

CORPORATE  
**CATERING**  
CONCIERGE

If you do not receive a phone or email confirmation within 15 minutes,  
please call C3 at 866.677.3493 to confirm receipt of your order.

Please call for delivery time availability on same day orders.

## FAX COVER

FAX TO: 713.758.0125

To: Corporate Catering Concierge Date: \_\_\_\_\_

Fax: 713.758.0125 Pages: \_\_\_\_\_ with cover

Company Name: \_\_\_\_\_

Delivery Address: \_\_\_\_\_ Floor/ Suite: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Ext.: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Number of people you will be serving: \_\_\_\_\_

Payment By: Check AMEX Visa MCard

Time Requested: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CVV: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

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

## **CVC Events - Hors d oeuvres**

### **SERVICE LEVELS**

\_\_\_\_\_ **Buffet Set-up Fee** **\$150**

Our staff will set-up with a buffet linen, chafing dishes, all serving pieces and have everything ready to enjoy at your required start time. Then the staff person will return the same day to pick

\_\_\_\_\_ **Reception Set-up** **\$75**

Our staff will set-up with a buffet linen, chafing dishes, all serving pieces and have everything ready to enjoy at your required start time. Then the staff person will return the same day to pick

### **PLATES & UTENSILS**

\_\_\_\_\_ **Complimentary Plates, Napkins, Utensils & Serving Utensils** **\$0**

Please include the number of guests you will be serving. We will provide the appropriate number of service items for your meal

### **STATIONARY HORS DOEUVRES**

\_\_\_\_\_ **Gulf Shrimp on Ice (each)** **\$4.5**

(24 MINIMUM) Jumbo shrimp served with bloody mary cocktail sauce.

\_\_\_\_\_ **Parmesan Crusted Asparagus (each)** **\$3.5**

(24 MINIMUM)

\_\_\_\_\_ **Beef Tenderloin Slider (each)** **\$5**

(24 MINIMUM) Served on a pretzel roll with caramelized onions

<b>_____ Chicken Empanadas (each)</b>	<b>\$4</b>
(24 MINIMUM) Served with Aji Sauce.	
<b>_____ Classic Hummus Tray</b>	<b>\$6</b>
(MINIMUM 10) Classic hummus with feta, Kalamata, scallions, and tomatoes served with pita and crudite.	
<b>_____ Braised Short Rib Bites</b>	<b>\$5</b>
(24 MINIMUM) Braised Short Ribs on a risotto cake (36 HOUR NOTICE REQUIRED)	
<b>_____ Seasonal Fruit &amp; Berries</b>	<b>\$5.25</b>
(10 MINIMUM)	
<b>_____ Antipasto (per person)</b>	<b>\$8</b>
(24 MINIMUM) Assorted Italian cured meats and cheeses including fresh smoked mozzarella, olives and grilled vegetables. Served with basil focaccia bread and french baguettes.	
<b>_____ Crudite Display (per person)</b>	<b>\$5</b>
(10 MINIMUM) Assortment of seasonal raw vegetables served with your choice of two dips.	
<b>_____ Classic Bruschetta Display (per person)</b>	<b>\$4.5</b>
Served on toasted baguette with diced tomatoes, fresh basil and garlic.	
<b>_____ Spinach Artichoke Dip (per person)</b>	<b>\$5</b>
(24 MINIMUM) Served with parmesan crusted toasted baguette.	
<b>_____ Baked Brie Encrute</b>	<b>\$75</b>
(SERVES 50 to 60) Baked brie cheese wrapped in puff pastry topped w/honey & toasted almonds. Served with sliced french bread.	

\_\_\_\_\_ **English High Tea (per person)** **\$18**

(REQUIRES AN ATTENDANT) Tea Sandwiches include:  
Cucumber & Baby Watercress, Aged Gruyere Cheese  
w/Roasted Peppers, Grilled Chicken Salad w/Arugula Leaves,  
Smoked Salmon & Egg Salad w/Caper Cream

## **PASSED HORS D'OEUVRES**

\_\_\_\_\_ **Homemade Chips** **\$2.5**

(MINIMUM 20) Homemade potato chips. A great  
accompaniment to your slider bar.

\_\_\_\_\_ **Fall Crostini** **\$4**

(EACH, MINIMUM 24) Brie, cranberries and roasted apples  
served on a toasted crostini.

\_\_\_\_\_ **Gourmet Mac & Cheese (per person)** **\$8.5**

(Minimum 24) 3 scoops served on a small rectangle plate. Trio  
includes truffled, caramelized onion & bacon, and four cheese

\_\_\_\_\_ **Asparagus-wrapped Prosciutto (each)** **\$3.5**

(MINIMUM 24)

\_\_\_\_\_ **Chilled Gazpacho Shooters (each)** **\$3.5**

(MINIMUM 24)

\_\_\_\_\_ **Cherry Tomatoes (each)** **\$3.75**

(MINIMUM 24) Filled with boursin cheese and topped with  
asparagus tips.

