

CATERING MENU

FOOD SERVICES



CATERING SERVICE (506) 858-4131
traiteur@umoncton.ca



SERVICES ALIMENTAIRES

UNIVERSITÉ DE MONCTON – CAMPUS DE MONCTON

DEAR CLIENTS,

I am happy to present the Université de Moncton's Food Services team, as well as the new catering menu for the year, in which you will find many new items that are sure to please your guests.

Whether it be for a business meeting, a conference, a dinner, a coffee break, a buffet or a fine dining experience, our head chef Mike Harris and his team will be sure to satisfy your needs. It is very important to us to offer meals made from fresh, local ingredients as often as possible. If what you are looking for is not in our menu, it will be our pleasure to meet with you to establish a personalized menu to better suit your needs.

Nadia Bellefleur is the head of our catering service. She will help you choose a menu based on the type of catering you desire, your preferences and your budget. She will also take your order and coordinate the preparation and delivery of our services.

I thank you in advance for choosing our catering.

Bon appétit!

Jean-Philippe Olivier

Food Services Manager

Université de Moncton, Moncton Campus

(506) 858-4046 – jean-philippe.olivier@umoncton.ca

Mike Harris

Head Chef

Université de Moncton, Moncton Campus

(506) 858-4142 – mike.harris@umoncton.ca

Catering Service

Head of Catering Service

Université de Moncton, Moncton Campus

(506) 858-4131 – traiteur@umoncton.ca



BREAKFAST

Minimum of 10 people

COLD BREAKFAST

LE RÉVEIL MATIN

Apple or orange juice

Muffins, danishes and
croissants

Individual yogurt

Fruit platter

Butter and jam

Coffee, tea and selection of
herbal teas

\$8.75 per person

LE RÉVEIL MATIN COMPLET

Apple or orange juice

Muffins

Sliced cheddar platter

Cereal with milk

Individual yogurt

Fruit platter

Butter and jam

Coffee, tea and selection of
herbal teas

\$12.50 per person



HOT BREAKFAST

LE CLASSIQUE

Apple or orange juice

Mini muffins and croissants

Fruit platter

Scrambled eggs and potatoes

Choices of meat (2): bacon, sausage or ham

Butter and jam

Coffee, tea and selection of herbal teas

\$13.95 per person

- ♦ *Add a cheese platter and a baguette for an additional \$4 per person*
- ♦ *Add blueberry pancakes or French toast for an additional \$2 per person*

COFFEE BREAK

Minimum of 10 people



BON DÉPART

Muffins

Whole fruit

Coffee, tea and selection of herbal teas

\$6.75 per person



LE PLEIN D'ÉNERGIE

Crudités platter with dip

Hummus and grilled pita bread

Coffee, tea and selection of herbal teas

\$6.75 per person



L'INDULGENCE

Cookies OR banana bread

Fruit platter

Coffee, tea and selection of herbal teas

\$7.75 per person



L'EUROPÉEN

Croissant and chocolate croissant with jam and butter

Cheese and grape platter

Coffee, tea and selection of herbal teas

\$11 per person

À LA CARTE

DRINKS*

Van Houtte® coffee (Minimum of 5 people)	\$2 per person	Vegetable juice (240mL bottle)	\$2.50 per unit
Tea, herbal tea or hot chocolate (Individual) .	\$2 per person	2%, skim or chocolate milk (small/large) ...	\$2.25/\$2.75 per unit
Dole® juice (340mL can)	\$2.50 per unit	Yogurt drink.....	\$2.50 per unit
Tropicana® fruit juice (355mL bottle)	\$3 per unit	Fruit punch (non-alcoholic).....	\$1.75 per person
Soft drink (355mL can)	\$2.50 per unit	Water pitcher.....	\$2.50 each
Aquafina® water bottle (591mL bottle)	\$2.25 per unit	Water cooler.....	\$12 each
Montellier® sparkling water (500mL bottle) ..	\$2.25 per unit	Sparkling apple cider (Apple or apple-cranberry)	\$12 each

*(Additional deposit fee of \$0.10 per bottle or can will be added)

