatoes	(Cals: 110)	3.99 per person
Herb risotto	(Cals: 600)	6.99 per person
Lentil & basmati rice pilaf	(Cals: 190)	3.99 per person
Potatoes au gratin	(Cals: 410)	3.99 per person
Macaroni and cheese	(Cals: 330)	3.99 per person
Grilled asparagus	(Cals: 60)	3.99 per person
Grilled Brussels sprouts with lemon	(Cals: 60)	3.99 per person
Creamed spinach	(Cals: 60)	3.99 per person
Za'tar roasted carrots	(Cals: 35)	3.99 per person
Roasted squash with fresh herbs and garlic	(Cals: 100)	3.99 per person
Cauliflower grits with roasted carrot and chimichurri	(Cals: 530)	3.99 per person



Pasta Station

18.99 per person

Build your own pasta meal with the following:

Italian sausage	(Cals: 70)	Onions	(Cals: 15),
Marinara sauce	(Cals: 15)	Tomatoes	(Cals: 10),
Alfredo sauce	(Cals: 230)	Parmesan cheese	(Cals: 20)
Spinach	(Cals: 0)	Fettuccini	(Cals: 110)
Broccoli	(Cals: 5)		

Pick - 2

Orecchiette with broccoli rabe	(Cals: 730)
Rigatoni with Italian sausage & spicy tomato sauce	(Cals: 700)
Whole wheat penne with broccoli, lemon & garlic	(Cals: 430)
Gemelli pomodoro with eggplant	(Cals: 410)
Tortellini a la bolognese	(Cals: 460)
Rigatoni with marinara or alfredo	(Cals: 250-330)



Sweet Things

Gourmet hot chocolate station (Cals: 185) 10.99 per person
 served with chocolate shavings, whipped toppings and mini marshmallows

Mini cupcake station (Cals: 90-170) 6.99 per person
 (minimum 12 people)

Pick - 2

Carrot cake (Cals: 90)

Coconut cream (Cals: 110)

Cookies & cream (Cals: 120)

Turtle (Cals: 130)

Peanut butter cup (Cals: 110)

Red velvet (Cals: 90)

Devil's food with marshmallows (Cals: 170)

Tiramisu (Cals : 100)

Fondue Station

8.99 per person

Chocolate (Cals: 310) and Caramel (Cals: 180) Dips served with:

Strawberries (Cals: 10) Brownie bites (Cals: 200)

Pineapple (Cals: 20) Pretzel rods (Cals: 110)

Pound cake (Cals: 170) Marshmallows (Cals: 10)

Shortbread cookies (Cals: 160)

Shortcake Bar

8.99 per person

Buttermilk shortcake (cals: 350) served with

Fresh or compote strawberry (Cals: 10-20) Peach (Cals: 15-30)

Raspberry (Cals: 15-60) Chantilly cream (Cals: 10)



Cordially Invited

First Course

Mixed green salad with romaine, red onions, tomatoes, croutons and creamy ranch dressing	(Cals: 390)	4.49 per person
Classic Caesar salad with romaine, parmesan, croutons, and Caesar dressing	(Cals: 310)	5.99 per person
Spinach and strawberry salad with toasted almonds, aged gorgonzola and raspberry vinaigrette	(Cals: 340)	5.99 per person
Asparagus and mushroom salad with mesclun greens and balsamic vinaigrette	(Cals: 140)	5.99 per person
Texas cobb salad with whole leaf lettuce, stewed black eyed peas, heirloom tomatoes, seared chili crostini, sharp cheddar, jalapeño ranch	(Cals: 340)	6.99 per person
Wedge salad with bleu cheese crumbles, praline bacon, roasted tomatoes, scallions, parmesan croutons and bleu cheese vinaigrette	(Cals: 500)	5.49 per person
Fire roasted beet salad with feta cheese, chopped romaine, spring mix, shredded cabbage, mandarin oranges, candied walnuts and citrus vinaigrette	(Cals: 460)	6.99 per person
Boston bibb and arugula salad topped with sliced pears, apples, dried cranberries, walnuts, goat cheese and honey mustard dressing	(Cals: 270)	6.99 per person