\_\_\_\_\_ **Tomato Caprese Skewers (each)** **\$3.75**

(24 MINIMUM) Skewered ciliengine mozzarella, grape  
tomatoes and fresh basil drizzled with a balsamic reduction.

\_\_\_\_\_ **Fried Green Tomato BLTs (each)**

(Minimum 24) Cornmeal Dusted Green Tomatoes, Applewood Smoked Bacon and Lettuce.	<b>\$4.5</b>
<b>_____ Beet and Herbed Goat Cheese Napoleon (each)</b> (Minimum 24) Balsamic Glaze, Pistachio Dust	<b>\$3.5</b>
<b>_____ Tomato Pomodoro &amp; Buffalo Mozzarella Crostini (each)</b> (MINIMUM 24)	<b>\$3.75</b>
<b>_____ Phyllo Cup (each)</b> (MINIMUM 24) Stuffed with artichoke and chevre mousse.	<b>\$3.5</b>
<b>_____ Mushrooms (each)</b> (MINIMUM 24) Mushrooms stuffed with spinach, onion, garlic, artichoke hearts, sundried tomatoes & cheese.	<b>\$3.75</b>
<b>_____ Spanakopita (each)</b> (MINIMUM 24) Spinach and feta cheese wrapped in phyllo.	<b>\$3.75</b>
<b>_____ Mini New Potatoes (each)</b> (MINIMUM 24) Filled with creme fraiche chives.	<b>\$3.75</b>
<b>_____ Mini New Potatoes with caviar (each)</b> (MINIMUM 24) Filled with creme fraiche, chives and caviar.	<b>\$4.5</b>
<b>_____ Ceviche Shooters (each)</b> (MINIMUM 24) Served with avocado sauce.	<b>\$4.5</b>
<b>_____ Pear &amp; Brie Bites (each)</b> (MINIMUM 24) Pear & brie cheese wrapped in phyllo and served with apricot & jalapeno glaze.	<b>\$4</b>
<b>_____ Chicken Satay (each)</b> (MINIMUM 24) Chicken satay served with your choice of sauce.	<b>\$4</b>

<u>          </u> <b>Miniature Chicken Wellington (each)</b>	<b>\$4.5</b>
(MINIMUM 24) Served with choron sauce.	
<u>          </u> <b>Grilled Chicken Skewers (each)</b>	<b>\$4</b>
(MINIMUM 24) With peppers and onions, served with your choice of sauce.	
<u>          </u> <b>Beef &amp; Chicken Empanadas (each)</b>	<b>\$5.5</b>
(MINIMUM 24) Served with cilantro ranch dip.	
<u>          </u> <b>Mustard and Chicken Bites (2 each)</b>	<b>\$4</b>
(Minimum 24) with Bacon Aioli	
<u>          </u> <b>Southwestern Egg Rolls (each)</b>	<b>\$4</b>
(MINIMUM 50) 1/2 PIECE PER ORDER - Egg rolls filled with chicken, roasted corn, red peppers, black beans and served with cumin sauce.	
<u>          </u> <b>Stuffed Tomato Caprese (each)</b>	<b>\$3.75</b>
(MINIMUM 24) Tomato stuffed with buffalo mozzarella with a dollop of Pesto Sauce.	
<u>          </u> <b>Sliced Tenderloin of Beef (each)</b>	<b>\$5</b>
(MINIMUM 24) Served with horseradish sour cream on a bamboo skewer.	
<u>          </u> <b>Beef Tenderloin (each)</b>	<b>\$5</b>
(MINIMUM 24) Served on crostini with wild mushrooms and salsa cruda.	
<u>          </u> <b>Braised Beef Short Rib Mini Taco (each)</b>	<b>\$5</b>
(Minimum 24) Queso Fresco and Cilantro	
<u>          </u> <b>Beef Tenderloin Sate (each)</b>	<b>\$5</b>
(MINIMUM 24) Served with homemade chimi churi.	

_____ <b>Miniature Beef Wellington (each)</b>	<b>\$4.5</b>
(MINIMUM 24) Served with Bearnaise sauce.	
_____ <b>Scallops wrapped in Bacon (each)</b>	<b>\$4.75</b>
(MINIMUM 24)	
_____ <b>Grilled Jumbo Shrimp (each)</b>	<b>\$5</b>
(MINIMUM 24) Grilled shrimp wrapped in bacon and stuffed with jalapeno & monterey jack cheese.	
_____ <b>Chili Roasted Shrimp</b>	<b>\$4.75</b>
(24 MINIMUM) priced per piece.	
_____ <b>Plantain and Coconut Fried Shrimp (each)</b>	<b>\$4.75</b>
(MINIMUM 24)	
_____ <b>Shrimp Diablo (each)</b>	<b>\$4.75</b>
(MINIMUM 24) Served with sweet chili sauce.	
_____ <b>Seared Ahi Tuna (each)</b>	<b>\$5.5</b>
(Minimum 24) Vegetable Manchurian, Soy Glaze and Green Onion	
_____ <b>Black and Blue Seared Tuna Loin (each)</b>	<b>\$5</b>
(MINIMUM 24) Served on a risotto cake topped with a peppercorn demi-glaze.	

