



## CATERING

### Welcome

BSC Food Service is proud to provide on-site catering for your needs. **Sorry, we are unable to cater for any off campus events.** When planning your meetings or event BSC Food Service catering can supply a wide variety of food and beverage options. Our menus will meet the needs for your business meeting, buffet, formal dinner, appetizer social, or any other event. You will find exceptional food as well as courteous and professional service.

### Policies

We request a minimum notice of two business days prior to events to ensure that we can provide the necessary items. The guaranteed attendance number must also be submitted no later than two business days prior to the event. For events not served in the Student Union building please note all items will be served on single service dinnerware. If you would like to use China ware, and/or table service, additional fees will apply. Please contact us for pricing. Kitchen rental FEE for evening or weekend events, additional fees may apply. Please contact us for pricing.

### Linen Rental Fees

Table Skirting..... \$16  
Tablecloth ..... \$5  
(Sizes: 72x72 or 54x120)

### Delivery Charge

We are happy to deliver the items needed for your event. The delivery schedule set up and pick up information will be confirmed at the time of the order. A \$10.50 delivery charge will be included for orders totaling less than \$50. There is no delivery charge for orders picked up at BSC Food Service in the Student Union. Events served on campus, but outside the Student Union will incur an additional \$1 per plate charge.

### Policy Regarding to-go Food from Catered Events

**A. It is the policy in Dining Services not to allow leftovers or excess food to be taken home or kept in the departments by guests/customers, etc.** The food items that we remove from the catering areas must be disposed of properly by our staff. As a provider of food and food related items we are responsible for, and are constantly concerned with, the quality and safety of the items we provide to our customers. Providing Quality Safe Food does not happen by accident. Our concern and responsibility to protect our products also becomes heightened when we serve food items for catering functions both in and out of the Student Union and NECE, where controlling is more likely to occur. If a customer becomes ill after eating foods prepared by us we are accountable to the customer and to the North Dakota Public Health Department.

#### B. Exceptions

1. Items such as cookies, bars, pastries that are shelf stable and do not require proper refrigeration and reheating to keep and make them safe for public consumption.
2. Any item is subject to approval and must be approved by the Bismarck State College Food Service Manager prior to removal

**Please Note: There is a \$25 Late Order/Late Change Fee for any orders or changes made within 24 hours of the scheduled delivery time for the event.**

### Contact

Becky Fischer  
Catering Coordinator  
701-224-5452 or 701-224-2684  
[bsc.catering@bismarckstate.edu](mailto:bsc.catering@bismarckstate.edu)

Online Fillable Catering Form for External Customers Only (Internal Customers please use the link on the Food Service Page on the Core Portal): <https://bismarckstate.edu/forms/CateringRequestForm/>

# CATERING MENU



## BREAKFAST

*Breakfast Buffets includes ice water and coffee are priced per person*

**EARLY BIRD \$10:** Scrambled eggs with bacon and cheese, seasoned cube potatoes, and choice of ham, or sausage (links, patties, or country style).

**MYSTIC QUICHE \$11:** "Breakfast Pie" filled with savory custard, bacon, cheddar cheese in a puff pastry crust.

**BUILD YOUR OWN SANDWICH \$11:** Fried egg with choice of bacon or sausage patty, and choice of cheddar or American cheese or a croissant square.

**MYSTIC FRENCH TOAST BAKE \$11:** Texas Toast with sweet maple custard and baked till golden brown. Served with sausage links and warm maple syrup.

**CONTINENTAL BREAKFAST \$9:** Fresh fruit and assorted pastries.

**'A LA CARTE** (per dozen)

Scone \$36

Petite Caramel Roll \$36

Petite Cinnamon Sweet Roll \$36

Assorted Donuts \$26

Assorted Muffins \$28

Assorted Breakfast Breads \$28

Assorted Petite Pastries \$20

Gluten-Free Muffin \$4 each

**FRUITS AND YOGURTS** (per person)

Fresh Cut Fruit \$4

Whole Fresh Fruit (Apples or Bananas) \$1

Yogurt, Fruit, and Granola \$5

## LUNCH

**MYSTIC BOX \$13:** Our box lunch includes Kaiser sandwich choice of ham, turkey, roast beef or egg salad, pasta salad, chips, cookie, and bottled water.

**MAKE YOUR OWN SANDWICH, SOUP, SALAD \$17:** Assortment of breads, assorted meats & cheeses, toppings, and condiments to create your perfect sandwich, served with soup, salad, asst. chips, dessert bar, water, your choice of coffee or lemonade.

