

# Catering Menu



# welcome

**T**hank you for choosing the Charleston Civic Center and Distinctive Gourmet for your special event. Our friendly and attentive staff looks forward to serving you and your guests.

Distinctive Gourmet, a division of Boston Culinary Group, has been providing catering services to the finest convention centers, performing arts theaters, resorts and restaurants across the country for more than 30 years.

Our talented culinary team offers tasteful solutions to perfectly fit the unique needs of your event. Our Executive Chef is passionate about food. He uses only the freshest and highest quality ingredients in his innovative creations. Your guests are guaranteed to enjoy sumptuous cuisine with enticing presentations. Please look for his Signature Items on the menus and items that feature farm-raised sustainable products from local purveyors.

Whether you are planning an event for 25 or 2,500, our catering menus offer the best of the diverse cuisines and rich cultures indigenous to our region. Our menus have healthy, low-fat and vegetarian alternatives and we welcome your requests for customized menus if you prefer.



Charleston  
Civic Center

# breaks

## THEMED BREAKS



### CIVIC CENTER BREAK

Treat your guest to our gourmet fresh-brewed coffees, domestic teas, fresh lemonade and iced tea  
\$7.50

### DISTINCTIVE GOURMET BREAK

Charleston's favorite break! Start your meeting out with a traditional continental breakfast. Fresh brewed coffee, decaffeinated coffee, domestic teas, lemonade and chilled orange and apple juice breakfast pastry assortment and fresh fruit platter  
\$9.25

### MOUNTAINEER BREAKFAST BREAK

Grab a hot biscuit and dive into this classic Charleston breakfast. Country gravy, home-style biscuits, country ham slices, sausage patties, breakfast breads, fresh sliced seasonal fruit, beverage station featuring, fresh brewed regular and decaffeinated coffee, chilled juice & ice water  
\$13.25

### CHOCOLATE LOVER'S

We will create a chocoholic's dream come true with the following temptations; Chef's choice of fruit with fondue, chewy chocolate fudge brownies, fresh baked chocolate chip cookies, mini chocolate candy bars, regular and chocolate flavored coffee  
\$10.50

### ALL AMERICAN

Leave it to us to rouse your patriotic spirit with our all-American break. Red, white and blue decorations chewy chocolate brownies, fresh baked cookies potato chips and dip, fresh popped popcorn water station, lemonade and ice tea  
\$9.65



### HEALTHY HEART

An apple a day...  
And some other healthy choices for your guests. Whole bananas, apples and oranges. sliced fresh seasonal fruit, low fat yogurt, granola bars, fresh vegetable crudités, fruit juices, chilled spring water with lemons and limes for garnish  
\$9.65

*All prices subject to 16% service charge and 6% WV state sales tax.  
All Prices are subject to change*

# breaks

## A LA CARTE BREAK ITEMS



### A LA CARTE BEVERAGES

Fresh brewed coffee, decaf	\$28.00/gal
Gourmet hot teas	1.65/bag
Orange, grapefruit, tomato, apple juice	11.95/liter
Assorted soft drinks (12 oz. Cans)	1.95/each
Bottled Water (20 oz)	3.00/each
Lemonade or fruit punch	25.95/gal
2 liters of Pepsi products	7.75/each
Attendant	30.00/hour

### PASTRIES, BAKED GOODS & SNACKS

Doughnuts	\$18.65/dozen
Bakery assortment	16.50/dozen
Homemade cinnamon rolls	18.95/dozen
Fresh baked muffins	15.50/dozen
Bagels (served with cream cheese)	18.65/dozen
Individual yogurt	3.25/each
Brownies	18.65/dozen
Fresh baked breakfast breads	14.25 loaf
Fresh baked cookies	14.25/dozen
Gourmet fresh baked cookies	16.50/dozen
Potato chips, pretzels, & popcorn	12.00/pound
Dip	10.95/quart
Cotton candy	3.25/bag
Dippin dots	4.25/cup



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# lunch

## LUNCH BUFFETS



One Entrée Buffet \$13.25

*One Entrée, one salad, one side, one dessert*

Two Entrée Buffet \$19.75

*Two salads, two vegetables, one starch, two entrees, two desserts*

*Choose your two entrees and allow our chef to choose the salad, sides & desserts \$16.75*

*(All buffets served with rolls & butter and customary beverages)*

### ENTREES

- Boneless Grilled Chicken Breast
- Pot Roast
- Roast Breast of Turkey
- Mountaineer Fried Chicken
- Baked Meat or Vegetable Lasagna
- West Virginia Baked Steak
- Hawaiian Ham