## DESSERTS

_____ <b>Mini Pastries &amp; Tarts (per piece)</b>	<b>\$4</b>
(72 HOURS NOTICE REQUIRED)	
_____ <b>Specialty Cakes (10 inch round)</b>	<b>\$42</b>
(SERVES 10 to 12)	
_____ <b>Strawberry Shortcake (each)</b>	<b>\$6</b>

_____	<b>Tres Leches Trifle (each)</b>	<b>\$6</b>
_____	<b>Mixed Berry Trifle (each)</b>	<b>\$6</b>
_____	<b>Tiramisu (each)</b>	<b>\$6</b>
_____	<b>Chocolate Mousse (each)</b>	<b>\$6</b>
_____	<b>Homemade Banana Pudding (each)</b>	<b>\$6</b>
_____	<b>Giant Fresh Baked Brownies (each)</b>	<b>\$4</b>
_____	<b>Brownies (each)</b>	<b>\$3.5</b>
_____	<b>Fresh Baked Pies (whole, 8 slices)</b>	<b>\$16</b>
	Your choice of pie.	
_____	<b>Assorted Bars (each, MINIMUM 12 PER FLAVOR)</b>	<b>\$4</b>
	Your choice of bars.	
_____	<b>Fruit Cobbler (each)</b>	<b>\$6</b>
	Your choice of cobbler.	
_____	<b>Fresh Baked Cookies (each)</b>	<b>\$1.25</b>
	Your choice of cookie. Chocolate Chip, Double Fudge, Oatmeal Raisin, Peanut Butter & White Chocolate Macadamia Nut.	
_____	<b>Chocolate Dipped Cookies (each)</b>	<b>\$2</b>
	Your choice of cookie. Chocolate Macadamia Nut.	
_____	<b>Holiday Decorative Cookies</b>	<b>\$16.2</b>
	(ordered by the dozen) shortbread cookies decorated in the spirit of any holiday	



## BEVERAGES

\_\_\_\_\_ **Hot Tea (gallon)** **\$18**

Hot water served with an assortment of Bigelow tea bags, lemons and sweetener.

\_\_\_\_\_ **Iced Tea - Gallon** **\$18**

Includes ice, cups, lemons and sweeteners

\_\_\_\_\_ **2 Hour Beer and Wine Bar** **\$36**

Includes 2 domestic and 2 imported beers, pinot grigio, cabernet sauvignon and merlot, bottled waters, assorted sodas, ice, cocktail napkins, real glassware and bar displayware. Bartender required

\_\_\_\_\_ **Add Additional Hour to Beer and Wine Bar Service (per person)** **\$12**

\_\_\_\_\_ **Add A Bottle of Sparkling Wine to Package (per bottle)** **\$18**  
(SERVES 4 - 5)

\_\_\_\_\_ **2 Hour Well Bar Service** **\$40**

Well brands of vodka, bourbon, gin, rum, tequila, scotch, Bud Light, Miller Light, House Chardonnay, Merlot, assorted sodas and bottled water. GLASSWARE INCLUDED.

\_\_\_\_\_ **2 Hour Call Bar** **\$50**

Bud Light, Miller Light, House Chardonnay, Merlot, Jim Beam Bourbon, Seagram's 7, Smirnoff Vodka, Beefeater's Gin, Sauza Silver Tequila, Bacardi Silver Run, Johnnie Walker Red Scotch, assorted soda

\_\_\_\_\_ **2 Hour Premium Bar Service**

Grey Goose Vodka, Bombay Sapphire Gin, Cuervo Gold Tequila, Crown Royal, Jack Daniels, Flor De Cana Run, Johnny

Walker Black Scotch, Bud Light, Miller Light, House  
Chardonnay, Merlot, assorted soda **\$62**

**\$7**

**Add an Additional Hour to Alcohol Package (per person)**

\_\_\_\_\_ **Formal Champagne Toast (per person)** **\$3.25**

\_\_\_\_\_ **Formal Sparkling Cider Toast (per person)** **\$2**

\_\_\_\_\_ **Freshly Brewed Starbucks Coffee (96 ounces)** **\$30**

Served with 10 cups, creamers, assorted sweeteners & cups.

