

# *Alpharetta Center's Catering Services*

CORPORATE CATERING ✦ BREAKFAST ✦ LUNCH ✦ SNACK BASKETS & BREAKS ✦ HORS D'OEUVRES ✦ SPECIAL & EVENING EVENTS



Georgia State University's Alpharetta Center  
3705 Brookside Parkway  
Alpharetta, Georgia 30022  
(T): 404.413.2200  
[www.robinson.gsu.edu/alpharetta](http://www.robinson.gsu.edu/alpharetta)



EMAIL US AT: [catering@gsu.edu](mailto:catering@gsu.edu)

# BREAKFAST



## The Continental

*(minimum 10 guests)*

*Chef's assortment of breakfast items which may include Danish, bagels, muffins, croissants, cinnamon rolls, bear claws, scones, and other breads or pastries.*

*Includes coffee service and fruit juice.*

*\$6.49 per guest*

*25 or more guests—\$5.99 per guest*



## The Traditional Hot Breakfast

*(minimum 15 guests)*

*Scrambled eggs, breakfast potatoes or cheese grits, bacon or sausage, biscuits or bagels, fresh fruit, and fruit juice. Coffee service included. \$12.29 per guest*

*35 or more guests—\$11.99 per guest*



## Chick-fil-A Chicken Biscuit Breakfast

*Basic Breakfast Package*

*Thirty (30) warm Chick-fil-A chicken biscuits served with your choice orange juice or milk (please specify if a combination is desired).*

*Coffee service included.*

*Serves 25-30 guests.*

*\$135.00*

*Add-On Biscuit Package*

*Add fifteen (15) biscuits plus juice/milk for \$45.00*



## Grab & Go Breakfast & Energy Bars

*(No minimum)*

*An assortment of breakfast and "energy" bars.*

*\$1.99 per guest*



## Fresh Cut Fruit

*(minimum 25)*

*Fresh fruit is a seasonal item and price is based on availability.*

*Please inquire for options.*



*Decaf coffee is served on request only. Decaf may be served in place of regular coffee, or may be ordered in addition to regular coffee for the per guest price listed below.*



## Coffee Service

*(minimum 10)*

*Our coffee service includes Starbucks Coffee, Starbucks hot chocolate and Swiss Miss Sugar-Free hot chocolate, Choice © Organic Tea in six blends and assorted creamer and sweetener options.*

*\$1.39 per guest*

*Coffee Refresh—\$.89 per guest*

# LUNCH



## BOXED LUNCH

**Boxed Lunch** (minimum 10 guests)

*Chef's assortment sandwich with freshly prepared side item and home-baked dessert.  
Soda (Coke, Diet Coke) OR Bottled Water included.*

*\$10.99*

*Vegetarian boxes are provided on request ONLY.*

*Chef's Choice salad boxes are available on request. Salads include meat unless vegetarian box is requested.*

*Boxes will be rotated for multi-day visits to ensure variety.*

*We can accommodate Special Diets, e.g. Vegan, wheatless, etc. with advance notice.*



# ITALIAN AFTERNOON

## BUFFET LUNCHES

**Lasagna** (minimum 15 guests)

*Hearty Lasagna in your choice of Classic Meat, Italian Cheeses, or Fresh Garden Veggie .*

*Includes Garden Salad and Bread & Butter.*

*\$13.99 per guest*

**Spicy Chicken Pasta**

**Chicken & Broccoli Alfredo**

**Baked Ziti**

*(with or without sausage)*

*Choose one (1) per twenty (20) guests served.*

*Includes Garden Salad and Bread & Butter.*

*\$13.99 per guest*

*25 or more guests—\$12.99 per guest*



# A TOUCH OF SPICE

## BUFFET LUNCHES

**Penne Pasta with Chicken & Garden Vegetables**

*Sliced chicken & garden fresh vegetables sautéed in olive oil and served over penne pasta.*

**Blackened Chicken & Pasta**

*Chicken rubbed with just the right amount of spice, blackened, and served with a red-pepper cream sauce.*

**Lou'sana Linguini**

*Juicy shrimp and Andoulli sausage are tossed in a spicy cream sauce and served over Linguini.*