SNACKS, DESSERTS AND PASTRIES

Muffin.....	\$2.50 per unit	Individual yogurt	\$2 per unit
Basket of mini muffins	\$15 for 2 dozen	Pudding (vanilla, chocolate, caramel or maple)	\$2.75 per unit
Cookies	\$1.75 per unit	Yogurt parfait with granola and fruit.....	\$3.50 per unit
Banana bread, Cinnamon roll or Danish..	\$2.95 per unit	Fruit and yogurt milkshake (minimum of 6 units) ...	\$3.95 per unit
Bagel with cream cheese	\$3 per unit	Bag of regular chips.....	\$1.75 per unit
Regular or chocolate croissant.....	\$3 per unit	Chocolate bar.....	\$1.75 per unit
Granola bar	\$2.25 per unit	Basket of regular chips or popcorn.....	\$6.95 per basket
Protein bar.....	\$2.50 per unit	Special event cake	\$2.95 per person
Whole fresh fruit.....	\$1.50 per unit		



LES BOÎTES À LUNCH

BOÎTE SIMPLE

(Choice of 2 sandwiches per group)

One regular sandwich

One cookie

One fruit

One beverage

(Water bottle, soft drink or Dole®)

\$9.95 per person

BOÎTE COMPLÈTE

(Choice of 2 sandwiches per group)

One regular sandwich

One cookie

One fruit

One beverage

(Water bottle, soft drink or Dole®)

Individual bag of regular chips

One piece of cheddar cheese

\$12.95 per person



PERSONALIZE YOUR BOÎTE À LUNCH

Add a 2nd regular sandwich – \$4 extra per person

Replace the regular sandwich with a gourmet sandwich (see list below) – \$2.50 extra per person

Add a small salad (pasta salad, coleslaw or garden salad) or crudités and dip – \$4 extra per person

REGULAR SANDWICH

TUNA SALAD

CHICKEN SALAD

EGG SALAD

ROAST BEEF AND CHEDDAR CHEESE

HAM AND CHEDDAR CHEESE

TURKEY AND SWISS CHEESE

VEGETARIAN

BREAD CHOICES

White – Whole wheat – Regular or spinach tortilla



GOURMET SANDWICH

CURRY CHICKEN SALAD

Roasted chicken – celery – lettuce – grapes – curry mayonnaise

TURKEY CLUB

Roasted turkey – bacon – Havarti cheese – tomato – lettuce – cranberry mayonnaise

SMOKED SALMON

Smoked salmon – capers – red onion – cucumber – herbed cream cheese

ITALIAN

Mortadella, capicola and Genoa salami – mozzarella cheese – tomato – lettuce – red onion – aioli – pesto

HAM AND SWISS CHEESE

Ham – swiss cheese – lettuce – honey dijon sauce

ROAST BEEF

Roast beef – cheddar cheese – lettuce – caramelized red onion – pickle – horseradish mayonnaise

GRILLED VEGGIES AND GOAT CHEESE

Zucchini – bell pepper – grilled red onion – artichoke hearts – goat cheese – hummus

LUNCH OR DINNER BUFFET

Minimum of 10 people. Dinner rate is applied after 3pm.

COLD BUFFET

LE PANIER DE PIQUE-NIQUES

Soup of the day OR Crudités platter with dip

Assorted sandwich platter
(Add \$2.50 per person for gourmet sandwich)

Chips

Assorted dessert platter

Coffee, tea and selection of herbal tea

\$15.50 per person (lunch)

\$18.50 per person (dinner)

HOT BUFFET

L'ASIATIQUE

Bread roll and butter

Spring rolls

Chicken-veggie stir-fry with beef and broccoli OR Sweet and sour pork

Basmati rice

Fruit salad and fortune cookies

Coffee, tea and selection of herbal tea

\$16.50 per person (lunch)

\$19.50 per person (dinner)

LE MÉDITERRANÉEN

Grilled pita bread

Greek salad

Souvlaki chicken brochettes with tzatziki sauce

Lemon and garlic potato

Baklava

Coffee, tea and selection of herbal tea

\$17.50 per person (lunch)

\$20.50 per person (dinner)

L'ITALIEN

Garlic bread

Cesar salad OR Caprese salad

Meat lasagna, penne pasta with chicken and vegetables and creamy pesto sauce OR Chicken cacciatore with fettucine pasta