### BUFFET SIDE ITEM SELECTIONS

#### SALADS

- Tossed Garden
- Italian Pasta
- Fresh Fruit
- Red Potato
- Caesar

#### DESSERTS

- Dutch Apple Pie
- Assorted Cream Pies
- Cherry Pie
- Chocolate Cake
- Carrot Cake
- Cheesecake
- Fresh Seasonal Fruit Cups

### STARCHES

- Oven Roasted Red Potatoes
- Duchess Potatoes
- Rice Pilaf
- Mashed Potatoes
- Au Gratin Potatoes
- Double Stuffed Potatoes

### VEGETABLES

- Green Beans Almandine
- Honey Glazed Carrots
- Broccoli with Cheese
- Hot Buttered Whole Kernel Corn
- Whole Green Beans
- Chef's Seasonal Vegetable Medley



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# lunch

## PLATED LUNCHEONS



*Accompanied by artisan rolls and butter*

*All Prices Per Person*

### **Tenderloin Medallions**

Sliced beef tenderloin with demi-glace  
\$18.95

### **Sliced Sirloin of Beef**

Roasted top sirloin of beef specially seasoned,  
sliced thin and served in natural juices  
\$16.50

### **Sliced Roast Turkey**

All natural turkey stuffed with our cornbread  
dressing and giblet gravy  
\$16.50

### **Southern Fried Chicken**

Our secret spices, hand-dipped and fried golden  
\$16.50

### **Grilled Marinated Chicken**

Marinated in Italian Herbs, then grilled  
\$16.50

### **Chicken Parmigiana**

Sautéed boneless breast with  
Marinara sauce and Italian cheeses  
\$16.50

### **Ham Steak**

Cured ham, glazed, baked and served with  
pineapple sauce  
\$16.50



## OTHER LUNCH OPTIONS



### Luncheon Salads

All salads are served with gourmet cracker assortment, fresh baked cookies and brownies, coffee, iced tea and water.

#### Chunky Honey Walnut Chicken Salad

A Charleston Civic Center exclusive served on a bed of romaine lettuce and accompanied by gourmet crackers

#### Grilled Chicken Caesar Salad

Marinated chicken breast served on a bed of romaine lettuce tossed with Caesar salad dressing and freshly grated parmesan cheese

#### Grilled Chicken Taco Salad

Our own special salsa tops the grilled chicken strips served on a bed of tortilla chips and romaine lettuce

#### Spinach Salad

Crispy spinach, English walnuts and Mandarin oranges give this salad a new flavor served with raspberry vinaigrette dressing

#### Trio Salad Plate

Honey walnut chicken salad, fresh pasta salad and fresh fruit salad served on a bed of romaine lettuce