*Choose one (1) per twenty (20) guests served.*

*All selections include Garden Salad and Bread & Butter.*

*All Touch of Spice selections are*

*\$14.99 per guest*

# LUNCH



## THE CHAFING DISHES

### *BUFFET LUNCHES*

*(Prices are based on a minimum of 15 guests)*

#### Group I

##### Herb-Encrusted Grilled Chicken

*Served at room temperature, this light lunch features grilled chicken with an herb-flecked crust and is served on a bed of spring mix with orange slices, toasted pecans and crispy onions, with a side of roasted mushroom orzo (a rice-shaped pasta), dinner rolls & butter.*

*\$13.99 per guest*



#### Group II

##### BBQ Chicken

*Chicken breasts barbequed just right in a mildly tangy sauce and served with white or wild rice and char-grilled vegetables.*

##### Lemon-Pepper Chicken

*Chicken breast infused with lemon and a dash of cracked pepper and served with herb-roasted potatoes and char-grilled vegetables.*

*\$14.79 per guest*



#### Group III

##### Grilled Chicken with Mushroom-Sherry Sauce

*Served with white or wild rice, Spring carrots in a dill butter sauce, rolls & butter.*

##### Chicken Marsala

*A boneless chicken breast served in a marsala wine sauce with garlic and mushrooms.  
Served with white or wild rice, grilled vegetables, rolls & butter.*

*\$14.99 per guest*



# LUNCH



## MARGHERITA'S SPECIAL

### PIZZA LUNCH

#### Pizza by the Pie

*Gourmet pizza for your guests.  
\$26.00 per 16" pie  
(16" pie - 12 slices. Minimum 2 pies).*

*Choices include:*

#### San Francisco Char-Grill

*Char-grilled dough spread with sauce Provencale, with garden-fresh veggies and grilled chicken and a four-cheese blend.*

#### The Mediterranean

*Artichoke hearts, Greek olives, Feta cheese, hot peppers, olive oil, herbs, and a four-cheese blend on a sesame crust.*

#### BBQ Chicken

*Char-grilled chicken in a homemade BBQ sauce with sweet red onions and a four-cheese blend.*

#### Meat Lovers

*Generous portions of pepperoni, Italian sausage, ground beef, Black Forest ham and bacon.*

#### The Uptown

*Pesto sauce and char-grilled chicken get this pizza off to the right start.  
Add roasted pine nuts and fresh broccoli and serve with a four-cheese blend on a pecorino romano crust.*

#### The Sweet Hawaiian

*Sweet pineapples, Feta cheese and tasty Black Forest ham make this pizza a favorite.*

#### Fire-Roasted Vegetable

*Mushrooms, peppers, artichoke hearts, onions, broccoli and fresh herbs.*

#### The Milano

*Tres chic in Provencale sauce with sun-dried tomatoes, artichoke hearts, spinach, Feta cheese  
and a four-cheese blend on a pecorino romano crust.*

#### Cheeseburger! Cheeseburger!

*Ground beef and a four-cheese blend served over a top-secret burger sauce and finished with lettuce, onions,  
pickles, tomatoes and mustard!*

#### Make It My Way

*Choose up to five toppings to make this pie your own.*

*Broccoli, Onions, Pepperoni, Mushrooms, Hot Pepper Rings, Fresh Tomato, Ground Beef, Black Olives,  
Black Forest Ham, Green Peppers, Spinach, Red Peppers, Artichoke Hearts,  
Sun-Dried Tomatoes, Bacon, Zucchini, Pineapple, Green Olives, Jalapenos, Italian Sausage,  
Fresh Garlic, Anchovies.*

*This is a basic no-nonsense lunch.  
You get pizzas delivered in the box, with plates, napkins, forks and knives.  
Beverages not included.*

## MEETING BREAKS



### SWEET & SALTY SNACK BASKETS

*An assortment of sweet and salty individually-packaged single-serving snack items.*