Entrées

Airline chicken parmesan with herb risotto and fresh green beans with garlic, tomato, and basil	(Cals: 2,910)	18.99 per person
Herb crusted chicken breast with parmesan polenta, sautéed broccoli rabe with roasted garlic, and red pepper sauce	(Cals: 450)	18.99 per person
Smoked bone-in pork chop with BBQ demi roasted poblano mashed potatoes and sweet orange roasted baby carrots	(Cals: 1,390)	28.99 per person
Korean bulgogi beef short rib with wasabi mashed potatoes, bok choy, and fried wonton strips	(Cals: 1,080)	28.99 per person
Halibut with cherry tomato vinaigrette, basmati rice with saffron and basil, & candied butternut squash	(Cals: 590)	34.99 per person
Filet of beef with sherry demi glaze, honey whipped mashed sweet potatoes, grilled asparagus and wild mushrooms	(Cals: 620)	36.99 per person
Broccoli tofu stir fry with brown rice	(Cals: 380)	3.79 per person
Greek lemon polenta with portabella mushroom ragout	(Cals: 260)	6.89 per person

Desserts

Crème brulee cheesecake	(Cals: 350)	5.99 per person
New York cheesecake with seasonal berries	(Cals: 350)	5.99 per person
Chocolate layer cake	(Cals: 230)	5.49 per person
Strawberry shortcake	(Cals: 460)	6.49 per person
Chocolate mousse with seasonal berries	(Cals: 270)	4.49 per person
Warm apple crisp	(Cals: 340)	4.49 per person

Welcome to **The Gathering by Thompson Hospitality!** Our mission is to provide you with exceptional quality, exceptional service and a creative cutting-edge culinary experience. Our professional staff is available to assist you in planning your special event Monday-Friday 8:00am - 5:00pm. Please contact our catering coordinator at 804-524-1984 for customized service and menus.

Placing an Order

Contact the Catering Office at 804-524-1984 or by vsucatering@thompsonhospitality.com. A room must be reserved before initiating a catering request for an on-campus function. After a location has been confirmed with the university, our staff will help you determine the menu, event setup and all the other details for your event.

Guidelines for Planning Your Event

In arranging catered events, attendance must be guaranteed five business days in advance of the event. This guarantee will allow for the proper planning of your event and will be your commitment to pay for the guaranteed number or the actual number of attendees, whichever is greater. For weekend events, the count must be guaranteed on the Monday before the event so as to allow ample time for the ordering process.

Payment for Sponsored University Events

Payment for a scheduled event should be made to Thompson Hospitality and is due three (3) business days prior to the event. This payment will place the event in what is known as "confirmed status". If the event is not in confirmed status, Dining Services cannot guarantee that the service will be rendered. Therefore, it is crucial that the communication between you, the customer, the approving official office, and the Dining Service's Catering Office is effective. As applicable, please provide one of the following forms of payment to the Catering Office:

- Completed copy of the purchase order form with all authorized signatures
- Foundation or Fund Certification Form

Payment for Non-University Sponsored Events

Payment for a scheduled event should be made to Thompson Hospitality ten business days prior to the event, the client must remit half of the bill. This payment will place the event in "confirmed status". If the event is not in confirmed status, Dining Services can not guarantee that the service will be rendered. The remaining balance (50 percent) is due three days prior to the event. As applicable, please provide one of the following forms of payment to the Catering Office:

- Credit Card
- Cash
- Certified Check
- Money Order

For non-university sponsored events, state sales tax will be charged unless a tax exempt certificate is received prior to the start of your event.

Cancellation

To avoid any pro-rated charges, all cancellations must be submitted, in writing, to the Catering Office at least 72 hours (three business days) prior to your event.

Delivery fees

A delivery fee of \$80.00 will be applied to any event held away from the campus. This fee is for the transport of food, service equipment, china, flatware and linen

Labor

For events that are delivered, an attendant will ensure that all items are to your satisfaction. If an attendant is requested, or required based on the style of service provided, additional charges will be applied as follows:

Wait Staff: \$25.00 per hour/per person for a minimum of four hours

Culinary: \$30.00 per hour/per person for a minimum of four hours

Bar Tender: \$25.00 per hour/per person for a minimum of four hours

Service Times

All events will include a two-hour service time. Events requiring serving time beyond what is mutually agreed upon will be assessed an additional charge of \$25.00 per hour.

Taxes

For non-university sponsored events, state sales tax will be charged unless a tax exempt certificate is received prior to the start of your event.

Safe Food Handling

Safe food handling is a high priority for Catering Services. Therefore, we do not allow left over food to be carried out. For your safety, and that of your guests, a Catering representative will remove food from your event in a timely manner.

Security

Catering Services is not liable for any equipment, supplies or personal belongings left in public function areas.