\_\_\_\_\_ **Premium Hot Chocolate Bar** **\$7**

(MIN 10) Priced per person. Starbucks brand hot chocolate served in a silver urn, with Starbucks Grande cups. Toppers include- mini marshmallows, whipped cream, chocolate and caramel drizzle, choc

\_\_\_\_\_ **Lemonade (Gallon)** **\$18**

Served with 10 cups and ice.

\_\_\_\_\_ **Homemade Wassail** **\$7**

(Min 10) Priced per person. Traditional homemade wassail served in a silver urn, with cinnamon sticks.

\_\_\_\_\_ **Fresh Orange Juice (gallon)** **\$30**

\_\_\_\_\_ **Bottled Water** **\$1.75**

\_\_\_\_\_ **Assorted Bottled Juices** **\$3**

Orange, Grapefruit, Cranberry, Apple and Grape.

\_\_\_\_\_ **Ice Water served in a dispenser** **\$0.75**

30 GUEST MINIMUM. priced per guest.

_____ <b>Coffee Beverages</b>	<b>\$4.5</b>
Starbucks frappuccino (small bottles).	
_____ <b>Coke</b>	<b>\$2</b>
_____ <b>Diet Coke</b>	<b>\$2</b>
_____ <b>Sprite</b>	<b>\$2</b>
_____ <b>Dr Pepper</b>	<b>\$2</b>
_____ <b>Diet Dr. Pepper</b>	<b>\$2</b>

## **EXTRAS**

_____ <b>Special Note on All Events</b>	<b>\$0</b>
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Please note that we do the best job we can estimating staff time at your events. However there are instances when staff time does run over our estimate or other incidentals charges may occur. When

_____ <b>Catering Service Agreement - Special Events</b>	<b>\$0</b>
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TO CONFIRM AND FINALIZE YOUR EVENT: The catering agreement must be signed to confirm the booking of your event. Please print this order and initial each page and either fax back to 713.758.0125 or

_____ <b>Catering Service Agreement</b>	<b>\$0</b>
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TO CONFIRM AND FINALIZE YOUR EVENT: The catering agreement must be signed to confirm the booking of your event. Please print this order and initial each page and either fax back to 713.758.0125 or

_____ <b>Service Fee</b>	
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Will changes with each order. Covers all equipment and service ware for your event. (BAR GLASSES NOT INCLUDED IF

CLIENT PROVIDES BAR/BEVERAGES).	\$0
_____ <b>Ice Chest with Ice to ice beer and wine</b>	\$35
Beer and Wine provided by customer.	
_____ <b>Additional Staff Time</b>	\$30
\$30.00 per hour per server for additional time over first 5 hours at \$180	
_____ <b>Table Cloths - for 6 ft Banquet Table</b>	\$12.5
_____ <b>Flower Center Piece</b>	\$40
Price will vary per event to meet the needs of the event.	
_____ <b>Table Cloth for a 60</b>	\$18
Table cloth to the floor.	
_____ <b>High Top Cocktail Tables</b>	\$15
_____ <b>Square Table cloth for High Top Table</b>	\$8
Black square table cloth that hangs down about 10 inches.	
_____ <b>Floor Length Table Cloth for High Top Table</b>	\$18
Black table cloth that goes to the floor.	
_____ <b>Bar Stools</b>	\$20
Tall bar stools for cocktail rounds- padded seat and felt lined footing.	
_____ <b>Kitchen Prep Person</b>	\$180
For Passed Hors d' oeuvre or seated events. 4 Hr. minimum.	
_____ <b>1/2 Server</b>	\$75
To help set up an event and then leaves. for use with receptions when only a bartender or no staff is desired.	

<b>Bartender Fee</b>	<b>\$210</b>
Exclusive for bar work, first 5 hours. Additional hours will be billed at \$35.00 per hour.	
<b>EXTRA Staff by the Hour</b>	<b>\$30</b>
Per Server. \$30.00 per hour after 5 hours at \$180.00	
<b>Additional Bartender Hours</b>	<b>\$35</b>
\$35.00 per hour after 5 hours	
<b>Bar Set Up Fee - Disposables</b>	<b>\$1</b>
Includes ice, cups and bar set-ups when the host provides the beer, wine and or other beverages. Priced per person.	
<b>CHAMPAGNE GLASS RENTAL- PER PERSON</b>	<b>\$0.65</b>
AMPLE GLASSES TO SERVE YOUR GUESTS	
<b>Real China and Glassware</b>	<b>\$5</b>
Priced per person. Includes china dinner plate, dessert plate, silverware and linen napkin. Perfect for boardroom luncheons and events.	
<b>Bar Glasses</b>	<b>\$2.5</b>
Priced per person- all necessary bar glassware stocked and ready for client provided bar.	