<b>Mini</b> <i>(Serves 10 Guests)</i> \$16.50 <i>Add a Beverage</i> <i>(Soda or Bottled Water)</i> \$6.50 (10 count)	<b>Small</b> <i>(Serves 15-20 Guests)</i> \$29.75 <i>Add a Beverage</i> <i>(Soda or Bottled Water)</i> \$13.00 (20 count)	<b>Medium</b> <i>(Serves 25-30 Guests)</i> \$42.25 <i>Add a Beverage</i> <i>(Soda or Bottled Water)</i> \$19.50 (30 count)	<b>Large</b> <i>(Serves 35-40 Guests)</i> \$56.75 <i>Add a Beverage</i> <i>(Soda or Bottled Water)</i> \$26.00 (40 count)
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### FRESH BAKED COOKIES & BROWNIES TRAY

<b>Mini</b> <i>(Serves 10 Guests)</i> \$27.50	<b>Small</b> <i>(Serves 15-20 Guests)</i> \$53.00	<b>Medium</b> <i>(Serves 25-30 Guests)</i> \$79.00	<b>Large</b> <i>(Serves 35-40 Guests)</i> \$102.00
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### COOKIES & DESSERT BARS

#### Cookies & Dessert Bars Tray

*(minimum 15)*

\$3.49 per guest

*If ordered in combination with Italian Afternoon only (see buffet lunches)*  
\$2.39 per guest



### CAKES, PIES, BOMBES, TARTS, CHEESECAKES, COBBLERS, ETC.

*A variety of custom-baked desserts are available.  
Please inquire.*



## BEVERAGES



Bottled Water  
*\$11.29 per dozen*

Sodas  
(Coke, Diet Coke, Sprite)  
*\$9.49 per dozen*

Iced Tea  
*(Please specify sweetened or  
unsweetened)*  
*\$8.99 per gallon*

## HORS D'OEUVRES



### HORS D'OEUVRES & SAMPLERS

#### Hors D'oeuvres

*Tell us what you need and we'll put together  
a package based on your requirements.*

Price and number of selections available vary according to  
number of guests.

#### Cheese Tray, Cheese & Fruit Tray or Crudite & Dip Tray

*Imported and domestic cheeses, fresh seasonal fruits and vegetables & mild dips to please all of your guests.*

Price and number of selections available vary according to  
number of guests.

#### Gourmet Mini Dessert

##### Sampler

*(minimum 15)*

*Mini gourmet pastries.*

*May include assorted cheesecakes, éclairs, fruit tarts, cannolis, and other items.*

Price and number of selections available vary according to  
number of guests.

# ORDERING GUIDELINES

## CHECKLIST

- ALL CATERING IS PROVIDED BY THE ALPHARETTA CENTER'S CATERING SERVICES. *No food or beverage items may be brought into the center without express, advance permission from the appropriate persons.*
- Catering orders must be placed a minimum of five (5) business days in advance of your first scheduled meeting date and finalized no fewer than three (3) business days prior to your start date. We will make every attempt to accommodate *minor* adjustments to your order up to forty-eight (48) hours in advance of your start date but cannot guarantee last minute or late-notice changes. Cancellation of an order fewer than forty-eight (48) hours or two business days may result in a cancellation fee.
- Special arrangements, e.g. linen, silver, floral arrangements, etc. must be made a minimum of three (3) weeks in advance.
- All orders must be placed in writing. Please send your order via email to [catering@gsu.edu](mailto:catering@gsu.edu).
- Room reservations must be confirmed before catering orders may be accepted for processing. To reserve rooms please contact Kevin Boyce at [kboyce@gsu.edu](mailto:kboyce@gsu.edu).

### *WHEN PLACING YOUR CATERING ORDER PLEASE INCLUDE THE FOLLOWING INFORMATION...*

- 1) The number of guests expected.
- 2) The time(s) at which ordered items are to be served (list actual serve time; we'll take care of the set-up and prep)
- 3) If possible, a list of meeting break times (this allows us to clean up/prep/serve without disturbing the meeting environment) or a copy of the meeting agenda.
- 4) Event Day ordering permissions, i.e. is the on-site contact and/or are the meeting participants permitted to order additional or other items during the course of the meeting day, e.g. extra bottled water?