Tiramisu

Coffee, tea and selection of herbal tea

\$16.50 per person (lunch)

\$19.50 per person (dinner)

L'INDIEN

Naan bread

Chickpea, cucumber and tomato salad

Butter chicken

Roasted cauliflower and carrot

Basmati rice

Date square

Coffee, tea and selection of herbal tea

\$16.50 per person (lunch)

\$19.50 per person (dinner)

LE FRANÇAIS

Baguette and butter

Grilled chicken breast with wild mushroom sauce OR Pork loin glazed with honey and Dijon mustard

Mashed potatoes and fresh vegetables steamed

French pastry platter

Coffee, tea and selection of herbal tea

\$18.50 per person (lunch)

\$21.50 per person (dinner)

CHOIX DU JOUR

(Only available for lunch)

Bread roll and butter

Garden salad OR Soup of the day

Daily special and sides

(Based on daily menu at Le 63)

Cookie platter OR Fruit salad

Coffee, tea and selection of herbal tea

\$15.50 per person (soup of the day)

\$17.50 per person (gourmet soup)

L'ACADIEN

Available upon request and subject to availability



RECEPTIONS – PLATTER OPTIONS

Small (for about 10 to 15 people) – Large (for about 20 to 25 people)

SANDWICH VARIETY

*(Minimum of 10 people)
(1½ sandwiches per person)*

See selection on page 6

\$5.25 per person

GOURMET SANDWICH

*(Minimum of 10 people)
(1 sandwich per person)*

See selection on page 6

\$7.50 per person

CRUDITÉS AND DIP

Fresh vegetables – ranch dip or hummus

Small \$36 – Large \$68

DIP AND SIDE

CHOICES OF DIP (2):

Bruschetta – roasted red pepper – spinach and artichoke – curry – caramelized onion – bacon – cheddar and chive – salsa – guacamole and sour cream – country style – tzatziki – hummus

CHOICES OF SIDE (2):

Baguette – crackers – pita bread – naan bread – focaccia bread – potato chips or corn chips.

Small \$40 – Large \$78

DOMESTIC CHEESE

(Minimum of 10 people)

Cheddar – Havarti – Swiss – crackers – grapes

\$5.25 per person

FINE CHEESE

(Minimum of 10 people)

Local and imported cheeses – grapes – dried fruit – baguette – crackers

\$7.50 per person

MEAT PLATTER AND CHEESE

(Minimum of 10 people)

Chorizo – mortadella and genius salami with Boursin – aged cheddar cheese – smoked gouda – grapes – marinated olives – pickles – crackers

\$7.50 per person

CHARCUTERIES

(Minimum of 10 people)

Selection of cold meats and cured meats – pickles – fruit jellies – baguette

\$7.50 per person

SHRIMP COCKTAIL

Shrimps poached in white wine – cocktail sauce – lemon

Small – \$55

NACHO COLD OR WARM

Corn chips – bell pepper – tomato – green onion – black olive – jalapeno peppers – shredded cheese blend – salsa – sour cream

Small \$35 – Large \$68

♦ Add hot cheese sauce for an additional \$2 per person)

♦ With seasoned beef or chicken fajitas for an additional \$4 per person (warm)

FRESH FRUIT

(Minimum of 10 people)

Fresh sliced fruit

\$4.75 per person

♦ Add a yogurt dip for \$4 per tray

PASTRIES

(Minimum of 10 people)

Date square – brownie – lemon square – nanaimo – coconut and caramel square

\$3.95 per person



HORS D'ŒUVRES AND CANAPÉS

Minimum of 3 dozen per item. Minimum of 6 dozen per order.

