Student Organization Catering Guide

Tier I Orders
50 guests or fewer
Pick Up and Go at the Capstone Building | Please add a 10% sales tax to all orders

Need something quick and easy for a meeting or snack?
These items are designed for quick and easy pick up at the Capstone building.
Includes all necessary utensils.

- **Brownie & Assorted Cookies**
  - $7 per dozen

- **Salsa Fresca Guacamole and Tri Color Tortilla Chips**
  - $3.49 per person

- **Roasted Red Pepper Hummus and Baba Ghanoush with Pita Chips**
  - $4.49 per person

- **Diced Fruit Bowl**
  - $1.99 per person

- **Bagels with Cream Cheese**
  - 1.99 per person

- **Assorted Muffins**
  - $12.00 per dozen

- **Veggie Platter**
  - 3.75 per person

- **Bags of Chips**
  - $3.75 per bag
  - **Cheese Platter**
  - 4.99 per person

- **Boxed Lunches**
  - Choice of Ham, Turkey or Vegetarian Sandwich on Wheat Bread with Condiments, Lettuce, Tomato, Sliced Pickles, Potato Chips and a Craveworthy Cookie
  - $7.99 per person

- **Individual Snack Bags**
  - Goldfish, Pretzels or Trailmix
  - $1.75 per person

- **Lemonade**
  - $6.00 per gallon

- **Iced Tea**
  - $5.75 per gallon

- **Coffee**
  - $5.00 per gallon

- **Orange Juice**
  - $5.00 per gallon

- **Bottled Water**
  - $1.10 per bottle

- **Canned Soda**
  - $1.25 per can

Please see the cashier at Gibbes Court to let them know your are there for a catering pick up order.
Tier II Orders
100 guests or fewer
Drop off Delivery | Please add a 10% sales tax to all orders

Need some help getting your order to you?
Choose from the below items for easy delivery to your event or meeting location. These items are designed for quick drop off and do not include catering staff or linens. There is no additional delivery charge for these items. Includes all necessary utensils.

**Boxed Lunches**
Choice of Ham, Turkey or Vegetarian Sandwich on Wheat Bread with Condiments Lettuce, Tomato, Sliced Pickles, Potato Chips, and a Craveworthy Cookie
$7.99 per person

**Deli Express**
Sliced Turkey Breast, Honey Ham and Roast Beef with Sliced Cheese, Lettuce, Tomato, Pickles, Onion with Choice of Pasta Salad, Fruit Salad, or Cole Slaw and Assorted Bread and Dinner Rolls
$8.89 per person

**Antipasto**
Diced Swiss, Monterey Jack, Yellow Cheddar Cheese, and Salami with Grape Tomato, Baby Mozzarella, Marinated Olives, and Artichoke Prosciutto wrapped with Honey Dew Melon with Crostini
$15.19 per person

**Bruschetta Trio**
Traditional Tomato Basil, Sautéed Mushrooms, and Ratatouille on French Baguette with Scallions
$8.19 per person

**Hot Dogs and Hamburgers**
Hot Dogs and Hamburgers with Relish Tray and Condiments
$9.49 per person

**Lemonade**
$6.00 per gallon

**Iced Tea**
$5.75 per gallon

**Bottled Water**
$1.10 per bottle

**Canned Soda**
$1.25 per can

Additional Pick Up Options on Campus
The following locations can prepare orders for pick up only. Please reach out to Horseshoe Catering at usc.catertrax.com to place your orders.

**Chick-fil-A**

<table>
<thead>
<tr>
<th>Large Nugget Tray</th>
<th>$89.00 (200 ct)</th>
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<tbody>
<tr>
<td>Small Nugget Tray</td>
<td>$29.00 (64 ct)</td>
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<tr>
<td>Medium Nugget Tray</td>
<td>$54.00 (120 ct)</td>
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<table>
<thead>
<tr>
<th>Small Chick-N-Mini Tray</th>
<th>$17.00 (20 ct)</th>
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<tbody>
<tr>
<td>Large Chick-N-Mini Tray</td>
<td>$34.00 (40 ct)</td>
</tr>
<tr>
<td>Cookie Tray</td>
<td>$31.50 (24 cookies)</td>
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<td></td>
<td>$16.50 (12 cookies)</td>
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Chick-fil-A does not include servicewear.