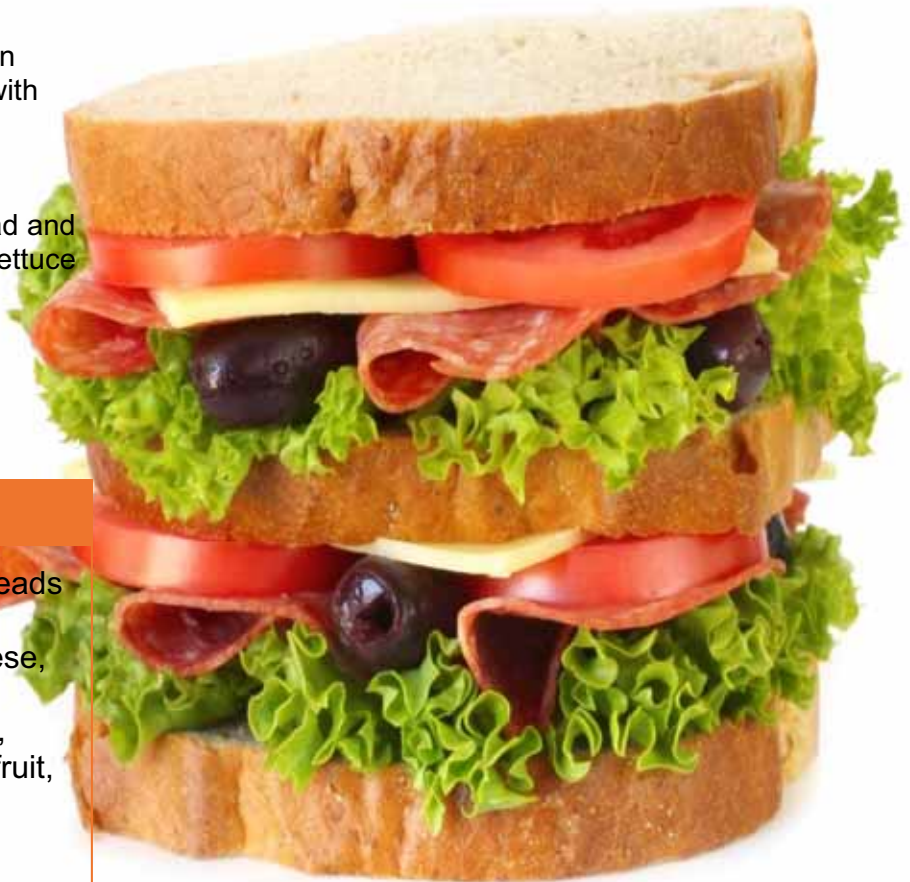
Choose one for \$11.50 per person

### Deli Express

Choice of two salads, sliced roast beef, ham and turkey, assorted sliced cheeses, relish tray of lettuce, tomato, onion and pickle, assorted breads, appropriate condiments, potato chips, brownies and cookies, customary beverages

\$17.35 per person

Chef's choice of soup with deli express  
\$18.00 per person



### FLAKY CROISSANTS

Plated flaky croissants and assorted breads with your choice of: Turkey breast with Swiss cheese, ham and American cheese, fresh chicken salad, served with homemade potato salad or pasta salad, potato chips, fresh fruit salad or whole fruit, chef's fresh baked cookies, customary beverages \$13.00 per person

# dinner

## BUFFET DINNERS



Two Entrées \$29.50 Three Entrées \$31.75

Choose two salads, two vegetables, one starch & two desserts. Includes rolls, butter and customary beverages

Allow our chef to choose the side items and dessert

Two Entrées \$28.00 Three Entrées \$29.95

### ENTREES

Roast Top Sirloin of Beef  
Roast Prime Rib of Beef with Au Jus  
Marinated Beef Tips  
Oven Roast Breast of Turkey  
Grilled Herb Chicken Breast  
Chicken Marsala  
Mountaineer Fried Chicken  
Sliced Pork Loin  
Country Baked Ham  
Baked Meat Lasagna  
Vegetable Lasagna  
Pasta Primavera  
*Ask for seafood selections*

### STARCHES

Oven Roasted Red Potatoes  
Duchess Potatoes  
Rice Pilaf  
Mashed Potatoes  
Au Gratin Potatoes  
Double Stuffed Potatoes

### VEGETABLES

Green Beans Almandine  
Honey Glazed Carrots  
Broccoli with Cheese  
Hot Buttered Whole Kernel Corn  
Whole Green Beans Chef's Seasonal  
Vegetable Medley

### Buffet Side Item Selections

#### SALADS

Tossed Garden  
Italian Pasta  
Fresh Fruit  
Red Potato  
Caesar

#### DESSERTS

Dutch Apple Pie  
Assorted Cream Pies  
Cherry Pie  
Chocolate Cake  
Carrot Cake  
Cheesecake  
Fresh Seasonal Fruit Cups



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# dinner

## PLATED DINNERS



*All dinner entrees accompanied by chef's choice of salad, starch, vegetable, dessert, rolls, butter, and customary beverages.*

*All prices per person*

### **Beef and Chicken**

Roast prime rib of beef, au jus and tender breast of chicken marinated and baked with zesty herbs

\$26.35

### **Roast Turkey and Dressing**

All natural turkey breast, stuffed with our own cornbread dressing and giblet gravy served with cranberry sauce

\$20.75

### **Sliced Sirloin of Beef**

Freshly roasted top sirloin of beef, specially seasoned, sliced thin, and served in natural juices

\$23.00

### **Prime Rib of Beef**

The king of beef, slow roasted and served with horseradish sauce

\$27.50

### **Grilled Marinated Chicken**

Grilled chicken breast

\$20.75

### **Chicken Breast Parmigana**

Sautéed boneless chicken breast with marinara sauce and Italian cheeses

\$20.75

### **Ham Steak Hawaiian**

Our special cured ham, glazed, baked and served with a pineapple sauce

\$20.75

### **Stuffed Chicken Breast**

Our special recipe boneless breast of chicken stuffed with wild rice, chopped broccoli and cheese

\$20.75



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# receptions

## A LA CARTE HORS D'OEUVRES



### **Mozzarella Cheese Sticks**

Italian herb breading coats our cheese sticks. Served with assorted sauces for dipping  
\$170/100 pieces