SUGGESTIONS OF QUANTITIES REQUIRED

Reception preceding a banquet service or an evening buffet:

2 hors d'oeuvres per person with combination of platters

5 hors d'oeuvres per person without platters

Cocktail party without a meal: 8 to 10 hors d'oeuvres per person with combination of platters

12 hors d'oeuvres per person without platters

Fees: Add \$25 per hour of service per waiter if you wish to have our waiting service (minimum of 3 hours)

COLD

VEGETARIAN

Mix of mushrooms and caramelized onions on baguette – \$22

Caprese skewers with cherry tomatoes, bocconcini cheese and basil pesto – \$22

Boursin croutons with dried figs and honey – \$22

Roasted vegetable ratatouille on parmesan Tile – \$22

MEAT AND POULTRY

Stuffed eggs with curry, cheddar and bacon or classic – \$25

Asparagus and prosciutto with balsamic reduction sauce – \$23

Foie gras paté on baguette with cranberry jelly – \$28

FISH AND SEAFOOD

Shrimp and avocado salad on fresh cucumber – \$28

Smoked salmon rolls with cream cheese, lemon and dill – \$26

Variety of sushi roll – \$25

HOT

VEGETARIAN

Arancini risotto balls with marinara sauce – \$22

Vegetable spring rolls with prune sauce – \$19

Greek spanakopitas and tzatziki sauce – \$19

MEAT AND POULTRY

Mini quiches – \$19

Vegetarian, beef or chicken samosas – \$25

Chicken and ham cordon bleu bites – \$22

Meatballs with sweet and sour sauce – \$20

Japanese chicken ravioli with teriyaki sauce – \$20

Chicken wings (sweet sauce, honey and garlic or spicy) – \$20

Oriental chicken satay – \$22

Beef Wellington – \$25

Moroccan lamb stew – \$28

Mini burgers with beef, chicken, pulled pork or vegetarian – \$36

FISH AND SEAFOOD

Bacon-wrapped scallops – \$26

Tempura shrimp and mild chili sauce – \$26



SWEET DELIGHTS

Minimum of 3 dozen per item. Minimum of 6 dozen per order.

SUGGESTIONS OF QUANTITIES REQUIRED

Reception preceding a banquet service or an evening buffet:

3 sweets per person with combination of platters

5 sweets per person without platters

Cocktail party without a meal: 8 to 10 sweets per person with combination of platters

12 sweets per person without platters

Fees: Add \$25 per hour of service per waiter if you wish to have our waiting service

SMALL PASTRIES AND SWEETS

MINI CHEESE CAKE

Vanilla; chocolate; caramel; marble; blueberry; raspberry

\$22.95 per dozen

SMALL SWEET DELIGHTS

Lemon or chocolate tartlet

Raspberry or pistachio financial

Coffee or chocolate Éclair

Apple and blackcurrant square

Apricot flan

\$22.95 per dozen

SMALL BLACK AND WHITE DELIGHTS

Vanilla cream log

Chocolate and orange moelleux

Pecan Brownie

Chocolate Éclair

White chocolate and coffee crispy

White chocolate or dark chocolate tart

\$23.95 per dozen

CHOCOLATE STRAWBERRIES

Depending on the availability

\$22 per dozen

PROFITEROLES

Chocolate or caramel

\$22 per dozen



RECEPTION PACKAGES

Our packages are designed to make your job easier at your next party. They offer a variety of trays and bites to meet your reception.

Service charges by our servers and tax fees are not included in the price.

SILVER – PACKAGE

25 PEOPLE

Vegetables and dip

Domestic cheese, grapes and crackers

Cold appetizers:

- ♦ Caprese skewers (3dz)

Hot appetizers:

- ♦ Meatballs (3dz)
- ♦ Japanese chicken ravioli (3dz)

\$12.95 per person



GOLD – PACKAGE

50 PEOPLE

Vegetables and dip

Fine and domestic cheeses, grapes, dried fruits, baguette bread and crackers

Cold appetizers:

- ♦ Canapés of wild mushrooms and caramelized onions (3dz);
- ♦ Shrimp and avocado salad on cucumber (3dz)

Hot appetizers:

- ♦ Mini quiches (3dz);
- ♦ Bites Cordon bleu (3dz);
- ♦ Meatballs (3dz)

Pastry tray:

- ♦ Brownie;
- ♦ Lemon square;
- ♦ Caramel and coconut square;
- ♦ Date square

\$16.95 per person



PLATINUM – PACKAGE

100 PEOPLE

Vegetables and dip

Local, imported and domestic fine cheeses, grapes, dried fruit, baguette bread and crackers

Shrimp cocktails

Cold appetizers:

- ♦ Caprese skewers (6 dz);
- ♦ Boursin croutons (6 dz);
- ♦ Asparagus and prosciutto (5 dz);
- ♦ Smoked salmon rolls (5 dz)

