

# The Plaza Catering Services

1537 University Boulevard, Morrilton, AR 72110 | (501) 977-2081 | 1-800-264-1094 | Fax: (501) 977-2134 | www.uacccm.edu



## BREAKFAST BUFFETS

### CONTINENTAL

**\$7.50**

- Cinnamon Rolls
- Blueberry Muffins
- Assorted Cereals
- Orange Juice, Milk, Coffee

### THE PLAZA

**\$12.00**

- Scrambled Eggs
- Sausage and Bacon
- Hash Browns
- Biscuits and Gravy
- Fruit Basket
- Orange Juice, Milk, Coffee

### SOUTHERN

**\$14.00**

- Scrambled Eggs
- Sausage and Bacon
- Grilled Smoked Pork Chop
- Biscuits and Gravy
- Hash Browns
- Fruit Basket
- Cinnamon Rolls
- Blueberry Muffins
- Orange Juice, Milk, Coffee

**NOTE:** All breakfasts served buffet style, and the price is per person (30 person minimum). Breakfast service is available only at The Plaza.



# LUNCH OPTIONS

The Plaza is open for lunch Monday through Friday from mid-August through mid-May. Menus run from Mexican specials to chicken fried steak and club sandwiches. Your group may wish to reserve the small dining room and have a private buffet. A minimum of 20 people is required. The private buffet is \$9 per plate and includes drink and dessert. Requests for specific menus will be entertained if reservations are made at least ten days in advance. Some groups prefer to have their members go through the regular serving line and pay individually. The choice is yours. See you at the Plaza!

## SAMPLE MENUS

**Smoked Pork Chop (6 oz. Center Cut)** Served with Mashed Potatoes; Brown Gravy; Choice of Vegetable Medley or Green Beans; Dinner Roll

**Chicken Fried Steak (Black Angus Beef)** Served with Mashed Potatoes and Gravy; Choice of Green Beans or Corn; Dinner Roll

**Catfish** Served with Choice of French Fries or Potato Poppers; Hush Puppies; Corn; Tartar Sauce

**Taco Salad** Seasoned Ground Beef Served Over Refried Beans, Corn, Tortilla Chips; Topped with Salsa, Melted Cheddar Cheese, Lettuce, Tomatoes, Sour Cream.





# DINNER ENTREES

## CRYSTAL BUFFET

**\$16.00**

**6 oz. Petit Sirloin Steak, Top Round** Served with Choice of Baby Carrots, Cut Corn, or Green Beans; Baked Potato; and a Dinner Roll

**6 oz. Petit Jean Baked Ham** Served with Choice of Baby Carrots, Cut Corn or Green Beans; Baked Potato; and a Dinner Roll

**5 oz. Grilled Breast of Chicken** Served with Choice of Baby Carrots, Cut Corn, or Green Beans; Baked Potato; and a Dinner Roll

**Catfish** Served with Cole Slaw; Cut Sweet Corn; Tator Tots or Corn Fritters; Fries; and Hush Puppies

## SILVER BUFFET

**\$18.00**

**8 oz. Rib Eye Steak** Served with Choice of Baby Carrots, Cut Corn, or Green Beans; Baked Potato; and a Dinner Roll

**8 oz. Grilled or Baked Boneless Pork Chop** Served with Choice of Baby Carrots, Cut Corn, or green beans; Baked Potato; and a Dinner Roll

**6 oz. Grilled (Butterfly) Breast of Chicken** Served with Choice of Baby Carrots, Cut Corn, or Green Beans; Baked Potato; Dinner Roll

## GOLD BUFFET

**\$20.00**

**12 oz. Rib Eye Steak** Served with Choice of Baby Carrots, Cut Corn, or Green Beans; Baked Potato, and a Dinner Roll

**12 oz. Grilled or Baked Boneless Pork Chop** Served with Choice of Baby Carrots, Cut Corn, or Green Beans; Baked Potato, and a Dinner Roll

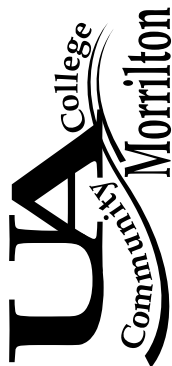
**8 oz. Grilled (Butterfly) Breast of Chicken** Served with Choice of Baby Carrots, Cut Corn, or Green Beans; Baked Potato, and a Dinner Roll

**NOTE:** All of the above options are served buffet style, and the price is per person (25 person minimum). The price includes cloth napkins, table cloths, and glassware.