### **Jalapenos Poppers**

Fresh vine ripe jalapeno, stuffed with cream cheese and coated in a seasonal breading, fried until crisp. Served with a creamy pepper dip  
\$170/100 pieces

### **Breaded and Batter Dipped Mushrooms**

Fresh, white mushrooms with two specially formulated coating. Crispy on the outside and moist on the inside. Served with creamy horseradish sauce.  
\$170/100 pieces

### **Sweet-N-Sour Chicken Fingers**

Tender strips of chicken breast, lightly bread and deep-fried to a golden brown. Served with Sweet-n-sour sauce  
\$175/100 pieces

### **Meatballs**

Choice of BBQ, Marmalade, or sweet and sour sauce  
\$170/100 pieces

### **Buffalo-Style Chicken Wings**

Deep-fried chicken wings served with a spicy red sauce and blue cheese dressing.  
\$175/100 pieces

### **Mini Chicken Cordon Bleu**

Elegant but fun to eat, this bite size version of a classic dinner favorite.  
\$180/100 pieces

### **Egg Rolls**

Deep-fried Chinese pastry folded around a savory filling of vegetables or meat. Served with hot mustard and sweet-n-sour sauce  
\$180.00/100 pieces

### **Rumaki**

Chicken livers wrapped in bacon with a slice of water chestnut. Broiled to a flavored finish.  
\$180.00/100 pieces

### **Stuffed Mushroom Caps**

Jumbo mushroom caps stuffed with seasoned crabmeat, lightly broiled  
\$180.00/100 pieces

### **Miniature Quiche Assortment**

Flaky pastry crust filled with a savory egg custard, garnished with bacon and cheese.  
\$180.00/100 pieces

### **Teriyaki Chicken Skewers**

Tender chicken breast strips, marinated in Japanese teriyaki sauce, stir-fried.  
\$170.00/100

### **Miniature Crab Cakes**

Our award-winning crab cakes served with a delicate Remoulade sauce.  
\$180.00/100 pieces

### **Jumbo Shrimp in Ice Bowl**

Boiled jumbo shrimp and slices of lemon served with appropriate sauces  
\$190 per 100 shrimp

### **Salmon Display**

Displayed on a mirror and served with mini bagels, cream cheese, purple onions, dijon mustard, and chopped egg whites  
\$325

### **International, Cheese, Fruit and Vegetables**

Domestic and imported cheeses, fresh vegetable crudités, seasonal fresh sliced fruit and berries, gourmet crackers, assorted dips, and chef's fruit dip  
\$9.75 per person

\*\*Add Chocolate Fondue \$30

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# receptions

## OTHER RECEPTION OPTIONS



### CARVING STATIONS

Served with silver dollar rolls and appropriate condiments. Carver provided at no charge.

**Roasted Top Round of Beef** serves 95  
\$325 each

**Whole Tenderloin of Beef** serves 50  
\$385 each

**Smoked Turkey Breast** serves 70  
\$300 each

**Bone-In Southern Ham** serves 70  
\$300 each



### LAVISH DISPLAYS

#### DOMESTIC & IMPORTED CHEESE & GOURMET CRACKERS

Small tray for approximately 30 people	\$90
Medium tray for approximately 50 people	\$135
Large tray for approximately 100 people	\$245

#### FRESH VEGETABLE CRUDITES & DIP

Small tray for approximately 30 people	\$100
Medium tray for approximately 50 people	\$155
Large tray for approximately 100 people	\$230

#### SLICED DELI MEATS, BREADS, CHEESES, & RELISH TRAY

Small tray for approximately 25 people	\$110
Medium tray for approximately 50 people	\$195
Large tray for approximately 100 people	\$355

#### SEASONAL FRESH FRUIT & BERRIES WITH DIP

Small tray for approximately 30 people	\$100
Medium tray for approximately 50 people	\$155
Large tray for approximately 100 people	\$235

# libations



## DRINK PRICES

<b>Call Brand</b>	<b>\$5.00</b>
<b>House Wine</b>	<b>5.00</b>
<b>Domestic Beer</b>	<b>4.00</b>
<b>Imported Beer</b>	<b>4.00</b>
<b>Soft Drinks</b>	<b>2.00</b>

**Champagne Punch** \$50 per gallon

**Keg of Domestic Beer** \$285  
(Approximately 120 sixteen-ounce cups)  
Prices include appropriate mixers, glasses, stirrers, napkins and garnish.