### *EMAIL ORDERS TO...*



[catering@gsu.edu](mailto:catering@gsu.edu)

### PAYMENT

Invoices are posted within 30 days.

The Alpharetta Center does not accept credit cards.

Any questions regarding billing should be directed to the Alpharetta Center's Business Affairs Coordinator at 404.413.7741.

*Prices and selections are subject to change without notice.*

Georgia State University's  
Alpharetta Center's Catering Services  
3705 Brookside Parkway, Alpharetta, Georgia 30022  
(T): 404.413.2200, (F): 404.413.7745  
(E): [catering@gsu.edu](mailto:catering@gsu.edu)

#### ACCESS TO MEETING ROOMS/CATERING

All unoccupied classrooms remain locked to ensure a secure and protected environment for classroom equipment. In order to have your meeting room unlocked for your guests you (or another individual designated as the ON-SITE CONTACT for your organization, e.g. meeting facilitator) must be present and must sign for the room. **We encourage you or your on-site contact to arrive a few minutes early on your scheduled meeting date to meet with an Alpharetta Center staff member to make sure that everything is in order according to your requirements. Please note that if you have arranged to have catering services available before your meeting's official start time then the room must be signed for by that time in order for the catering to be available to your guests.** Guests who arrive before the room has been signed for will be invited to stay in the building's Student & Visitor Lounge.

#### BREAKFAST CATERING

Breakfast will be ready to be served fifteen to thirty minutes before your scheduled serving time.

Earliest start time available is 7:30 a.m.

*Breakfast will be cleaned up and removed from your meeting room between 10:30 a.m. and noon, or when your group breaks for lunch.*

**For quality assurance purposes, Coffee Service cannot be left in your meeting room unless an afternoon refresh of service is scheduled.**

#### LUNCH CATERING

If space permits, lunch will be served in a nearby classroom. This arrangement allows us to set-up lunch without disturbing the meeting environment and to work with the greatest efficiency. It also allows your guests a break from the day's primary work environment; tables can be set-up cafeteria-style if desired for an additional service fee. This arrangement is at the Alpharetta Center's discretion. There is no charge for use of the additional room for lunch; this room will be available for forty-five minutes to one hour and may NOT be used for any purpose other than lunch, e.g. break-outs, phone calls, laptop/equipment use, etc. ***All hot/buffet lunches are served in separate rooms (space permitting).***

#### BOXED LUNCHESES

Vegetarian/Vegan/Special Diet boxes provided ON REQUEST ONLY.