Iced tea, water, coffee, dessert pie, and spring mixed salad will be served with all entrees.

Plated served meals are an additional charge, other vegetables are available upon request.





# MENU FOR MEETINGS AND SPECIAL EVENTS

## COLD HORS D'OEUVRES

Cheese & Crackers Tray . . . . .	Serves: 18-24 . . . . .	\$25.00
Fresh Veggie Tray (Ranch dip) . . . . .	Serves: 18-24 . . . . .	\$27.50
Cheese & Fruit Tray . . . . .	Serves: 18-24 . . . . .	\$35.00
Meat & Cheese Tray . . . . .	Serves: 18-24 . . . . .	\$37.50
Sandwich Tray (ham & turkey w/cheese) halves . . . . .	Serves: 18-24 . . . . .	\$30.00
Fruit Tray (seasonal) . . . . .	Serves: 18-24 . . . . .	\$35.00
Chicken Wrap Tray . . . . .	Serves: 15-20 . . . . .	\$30.00

## BAKERY TRAYS

Assorted Cookie Tray . . . . .	Qty. 50 . . . . .	\$25.00
Brownies Tray . . . . .	Qty. 25 . . . . .	\$20.00
Cinnamon Roll (large) . . . . .	Qty. 1 . . . . .	\$1.00
Muffin Tray . . . . .	Qty. 25 . . . . .	\$20.50
Fresh Baked Donuts (glazed) . . . . .	Qty. 1/12 . . . . .	85¢/\$14.00
Donuts (specialties) . . . . .	Qty. 1/12 . . . . .	\$14.00

## SNACK BARS

Snickers . . . . .	Qty. 1 . . . . .	\$1.00
Milky Way . . . . .	Qty. 1 . . . . .	\$1.00
Twix Caramel . . . . .	Qty. 1 . . . . .	\$1.00
3 Musketeers . . . . .	Qty. 1 . . . . .	\$1.00
Big Grab Chips . . . . .	Qty. 1 . . . . .	\$1.00

## BEVERAGES

Coffee . . . . .	Gallon . . . . .	\$7.50
Iced-Tea . . . . .	Gallon . . . . .	\$6.50
Lemonade . . . . .	Gallon . . . . .	\$6.00
Assorted Sodas . . . . .	20 oz. . . . .	\$1.50
Bottled Water . . . . .	17. oz. . . . .	\$1.50
Orange Juice . . . . .	Carafe . . . . .	\$4.00
Milk . . . . .	Quart . . . . .	\$1.25
Punch . . . . .	Gallon . . . . .	\$7.50

These are our most requested items. If you wish to custom your event, please contact The Plaza.





# THREE-STEP APPROACH TO PLANNING A SUCCESSFUL EVENT

## STEP 1 - RESERVE THE PLAZA

When you have selected a date and time for your event, call Kristi Strain at (501) 977-2081 to make a reservation. Evening and weekend events are limited to two per month, so plan early.

## STEP 2 - SELECT THE MENU AND TYPE OF SERVICE YOU PREFER

At least 15 days prior to the event, contact Kristi Strain to confirm the menu selection. Review the menu ideas that are presented in this packet.

Listed below are the various types of service (Dining Styles) available:

- **Buffet Service**  
This service is suggested for groups of 30 - 120 guests. Drinks are preset on the table, and the buffet offers self-service for all food items selected.
- **Reception Service**  
Receptions are generally standing events with limited seating available. We offer a variety of cold hors d'oeuvres, party trays, desserts, fountain beverages, iced tea and coffee.
- **Off-Premise Service**  
Many items can be prepared for off-premise service. Only pick-up service is available.

## STEP 3 - CONFIRM THE RESERVATION

After the menu has been selected and the charges agreed upon, you will be provided with a function contract. In order to establish your events status as confirmed, our confirmation policy requires a fifty percent (50%) deposit, based on the initial guest count estimate, be paid at the time the function contract is signed. Dates can only be held tentatively until a deposit is received. The deposit will be credited to your account and applied to the event grand total.