## BAR OPTIONS

### Hosted Bar

Client pays per drink based on actual consumption. This will be closely monitored and a time limit will be established prior to the function. Beverages service will be discontinued one hour prior to close of event.

### Ticket Bar

You provide tickets to your guests and we will bill you for each ticket collected. After individual has used their complimentary tickets, they can then purchase additional beverages on a cash basis.

### Cash Bar

Each attendee is responsible for purchasing beverages on a cash basis.

**Bartenders** We recommend one bartender per 100 people for hosted bars and one bartender per 200 people for cash bars.

**Bartender Fee** A Bartender fee of \$75 will be charged to the client if sales do not exceed \$400 per bar.



# the fine print

As the exclusive caterer to the Charleston Civic Center, Distinctive Gourmet is committed to the highest standards of quality and service. The following information regarding the catering policies will assist you in planning your catering needs.

## Menu Selection

Our menu package features our most popular items. While they are suggestions, we are quite flexible and would be more than happy to plan alternative menus to meet your needs. Distinctive Gourmet sets firm prices 30 days in advance of the event. Quotes given before 30 days of the event are subject to proportionate increases to meet any increased cost existing at the time of the function because of increased cost of merchandise, service labor, or taxes. Distinctive Gourmet shall be granted the right to raise prices or make reasonable menu substitutes to cover such costs. All food and beverage functions are subject to 6% West Virginia State Sales Tax and 16% Service Charge. Please note that the Service Charge is not a gratuity and is not distributed as gratuity to the employees working the meal.

## Beverage Service

Distinctive Gourmet is responsible for the administration of the sales and service of alcoholic beverages in accordance with West Virginia Liquor regulations and Laws. Therefore, in compliance with the state law, Distinctive Gourmet must supply all liquor, wine and beer served in the Charleston Civic Center.

## Billing and Deposits

We welcome new accounts and Distinctive Gourmet requires that credit be established with our corporate accounting department. Full payment must be made prior to the day of the function, unless other credit arrangements have been made. In this event, the balance of the account is then due and payable (15) days after receiving the invoice. Company policy requires a deposit equal to 75% of the estimated total at the time the agreement is signed.

## Services

Our standard banquet service is planned for oval tables of eight people. Other service options are available and should be discussed at the time of ordering. China and Glass service is standard on most functions. Distinctive Gourmet reserves the right in determining when paper products will be used. Table linens are included with all meal functions and Distinctive Gourmet will maintain the food tables. If you decide to choose a linen color that we do not stock, there will be an additional linen charge. Tables requested for non-food functions are not routinely clothed. However, cloths are available for non-meal functions at a charge per table. Our Culinary Team must prepare all food.

## Guarantee

In arranging for food and beverages service, Distinctive Gourmet must be notified of the exact amount of guests attending the function at least 3 working days (Weekends and Holidays excluded) in advance for functions under 500 guests and five working days in advance for functions over 500 guests. For seated meal functions, we will provide seating for an additional 3% beyond the guaranteed number (not to exceed 25 people). The guarantee number provided by the patron is the minimum for which the patron will be charged, even if fewer guests attend.

## Removal of Food from the Civic Center

Due to the potential for unsafe storage, transfer and handling, no food purchased from Distinctive Gourmet for consumption at a function may be removed from the Charleston Civic Center.

## Item Availability

Due to availability of certain items throughout the year, Distinctive Gourmet reserves the right to substitute certain items to meet our standards of quality. There will be a \$500 per item charge for any outside food or beverage brought into the Charleston Civic Center.

## Decoration and Entertainment

Theme decorations, flowers, plants, centerpieces, music and entertainment can be arranged with advance notice at a nominal charge.

## Sampling Policy

No sales of any food or beverage products are allowed in the building. Only exhibitors with booths in the trade show exhibit hall may give away sample portions of the product they manufacture or produce. Sample size must be limited to 3 ounces of beverage and 3 ounces of food. Please advise the Civic Center and Distinctive Gourmet of any samples that will be given out. Distinctive Gourmet will do a tasting for your event at the cost of \$50, and for a maximum of 5 people. Please call ahead of time to schedule an appointment if you are interested.

## Lost and Found

Distinctive Gourmet does not accept any responsibility for the damage or loss of any merchandise or article left in the facility before, during or following your function. Any items that are found by Distinctive Gourmet Staff will be turned over to the Civic Center staff. Patron agrees to be responsible for any damages done to the premises during the period they are under the Patron's control or the control of any independent contract hired by the patron.