Hot appetizers:

- ♦ Bacon scallops (8 dz);
- ♦ Beef mini-burgers (8 dz);
- ♦ Shrimp tempura (8 dz);
- ♦ Spanakopita (6 dz);
- ♦ Risotto meatballs "Arancini" (6 dz)

Small Gourmet Pastry (20 dz)

\$24.95 per person

BANQUET SERVICE – MEALS SERVED

All of our meals are served with water pitchers, bread rolls and butter, coffee, tea or herbal tea

The price per person includes 3 courses: appetizer, main dish and dessert

Add a 4th course for an additional \$7 per person

Minimum of 20 people required.

APPETIZERS

(One choice per group)

WILD MUSHROOM BISQUE with fresh herbs

ASPARAGUS CREAM AND CHEESE MASCARPONE with homemade crouton

TOMATO AND ROASTED FENNEL SOUP with fresh cream and chives

CREAM OF ROASTED MAPLE BUTTERNUT SQUASH with curry and pumpkin seeds

CREAMY SEAFOOD CHOWDER – additional \$4 per person



CESAR SALAD

Romaine lettuce – crunchy prosciutto – homemade croutons – parmesan – traditional vinaigrette

GARDEN BOUQUET

Wrapped lettuce: cucumber – tomato – carrot – beet – honey mustard vinaigrette

COBB SALAD

Bibb lettuce – iceberg lettuce – avocado – bacon – cherry tomato – hard boiled eggs – crispy onions – blue cheese vinaigrette

TOMATO MILLEFEUILLE

Layered fresh tomatoes – fresh mozzarella – basil – balsamic vinegar and olive oil reduction

ARUGULA SALAD

Cranberries – goat cheese – cashews – balsamic vinegar and extra virgin olive oil vinaigrette

Followed on page 13



BANQUET SERVICE – MEALS SERVED

All of our meals are served with water pitchers, bread rolls and butter, coffee, tea or herbal tea

The price per person includes 3 courses: appetizer, main dish and dessert

Add a 4th course for an additional \$7 per person

Minimum of 20 people required.

MAIN DISH

(1 choice per group)

(2 choice per group: additional \$5 per person)

GRILLED BEEF TENDERLOIN

with peppercorn sauce OR roasted shallot red wine reduction – rosemary roasted baby potatoes or potato mousse – fresh vegetables

\$44 per person

ATLANTIC SALMON FILET

marinated in molasses and ginger – creamy white wine sauce – potato mousse – fresh vegetables

\$40 per person

GRILLED CHICKEN SUPREME

with mushroom sauce OR smoked Italian tomato fondue – sour cream potato mousse – fresh vegetables

\$38 per person

PORC TENDERLOIN

with whole-grain mustard and prosciutto – yellow potato and sweet potato purée with fresh vegetables –

\$36 per person

VEGETARIAN

with vegetarian grilled vegetable puff pastry with tofu and goat cheese – roasted red pepper coulis

\$36 per person

DESSERTS

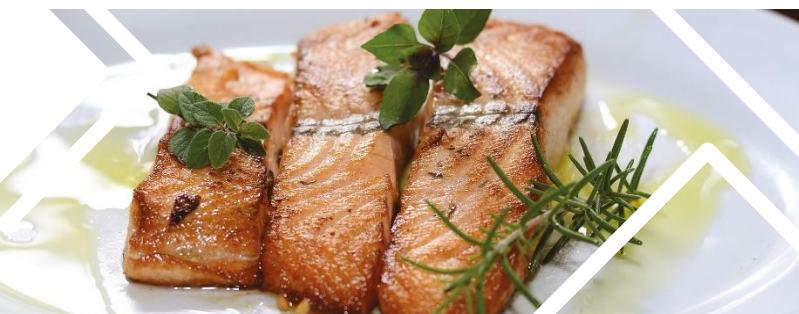
WARM DATE PUDDING WITH CARAMEL SAUCE

CHEESECAKE WITH A CHOICE OF FRUIT COULIS

CLASSIC CHOCOLATE CAKE

CAKE AT THE CHOCOLATE-FOUNDED CENTER WITH VANILLA-FROZEN CREAM

CROUSTILLING CAKE – APPLES AND CARAMEL



SALAD OPTIONS

Small (for about 10 people) – \$26 – large (for about 25 people) – \$62

GARDEN SALAD

Lettuce mix – cucumber – red onion – cherry tomato – carrot – vinaigrette

CESAR SALAD

Romaine lettuce – croutons – bacon – lemon – parmesan – creamy Cesar vinaigrette

CREAMY COLESLAW

Cabbage – carrot – onion – celery seeds – mayonnaise – vinegar – granulated sugar