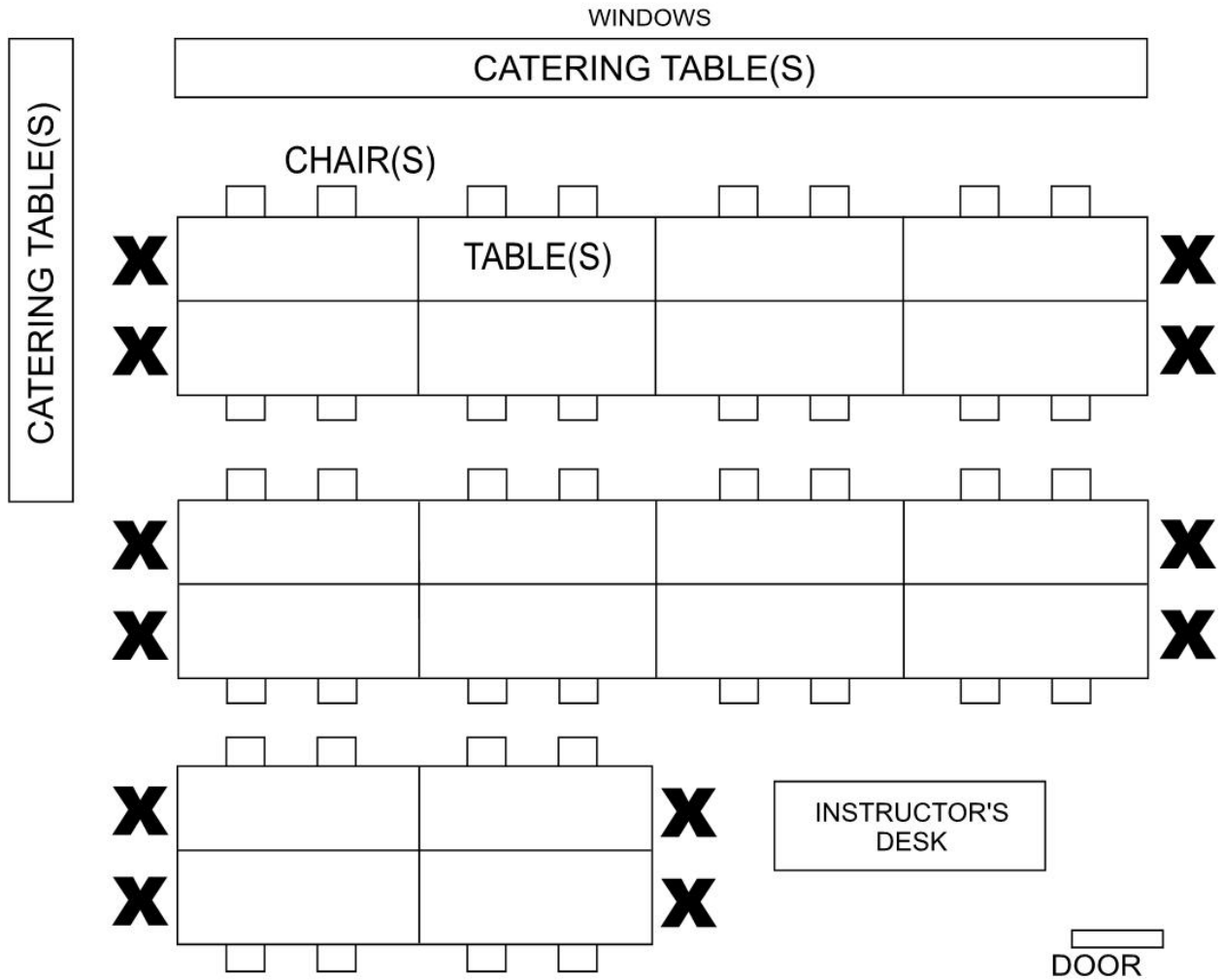
#### FRIDAY AND SATURDAY CATERING

All Friday and Saturday catering will be cleaned up and removed from your meeting room between 3:00 p.m. and 3:30 p.m. except bottled water, sodas, and snack items, which will be removed between 4:30 p.m. and 4:45 p.m. unless you request in advance of your meeting date that the items be left for take away (please note that bags/boxes cannot be provided for transport). Thank you.

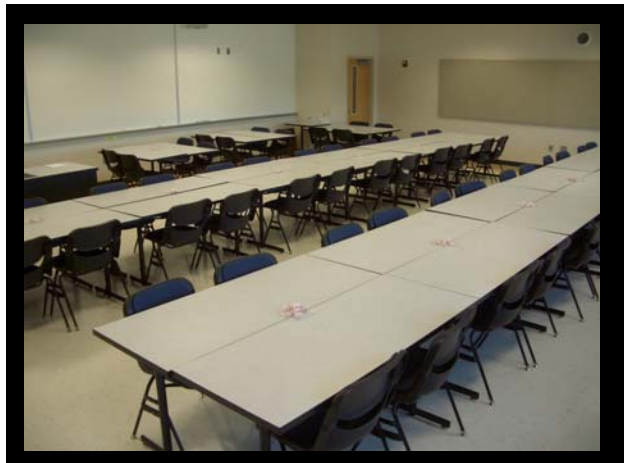
CAFETERIA-STYLE SEATING ARRANGEMENTS are available for a set-up/breakdown fee of \$75.00 (provided space within the center is available for use).

*Please see attached page for diagram.*

# ALPHARETTA CENTER CAFETERIA-STYLE SEATING



CAFETERIA-STYLE SEATING IS AVAILABLE  
FOR GROUPS OF 20-65 GUESTS.  
LARGER GROUPS PLEASE INQUIRE.



EXAMPLE: ROOM 231