**HOT PULLED PORK \$16:** Pulled pork on a Kaiser bun, coleslaw, asst. chips, dessert bar, water, your choice of water or lemonade.

*Buffet or Served Lunches includes vegetable du jour, yeasty dinner roll or garlic breadstick, ice water and your choice of coffee or lemonade. Priced per person. Add house salad for \$2.00.*

**MYSTIC MAN N' CHEESE \$15:** Cheesy Man N' Cheese with choice of popcorn chicken or pulled pork with shredded cheddar cheese and scallions, accompanied with buffalo and BBQ sauces. Additional meat \$3.00 per person.

**ASIAN CHICKEN SALAD \$16:** Mixed greens, grilled garlic chicken, mandarin oranges, toasted almonds, Chow Mein noodles and our house Asian Dressing.

**TACO BAR \$16:** Taco beef or seasoned chicken, roasted black beans and corn, served with tri color tortilla chips, shredded lettuce, cheddar cheese, sour cream, black olives, tomatoes, and our signature salsa ranch. Additional meat \$3.00 per person.

**CARNITAS BAR \$17:** Chicken or pork carnitas, roasted black beans and corn, served with tri colored tortilla chips, shredded lettuce, cheddar cheese, sour cream, black olives, tomatoes, and our signature salsa ranch. Additional meat \$3.00 per person.

**BAKED POTATO BAR \$15:** Large baked potatoes served with taco beef or chicken carnitas, steamed broccoli, cheddar cheese, sour cream, butter, and bacon bits. Additional meat \$3.00 per person.

**ITALIAN PASTA \$17:** Grilled chicken breast or sausage, served with penne pasta, topped with creamy Alfredo or homestyle marinara. Additional meat \$3.00 per person.

**ROAST BEEF \$18:** Tender roast beef with jus-lie and served with red skin mashed potatoes.

## DINNER

*Buffet or Served Dinners includes vegetable du jour, yeasty dinner roll or garlic breadstick, ice water and your choice of coffee or lemonade. Priced per person. Add house salad for \$2.00.*

**GRILLED BOURBON CHICKEN \$17:** Bourbon grilled chicken breast served with red skin mashed potatoes.

**ASIAN GARLIC CHICKEN \$17:** Grilled chicken breast marinated in a rich sesame garlic sauce, served with white rice.

**GARLIC HERB CHICKEN \$17:** Grilled chicken breast marinated in a roasted red pepper sauce served with wild rice blend.

**ROASTED VEGETABLES WITH TOFU \$15:** A roasted medley of zucchini, carrots, celery, & peppers with a robust tomato sauce served over grilled tofu.

**ITALIAN PASTA \$17:** Penne pasta, choice of creamy Alfredo or homestyle marinara, choice of grilled chicken breast or sausage, substitute shrimp for additional \$1.00. Additional meat \$3.00 per person.

**SALISBURY MEATBALLS \$18:** Fresh meatballs smothered in a beef and mushroom sauce served with red skin mashed potatoes.

**ROAST BEEF \$18:** Tender roast beef with jus-lie and served with red skin mashed potatoes.

**GRILLED NEW YORK STRIP STEAK \$27:** Tender New York Strip Steak, compound butter, served with red skin mashed potatoes.

**GRILLED CITRUS SALMON \$26:** Citrus glazed salmon with a mango salsa, served with wild rice blend.

### HORS D' OEUVRES

Bone-in Chicken Wings (Sweet Buffalo, Teriyaki or BBQ) with dipping sauce (*per pound*) \$16

Cocktail Meatballs- BBQ or Sweet & Sour (*per pound*) \$15

Pulled Pork Sliders (*per dozen*) \$26

Queso Dip & Chips (*Serves 30*) \$32

Roasted Red Pepper Hummus and Chips (*serves 30*) \$32

Fruit Tray- Small \$45 Large \$90. *Small serves 20, Large serves 50*

Vegetable and Dip Tray- Small \$40, Large \$85. *Small serves 20, Large serves 50*

Charcuterie Tray with Crackers- Small \$55, Large \$120. *Small serves 20, Large serves 50*

Classic Meat & Cheese Tray with Crackers- Small \$45, Large \$100. *Small serves 20, Large serves 50*

## PIZZA

16" Supreme or 3-Meat Pizza or Veggie \$23

16" One Topping Pizza \$21 (Pepperoni, Sausage, or Chicken).

16" Cheese Pizza \$21

12" Gluten-Free Cauliflower Crust add \$2

## SNACKS

Dessert bars \$30/dozen

Assorted cookies \$20/dozen

Pretzels \$2

Trail Mix \$2

Popcorn \$2

Granola Bars \$2

Chips \$2

## DESSERT

**CHEESECAKE TART \$5:** A graham cracker crust with cheesecake and one choice of topping (chocolate, raspberry, vanilla, caramel or Oreos).