GREEK SALAD

Cucumber – tomato – bell pepper – red onion – romaine lettuce – Kalamata olive – garlic oregano and lemon vinaigrette

MACARONI SALAD

Macaroni – celery – bell pepper – cucumber – green onion – sugar – mayonnaise – vinaigrette

FRESH KALE SALAD

Kale – bacon – dried cranberry – carrot – pumpkin seeds – honey and Dijon vinaigrette

SPINACH SALAD

Spinach – bacon – mandarin – carrot – mozzarella cheese – poppy seed vinaigrette

POTATO SALAD

Potato – celery – green onion – pickle – bell pepper – hardboiled egg – mayonnaise

CHINESE NOODLE SALAD

Chinese noodle – carrot – bell pepper – red onion – mini corn on the cob – Teriyaki sauce

MOROCCAN COUSCOUS

Couscous – tomato – bell pepper – red onion – mint – dried raisin – olive oil – Italian parsley – orange zest – Moroccan spices



CARVING STATION

The cook's rate for carving station is \$25 per hour for a minimum of 3 hours.



BEEF RIB ROAST

Horseradish cream – mustard – condiments – bread rolls – sauce

\$350 for about 25 people

HAM OR PORC LOIN

Caramelized pineapple demi-glazed ham or maple syrup glazed pork loin

*Served with mustard – pretzel bread
\$150 for about 25 people*

PIZZA

Our classic pizzas are 16 inches and are cut in 6 slices. The garlic fingers and custom-made pizzas are 18 inches and are cut into 8 slices. Pork and gluten free options are available upon request.

Prices may vary.

CHEESE – \$17

MEAT – \$24

CREATE YOUR OWN PIZZA:

18-inch pizza with 3 toppings – \$25

VEGETARIEN – \$20

PEPPERONI & CHEESE – \$20

- ♦ Extra \$3: Pepperoni, salami, ham, bacon, Italian sausage, chicken, donair meat or extra cheese
- ♦ Extra \$2: Green or red pepper, tomato, mushroom, black olive, red onion, pineapple, spinach, feta cheese, pesto, B.B.Q. sauce, hot peppers or donair sauce

GARLIC FINGERS – \$20 (With pizza sauce or garlic sauce)

B. B. Q.

Minimum of 50 people required.

The rental of the B.B.Q must be made directly with catering service at least a week before the date of the event. The price for the rental is \$140. The rates for the cook's services are \$25/hour for a minimum of 3 hours. These prices may increase for evening or weekend service.

B.B.Q MENU

(A (1) hamburger and a (1) hot-dog per person)

Cheese – lettuce – tomato –
onion – pickle – ketchup – relish
– mayonnaise – mustard

Choice of 2 salads (See page 14)

Cookies

Plain chips

\$15.75 per person



MEETING PACKAGE – UNIVERSITÉ DE MONCTON

*Our meeting package includes morning coffee break, buffet style lunch choices with cold drinks and afternoon coffee break.
Minimum of 10 people.*

MORNING COFFEE BREAK

BON DÉPART

Muffins

Whole fruit

Tea, coffee and selection of herbal tea

\$28.50 per person



LUNCH CHOICES

LE PANIER DE PIQUE-NIQUE

Soup of the day

Assorted sandwich platter

Regular chips

Cookie platter

Tea, coffee and selection of herbal tea

Cold drinks

OR

LE CHOIX DU JOUR

Bread rolls with butter

Garden salad OR Soup of the day

Meal of the day with sides
(Based on the menu of Le 63)

Cookie platter

Tea coffee and selection of herbal tea

Cold drinks

\$28.50 per person

AFTERNOON COFFEE BREAK

LE PLEIN D'ÉNERGIE

Crudité platter with dip

Hummus with grilled pita bread

Tea, coffee and selection of herbal tea

\$28.50 per person



CATERING SERVICES—RULES AND REGULATIONS

The Moncton campus has a banquet hall, meeting rooms and other affordable rooms available for the planning of their clients' events, training, seminars or marriages. To make a reservation, please call (506) 858-4602 or send an email to entraux@umoncton.ca

RESTO LOUNGE *Le 63*

You must contact Nadia Bellefleur for the rental of and events being held at *Le 63*. Please note that we cannot make private reservations at *Le 63* during regular opening hours.