# GENERAL CATERING INFORMATION AND POLICIES

## CANCELLATIONS

Cancellations can be made at no charge when The Plaza is notified 15 days prior to the reservation date. Cancellations without 20 days notice are subject to a twenty-five percent (25%) service charge. The deposit will be forfeited on all cancellations made 10 days or less from the reservation date.

## ADDITIONAL CHARGES

Any event beginning later than 30 minutes past the arranged serving time, or lasting longer than two hours will be subject to additional labor charges of \$15.00/hour, per person according to the number of wait staff needed. The silver beverage fountain is available for \$30 rental, per event.

## FINAL GUEST COUNT

Contact Kristi Strain at least 10 days prior to the event to confirm the final guest count. We will prepare for five percent (5%) above the anticipated number of guests and charge for the actual attendance, if greater than the guaranteed number. If a final count is not provided, your last estimate will be used as your guarantee.

## FOOD QUALITY

We are committed to serving the highest quality and freshest foods available. In order to maintain this quality, and due to safety concerns, guests are not allowed to bring other food or beverage items into the event. All food served, excluding wedding cakes, must be prepared by our food service staff. Leftover foods are the responsibility and property of The Plaza.

## GRATUITY

We do not include gratuity in the menu price. Our catering staff is well trained to give professional service. We permit gratuity at your discretion.

## PAYMENT OF INVOICE

Following the event, you will receive an itemized invoice. Our payment policy requires the balance to be paid immediately following the event. Arrangements for billing may be made in advance with the approval of the Vice Chancellor for Finance. Invoices sent by The Plaza are due upon receipt, and past due balances are subject to finance charges. We accept cash, check, Visa, Mastercard, Discover or American Express.

## DECORATIONS & VARIOUS

We can provide table centerpieces if you desire, or you are welcome to furnish your own. Arrangements can be made to allow you access to the Plaza prior to the beginning of the event for decorating purposes. A speaker podium is also available for your use.

## CATERING

Most prices include napkins, plates, cups, etc. for on campus service. There is a \$25 charge for any set-up outside normal hours of (8 am - 4 pm) Monday - Friday. Saturday events are limited due to staff numbers. There will be a minimum \$150 service charge for the first two hours. For every hour beyond the first two, there will be an additional charge of \$50 per hour. In addition, a \$100 minimum food purchase is required. However, if a minimum of \$600 in food is purchased then the minimum \$150 service charge for the first 2 hours is waived.





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# AVAILABLE EQUIPMENT

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- Podium with Microphone
- \*Screen, Projector, and Laptop
- \*Portable Sound Equipment

\*Usage is subject to availability of equipment and staff.





# COMMENTS

Your thoughtful rating helps to ensure high standards are maintained at The Plaza. The data obtained through evaluation forms provides University of Arkansas Community College at Morrilton officials with valuable information that will be used to assess the quality of service provided to customers at The Plaza. Since we are committed to continuous improvement, your comments will be beneficial and greatly appreciated.

Name of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please select the response that expresses your opinion most accurately.

5 = Excellent, 4 = Good, 3 = Fair, 2 = Poor, 1 = Does Not Apply

- \_\_\_\_\_ 1. Usefulness of information provided in the event planning guide.
- \_\_\_\_\_ 2. Quality of assistance you received from a Plaza representative while planning your event.
- \_\_\_\_\_ 3. Satisfaction with the variety of menu options available.
- \_\_\_\_\_ 4. Food was prepared and ready to be served at the designated time.
- \_\_\_\_\_ 5. Satisfaction with the quality of food served.
- \_\_\_\_\_ 6. Helpfulness of Plaza staff.
- \_\_\_\_\_ 7. Overall rating of facility/equipment.
- \_\_\_\_\_ 8. The facility was heated/cooled properly.
- \_\_\_\_\_ 9. The billing statement reflected the itemized charges agreed upon during the planning process.
- \_\_\_\_\_ 10. Likelihood you will recommend The Plaza to a colleague, friend, or family member.

Comments: \_\_\_\_\_

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