**TIRAMISU \$5:** Creamy espresso-soaked ladyfingers surrounded by sweetened whipped cream and rich mascarpone.

**DOUBLE CHOCOLATE CAKE \$4:** Rich, decadent chocolate cake for any occasion.

**LEMON CREAM SHORTCAKE \$4:** Moist shortcake layered with tangy lemon preserves and whipped cream.

**GLUTEN-FREE STRAWBERRY DREAM CAKE \$5:** A sponge cake layered with strawberries and cream cheese.

## COLD BEVERAGES

Juice- Apple or Orange (by the gallon) \$30

Lemonade (by the gallon) \$25

Mystic Water (20oz bottle) \$2

Soft Drinks (12oz can) \$2

Water (per gallon) without food order \$4

## HOT BEVERAGES

Coffee, Tea Carafe (serves 5) \$10

Coffee (by the gallon) \$25

Hot Chocolate or Hot Apple Cider (by the each) \$2

# EVENTS WITH BSC

## Guidelines and Policies

### For Room Reservations contact BSC Buildings and Grounds

Monday-Friday 8:00-4:30 contact Karen Sayler  
[karen.sayler@bismarckstate.edu](mailto:karen.sayler@bismarckstate.edu)

### BSC Catering Office Hours

Monday-Friday 8:00-4:30  
Catering Office: 701.224.2654  
Catering Manager's Cell: 701.319.7403  
[bsc.catering@bismarckstate.edu](mailto:bsc.catering@bismarckstate.edu)

### Room & Event Scheduling

**Planning Your Event:** Sufficient time to plan is critical for the success of an event. We pride ourselves on being able to provide you with the best catering experience possible. We ask for a minimum of 10 business days advanced notice for new events.

**Catering event hours:** 7:30a.m. - 4:30 p.m.

If you require catering services outside of these hours, additional fees may apply. Contact us to inquire about availability and for any other questions you may have. For ordering purposes final food/guest counts are required 3 business days prior to the event. If you cannot provide final counts within that time frame, we may not be able to accommodate last minute changes/additions.

Some meal option restrictions may apply for events larger than 100 guests. Contact BSC catering to discuss options.

### Additional Charges

**Late fees:** Any event changes or new events made less than 3 business days prior to the event date may be subject to a late fee of \$25. We will do our best to accommodate your menu changes or selections within this time frame.

**Service times:** Since delays in services of a meal affect the quality of the food, our continuing desire is to serve you promptly at the scheduled time of your event. Therefore, if your event's start or end time is delayed, additional labor fee of \$30 per hour per server/attendant or \$40 per hour per professional staff may be assessed according to the size of the event. Catering meal time is an hour and a half, unless otherwise stated.

**Staffing:** if your event requires additional staffing, additional fees may apply at these rates:

Servers/Attendants	\$30/hr.
Professional Staff	\$50/hr.

### Food Safety/Food Removal

Due to food safety considerations, BSC Catering does not permit excess food items to be removed from event site. BSC Catering does not permit the mixing of buffet food with personal items or other catering businesses. Food Safety of pick-up orders is the responsibility of the customer once it leaves the BSC Dining/Catering.

## Service Options

Higher quality plastic plate \$2.50/person.

China service \$5/person at NECE building only.

\*Includes plates, cups, silverware, water glasses & linen napkins

## Custom Menus

BSC Catering can accommodate custom menus but requires a minimum 30-day notice for planning of these menus.

## Linens

Tablecloths, white, \$5/linen per day.

## Use of Catering Equipment

All BSC Catering equipment at your catering event must be returned in the condition that it was delivered. Missing or damaged equipment will be added to the final bill at replacement costs.

## Dietary Needs

Please let our catering office know in advance if any of your guests have dietary restrictions or food allergies. We will work with our team to do our best to accommodate your dining needs.

**Food Allergy Disclaimer:** BSC Dining and Catering makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies or intolerance. However, there is always a risk of contamination. BSC Dining and Catering will not assume any liability for adverse reactions to food consumed, or items that one may come in contact with while eating at BSC establishment.

## Cancellations & Closings

Any event canceled less than 48 business hours prior to the event will be billed at 50 percent of the retail cost of your catering order. Any event canceled less than 24 business hours prior to the event will be billed at full retail cost of your catering order. If any special-order food/other items were purchased for your event, full cost will be billed for these items.

## Storm Closings

If BSC is closed due to inclement weather or other similar circumstance, all catered events will be canceled.