CATERING SERVICES AND THE READY TO SERVE FOOD SALE

Food Services are responsible for catering services and the food sales on the Université de Moncton campus. You must consult the bulletin at the university for details concerning BBQs and the sale or free distribution of ready to serve foods if you wish to offer this type of service yourself on campus. This document will inform you on proper procedures to follow in order to respect regulation 2009–138 of the New Brunswick Public Health Act (D.C. 2009–457)

RESERVATION OF FOOD SERVICES ROOMS

A \$25 pre-tax catering service is required for all reservations for rooms 138 and 158 of the Léopold-Taillon Pavilion and a \$50 pre-tax catering service is required for all reservations for room 157 of the same building (Salle Richelieu).

FORMALITIES AND BILLING (INTERNAL GROUPS)

Requests for catering services must be emailed to Nadia Bellefleur, Catering Manager, at traiteur@umoncton.ca or by phone at (506) 858–4131. She will send you a cost estimate, if desired, or will send you a contract or quotation with the note "CONFIRMED". You must notify her of any changes and / or cancellations, if any, as soon as possible thereafter. A copy of the contract or quote will be sent to you with the word "REVISED" or "CANCELED" when there are changes made before the event.

We ask for the full address, phone number, email address, group name and confirmation of a payment method (budget account number or credit card) for all catering requests. We ask for the name of a representative for the group who will be present at the event, as well as a cell phone number.

The person responsible for the budget must sign the documents and return them to us by e-mail or by internal mail. The final invoice will be sent to you by email or in the mail within a few days following the event. Invoices for the catering service must be paid within 30 days of receipt of the invoice. Prices of food and services offered do not include tax (15%).

CANCELLATIONS OR RESCHEDULING (INTERNAL GROUPS)

- ♦ Change of date or cancellation of an event 7 business days before the date of the event: no fee
- ♦ Between 4 and 6 business days: The cost of food already prepared and / or ordered may apply.
- ♦ Cancellation or change of date 3 business days or less before the event: 100% of fees

FORMALITIES AND BILLING (EXTERNAL GROUPS)

External groups (private group or client, being served on or off campus or that does not have a budget or affiliation with the Université de Moncton) must provide the same information as for internal groups. However, a service charge (15% tip) will be charged automatically.

DEPOSIT (EXTERNAL GROUPS)

A 20% security deposit is applicable for all external catering services relative to the price of the order and the size of the event upon signature of the contract. The head of catering services will indicate the procedure for making the deposit. Deposits are payable by certified check, money order, cash, debit or credit (Visa, MasterCard and American Express) up to a maximum amount of \$3000. No personal checks are accepted. Security deposits are non-refundable and will be deducted from the final bill for the event.

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CATERING SERVICES—RULES AND REGULATIONS

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MODIFICATIONS AND CANCELLATION

All requests for changes to the contract must be made in writing to Nadia Bellefleur, Head of catering services, by email to traiteur@umoncton.ca. If a change of date is necessary, she will indicate if the rooms are available, if there is a possible alternative and if there are additional charges that may apply. If a change of date is possible, the deposits will be transferable to the new date.

Upon the complete cancellation of an event after the signature of the contract the following terms will be applied:

- ♦ From the signing of the contract to 60 days before the event: 50% of anticipated income.
- ♦ From 59 to 30 days before the event: 75% of anticipated income.
- ♦ 29 days or less before the event: 100% of fees

LAST MINUTE REQUESTS

Last minute requests or requests during statutory holidays can lead to additional costs being applied. For this reason, an additional fee of a minimum of 15% (based on the request) will be added to the bill for services requested 24 hours or less before the date of the event. The Head of catering services will inform you of the possibility of extra costs to anticipate for catering service requests on statutory holidays, on days during which Catering Services are closed, or outside of regular business hours.