**Einstein Bros. Bagels**

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<thead>
<tr>
<th>Bagels &amp; Shmear Baker’s Dozen</th>
<th>$14.99 (serves up to 13)*</th>
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</thead>
<tbody>
<tr>
<td>Bagels &amp; Shmear Nosh Box</td>
<td>$14.99 (serves up to 24)*</td>
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| Seasonal Fresh Fruit Salad     | $49.99 (serves up to 20)  |
| Signature Lunch Nosh Box       | $70.00 (10 full sandwiches)**† |
| Signature Small Nosh Box       | $35.99 (5 full sandwiches)**† |
| Classic Lunch Nosh Box         | $64.99 (10 full sandwiches)**† |
| Classic Small Lunch Nosh Box   | $34.99 (5 full sandwiches)**† |
| Box Lunch-Hummus Veg Out       | $8.99**                    |
| Box Lunch-Tasty Turkey         | $8.99**                    |

Box Lunch-Turkey & Cheddar
$8.99**
These menus are for events of 100 or more guests, or all events that are more formal and require the catering service. Please refer to the Horseshoe Catering website for menu options. These events are priced as listed on the website at usc.catertrax.com and come with full staffing and linens for all meals that are full buffets.

**Tier III Orders**

100 or more guests

Please add a 10% sales tax to all orders

Twisted Taco does not include servicewear.
Policies

General
• To receive the prices and menus listed in this guide, your group must be a registered student organization as recognized in Garnet Gate: garnetgate.sa.sc.edu/organizations.
• All Pick Up and Drop Off items are packaged in disposable containers and do not include staffing or linens for the event.
• All orders come with the necessary disposable napkins, plates, cutlery etc...as dictated by the items ordered.
• Tier I Orders: These are pick up only at Capstone Building for smaller events of 50 guests or fewer. These events do not include staff or linens.
• Tier II Orders: These are drop off orders at no additional charge for delivery of 100 guests or fewer. These events do not include staff or linens. All clean up after the event is the responsibility of the group that has reserved the space. As a drop off event, Horseshoe Catering does not return for cleanup.
• Tier III Orders: For events of 100 guests or more, or all events that are more formal, please refer to the menu options in Tier III of this guide or the Horseshoe Catering website. These events are priced as listed in this guide and on the website at usc.catertrax.com and come with full staffing and linens for all meals that are full buffets.

Cancellation Policy
In the event that services need to be cancelled within three business days of the event, the catering department will charge for the food and labor costs incurred at the time of cancellation with the exception of cancelations due to inclement weather.

Trash and Recycling
Please contact USC Physical Plant to arrange for delivery and pickup of trashcans, recycle, compost bins and other equipment. Facilities Department: 803.777.9675 or fmcnotify@fmc.sc.edu.

Invoicing and Billing
• In the event that an invoice needs to be split between two or more departments, please let us know at the time of placing the order. Once the event has taken place, the invoice can no longer be split.
• For billing purposes, the person whose name is listed on the order must be the person who is fiscally responsible for paying the invoice. Any additional contact information can be added at the time of placing the order.
• Prior to placing an order, approval must be received by the advisor for the organization.
• Please add a 10% sales tax to all orders.

Exemptions
Catering needs for events for student organizations where food and beverage costs are below $499.99 may be handled as follows:

Student organizations can self-cater or utilize external catering companies for catering events up to $499.99 per event. The student organization is required to have prior signed approval by the AVP for Student Life or a designee. The student organization must utilize an approved list of caterers carrying an insurance policy that complies with University Food Service contract amounts.

Helpful Contacts
• For all assistance with ordering or receiving an invoice for your event, please contact www.usc.catertrax.com or 803-777-7919.
• Linen Rental: For any linen rental needs, please contact Jonathan Clarke at Lake Murray Event Rentals at 803.345.0054 or visit www.lakemurrayeventrentals.com.
• Funding Support: For additional information and funding support for student organization events please contact Ryan Gross at grossrr@mailbox.sc.edu or Mohamed Soluiman at soluimam@mailbox.sc.edu.