CONFIRMATION OF NUMBER OF GUESTS AND DEADLINES

You must confirm an approximate number of guests immediately upon requesting a service. The number of people that will be attending the event must be confirmed 3 business days before the date of the event. Billing will be calculated based on the number of people confirmed for the event or based on the number of people in attendance if that number is higher than the previously confirmed number. Please note that we will do everything we can to accommodate a larger number of guests, if applicable, based on the capacity of the rented room, available rooms and additional food requested. However, a different menu or certain additional fees could be required.

SERVICE RATES

Certain activities require a cook or waiters to be present for the food service. The hourly rate for each employee is \$25, for at least 3 hours for carving stations, and at least 3 hours for the cook during a BBQ, or waiters during a reception. These rates will be \$50 per hour for at least 4 hours on statutory holidays. The head of catering services will determine the number of employees necessary for the service based on the type of event and the number of guests. A \$50 minimum delivery fee will be added to the bill for a delivery inside the city limits and a \$100 minimum fee will be added for deliveries outside the city limits (Moncton).

ALCOHOLIC BEVERAGE SERVICE

All groups must respect the Université de Moncton's alcohol service permit based on provincial laws applicable at all times. The head of catering services will inform you what instructions to follow during the reservation. Please see policy on alcohol which can be found on the Université de Moncton's website.



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CATERING SERVICES—RULES AND REGULATIONS

The Moncton campus has a banquet hall, meeting rooms and other affordable rooms available for the planning of their clients' events, training, seminars or marriages. To make a reservation, please call (506) 858-4602 or send an email to entraux@umoncton.ca

ALCOHOLIC BEVERAGE SERVICE (continued...)

It is strictly forbidden for guests, employees and students to bring their own alcoholic beverages on the Université de Moncton's property. Security services are responsible for ensuring that conditions outlined for alcohol licenses obtained by the Moncton campus are respected. Consequently, security services may intervene and put an end to an event that is breaking the rules.

Alcohol services must end at 2:00am at the latest. Employees from catering services will judge the ending time of the service based on sales and traffic.

The fee for a host bar service is \$25 per hour, for a minimum of 3 hours, per employee. If the sales at the bar are equal or above \$500, the service fee will be cancelled.

For all cash bar requests following a free tasting service offered by the event organizers, a minimum of \$150 in sales is required. If sales do not meet this minimum, the client must pay the difference.

- ♦ Host bar: The client pays for the entirety of served items, and their bill is calculated based on consumption.
- ♦ Cash bar: The guests buy their own beverages. Cash bar prices include tax.

EQUIPMENT AND LINEN

Tablecloths for buffets or for food service tables are included in our prices.

Porcelain dishes, glasses, utensils, flameless candles and table centerpieces are included with services in our rooms located in the Léopold-Taillon pavilion. We use reusable platters and disposable utensils and covers for catering services elsewhere on campus or outside the campus.

Personalized porcelain dishes, glasses, real utensils, tablecloths or table skirts and other personalized services are available for an additional fee. Labor or delivery costs may apply. Catering services' equipment that is not returned may be charged to the client.

The prices for porcelain dishes, glasses and real utensils are as follows:

- ♦ \$2 per person for breaks and receptions
- ♦ \$4 per person for breakfasts, lunches and dinners

The prices for additional tablecloths are as follows:

- ♦ Round tablecloths (cocktail tables) (52 x 52): \$6 each
- ♦ Round tablecloths (meetings or banquets) (90 x 90): \$8 each
- ♦ Rectangular tablecloths (52 x 114): \$10 each
- ♦ Skirts: \$15 each

Wine glasses, beer glasses or champagne glasses:

- ♦ \$6 per dozen

CLEANING

The use of confetti is forbidden. Candles are not allowed. The room plan is provided with the rental of the room and the catering service (please provide us with a sketch of your needs). The client ensures to pay additional cleaning fees after the event if the head of catering services deems it necessary. Normally, there is no cleaning service on weekends or statutory holidays; if cleaning is required during these periods, any additional fees will be added to the final bill.





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